



ALLEGANY  
COLLEGE  
OF MARYLAND



**2012-2013 CATALOG**

*Cumberland, MD • Everett, PA • Somerset, PA*

# Allegany College of Maryland

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www.allegany.edu

Bedford County Campus  
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Everett, PA 15537-1410  
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Bedford County Technical Center  
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School of Hospitality, Tourism,  
and Culinary Arts  
The Culinaire Café/Gateway Center  
110-114 Baltimore Street  
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Garrett County Nursing Site  
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## OUR DOOR IS OPEN

### *Allegany College of Maryland Open-Door Admissions Policy*

Allegany College of Maryland strives to provide quality education and services in a safe and comfortable environment at a reasonable cost. Anyone who satisfies our admissions criteria, and who is at least sixteen years of age, is admitted to Allegany College of Maryland. ACM reserves the right to refuse admission or re-enrollment, or to place conditions on admission or re-enrollment, of applicants and former students who ACM determines represent a safety risk to students, faculty, or staff.

Admission to specific Associate degree or Certificate Programs requires at least a high school diploma or its equivalent. Allied Health Programs have special entrance requirements. Our Early College Program permits qualified high school students to enroll in some courses.

If you are interested in attending Allegany College of Maryland, see the Admissions Section of this catalog for more information.

Allegany College of Maryland is accredited by the Commission of Higher Education, Middle States Association of Colleges and Secondary Schools, and approved by the Maryland Higher Education Commission. (For more information on our accreditation, see page 9.)

Allegany College of Maryland does not discriminate against students or prospective students for reasons of race, sex, color, religion, national or ethnic origin, age, veterans status, conditions of disability, or sexual orientation in admission, educational programs and activities, scholarship and loan programs, or any terms and conditions of enrollment. The College complies with applicable state and federal laws and regulations prohibiting discrimination.

Allegany College of Maryland supports the efforts of the State of Maryland and the United States to provide learning centers and workplaces free of illegal drug and alcohol use. The Code of Student Conduct includes provisions making unlawful use or possession of drugs or alcoholic beverages a violation of the Code. In addition, the use of oral tobacco or tobacco substitute products or smoking, or the carrying of any lighted tobacco product or tobacco substitute is prohibited in all interior areas of all campus buildings and in all College vehicles. Smoking is only allowed in the parking areas beyond the faculty/staff/handicapped parking or in parked vehicles. Violators are subject to discipline, which might include censure, restitution, probation, suspension, dismissal, or expulsion. In addition, some of the financial aid programs made available through Allegany College of Maryland or through the State of Maryland require certification that the student recipient remain drug free and avoid the unlawful use of alcohol. Conviction of an alcohol or drug violation in court or under the College Code of Student Conduct could mean loss of valuable financial aid or scholarships. All college students are encouraged to become familiar with the Code of Student Conduct, the College Drug/Alcohol Abuse Policy, and the College Tobacco Use Policy. Each of these policies is found in the Student Handbook. The College publishes a drug and alcohol booklet that describes resources to defeat drug and alcohol problems. It is available through the Office of the Vice President of Student and Legal Affairs (College Center Building CC-128) and it is also published on the College's website at [www.allegany.edu](http://www.allegany.edu). Students and employees at the Pennsylvania campuses may contact the Student Services Office at their campus for resources specific to Somerset and Bedford counties.

A report on Allegany College of Maryland's Campus Security Policies and Crime Statistics (34 CFR Part 668) and the Clery Act, 20 U.S.C. 1092 (a) and (b) in accordance with the FBI Uniform Crime Reporting (UCR)/ National Incident-based Reporting System (NIBRS) is available in the Office of the Vice President of Student and Legal Affairs (College Center Building CC-128) or through the College's website at [www.allegany.edu](http://www.allegany.edu).

## FALL SEMESTER 2012

| TERM                    | START DATE       | END DATE         |
|-------------------------|------------------|------------------|
| Full-Term<br>(15 weeks) | August 20, 2012  | December 7, 2012 |
| A-Term<br>(7 weeks)     | August 20, 2012  | October 8, 2012  |
| B-Term<br>(7 weeks)     | October 18, 2012 | December 7, 2012 |

|                       |                        |   |
|-----------------------|------------------------|---|
| August 17             | Friday                 | Full-Term and A-Term Last Day for Full Refund upon Withdrawal (Less Nonrefundable Fees) |
| <b>August 20</b>      | <b>Monday</b>          | <b>Full-Term and A-Term Classes Begin</b>   |
| August 22             | Wednesday              | A-Term Last Day to Enroll in Classes (Instructor Approval Required)                     |
| August 24             | Friday                 | Full-Term Last Day to Enroll in Classes (Instructor Approval Required)                  |
| August 28             | Tuesday                | A-Term Last Day for 80% Refund upon Withdrawal (Less Nonrefundable Fees)                |
| <b>September 3</b>    | <b>Monday</b>          | <b>Labor Day; College Closed</b>  |
| September 10          | Monday                 | Full-Term Last Day for 80% Refund upon Withdrawal (Less Nonrefundable Fees)             |
| September 12          | Wednesday              | A-Term Last Day to Drop Classes   |
| September 28          | Tuesday                | Last Day to Change "I" grades from Spring and Summer                                    |
| October 5             | Friday                 | Last Day to Apply for Fall Graduation   |
| <b>October 8</b>      | <b>Monday</b>          | <b>A-Term Classes End</b>   |
| October 8-12          | Monday-Friday          | Mid-Semester Evaluations  |
| October 15            | Monday                 | Full-Term Mid-Term Grades Due (10:00 a.m.)  |
| October 15            | Monday                 | A-Term Final Course Grades Due (10:00 a.m.)   |
| <b>October 15-16</b>  | <b>Monday-Tuesday</b>  | <b>Fall Break; No Classes</b>   |
| October 17            | Wednesday              | B-Term Last Day for Full Refund upon Withdrawal (Less Nonrefundable Fees)               |
| <b>October 17</b>     | <b>Wednesday</b>       | <b>Follow Monday Class Schedule</b>   |
| <b>October 18</b>     | <b>Thursday</b>        | <b>B-Term Classes Begin</b>   |
| October 25            | Thursday               | Last Day to Drop Full-Term Classes  |
| October 26            | Friday                 | B-Term Last Day for 80% Refund upon Withdrawal (Less Nonrefundable Fees)                |
| November 5            | Monday                 | Advising and Registration Begins for Spring Semester                                    |
| November 9            | Friday                 | B-Term Last Day to Drop Classes   |
| <b>November 22-23</b> | <b>Thursday-Friday</b> | <b>College Closed</b>   |
| November 26           | Monday                 | Classes Resume; First Day to Apply for May Graduation                                   |
| <b>December 7</b>     | <b>Friday</b>          | <b>Full-Term and B-Term Classes End</b>   |
| December 11           | Tuesday                | All Final Course Grades Due (2:00 p.m.)   |
| December 14           | Friday                 | Commencement Cumberland Campus (7:00 p.m.)  |
| <b>December 19</b>    | <b>Wednesday</b>       | <b>College Closed (December 19 - January 1)</b>   |

## SPRING SEMESTER 2013

| TERM                    | START DATE       | END DATE      |
|-------------------------|------------------|---------------|
| Full-Term<br>(15 weeks) | January 21, 2013 | May 10, 2013  |
| A-Term<br>(7 weeks)     | January 21, 2013 | March 8, 2013 |
| B-Term<br>(7 weeks)     | March 18, 2013   | May 10, 2013  |

|                    |                         |   |
|--------------------|-------------------------|---|
| January 2          | Wednesday               | College Reopens; In-person Registration Resumes   |
| January 18         | Friday                  | Full-Term and A-Term Last Day for Full Refund upon Withdrawal (Less Nonrefundable Fees) |
| <b>January 21</b>  | <b>Monday</b>           | <b>Full-Term and A-Term Classes Begin</b>   |
| January 23         | Wednesday               | A-Term Last Day to Enroll in Classes (Instructor Approval Required)                     |
| January 25         | Friday                  | Full-Term Last Day to Enroll in Classes (Instructor Approval Required)                  |
| January 29         | Tuesday                 | A-Term Last Day for 80% Refund upon Withdrawal (Less Nonrefundable Fees)                |
| February 1         | Friday                  | Last Day to Apply for Spring Graduation   |
| February 8         | Friday                  | Full-Term Last Day for 80% Refund upon Withdrawal (Less Nonrefundable Fees)             |
| February 12        | Tuesday                 | A-Term Last Day to Drop Classes   |
| February 19        | Tuesday                 | Last Day to Change "I" Grades from Fall Semester  |
| <b>March 8</b>     | <b>Friday</b>           | <b>A-Term Classes End</b>   |
| March 11           | Monday                  | Full-Term Mid-Term Grades Due (10:00 a.m.)  |
| March 11           | Monday                  | A-Term Final Course Grades Due (10:00 a.m.)   |
| March 15           | Friday                  | B-Term Last Day for Full Refund Upon Withdrawal (Less Nonrefundable Fees)               |
| <b>March 18</b>    | <b>Monday</b>           | <b>B-Term Classes Begin</b>   |
| March 20           | Wednesday               | B-Term Last Day to Enroll in Classes (Instructor Approval Required)                     |
| <b>March 25-27</b> | <b>Monday-Wednesday</b> | <b>Spring Break; No Classes</b>   |
| <b>March 28-29</b> | <b>Thursday-Friday</b>  | <b>College Closed</b>   |
| April 2            | Tuesday                 | B-Term Last Day for 80% Refund upon Withdrawal (Less Nonrefundable Fees)                |
| April 2            | Tuesday                 | Last Day to Drop Full-Term Classes  |
| April 8            | Monday                  | Advising and Registration for Summer and Fall Begins                                    |
| April 16           | Tuesday                 | B-Term Last Day to Drop Classes   |
| <b>May 10</b>      | <b>Friday</b>           | <b>Full-Term and B-Term Classes End</b>   |
| May 14             | Tuesday                 | All Final Course Grades Due (10:00 a.m.)  |
| May 18             | Saturday                | Commencement Cumberland Campus (11:00 a.m. & 2:00 p.m.)                                 |
| May 18             | Saturday                | Commencement Bedford County Campus (7:00 p.m.)  |
| May 21             | Tuesday                 | Commencement Somerset County Campus (7:00 p.m.)   |

## SUMMER SESSION 2013

| TERM                    | START DATE    | END DATE      |
|-------------------------|---------------|---------------|
| Full-Term<br>(10 weeks) | May 20, 2013  | July 26, 2013 |
| A-Term<br>(5 weeks)     | May 20, 2013  | June 21, 2013 |
| B-Term<br>(5 weeks)     | June 24, 2013 | July 26, 2013 |

|                |                 |   |
|----------------|-----------------|---|
| May 17         | Friday          | Full-Term and A-Term Last Day for Full Refund upon Withdrawal (Less Nonrefundable Fees) |
| <b>May 20</b>  | <b>Monday</b>   | <b>Full-Term and A-Term Classes Begin</b>   |
| May 21         | Tuesday         | A-Term Last Day to Enroll<br>(Instructor Approval Required)                             |
| May 22         | Wednesday       | Full-Term Last Day to Enroll<br>(Instructor Approval Required)                          |
| May 24         | Friday          | A-Term Last Day for 80% Refund upon Withdrawal<br>(Less Nonrefundable Fees)             |
| <b>May 27</b>  | <b>Monday</b>   | <b>Memorial Day; College Closed</b>   |
| June 3         | Monday          | Full-Term Last Day for 80% Refund upon Withdrawal<br>(Less Nonrefundable Fees)          |
| June 10        | Monday          | A-Term Last Day to Drop Classes   |
| June 14        | Friday          | Last Day to Apply for Summer Graduation   |
| <b>June 21</b> | <b>Friday</b>   | <b>A-Term Classes End</b>   |
| June 21        | Friday          | B-Term Last Day for Full Refund upon Withdrawal<br>(Less Nonrefundable Fees)            |
| <b>June 24</b> | <b>Monday</b>   | <b>B-Term Classes Begin</b>   |
| June 25        | Tuesday         | B-Term Last Day to Enroll<br>(Instructor Approval Required)                             |
| June 27        | Thursday        | A-Term Final Grades Due (10:00 a.m.)  |
| June 28        | Friday          | B-Term Last Day For 80% Refund upon Withdrawal<br>(Less Nonrefundable Fees)             |
| <b>July 4</b>  | <b>Thursday</b> | <b>Independence Day; College Closed</b>   |
| July 9         | Tuesday         | Full-Term Last Day to Drop Classes  |
| July 15        | Monday          | B-Term Last Day to Drop Classes   |
| <b>July 26</b> | <b>Friday</b>   | <b>Full-Term and B-Term Classes End</b>   |
| July 29        | Monday          | All Final Course Grades Due (10:00 a.m.)  |
| August 16      | Friday          | Summer 2013 Graduation  |

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# **General Information**

## **THE COLLEGE**

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Allegany College of Maryland was founded in August of 1961 by a resolution passed by the Allegany County Board of Education and approved by the Allegany County Commissioners. The College, which now has separate governance under a Board of Trustees, is an example of the rapid growth in the development of Maryland's community college system.

Allegany College of Maryland was established to provide low-cost, high quality, higher education for the residents of the area. Its accessibility to the county's center of population permits students to live at home, thus saving a substantial part of out-of-pocket costs for a college education.

Although heavy emphasis was placed on liberal arts transfer programs in the College's early development, in recent years the College has developed highly specialized curricula, including those in the technological and pre-professional areas, as career programs to satisfy identified needs of the region. Ever cognizant of its responsibility to an industrial area pocketed in Appalachian Western Maryland, Allegany College of Maryland has accepted a mission to make tangible contributions through higher education to the economic and cultural growth of the area. Through its Board of Trustees, the College presents a dimension of learning that prepares men and women for the excitement and satisfaction of creative lives.

## **PHILOSOPHY**

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In developing and implementing the offerings of the College, the Board of Trustees, the faculty, and the staff have steadfastly held, and continue to hold, the following beliefs:

We believe in democracy as a way of life, and in both the freedoms and responsibilities inherent in a democracy. We believe in preparation for active participation in a democracy.

We believe that education is a process by which certain objectives of society are reached. We believe that education is sustained, utilized, and protected by society.

We believe that our college, as an essential and integral part of the American way of life, has a direct relationship and responsibility to the community to serve as a leader in educational thought and practice. To this end, the educational resources of the institution are made available for use by the community.

We believe that education embraces knowledge, training, and aspiration. Consequently, we believe in the dissemination of knowledge, the liberation of minds, the development of skills, the promotion of free inquiry, the encouragement of the creative or inventive spirit, and the establishment of wholesome attitude toward order and change, with an emphasis on ethical and legal concerns.

We believe that we should educate broadly through a program of general education which introduces the students to the basic fields of knowledge: the arts and humanities, English composition, social and behavioral sciences, mathematics, and the biological and physical sciences.

We believe that it is our responsibility to guide students in the exercise of self-direction and self-discipline in the solution of their problems, and to instill in them the desire to continue education as long as they live.

We believe that knowledge alone is not enough. Ethics is indispensable; therefore, our program emphasizes appreciation of and response to beauty, truth, and justice, thus contributing to the general cultural development of the community through the individual.

We believe in the cooperation of the College with all segments of its service area and in the continual evaluation of the College, its purpose and program, to the end that it may contribute to the maximum development of the individual and the area.



## VISION

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Allegany College of Maryland will embrace the dynamic spirit of learning for life!

## MISSION

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Allegany College of Maryland is a lifelong learning community dedicated to excellence in education and responsive to the changing needs of the communities we serve. Our focus is the preparation of individuals in mind, body, and spirit for lives of fulfillment, leadership, and service in a diverse and global society. We are committed to engaging students in rich and challenging learning opportunities within a small college atmosphere that is known for its personal touch.

## VALUES

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|             |                                |
|-------------|--------------------------------|
| Quality     | We improve through assessment. |
| Integrity   | We promote honesty and trust.  |
| Respect     | We foster dignity and worth.   |
| Opportunity | We provide innovative choices. |
| Wellness    | We promote healthy lifestyles. |

## GOALS

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To provide convenient geographical access to post-secondary education to people within the service region of the college.

To provide financial access to a college education by assuring reasonable tuition rates, comprehensive financial assistance, and college scholarship opportunities.

To provide quality education and services, in a safe and comfortable environment, at a reasonable cost.

To support an environment that promotes quality teaching and learning.

To promote a college that enhances lives and the community through education and service.

To instill in our students a philosophy of life-long learning.

To foster a pro-learning campus environment that embraces the values of Allegany College of Maryland.

To develop the technical competence and knowledge and other essential skills that prepare students for direct entry into the workforce, for career change and advancement, or for transfer to another college or university.

To continually assess our programs and services in order to promote and encourage continuous improvement.

## ACCREDITATION

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Allegany College of Maryland is accredited by the Commission on Higher Education, Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104-2680; 215-662-5606. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. The College is also accredited and approved for operation by the Maryland Higher Education Commission, 839 Bestgate Road, Suite 400, Annapolis, MD 21401; 410-260-4500. The Pennsylvania Department of Education has granted certification to Allegany College of Maryland campuses in Bedford and Somerset counties and to the academic programs they offer.

## **CUMBERLAND CAMPUS**

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The College had modest beginnings in the former Carver School on Frederick Street, where the first students were enrolled in September 1961. Today, the College has a “modern and spacious” campus in suburban Cumberland.

The 316-acre campus includes 15 buildings, which provide modern facilities for both credit and non-credit students. Facilities and equipment are consistent with and designed to maintain the high academic standards of the College. In addition to the Library, Humanities, and Science buildings, there is a College Center which houses the student lounge, dining facilities, a 400-seat theatre, Admissions and Registration, Financial Aid, Student and Legal Affairs, Institutional Research, and the Business Office. The campus also includes a Physical Education Building, which houses a large gymnasium and indoor swimming pool. The Technologies building houses instructional and laboratory facilities for several of the career technology programs in addition to the Computer Center and the Distance Learning and Media Center. The Continuing Education building houses classrooms and meeting rooms for conferences, workshops, and seminars. In addition, the College’s Information Center is located in this building. All of the College’s credit and non-credit health programs are centrally located in the Allied Health Building. The newly renovated Automotive Technology building houses the Automotive Technology program. Behind the Automotive building are the services building, the welding lab building, transportation building, and a storage facility. The Advancement/College Store houses the advancement office, public relations and marketing departments, and bookstore.

## **BEDFORD COUNTY CAMPUS**

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In 1990 the College began offering evening only classes leading to associate degree and certificate programs in the Everett Area High School. Then in 1994 a building was constructed to house the Bedford County Campus. The facility is located on seven acres with a 110 space parking area adjacent to the campus. The building uses a unique geothermal HVAC system that has allowed operating costs to remain at a minimum. The \$2.3 million facility was provided through funding from the Bedford County Commissioners, the Southern Tier Education Council, and the Commonwealth of Pennsylvania with the land donated by the Everett Area School District. The Bedford County Regional Education Foundation has provided total financial support for furnishing the campus facility. The 19,500 square foot facility located in Everett, Pennsylvania, houses ten classrooms, two state-of-the-art computer labs, distance learning classroom, electronic library, bookstore, student lounge, conference room and faculty and administrative offices including Admissions/Registration, Student Services, Placement Testing and Career and Transfer Planning and Advisement, and Foundation.

## **BEDFORD COUNTY TECHNICAL CENTER**

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An agreement entered into in 2000 established the Bedford County Technical Center as the Allegany College of Maryland Bedford County Technical Center Campus. This 25,000 square-foot building has facilities for a variety of technical training and education. It houses areas for automotive, building trades, metalworking, welding, health technologies, cosmetology, foods/hospitality, and computer use and repair. The Bedford Area and Everett Area School Districts own the Technical Center. The agreement makes the building available to Allegany College of Maryland for credit programs, continuing education, and workforce development in Bedford County. The Bedford County Campus provides academic support to technical students. The College’s office of Workforce Development and Training is housed at the technical center. A portion of the 4,800 square-foot training facility completed in 2002 adjacent to the technical center houses an additional computer lab and lab/classroom for the Nursing Program. The remaining area of the new facility will allow for additional development as future needs warrant. The Bedford County Technical Center expanded their facility to include science classrooms and labs. As a result of the cooperative agreement with the Bedford County Technical Center, the college offers both day and evening science lab classes.

## **SOMERSET COUNTY CAMPUS**

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In 1989 the College began offering evening only classes leading to associate degree and certificate programs in the Somerset Area High School. In 1999, the Somerset County Campus Foundation purchased the 27,000 square-foot facility in Somerset that houses the shared College and County library. The facility includes classrooms, computer labs, distance learning facilities, student lounge, faculty offices, allied health laboratory, and student and administrative areas. A 5,000 square-foot addition was completed in 2001 housing additional classroom space and student and administrative offices. A two-story facility completed in Spring 2006 includes classrooms, science labs, computer labs and an additional nursing classroom/lab. A one mile walking track was completed as part of the overall campus development. These facilities not only enhance opportunities for Allegany College of Maryland students but also provide the community with additional resources. Allegany College of Maryland purchased property in 2001 adjacent to the Somerset County Campus. This facility includes classrooms and a computer lab. A 1,632 square-foot addition was recently completed which houses a new computer lab and other facilities for classes.

## **ALLEGANY COLLEGE OF MARYLAND FOUNDATION, INC.**

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### **Board of Directors**

|                         |                        |                           |
|-------------------------|------------------------|---------------------------|
| David N. Aydelotte, Sr. | J. Jeffrey Hutter      | Gloria R. Saville         |
| Carl O. Belt, Jr.       | Dr. Audie G. Klingler, | L. Tadd Schwab            |
| John J. Felten          | <i>President</i>       | Judge J. Frederick Sharer |
| Lee N. Fiedler          | George W. Lapp, Jr.    | Robert J. Smith           |
| Bernice A. Friedland    | Mary Ann D. Moen       | Dottie M. Thomas          |
| Ivan A. Hall            | Dixie L. Pownall       | Marc E. Zanger            |
| Dr. Peter B. Halmos     | James R. Pyles         | Margaret H. Zembower      |
| Robert E. Heltzel       | Amanda W. Ruthenberg   |                           |
| Aaron W. Hendrickson    | Miriam D. Sanner       |                           |

Dr. Cynthia S. Bambara  
*President, Allegany College of Maryland*

Linda A. Price  
*Vice President of Advancement and Enrollment Management*

David R. Jones  
*Director of Grants and Development and  
Executive Director of the Allegany College of Maryland Foundation*

The Allegany College of Maryland Foundation is a not-for-profit foundation organized and incorporated under Maryland law.

Its purpose is to receive private gifts, bequests, and donations, and to account for, manage, and help appreciate monies or property submitted to the Foundation or College. Such donations are tax-deductible to the extent allowed by law.

Funds for the Foundation are distributed to encourage and promote the growth, progress, and general welfare of Allegany College of Maryland.

The Foundation Board of Directors is composed of individuals who represent positive leadership and community influence and who have expressed an interest and desire to use their influence on behalf of the College through the Foundation.

## *General Information*

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The Foundation activities and support include, but are not limited to:

- Merit Scholarships for recognition of academic achievement;
- Scholarships for students with financial need;
- Development of regional and national interest in support of the College;
- Planning for special College activities and programs;
- Awards for special achievement; and
- Management and investment of funds.

Gifts to the Foundation may be made in any one of several ways and can usually be arranged to achieve maximum tax benefits to the donor while, at the same time, providing generous support to education. Contributions may be made by gifts of cash, real or personal property, securities, provisions of a will, insurance policies, life income gifts, or the establishment of trusts.

Gifts may be awarded for a specific purpose or given without restriction on use.

Persons interested in contributing to the Allegany College of Maryland Foundation, Inc. should contact any of the Foundation Board of Directors, their financial or legal representative, and/or the Foundation's Executive Director.

Inquiries concerning the Allegany College of Maryland Foundation can be made by writing or calling:

**Executive Director**  
**Allegany College of Maryland Foundation, Inc.**  
**12401 Willowbrook Road, S.E.**  
**Cumberland, MD 21502-2596**  
**Phone: (301) 784-5200**

## **THE BEDFORD COUNTY REGIONAL EDUCATION FOUNDATION FOR ALLEGANY COLLEGE OF MARYLAND**

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The Bedford County Regional Education Foundation of Allegany College of Maryland, Inc., was established as a non-profit foundation organized and incorporated under Pennsylvania law.

The purpose of the foundation is to receive private gifts, bequests, and donations and to account for, manage and help appreciate monies or property submitted to the foundation or College. Such donations are deductible.

Funds for the foundation are distributed to encourage and promote the growth, progress and general welfare of Allegany College of Maryland in Bedford County, Pennsylvania.

The Foundation activities and support include, but are not limited to:

- Scholarship support to students;
- Tuition assistance program for college-age and Early College students;
- Emergency book funding assistance;
- Bedford County Scholastic Hall of Fame; and
- Management and investment of funds.

Gifts given to the Bedford County Regional Education Foundation assist students in reaching their dreams of postsecondary education. Contributions to the Foundation may support the scholarship endowment fund, establishment of new scholarship opportunities, Early College tuition assistance, emergency book funding, facility development, technology upgrades, a specific purpose, or given without restriction of use.

Persons interested in contributing to the Bedford County Regional Education Foundation should contact any of the Foundation members and/or the Coordinator of Grants and Development for PA Campuses.

Inquiries concerning the Bedford County Regional Education Foundation may be made by calling or writing:

**Bedford County Regional Education Foundation**  
**18 North River Lane**  
**Everett, PA 15537**  
**Phone: (814) 652-9528**

**Bedford County Regional Education  
Foundation Board of Directors**

|                     |                     |                  |
|---------------------|---------------------|------------------|
| Lynn Ashe           | Bill Higgins        | Marla Pennabaker |
| Dirk Barkman        | Steve Howsare,      | Ralph Scott      |
| Dr. Thomas Cypher   | <i>Commissioner</i> | Brad Will        |
| Garry Goss          | Dan Koontz          | Larry Williams   |
| Merle Helsel        | Pam Montgomery      |                  |
| Meredith Hendershot | Dixie Paruch        |                  |

Dr. Cynthia S. Bambara  
*President of Allegany College of Maryland*

Dr. James M. Snider  
*Vice President of Pennsylvania Campuses*

|              |                |
|--------------|----------------|
| Denise Bouch | Leah Pepple    |
| Tina Imes    | Robin Swindell |

**Bedford County Campus Advisory Committee**

The purpose and function of the Bedford County Campus Advisory Committee is to provide assistance and recommendations to the Board of Trustees and ACM administration concerning all aspects of the operation and development of the Bedford County Campus.

|                        |                              |                |
|------------------------|------------------------------|----------------|
| Kelly Burnett Myers    | Dan Koontz                   | Randy Shaw     |
| Lori Copley            | Kim Leonard                  | Rick Shimer    |
| Dave DiPasquale        | Pam Montgomery, <i>Chair</i> | Bette Slayton  |
| Jonathan Donelson      | Larry Myers                  | Denise Steele  |
| Kellie Goodman Shaffer | Dixie Paruch                 | Jeremy Weber   |
| Lynn Hocker            | Dr. Allen Sell               | Larry Williams |

**THE SOMERSET COUNTY CAMPUS FOUNDATION  
FOR ALLEGANY COLLEGE OF MARYLAND**

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The Somerset County Campus Foundation for Allegany College of Maryland, Inc., was established as a non-profit foundation organized and incorporated under Pennsylvania law.

The purpose of the foundation is to receive private gifts, bequests, and donations and to account for, manage and help appreciate monies or property submitted to the foundation or College. Such donations are deductible.

Funds for the foundation are distributed to encourage and promote the growth, progress and general welfare of Allegany College of Maryland in Somerset County, Pennsylvania.

## General Information

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The Foundation activities and support include, but are not limited to:

- Development of campus facilities and infrastructure;
- Scholarship support to students;
- Tuition assistance for Early College students;
- Technology upgrades;
- Maintenance of the one-mile community walking track; and
- Management and investment of funds.

Contributions given to the Somerset County Campus Foundation help students make their dreams of postsecondary education become reality. Gifts to the Foundation may support the scholarship endowment fund, campus development projects, establishment of new scholarship opportunities, Early College tuition assistance, a specific purpose, or given without restriction of use.

Persons interested in supporting the efforts of the Somerset County Campus Foundation should contact any of the Foundation members, the Coordinator of Grants and Development for PA Campuses, or the Somerset County Campus Development Associate.

Inquires concerning the Somerset County Campus Foundation may be made by calling or writing:

**Somerset County Campus Foundation**  
**6022 Glades Pike, Suite 100**  
**Somerset, PA 15501**  
**Phone: (814) 445-9848**

### **Somerset County Campus Foundation Board of Directors**

|                 |                                      |  |
|-----------------|--------------------------------------|--|
| Ron Aldom       | Nancy Merrill                        | Fred Rosemeyer                             |
| James Beener    | Daniel Mickey                        | Bradley Smith                              |
| Michele Beener  | Peggy Ogle                           | Pamela Tokar-Ickes,<br><i>Commissioner</i> |
| Sharon Clapper  | Joe Renna                            | Ken Warnick                                |
| George Cook     | Tim Resh                             | Brian Whipkey                              |
| Linda Fetterolf | Gordon Reynolds,<br><i>Solicitor</i> | Gloria Yeager                              |
| Roberta Lohr    |                                      |  |

Dr. Cynthia S. Bambara  
*President of Allegany College of Maryland*

Dr. James M. Snider  
*Vice President of Pennsylvania Campuses*

|             |                    |
|-------------|--------------------|
| Wayne Blue  | Brianna Livingston |
| Tara DeVore | Leah Pepple        |

### **Somerset County Campus Advisory Committee**

The purpose and function of the Somerset County Campus Advisory Committee is to provide assistance and recommendations to the Board of Trustees and ACM administration concerning all aspects of the operation and development of the Somerset County Campus.

|                |                 |                             |
|----------------|-----------------|-----------------------------|
| Ron Aldom      | Linda Fetterolf | Glenn Miller                |
| Jane Belt      | Sylvia Gibson   | Paula Newman                |
| Mark Bower     | Chris Kimmel    | Hank Parke                  |
| Sharon Clapper | Kim Leonard     | Gloria Pritts               |
| Robert Coleman | Matt Marafino   | Carol Shaulis, <i>Chair</i> |
| Joseph Cummins | Gloria Maust    | Gloria Yeager               |

## **DONALD L. ALEXANDER LIBRARY**

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A well-trained staff is prepared to assist students and College personnel with their learning and information needs. The Donald L. Alexander Library is considered as much a place for learning as is the classroom, with librarians providing instruction in research and information gathering skills.

The Cumberland-campus library, named for its third president, is all-new, having undergone a complete renovation and expansion of about 30 percent. The improvements created an exceptionally attractive and comfortable place for students to study and relax, both individually and in group. They allow for improved seating and study areas, a 30-station computer lab and a lounge where students can take refreshments and have wireless Internet via their laptop computers.

The additional 6,000 square feet permits an expanded Appalachian Collection, the popular repository of genealogy and regional history materials, as well as relocation to the college of the Allegany County Genealogical Society and its collection.

There is also a new collection of materials related to celebrated American author Willa Cather and other revered American and British authors. These impressive items, gathered by Dr. Gary Cook in name and memory of his late wife, Janet, an ACM English professor, are housed in a handsome room known as the Janet Zastrow Cook Willa Cather and Rare Book Collections.

Energy conservation measures figure prominently in the library renovation and expansion. The structure is heated and cooled with a geothermal heat-pump system. Windows and doors are energy efficient and there is bright, energy-efficient lighting throughout. And the building is fully compliant with the Americans With Disabilities Act.

Library resources include a collection of 58,000 print volumes; a periodicals collection of 150; a large selection of non-print materials such as DVDs, videotapes, CDs, cassettes, slides, and filmstrips; and a selective U.S. Government Documents Depository.

Materials are selected for their relevance to the instructional programs and for their potential to serve the cultural and recreational interests of the College community. Materials from other libraries may be obtained, free of charge, through interlibrary loan. Adult residents of Allegany County and the surrounding area are encouraged to use the Library and may borrow materials.

The Library is expanding its use of electronic tools and resources. Computers with internet access, word processing, and Microsoft products enable students to work effectively in the Library. Students may use the on-line library catalog either on campus or at home to locate materials in the library collection. To aid students and faculty in research, the Library subscribes to over 25 online databases of journal articles and other electronic resources. Most of the Library's databases may be accessed from off campus by all library card holders. In support of the College's information literacy program, general and course specific classes are offered to teach students the efficient and appropriate use of different resources and materials.

## **ART GALLERY**

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To enrich the students' cultural background, the college maintains an art gallery in the College Center. Managed by the Humanities Division, it displays a variety of collections throughout the year.

## **COLLEGE THEATRE**

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The College Theatre is located in the College Center. Seating four hundred, it will accommodate a variety of cultural programs and activities.

## **CENTER FOR CONTINUING EDUCATION**

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The mission of the Center for Continuing Education at Allegany College of Maryland is to provide quality personal and professional lifelong opportunities which are customer-oriented, accessible, and affordable. We strive to accomplish this by offering customized contract training, open enrollment courses, professional conferences, certification and licensure courses, and job entry and advancement training.



Last year 13,853 registrations were received in 1,100 courses. The Center serves lifelong learners by offering a broad range of educational opportunities in the following areas:

### **Community Services**

Community Services provides a wide variety of personal enrichment courses for youth, senior citizens, and the general public. Our Cardio Conditioning program provides fun and exciting healthy living activities for singles, as well as couples in water and land exercise sessions that improve strength, tone, flexibility and cardiovascular and respiratory fitness. The Applied Arts area invites beginning and practicing crafters to join and learn new skills in a variety of courses and related activities. The Fine Arts courses offer friendly art courses held in an encouraging learning atmosphere. Other personal enrichment courses offered include foreign languages, sign language, financial investment classes, music appreciation and astrology. The Personal Safety courses include mature driving, driver's education, boater safety and lifeguard certification courses. All of these course offerings encourage new student participation in an established learning environment.

### **Health & Human Services**

Health & Human Services provides courses to a wide variety of regional health and human service professionals, local employers, and the general public. Courses for health professionals enable them to maintain competency and certification. Competency-based health career training prepares individuals for immediate employment in entry-level health occupations. Pre-service, in-service, and specialized job training helps employers maintain a skilled workforce. Community health and wellness courses provide information on healthy living and personal development.

### **Professional Development**

Professional Development offers in addition to customized training for local employers, open enrollment, continuing education courses for professional development for a wide range of occupations. In addition, partnership agreements produce courses for correctional facilities, building and trades unions, court mandated training, courses for juvenile service employees and life-skills and transition instruction for the "under" or unemployed. Open to the community at large, we offer cultural development excursions including metropolitan theatre trips and museum tours, promotion of local theatre, a variety of artistic experiences and events, and personal development courses.

### **Workforce Development**

Workforce Development provides employee-training programs for local and regional companies. Audiences range from new entry-level hires and experienced workers to middle management and senior management professionals. The staff works closely with each customer to guarantee quality and service in the design and delivery of each training program. Whether short- or long-term, programs are custom designed for a company's specific needs. This approach to training is our way of delivering quality-training services that meet or exceed our customer's satisfaction.



## **Workforce Development & Training for Pennsylvania**

### **Bedford and Somerset County Training Centers**

Alllegany College of Maryland's Bedford and Somerset Centers for Workforce Development and Continuing Education provide employee training programs for local and regional companies through customized training options and open enrollment non-credit classes. Participants range from new entry level employees to experienced workers in middle and upper-level management positions. The two centers work closely with each customer to guarantee quality and to provide a variety of value added services in the design and delivery of each training program. Short-term and long term trainings can be custom designed to meet the specific and often changing needs of both large and small businesses. This customer oriented and community friendly approach allows us to provide and deliver effective, efficient, and affordable training options to the businesses and residents located in the rural settings of Bedford and Somerset counties and the Southern Alleghenies region. To begin services or receive our latest training catalogue, please contact Wayne Blue, at [wblue@allegany.edu](mailto:wblue@allegany.edu).

### **Services – Center for Continuing Education**

Workforce training: Continuing education courses, seminars and workshops are offered on the campus of Allegany College of Maryland.

Contract training: Courses and programs may be custom-designed to meet the special needs of the business, agency, or company. These courses are offered at your workplace and scheduled at times convenient to meet your organization's busy schedule.

Open enrollment: Courses designed to address professional and personal learning opportunities.

Partnerships: The Centers work cooperatively with a variety of associations, institutions, and agencies to provide a wide variety of high-quality training opportunities.

On-line courses: Designed to address the learning needs of customers at times appropriate to their schedules through partnerships with Ed2Go, Pro Train, Careershots, and AlleganyTech.com.

Computer labs: State of the art computer labs are available for custom-designed training at both PA Centers. Mobile computer labs are also available at both Centers for customized trainings as well as basic or refresher classes in all Microsoft software.

Internet: To see a more complete listing of programs and services, visit us at [www.allegany.edu](http://www.allegany.edu).

## **PARKING**

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Unreserved parking is available for students. Staff parking is designated for use only by faculty and staff. Handicapped parking is designated for use only by persons with authorized handicapped tags/stickers. A Parking Tag is necessary and may be obtained at the Business Office. Violators will be fined. Parking fines are considered financial obligations to the College.

## **SECURITY**

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Alllegany College of Maryland is committed to ensuring a safe environment for students, faculty, staff and visitors. The College's Security Department located at the Cumberland Campus has primary responsibility for serving the safety and security needs of the college community. Campus buildings and facilities are patrolled and inspected regularly to ensure a safe and comfortable academic environment. Every effort is made to fulfill any request for service. The Security Department realizes that security is also an individual responsibility and strives to educate the college community about personal and public safety. The Security Department works closely with the administration, student services, housing and staff of the physical plant at all locations to ensure a safe environment. In addition, the Security Department works closely with the police and fire departments to promote personal safety.

## *General Information*

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In order to maintain a safe environment for students to learn, for faculty to teach and for administration and staff to work, the Security Department or security representative is available twenty-four hours a day, seven days a week at the Cumberland Campus by calling **5555** from on campus or **(301) 784-5555** from off campus or by cell phone. This number can be called for emergencies or assistance at any time. Emergency Services (police, fire, ambulance, etc.) at any college location is always available by calling **911**. Clearly marked **EMERGENCY** telephones are located in each classroom building at the Cumberland Campus, the College Center, Gymnasium, Library and on the track at the rear entrance to the Gymnasium. The **EMERGENCY** telephones provide direct access to the Security Department (**5555**) or Emergency Services (**911**). The Coordinator of Security is located in the College Center, room CC-160.

## **STUDENT POPULATION**

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Allegany College of Maryland students reflect the diversity of backgrounds and life-styles of its regional population. Most students live within a thirty-mile radius of one of three campuses. The College welcomes the increasing number of veterans, homemakers, and employed adults seeking to upgrade job skills or contemplating career change.

## **EQUAL EMPLOYMENT AND EDUCATIONAL OPPORTUNITIES**

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Allegany College of Maryland subscribes to and supports the following federal regulations governing equal employment and educational opportunities, as prescribed under law through the United States Department of Education:

Title VII of the Civil Rights Act of 1964 (as amended by the Equal Employment Opportunity Act of 1972).

- Executive Order 11246 (as amended by Executive Order 11375).
- The Equal Pay Act of 1963.
- The Age Discrimination in Employment Act of 1967.
- Title VI of the Civil Rights Act of 1964.
- Title IX, Education Amendments Act of 1972.
- Section 504 and 508 of the Rehabilitation Act of 1973.
- Americans with Disabilities Act (ADA).
- The Student Right To Know and Campus Security Act.

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# **Admissions**

## **ADMISSIONS AND ENROLLMENT**

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Any person sixteen years or older will be accepted for admission to Allegany College of Maryland. For early admission of high school students, see Early College Enrollment Status.

Students are admitted who have been graduated from a high school accredited either by its own state department of education or by a regional accrediting association recognized by the United States Office of Education, or who have received a high school equivalence certification or high school equivalency diploma issued by the State Department of Education.

Persons beyond normal high school age who are not high school graduates but who present evidence through testing or other means of ability to benefit from the instruction that the College offers are also admitted to college level courses and programs. Please note, that according to its Safety Risk Policy, ACM reserves the right to refuse admission or re-enrollment or to place conditions on admission or re-enrollment of applicants and former students who ACM determines represent a safety risk to students, faculty, or staff.

Some programs have specific admissions requirements. Consult the catalog curriculum description or the department.

In compliance with Part V, Department of Education, 34-CFR, Part 668-Student Assistant General Provisions: Allegany College of Maryland will make available to all prospective students data regarding completion or graduation rates for the College through the College Admissions Office. Completion or graduation rates of students receiving athletically related student aid data are available to all potential student athletes, their parents, high school coaches and guidance counselors through the Athletic Department. The Campus Security Act information is published annually through the student newsletter and is mailed to students.

### **ADMISSION TO AN ASSOCIATE DEGREE CURRICULUM OR CERTIFICATE PROGRAM**

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All applicants must file an application for admission to the College. Those seeking admission to a degree or certificate program must furnish official transcripts covering all previous high school and college work. The transcripts must be mailed directly to the Admissions Office from the institution(s) previously attended. In addition, applicants wishing to pursue a degree or certificate program must take the Placement Test. Those applicants, who have been accepted but choose not to attend, must submit an application for a subsequent semester.

Applicants for direct admission to the career fields of Dental Hygiene, Medical Laboratory Technology, Nursing, Occupational Therapy Assistant, and Radiologic Technology must submit scores from the American College Test (ACT) prior to being evaluated for admission. Students must take the Placement Test prior to acceptance in the program or registration of classes. Transfer students from other accredited colleges who have 12 or more semester hours of transferable credit including college-level English and college algebra are not required to take these tests.

All students should have application materials on file as early as possible before the registration period. Those filing as late as one month before the semester begins may have difficulty in obtaining a desirable class schedule. Those seeking admission to curricula with an enrollment limit should contact the Admissions Office to determine filing deadlines. Those planning to enter the College in January may apply as early as October.

Veterans should contact the Associate Registrar located in the Admissions/Registration Office for information regarding veterans' educational benefits and assistance.

Program options are designed to accommodate specializations within a state-approved certificate or degree program of study. Generally the option includes at least 75% of the coursework in the state-approved program. The state-approved program title will be recorded on the graduates' transcript and diploma.

## **PRE-CATEGORY**

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Selective admission programs\* have “clinical phases” of coursework that must be completed to earn a degree or certificate. The courses in the “clinical phases” are open only to those students who have completed the selective admission process and are admitted to the “clinical phase.”

In some cases, where class sizes permit, eligible students are admitted directly to the “clinical phase” upon completion of requirements for admission to the College. The majority of students interested in allied health programs, however, spend one or more semesters or terms taking preparatory courses to become eligible for admission to the “clinical phase” of the program of their choice. All Respiratory Therapist and Medical Assistant students must spend at least one semester taking preparatory courses.

Physical Therapist Assistant students must complete all 28 general education credits before attempting the “clinical phase” of the program.

Students interested in a selective admission program who are not admitted to the “clinical phase” are enrolled in a pre phase of the designated program such as “Pre-Dental Hygiene” or “Pre-Nursing.” This permits the student to take general education courses (such as English 101), developmental courses, and other courses recommended to prepare for the “clinical phase” of the program of their choice.

Students in a pre phase who meet the minimum requirements for admission to the “clinical phase” of the program of their choice are admitted, as space is available, competing for limited spaces on the basis of grades and/or test scores. Students are not guaranteed a space in any “clinical phase” merely on the basis of having achieved minimum eligibility requirements.

\*Dental Hygiene, Human Service Associate, Medical Assistant, Medical Laboratory Technology, Nursing, Occupational Therapy Assistant, Physical Therapist Assistant, Practical Nursing, Radiologic Technology, Respiratory Therapist, and Therapeutic Massage.

## **ADMISSION AS A NON-DEGREE STUDENT**

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A person may be admitted as a non-degree student to take courses to fit his/her individual needs or interests. In such cases, the Placement Test may not be required. A non-degree student is not a candidate for either a degree or certificate.

An applicant for admission as a non-degree student must complete the appropriate application for admission.

A non-degree student may change degree status at any time by following the procedures established under, “Admission to an Associate Degree Curriculum or Certificate Program.” All credits earned, as a non-degree student will be included in the graduation evaluation if the student changed his/her status to that of a degree or certificate candidate.

## **EARLY COLLEGE STATUS**

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A high school student (age 16 or older) may be permitted to enroll at Allegany College of Maryland either as a full-time or part-time early college student, under the following conditions:

- a. A part-time student must have (1) the written approval of the high school principal, if the college class of choice is a daytime class, and (2) completed all normal college admission requirements, including the Placement Test.
- b. A full-time student must have met the above conditions, and have completed all high school graduation requirements, except fourth-year English.

A student, while classified as “early college”, cannot be eligible for graduation in any degree or certificate curriculum nor can the student be eligible for Financial Aid.

## **SPECIAL GIFTED AND TALENTED**

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In special circumstances, Allegany College of Maryland can accept, with approval from a school official and the student's parent or guardian, a student who has completed seventh grade and has attained a score of 1200 or more on the Scholastic Aptitude Test (SAT) or a score of 22 or more on the American College Test (ACT).

## **SPECIAL ADMISSIONS STUDENTS**

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Students who are under sixteen years of age who have been graduated from a high school, which is recognized and accredited by the appropriate State Department of Education, may be admitted to Allegany College of Maryland on a case-by-case basis and under conditions specified in the Letter of Understanding for Special Admissions Students available in the College's Admissions Office.

## **LIMITED CREDIT**

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An applicant with no previous college work whose placement test scores indicate a need for improvement in one or more of the developmental education areas will be required to take those courses. Those students will be limited to no more than 14 semester hours per semester until the deficiency is corrected.

## **PROBATIONAL ADMISSION**

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1. Applicants for admission having previous college experience will be admitted on probation if their college records indicate a probationary status.
2. Applicants for admission having been suspended once from any college may be admitted on probation after one full semester.
3. Students suspended twice from any college(s), regardless of whether their attendance has been interrupted or not, normally shall not be eligible for admission to Allegany College of Maryland. However, under very unusual circumstances, students may be admitted on probation as part-time students after a lapse of two years since their last suspension and upon written request showing convincing evidence of academic motivation and emotional maturity. After earning 12 or more semester hours from Allegany College of Maryland as part-time students, they may be considered for full-time enrollment, providing their cumulative grade point average is 2.00 or above.

## **PROVISIONAL ADMISSION**

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Applicants not providing all required admissions materials at the time of their registration may be provisionally admitted. When the required admissions data have been furnished, the student's status will be changed to unrestricted.

## **ADMISSION AS AN AUDITOR**

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Auditors are students registered for a course but not enrolled for credit. Students registered for audit are entitled to participate in all course activities but will receive no credit. To have a grade of "R" (audit) recorded on the official transcript for a course, the student is expected to follow the instructions in the course syllabus.

## **ADMISSION AS A TRANSIENT**

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Transient students taking courses at Allegany College of Maryland for credit toward a degree at another college should have written authorization from the registrar's office of the home institution to insure transferability of credits.

## **ADMISSION WITH ADVANCED STANDING (TRANSFER CREDIT)**

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Applicants for admission with advanced standing must satisfy the requirements as listed in the section on “Admission to an Associate Degree Curriculum or Certificate Program.” College credits completed at other accredited institutions recognized by the American Council on Education will be accepted for transfer if the course content is equivalent to that offered at Allegany College of Maryland. College-level work completed at an accredited agency such as the Armed Services, or recognition of prior learning through nationally recognized tests including CLEP, ACT-PEP, and Advanced Placement, with minimum allowable scores will be evaluated if appropriately documented and certified.

Transfer credits from accredited institutions will be accepted subject to the following guidelines:

- The College will give general education credits to a transferring student who has taken any part of the general education credits described in Regulation F1a of the Academic Regulations for any general education courses successfully completed at the sending institution and so identified by ARTSYS.
- Credit earned of a non-general education nature is transferable to the College if grades in the block of courses transferred average 2.0 or higher and if acceptance of the credit is consistent with the policies of the program.
- In all cases, only the course credit is transferred, not the hours attempted or the quality points earned. Transfer students enter Allegany College of Maryland without a grade point average. However, allied health programs may use grades and quality points as part of the selective admissions criteria.
- The maximum number of credit hours allowable in transfer and credit by examination to Allegany College of Maryland is one half the total number of semester hours required in the curriculum/program in which the student is enrolled and under which he/she intends to graduate with an associate degree or certificate. More than the maximum number of transfer credits may be accepted only with the written approval of the Vice President of Instructional Affairs and the Director of Admissions and Registration.

## **COURSE LOAD STATUS**

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**Full-time:** Students taking 12 or more credit hours (or non-credit equivalence) per semester are full-time students.

**Part-time:** Students taking 11 or fewer credit hours (or non-credit equivalence) per semester are part-time students.

## **CLASS STATUS**

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**Freshman:** A student admitted to a degree program who has earned less than 28 semester credits is a freshman.

**Sophomore:** A student admitted to a degree program who has earned 28 or more semester credits is a sophomore.

## **READMISSION**

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Students having interrupted enrollment for more than one semester at the College for any reason, or students who have chosen not to attend the College after having been accepted, must file an application for readmission with the Office of Admissions. Readmission will not be permitted until all outstanding financial obligations have been met. Students cannot register if the application for readmission is not on file. Students seeking readmission after a suspension may be admitted “on probation” and permitted to take, repeat, or audit appropriate courses. The decision in these cases of readmission will rest with the Committee on Admissions.

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**Tuition  
and Fees  
(Expenses)**



## SEMESTER TUITION, FEES, AND OTHER CHARGES

All tuition, fees, and other applicable charges are payable in full to Allegany College of Maryland by the first day of the semester. For courses starting after the beginning of the semester, payment is due on the first day of classes. Payment can be made by cash, check, money order or credit card. Credit card payments can be made on-line through our website ([www.allegany.edu](http://www.allegany.edu)) by clicking on WebAdvisor and following the instructions. The College accepts VISA and Master Card payments.

Based upon the availability of carriers, the College will offer accident insurance to all students at prevailing rates. Students may elect to participate in this group insurance opportunity. Interested students should contact the Business Office.

The following tuition schedule is effective for spring semester 2012 and summer session 2012. Tuition and subsidy rates may change for the 2012-2013 academic year; however, the rates were not available at the time of the catalog printing. Most of the fees listed in this catalog will remain the same for 2012-2013. An addendum to the catalog will be printed listing all changes when the tuition and subsidy rates are established. Please check with the Business Office at the time of registration for current rates.

**The Allegany College of Maryland Board of Trustees reserves the right to adjust this tuition and fee schedule without prior notification when it is deemed necessary.**

### SEMESTER TUITION SCHEDULE Tuition Rate Per Credit Hour

| Resident Status*               | Cumberland Campus - Allegany County Resident | Cumberland Campus-MD Resident Other Than Allegany County | Cumberland Campus - Other Than MD Resident | Bedford County Campus | Somerset County Campus |
|--------------------------------|--|--|--|-----------------------|------------------------|
| Standard Rates                 | \$102  | \$190  | \$228                                      | \$228                 | \$228                  |
| Subsidies:<br>PA State Subsidy |  |  |  | TBD                   | TBD                    |
| Somerset County Comm. Subsidy  |  |  |  |                       | (\$9)                  |
| Students Pay                   | \$102  | \$190  | \$228                                      | \$228                 | \$219                  |

\*For process used for determination of legal residence, see Academic Information section.

Pennsylvania State Subsidy: Residents of Pennsylvania are assisted by the Commonwealth of Pennsylvania for credit hours taken at the Pennsylvania campuses. These amounts are calculated each semester based on funding from the State of Pennsylvania. This funding is not guaranteed.

Somerset County Commissioners' Subsidy: Residents of Somerset County, Pennsylvania are assisted by the Somerset County Commissioners for credit hours taken at the Somerset County Campus. This rate is calculated each semester based on funding from Somerset County and is subject to change.

**SPECIAL RATES**

**Early College Students:** All Early College students pay one-half the tuition rate based on their residency. Please contact the Business Office for current Pennsylvania Early College subsidy rates. Early College students are those who are currently in high school, are 16 years of age or older, and are taking courses at Allegany College of Maryland.

**Statewide Designated and Health Manpower Shortage Programs:** Maryland residents from counties other than Allegany who are registered in these eligible programs, pay the in-county portion of the tuition charges and the State of Maryland pays the out-of-county portion. For more information, see the Programs of Study portion of the catalog.

The following is a list of the eligible programs:

**Statewide Designated Programs:**

|                       |                        |                              |
|-----------------------|------------------------|------------------------------|
| Automotive Technology | Forest Technology      | Professional Golf Management |
| Culinary Arts         | Hospitality Management | Tree Care Technician         |

**Health Manpower Shortage Programs:**

|                                |                                  |                               |
|--------------------------------|----------------------------------|-------------------------------|
| Basic Medical Transcription    | Medical Laboratory Technology -  | Physical Therapist Assistant* |
| Dental Hygiene*                | Biotechnology*                   | Practical Nursing*            |
| Human Service Associate*       | Nursing*                         | Radiologic Technology*        |
| In-Home Nursing Assistant      | Nursing Assistant/Geriatric Aide | Respiratory Therapist*        |
| Medical Assistant*             | Occupational Therapy Assistant*  | Therapeutic Massage*          |
| Medical Coding                 | Pharmacy Technician              |                               |
| Medical Laboratory Technology* | Phlebotomy/EKG Technician        |                               |

*\*Selective Admission*

The list of eligible programs changes frequently for both the Statewide Designated and Health Manpower Shortage Programs. Funding availability for these programs may change each semester. Please contact the Admissions/Registration Office for details and information concerning the current list of eligible academic programs. The Statewide Designated Program must be unavailable at the student's local community college or, if available, the program must be unavailable due to the program meeting or exceeding enrollment capacity. This restriction does not apply to the Health Manpower Shortage Programs.

| TOTAL TUITION CHARGE PER CREDIT HOUR |  |  |  |                       |                         |
|--------------------------------------|--|--|--|-----------------------|-------------------------|
| Credit Hour                          | Cumberland Campus-Allegany County Resident | Cumberland Campus-MD Resident Other Than Allegany County | Cumberland Campus-Other Than MD Resident | Bedford County Campus | Somerset County Campus* |
| 1                                    | \$ 102                                     | \$ 190   | \$ 228                                   | \$ 228                | \$ 219                  |
| 2                                    | \$ 204                                     | \$ 380   | \$ 456                                   | \$ 456                | \$ 438                  |
| 3                                    | \$ 306                                     | \$ 570   | \$ 684                                   | \$ 684                | \$ 657                  |
| 4                                    | \$ 408                                     | \$ 760   | \$ 912                                   | \$ 912                | \$ 876                  |
| 5                                    | \$ 510                                     | \$ 950   | \$ 1,140                                 | \$ 1,140              | \$ 1,095                |
| 6                                    | \$ 612                                     | \$ 1,140   | \$ 1,368                                 | \$ 1,368              | \$ 1,314                |
| 7                                    | \$ 714                                     | \$ 1,330   | \$ 1,596                                 | \$ 1,596              | \$ 1,533                |
| 8                                    | \$ 816                                     | \$ 1,520   | \$ 1,824                                 | \$ 1,824              | \$ 1,752                |
| 9                                    | \$ 918                                     | \$ 1,710   | \$ 2,052                                 | \$ 2,052              | \$ 1,971                |
| 10                                   | \$ 1,020                                   | \$ 1,900   | \$ 2,280                                 | \$ 2,280              | \$ 2,190                |
| 11                                   | \$ 1,122                                   | \$ 2,090   | \$ 2,508                                 | \$ 2,508              | \$ 2,409                |
| 12                                   | \$ 1,224                                   | \$ 2,280   | \$ 2,736                                 | \$ 2,736              | \$ 2,628                |
| 13                                   | \$ 1,326                                   | \$ 2,470   | \$ 2,964                                 | \$ 2,964              | \$ 2,847                |
| 14                                   | \$ 1,428                                   | \$ 2,660   | \$ 3,192                                 | \$ 3,192              | \$ 3,066                |
| 15                                   | \$ 1,530                                   | \$ 2,850   | \$ 3,420                                 | \$ 3,420              | \$ 3,285                |
| 16                                   | \$ 1,632                                   | \$ 3,040   | \$ 3,648                                 | \$ 3,648              | \$ 3,504                |
| 17                                   | \$ 1,734                                   | \$ 3,230   | \$ 3,876                                 | \$ 3,876              | \$ 3,723                |
| 18                                   | \$ 1,836                                   | \$ 3,420   | \$ 4,104                                 | \$ 4,104              | \$ 3,942                |
| 19                                   | \$ 1,938                                   | \$ 3,610   | \$ 4,332                                 | \$ 4,332              | \$ 4,161                |

\*Rates include the reduction for the Somerset County subsidy, which is subject to change.

## OTHER FINANCIAL ASSISTANCE

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In addition to tuition subsidies and other special rates, students can qualify for Federal Financial Aid and for Foundation Scholarships.

Please contact:

|  |                           |
|--|---------------------------|
| The Financial Aid Office                         | (301) 784-5213 or 5400    |
| The Allegany College of Maryland Foundation      | (301) 784-5200            |
| The Somerset County Campus Foundation            | (814) 445-9848, ext. 6136 |
| The Bedford County Regional Education Foundation | (814) 652-9528, ext. 6223 |

## SEMESTER FEE SCHEDULE

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|  |         |
|--|---------|
| Registration Fee (non-refundable) .....                | \$35.00 |
| Student Fee a Semester Hour .....                      | \$3.00  |
| (Minimum-\$5.00; Maximum-\$36.00)                      |         |
| Technology Fee a Semester Hour (maximum \$48.00) ..... | \$4.00  |
| Placement Test (first-time students only) .....        | \$20.00 |
| Orientation Fee (first-time students only) .....       | \$5.00  |
| Transcripts (official copy) .....                      | \$5.00  |
| Automotive Technology Tool Deposit .....               | \$40.00 |
| Departmental Challenge Examination.....                | \$25.00 |
| Criminal Background Check .....                        | \$50.00 |

Students in the following programs will be charged a fee to cover the cost of a criminal background check that is required for assignment to an agency in the practical/clinical phase of their academic programs. These programs include: Dental Hygiene, In-Home Nursing Assistant, Medical Assistant, Nursing Assistant/Geriatric Aide, Occupational Therapy Assistant, Office Technologies (Medical Office Systems Option and Basic Medical Transcription Certificate), Pharmacy Technician, Phlebotomy/EKG Technician, Physical Therapist Assistant, Radiologic Technology, and Therapeutic Massage.

- Course Fees – required for certain courses; check course description.
- Special insurance fees – ranging from \$3.00 to \$10.00 are required for certain programs. These fees will be added to the student's account at registration. A student deductible may apply for any insurance claims.
- Breakage Deposits – required for certain courses; check course description.
- Books and Supplies – Students may determine exact charges for specific courses by contacting the Bookstore.

## TUITION AND FEE REFUND POLICY – WITHDRAWAL FROM CLASSES

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In order to be eligible for a refund, a student must officially withdraw from the college through the registration department. If the account is unpaid, an official withdrawal is still necessary to be eligible for a deletion of the appropriate charges. Non-attendance of classes or termination of attendance of classes does not constitute official withdrawal.

All tuition charges and fees (except the registration fee) are refundable if the student officially withdraws or drops a class or classes before the first day of the semester. If the account is unpaid, a deletion of the appropriate charges will be made instead of a refund.

Eighty percent (80%) of the tuition charges and fees (less the registration fee) are refundable if a student officially withdraws or drops a class or classes prior to the end of the third week of classes, or in the case of a summer session, prior to the end of the first week of classes. If the account is unpaid, a deletion of the appropriate charges will be made instead of a refund.

For a course that starts before or after the normal semester starting date, the refund deadlines would shift based on the starting date of the course. A student is eligible for a full refund, as

described above, if he or she withdraws before the first day of the course. After the course starts, the student is eligible for an eighty percent (80%) refund if he or she withdraws before twenty percent of the course schedule is completed. Please request specific dates from the Business Office.

No refund or deletion of charges is made if a student withdraws or drops a class or classes after the deadline dates specified above; however, refunds may be considered if the student can verify that he or she never attended classes or stopped attending classes before the refund deadlines. In these cases, since the student did not officially withdraw before the refund deadlines, and since a position was held open in the class, the refund or deletion of charges will not exceed eighty percent (80%). The remaining twenty percent (20%) is considered to be a non-refundable charge.

For the following reasons, tuition and fees (less registration fee) are refundable beyond the refund deadline on a pro-rated basis (from 100% to 0%) according to the number of class dates remaining in the semester:

- (1) Medical reasons dated and certified by a physician; or
- (2) Job transfer dated and certified by the employer; or
- (3) Job schedule (shift) change, which causes a conflict with class schedule, dated and certified by the employer; or
- (4) Military transfer dated and certified by documentation (copy of orders) from the military unit.

## **FAILURE TO MEET FINANCIAL OBLIGATIONS**

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If a student fails to meet his or her financial obligations, he or she will be subject to immediate suspension from classes and all other College activities. Grades will not be issued and transcripts will not be released. Readmission will not be permitted until all outstanding financial obligations have been satisfied.

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# **Financial Aid**

## **PURPOSE OF FINANCIAL AID PROGRAM**

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By distributing funds according to need, Allegany College of Maryland's financial aid program makes it possible for the greater number of students, regardless of their financial circumstances, to continue their education. Currently, more than eighty percent of all enrolled students at Allegany College of Maryland receive some form of financial aid.

## **AVAILABLE FINANCIAL AID RESOURCES**

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In addition to having its own funds, Allegany College of Maryland participates in most federal programs. Residents of Maryland are also eligible to receive state scholarships. In addition, residents of Pennsylvania are eligible to receive PHEAA state awards. Last year, Allegany College of Maryland disbursed more than \$24,000,000 in funds from local, state, and federal programs.

Students applying for financial aid are considered for all programs for which they are eligible. The amount of financial aid awarded is generally a combination of grant, loan, and employment monies. The financial aid package is based on the financial need of the student and/or parents as determined by a federally mandated formula. Need is determined by subtracting the resources of the student and his/her parents from the total student expenses. All financial aid awards to students are determined by the Director of Student Financial Aid.

## **PROCEDURES TO FOLLOW WHEN APPLYING FOR FINANCIAL AID**

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Students should apply for financial aid by March 1. Students planning to attend Allegany College of Maryland for only the spring semester should apply for financial aid by November 1.

Students are encouraged to complete the FAFSA on the WEB Worksheet (FOTW) to assist them in completing the on-line application ([www.fafsa.gov](http://www.fafsa.gov)). The Worksheet may be obtained from the Student Financial Aid Office, the high school guidance counselor, or the web at [www.fafsa.gov](http://www.fafsa.gov).

A letter explaining the award decision and giving information about the aid offered is sent to each applicant.

A student must reapply for financial aid each academic year. However, aid usually continues at the same level each year, unless a student's resources or his/her parents' expected contribution changes. All students receiving aid automatically get information on how to apply for renewal awards. Other students should request applications as early as possible.

## **FINANCIAL AID POLICY**

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**Admissions Status** - Only students classified as "degree-seeking" or "certificate-seeking" are eligible for financial aid. "Non-degree" students such as those classified as Early College or Transient are not eligible for student financial assistance.

**Audited Courses** - Audited courses cannot be paid for with financial aid funds.

**Repeating Classes** - Department of Education regulations state that federal student aid funds can only be used to pay for one repeat of a previously passed course. Successful completion includes grades of "D" and above. This regulation must be followed even though our academic policy allows some courses to be repeated for credit up to 3 times. Failed classes which are repeated will be paid for indefinitely.

**Satisfactory Progress for Financial Aid** - Students must be making satisfactory academic progress in order to receive financial aid. A copy of this policy may be obtained from the Student Financial Aid Office or on the web at [www.allegany.edu/finaid/addforms.shtml](http://www.allegany.edu/finaid/addforms.shtml).

**Code of Conduct** - The Higher Education Opportunity Act of 2008 requires Allegany College of Maryland to adhere to a Student Financial Aid Code of Conduct which prohibits conflicts of interest between ACM staff and any of its agents with any lender, lender servicer, and/or guarantor. To view this code, please visit the website at: [www.allegany.edu/finaid/sfa-codeofconduct.shtml](http://www.allegany.edu/finaid/sfa-codeofconduct.shtml).

**Non-Discriminatory Statement** - The Student Financial Aid Office of Allegany College of Maryland offers free financial aid counseling services to all persons who request such help. All students attending the College are awarded all of the student financial aid for which they are eligible. Students have the right to cancel/decline some or all of any student financial aid award. ACM's Student Financial Aid Office does not discriminate on the basis of curriculum, race, color, creed, national or ethnic origin, gender, religion, disability, age, veteran status, or citizenship status (except in those circumstances permitted or mandated by Federal law) when awarding or disbursing student financial assistance.

**Student Financial Aid Policies are subject to change in accordance with federal and state regulations.**

### **ALLEGANY COLLEGE OF MARYLAND GRANTS (ACM GRANT)**

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ACM Grants are institutional funds awarded by the Student Financial Aid Office to Non-Maryland residents and Maryland residents who are not enrolled in Statewide Designated Programs (Tuition Differential) or Health Manpower Shortage Programs. Students must enroll for a minimum of 6 credits per semester for consideration and show financial need. NOTE: Allegany County residents are not eligible for this grant program.

### **NON-MARYLAND RESIDENT TUITION REDUCTION FOR COMMUNITY COLLEGE NURSING STUDENTS**

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This program is designed to provide tuition assistance to nursing students who are residents of a state other than Maryland. The amount of assistance provided is the difference between the amount of tuition paid by an out-of-state student and the amount paid by an in-county student. Each recipient must complete a promissory note and agree to work at least two years on a full-time basis in a Maryland hospital or related institution.

To be eligible to participate in this program a student must:

- 1) Be a resident of a state other than Maryland;
- 2) Be accepted into the Nursing program at Allegany College of Maryland or be currently enrolled in the nursing programs;
- 3) Be registered for at least 6 credit hours per semester.  
This award may be renewed annually as long as eligibility requirements are met. Students interested in participating in the Tuition Reduction program should contact the Admissions Office for application information.

## **SCHOLARSHIPS**

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Scholarship catalogs are available in the fall of each year for the following academic year. Information regarding scholarship deadlines and application procedures are included in the scholarship catalog.

Two examples of scholarships, which are available to applicants, include:

### **Scholastic Excellence Scholarship Awards**

Allegany College of Maryland makes it even easier to achieve a higher education.

Scholastic Excellence Scholarship Awards (the Gilpin Freshman and the College Achievement Awards) help ease the financial burden of a college education by providing scholarships in amounts equal to up to one-half of the in-county tuition costs to students who meet the eligibility requirements.

No formal application is required to receive these awards; the eligible recipient need only sign the Scholarship Acceptance Form in the Admissions Office and provide proof of grade point average.

#### Who Is Eligible?

##### **The Gilpin Freshman Award**

- Must be a graduate of a high school located in Allegany County, Maryland;
- Must have earned a cumulative high school grade point average of at least 3.5 at the end of his/her junior or senior year of high school;
- Must have begun full-time studies at Allegany College of Maryland within two years of high school graduation;
- Must be considered a college freshman; i.e., one who has earned less than 28 semester credits. College developmental course credit-hour equivalents count toward this total;
- Must not have been previously enrolled full-time at another college or university.

##### **The College Achievement Award**

- Must have been a Gilpin Freshman Award recipient and maintained at least a 3.25 cumulative grade point average at Allegany College of Maryland;
- Must have sophomore status; i.e., one who has earned 28 or more semester credits. College developmental course credit-hour equivalents count toward this total.

The Scholastic Excellence Scholarships are available to eligible students for four consecutive semesters, providing the student successfully completes 12 or more credit hours per semester and maintains at least a 3.25 cumulative grade point average.

Extension of this scholarship beyond the four semesters is possible under certain circumstances with special approval, and then only for a maximum of two additional consecutive, full-time semesters. Please contact the Foundation Office at (301) 784-5200 for further details.

**To Access Your Scholarship, just Call the Admissions Office at (301) 784-5199.**

We reserve the right to reduce and/or eliminate scholarships or scholarship award amounts as necessary.



NOTE: If total scholarship awards exceed the overall semester cost to attend the college, the Scholastic Excellence Scholarships will be reduced and will thus be less than 50% of the in-county semester tuition.

**Allegheny College of Maryland Presidential Scholarships  
for Out-of-County and Out-of-State Students**

The Foundation will provide one \$1,000 Presidential Scholarship (\$500 each semester) to one graduate from each of the schools listed below. This award is available only to high school seniors planning to enroll full-time at Allegheny College of Maryland. Student must have a GPA of at least 3.0 at the end of first semester at Allegheny College of Maryland in order to continue the award for the second semester.

|                                    |                                |  |
|------------------------------------|--------------------------------|--|
| Altoona Area High School           | Hope for Hyndman               | Shanksville High School                                |
| Bedford County Technical Center    | Keyser High School             | Somerset Area High School                              |
| Bedford High School                | McConnellsburg High School     | Somerset County Technical Center                       |
| Berlin Brothers Valley High School | Meyersdale Area High School    | Southern Fulton High School                            |
| Central High School, Pennsylvania  | Northern Bedford High School   | Southern High School                                   |
| Chestnut Ridge High School         | Northern High School           | Turkeyfoot Valley High School                          |
| Claysburg-Kimmel High School       | North Star High School         | Tussey Mountain High School                            |
| Everett High School                | Paw Paw High School            | Washington County Vocational-<br>Technical High School |
| Forbes Road High School            | Rockwood Area High School      | Windber Area High School                               |
| Frankfort High School              | Salisbury-Elk Lick High School |  |
| Hancock High School                | Shade High School              |  |

**Application:**

Contact your high school guidance counselor for information about this scholarship no later than April 1st. The guidance counselor must make written recommendation and forward Presidential Scholarship Recommendation Form to the Allegheny College of Maryland Foundation before April 30th.

**For Details Regarding Other Scholarships, Please Contact the Foundation Office at (301) 784-5200.**

All of the above scholarships and awards are subject to the amount of contributions and interest received from endowment revenue.

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# **Programs of Study**

## **BEDFORD COUNTY CAMPUS**

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### **Programs of Study Offered in the Following Areas:**

- Applied Technical Studies
- Business
- Computer Science
- General Studies
- Psychology

## **BEDFORD COUNTY TECHNICAL CENTER**

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### **Degree and Certificate Programs Offered in the Following Areas:**

- Articulated Programs
  - Automotive Technology
  - Culinary Arts
  - Hospitality Management
  - Selected Allied Health Programs
- Computer Service Technician Certificate
- Nursing

## **SOMERSET COUNTY CAMPUS**

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### **Programs of Study Offered in the Following Areas:**

- Applied Technical Studies
- Business
- Computer Science
- Criminal Justice
- General Studies
- Nursing

## **CUMBERLAND CAMPUS**

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### **Career Programs:**

For those who want to prepare for an occupation or immediate employment, Allegany College of Maryland offers two-year degree programs and one-semester and one-year certificate programs. These programs are in specific career-oriented and technical areas, which respond to current needs in the local job market. While these programs are designed to respond to the job market, there is no guarantee of job placement or employment.

### **1. Associate Degree Programs:**

|                                 |                                |
|---------------------------------|--------------------------------|
| Applied Technical Studies       | Human Service Associate        |
| Automotive Technology           | Medical Assistant              |
| Business Management             | Medical Laboratory Technology  |
| Communication Arts Technology   | Nursing                        |
| Computer Science and Technology | Occupational Therapy Assistant |
| Criminal Justice                | Office Technologies            |
| Culinary Arts                   | Physical Therapist Assistant   |
| Dental Hygiene                  | Radiologic Technology          |
| Forest Technology               | Respiratory Therapist          |
| Hospitality Management          | Therapeutic Massage            |

### **2. Certificate Programs\*:**

|                                    |                             |
|------------------------------------|-----------------------------|
| Accounting                         | Computer Service Technician |
| Applications User Specialist       | Criminal Justice            |
| Automotive Technology              | Dietary Manager             |
| Basic Medical Transcription        | Entrepreneurship            |
| Biotechnology                      | In-Home Nursing Assistant   |
| Business Office Support Specialist | Marketing and Sales         |
| Business Supervision               | Medical Coding              |

**2. Certificate Programs\*:** (continued)

|                                  |                              |
|----------------------------------|------------------------------|
| Nursing Assistant/Geriatric Aide | Professional Golf Management |
| Office Systems Support           | Programming                  |
| Pharmacy Technician              | Technical Support            |
| Phlebotomy/EKG Technician        | Tree Care Technician         |
| Practical Nursing                |                              |

*\*For more reported information about these programs, visit our website at [www.allegany.edu/gainfulemploymentdisclosure/](http://www.allegany.edu/gainfulemploymentdisclosure/)*

**3. Letter of Recognition Programs:**

|                              |                                       |
|------------------------------|---------------------------------------|
| Accounting I                 | Leadership Development                |
| Accounting II                | Legal Support Specialist              |
| Addiction Treatment          | Lodging Supervision                   |
| Baking Essentials            | Marketing and Sales Training          |
| Cooking Essentials           | Microcomputer Applications Specialist |
| Criminal Justice/Corrections | Peace and Conflict Studies            |
| Entrepreneurship Training    | Photography                           |
| First-Line Supervision       | Programming Specialist                |
| Food Service Supervision     | Spa Management                        |
| Integrative Health           | Transcription Support Specialist      |
| Integrative Wellness         | Web Page Development                  |

**TRANSFER PROGRAM OPTIONS**

Allegany College of Maryland has numerous transfer programs for students planning careers that require a bachelor’s degree. Almost any baccalaureate program contains liberal arts courses that can be taken at Allegany College of Maryland thus serving as the first two years of a four-year degree. Transfer programs have been designed for students who have selected a specific major but have not selected a transfer college or university. Several of our transfer programs are geared toward transfer to a specific institution. Students who are interested in transfer programs not listed below should consider the University Studies Program.

If your goal is to earn the bachelor's degree but you are uncertain of the four-year institution you wish to attend, the following transfer programs may be best for you.

**Associate Degree Programs:**

|                              |                           |
|------------------------------|---------------------------|
| Accounting                   | General Studies           |
| Art                          | Health/Physical Education |
| Arts and Sciences            | Health Promotion          |
| Biology                      | History                   |
| Business Administration      | Mathematics               |
| Chemistry                    | Nanotechnology            |
| Computer Information Systems | Nursing                   |
| Computer Science             | Physics/Physical Science  |
| Criminology                  | Political Science         |
| Economics                    | Pre-Occupational Therapy  |
| Education/Early Childhood    | Pre-Pharmacy              |
| Education/Elementary AAT     | Psychology                |
| Education/Elementary         | Social Sciences           |
| Education/Secondary          | Social Work               |
| Engineering                  | Sociology                 |
| English                      | Spanish                   |
| Forestry                     |                           |

In addition there are programs to prepare you for professional areas:

|               |                         |
|---------------|-------------------------|
| Pre-Medicine  | Pre-Law                 |
| Pre-Dentistry | Pre-Veterinary Medicine |

**NOTE: Not all degrees/options in all areas of study are offered at every campus. Students should consult their advisors for specific information.**

**University Studies Program:** If your goal is to transfer to a specific four-year college or university after attending Allegany College of Maryland and you know your major at that institution, you should strongly consider this program. University Studies Programs are custom-built based upon the general education and major requirements of the transfer institution. Please note that these programs also must satisfy the minimum requirements for an associate degree as established by the State of Maryland. To discuss the possibility of developing a personalized program, make an appointment with your advisor and/or a Student Success Center staff member. This appointment should be made prior to entering Allegany College of Maryland or during your first semester.

## **DISTANCE LEARNING PROGRAM**

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Allegany College of Maryland offers numerous courses that use various technologies to deliver instruction so that you have the opportunity to schedule learning activities at times and locations that meet your individual needs. Some of the courses can be taken at your home, while others require using on campus technologies. All distance learning courses are facilitated by a faculty member. Credits earned are the same as for comparable on-campus courses.

Taking a distance-learning course has many advantages that might be important to you:

- Increased scheduling flexibility.
- An opportunity to study when and where you wish (anytime, anywhere learning).
- Enhanced access to the instructor, course materials and course resources.
- A chance to learn using new and emerging technologies.

### **Online Courses**

For online courses, you use a computer to access a web-based classroom (Microsoft Internet Explorer and Firefox browsers are supported). In your web-based classroom, you will access course materials and receive information about assignments, send completed coursework to instructors, chat with fellow students and instructors, and/or conduct research. Computer labs are available for your use at each of our campus locations.

Minimum Computer Requirements: Modern PC or laptop with at least 1 GB of RAM, a broadband Internet connection, and Windows XP.

Recommended: Modern PC or laptop with at least 2 GB of RAM, a broadband Internet connection, and Windows 7.

To participate in an online course, you must have an Internet Service Provider (ISP). You will use your ACM email account for all college-related communication (see <http://student.allegany.edu/> for ACM email information).

Allegany College of Maryland uses Blackboard™ as its course delivery system for most online courses. Blackboard™ offers a password-protected online classroom that provides chat, calendar, discussion board and other course tools common in an online course. Most students find Blackboard™ easy to learn and easy to navigate. For more information about using Blackboard™, see <http://www.allegany.edu/blackboard>.

Online courses are identified in ACM's class schedule as "web" courses. Additional information about web courses is available at the time of registration or at <http://www.allegany.edu/dl>. Please note that some courses may require additional application software (Microsoft Office, etc.).

**Maryland-Online (MOL)** is a statewide consortium dedicated to championing distance learning in Maryland and worldwide. Through collaboration among Maryland community colleges and universities, MOL facilitates students' access to articulated courses, certificates, and degree programs that are offered online and promotes excellence in Web-based learning in the physical and the virtual classroom. With strategic partners, MOL enhances the quality and availability of higher education for the citizens and employers of Maryland and for students worldwide.

Through its membership in MOL, Allegany College of Maryland participates in faculty training of online instructors and in a course-sharing process that provides ACM students the opportunity of a wider selection of online courses. Through MOL Allegany College of Maryland has successfully adopted and offered to its students a number of courses that might not otherwise be available. More information about courses offered through the Maryland Online consortium may be found in the Distance Learning Course Schedule or online at <http://www.allegany.edu/dl> or <http://www.marylandonline.org>.

### **Interactive Video Classroom Courses**

Allegany College of Maryland offers a number of courses which are linked to distance learning classrooms at our three campuses. Our inter-campus distance learning system's connections provide a continuous presence network video system. Courses provided through this system meet at scheduled times in the interactive video classrooms on three of our campuses—Cumberland (MD), Bedford Co. (PA) and Somerset Co. (PA). In these three-way interactive video classrooms, you will interact with students and faculty at the other sites. You will see and be seen, hear and be heard—in real time—by class members at each participating site. Your instructor may teach from the site you attend or from one of the remote sites. Many course offerings are available to you through this interactive system. By giving students at each of our campuses the option to participate in these interactive video classroom courses, we are able offer additional courses to students at all three campuses.

### **HEALTH MANPOWER SHORTAGE PROGRAMS**

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The Maryland Higher Education Commission, in consultation with the Maryland Department of Health and Mental Hygiene, has designated certain academic programs as Health Manpower Shortage Programs. These designated programs respond to Maryland work force needs and shortages in health related fields. Students, who are Maryland residents, may attend Health Manpower Shortage Programs at any Maryland public community college at the in-county tuition rate for that institution. The Maryland Higher Education Commission will reimburse Allegany College of Maryland the out-of-county tuition differential for each eligible student enrolled in a Health Manpower Shortage Program. Only students who meet the following criteria are eligible:

- a) The student must be enrolled in an approved Health Manpower Shortage Program;
- b) The student must be a Maryland resident in a Maryland County other than Allegany County.

There are some restrictions to the Health Manpower Shortage Program. Students who have not yet been accepted into the clinical component of their program are placed in a “Pre” Program category. Those “Pre” Program students who need developmental course work in English, mathematics, and/or reading are eligible for the in-county tuition rate only if the majority of the credit hours taken are non-developmental.

**Note: Funding availability for this program may change each semester. Please contact the Admissions/Registration Office for details and information concerning the current list of eligible academic programs.**

#### **Certificate:**

- Basic Medical Transcription
- In-Home Nursing Assistant
- Medical Coding
- Medical Laboratory Technology - Biotechnology\*
- Nursing Assistant/Geriatric Aide
- Pharmacy Technician
- Phlebotomy/EKG Technician
- Practical Nursing\*

\*Selective Admission

**Associate Degree:**

- Dental Hygiene\*
- Human Service Associate\*
- Medical Assistant\*
- Medical Laboratory Technology \*
- Nursing\*
- Occupational Therapy Assistant\*
- Physical Therapist Assistant\*
- Radiologic Technology\*
- Respiratory Therapist\*
- Therapeutic Massage\*

\*Selective Admission

For a list of other Health Manpower Shortage Programs available at other Maryland public community colleges, contact the Admissions Office.

**STATEWIDE DESIGNATED PROGRAMS**

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With the development of an increasing number of high-cost programs, the duplication of certain programs in neighboring or nearby colleges may be prohibitively expensive. Therefore the Maryland Higher Education Commission has designated certain programs as "Statewide" based upon the ability of the college to accommodate additional students, the need for additional students, the unit cost of the program, and the uniqueness of the program. Students, who are Maryland residents, may attend Statewide Designated Programs at any Maryland public community college at the in-county tuition rate for that institution. The Maryland Higher Education Commission will reimburse Allegany College of Maryland the out-of-county tuition differential for each eligible student enrolled in a Statewide Designated Program.

Only students who meet the following criteria are eligible:

- a) The student must be enrolled in an approved Statewide Designated Program;
- b) The student must be a resident in a Maryland County other than Allegany County;
- c) The program must be unavailable in the student's home community college, or, if available, a qualified student cannot be admitted due to the program's meeting or exceeding enrollment capacity;
- d) The student's home community college must provide documentation that the program has reached capacity and cannot enroll the student.

**Note: Funding availability for this program may change each semester. Please contact the Admissions/Registration Office for details and information concerning the current list of eligible academic programs.**

**Certificate:**

- Automotive Technology
- Professional Golf Management
- Tree Care Technician

**Associate Degree:**

- Automotive Technology
- Culinary Arts
- Forest Technology
- Hospitality Management

For a list of other Statewide Designated Programs available at other Maryland public community colleges, contact the Admissions Office.

## ACCOUNTING PREPARATION FOR TRANSFER

This transfer pattern is designed for students planning to transfer to a four-year college or university with a major in accounting but are uncertain as to the transfer institution. The courses included in this program closely parallel the first two years of an accounting major at many four-year institutions. This is a transfer program and is designed to enable students to transfer to a four-year college or university. Check with your advisor and the Student Success Center as soon as possible to ensure specific course transferability.

Successful completion of this program qualifies a student to apply for an Associate of Science degree in Arts and Sciences.

| <b>FIRST SEMESTER</b>  | Credit Hours | <b>THIRD SEMESTER</b>   | Credit Hours |
|--|--------------|---|--------------|
| Business Administration 215<br>(Financial Accounting).....   | 3            | Economics 201<br>(Principles of Macroeconomics) .....                       | 3            |
| English 101 (Freshman English I) .....                       | 3            | ④Elective.....  | 3            |
| ①Laboratory Science Elective.....                            | 4            | ⑤Humanities Elective .....  | 3            |
| Mathematics Elective .....                                   | 3-4          | Mathematics 200 or 201<br>(Calculus for Applications<br>or Calculus I)..... | 4            |
| ②Physical Activity .....                                     | 1            | ②Physical Activity .....  | 1            |
| <b>Total: 14-15</b>  |              | ⑥Social Science Elective .....  | 3            |
|  |              | <b>Total: 17</b>  |              |
| <br><b>SECOND SEMESTER</b>                                   |              | <br><b>FOURTH SEMESTER</b>  |              |
| Business Administration 207<br>(Managerial Accounting) ..... | 3            | Economics 202<br>(Principles of Microeconomics).....                        | 3            |
| Computer Technology 101<br>(Computer Literacy) .....         | 3            | Elective.....   | 3            |
| ③English Elective .....                                      | 3            | ④Elective.....  | 3            |
| ①Laboratory Science Elective.....                            | 4            | ⑥Social Science Elective .....  | 3            |
| Mathematics 221<br>(Elements of Statistics) .....            | 3            | Speech 101<br>(Speech Communication I) .....                                | 3            |
| <b>Total: 16</b>   |              | <b>Total: 15</b>  |              |
|  |              | <b>Total Credit Hours: 62-63</b>  |              |

- ①Students transferring to Frostburg State University must take Biological Science 101, 102; Chemistry 101; Physics 101, 105, 106, 130, or 201.
- ②Students should consult with their advisor or the Student Success Center in selecting the most appropriate Physical Education course.
- ③Students transferring to Frostburg State University must take English 103.
- ④Students transferring to Frostburg State University must take Geography 102 or Sociology 102, plus History 105 or Philosophy 201 or 202.
- ⑤Students transferring to Frostburg State University must take Art 101 or Music 112.
- ⑥Students transferring to Frostburg State University must take two of the following: Political Science 101, Psychology 101, or Sociology 101.

NOTE: All courses specifically identified by course number are graduation requirements for this program.



**ADDICTION TREATMENT  
LETTER OF RECOGNITION  
PREPARATION FOR EMPLOYMENT**

The Letter of Recognition in Addiction Treatment (LOR) provides students with knowledge and skills needed in the field of addictions. The four LOR courses (see below) are required addictions-specific courses for the Maryland Addictions Counselor Certification examination. These courses are offered as demand warrants in partnership with Frostburg State University. The location of the course varies (FSU or Allegany College of Maryland campus), but students can register at either institution.

The Letter of Recognition in Addiction Treatment is intended primarily for students enrolled in Allegany College of Maryland's Associate degree program in Human Services and/or for individuals interested in pursuing state certification in addictions counseling. However, the LOR courses are open to anyone who would like to enhance their resume or career portfolio or to individuals with an interest in addictions.

The LOR courses alone will not enable an individual to sit for the associate level Maryland State Addictions Counselor Certification Exam. A total of 5 required courses plus the Ethics course are needed for this exam at the associate level, 7 plus the Ethics course at the bachelor's level, and 10 plus the Ethics course at the master's level. The required courses in group, individual, and family counseling are available at Allegany College of Maryland only for those students enrolled in the clinical phase of the Human Service Program. Refer to the Human Service Associate Degree Program for a description of this curriculum. Students not enrolled in Human Services should consult with the LOR advisor for other options.

Ten credits are required to complete the LOR and all courses must be passed with a grade of "C" or better.

|  | Credit Hours |
|--|--------------|
| Psychology 286<br>(Drugs and Human Behavior) .....                     | 3            |
| Psychology 287<br>(Addictions Treatment Delivery) .....                | 3            |
| Psychology 288<br>(Treatment Issues and<br>Theory in Addictions) ..... | 3            |
| Psychology 289<br>(Ethics for the Addiction<br>Counselor) .....        | 1            |
| Total Credit Hours:  | 10           |

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*NOTE: All courses specifically identified by course number are graduation requirements for this program.*

**APPLIED TECHNICAL STUDIES  
TWO-YEAR CAREER PROGRAM  
PREPARATION FOR EMPLOYMENT**

The Applied Technical Studies program provides students who do not plan to transfer the opportunity through the careful selection of elective courses to develop a career associate degree adapted to their own unique career goals. Students must meet the prerequisites of all courses selected.

Students enrolled in a training program approved for college credit by the American Council for Education may apply these credits to the elective portion of the graduation requirements up to a maximum of 30 credits. Students should contact the Admissions office or their advisor for additional information. Successful completion of this program qualifies a student to apply for an Associate of Applied Science degree in Applied Technical Studies. This is a career program and is designed to enable students to seek employment at the program's completion. Students planning to transfer should consult with their advisor or the Student Success Center regarding specific program and course transfer issues.

**COMPUTER TECHNOLOGY** Credit Hours

Computer Technology 101  
(Computer Literacy) .....3

**GENERAL EDUCATION**

English 101 (Freshman English I) .....3  
 ①English Elective .....3  
 Humanities Elective .....3  
 Mathematics Elective .....3-4  
 Natural Science Elective .....3-4  
 Social Science Elective .....3  
  
 ②Restricted Electives .....Subtotal: 9  
  
 ③Electives .....Subtotal: 30  
 Total Credit Hours: 60-62

- 
- ①English 112 (*Business and Technical Communications*) is recommended.
  - ②Students may take additional courses in any of the General Education categories and/or electives in *Business Administration, Computer Technology, Office Technology, or Physical Education* (up to a maximum of three Physical Education credits).
  - ③Students may elect any combination of career courses to meet their own specific career goals. Students must satisfy the prerequisites of elective courses selected. Below is an example of an American Council on Education approved training program: Students enrolled in the NJATC Apprentice Wireman Apprenticeship program will receive six (6) credits for each year of the five-year program completed upon receipt of the NJATC transcript. The five NJATC courses include:
    - 1) NJATC Apprentice Inside Wireman - First Year (6 credits)
    - 2) NJATC Apprentice Inside Wireman - Second Year (6 credits)
    - 3) NJATC Apprentice Inside Wireman - Third Year (6 credits)
    - 4) NJATC Apprentice Inside Wireman - Fourth Year (6 credits)
    - 5) NJATC Apprentice Inside Wireman - Fifth Year (6 credits)

NOTE: All courses specifically identified by course number are graduation requirements for this program.

## ART PREPARATION FOR TRANSFER

This transfer pattern is designed for students planning to transfer to a four-year college or university with a major in art but are uncertain as to the transfer institution. The courses included in this program closely parallel the first two years of an art major at many four-year institutions. This is a transfer program and is designed to enable students to transfer to a four-year college or university. Check with your advisor and the Student Success Center as soon as possible to ensure specific course transferability.

Successful completion of this program qualifies a student to apply for an Associate of Arts degree in Arts and Sciences.

| <b>FIRST SEMESTER</b>                  | Credit Hours | <b>THIRD SEMESTER</b>              | Credit Hours |
|--|--------------|------------------------------------|--------------|
| Art 111 (Design I) .....               | 3            | Art 101 (Art Appreciation).....    | 3            |
| Art 121 (Drawing I).....               | 3            | Communications Arts                |              |
| Computer Technology 101                |              | Technology 207 (Graphics).....     | 3            |
| (Computer Literacy) .....              | 3            | Elective.....                      | 3            |
| English 101 (Freshman English I) ..... | 3            | ③⑦Laboratory Science Elective..... | 4            |
| Physical Activity .....                | 1            | Speech 101                         |              |
| ①⑦Social Science Elective .....        | 3            | (Speech Communication I) .....     | 3            |
| <b>Total: 16</b>                       |              | <b>Total: 16</b>                   |              |
| <br>                                   |              | <br>                               |              |
| <b>SECOND SEMESTER</b>                 |              | <b>FOURTH SEMESTER</b>             |              |
| Art 112 (Design II) .....              | 3            | Art 223 (Painting I) .....         | 3            |
| Art 221 (Drawing II) .....             | 3            | ④⑦Elective.....                    | 3            |
| ②⑦English Elective .....               | 3            | ⑤⑦Elective.....                    | 3            |
| Mathematics Elective .....             | 3            | ③⑦Laboratory Science Elective..... | 4            |
| Physical Activity .....                | 1            | <b>Total: 13</b>                   |              |
| ①⑦Social Science Elective .....        | 3            | <b>Total Credit Hours: 61</b>      |              |
| <b>Total: 16</b>                       |              |                                    |              |

①⑦Students transferring to Frostburg State University must take two of the following: Economics 103 or 201, Political Science 101, Psychology 101, or Sociology 101. All students must take two social sciences from different disciplines.

②⑦Students transferring to Frostburg State University must take English 103.

③⑦Students transferring to Frostburg State University must take Biological Science 101, 102; Chemistry 101, 102; or Physics 101, 102, 105, 106, 201, or 202.

④⑦Students transferring to Frostburg State University must take History 105 or Philosophy 201 or 202.

⑤⑦Students transferring to Frostburg State University must take Geography 102 or Sociology 102.

**NOTE:** All courses specifically identified by course number are graduation requirements for this program.

**ARTS AND SCIENCES  
ARTS TRANSFER PATTERN  
PREPARATION FOR TRANSFER**

If a student wishes to earn an Associate of Arts degree from Allegany College of Maryland and then transfer to a four-year college to earn a Bachelor's of Arts degree in an arts and sciences field, this program of study will provide an appropriate preparation for such transfer.

Although this transfer pattern is a general preparation for students who plan to enter various Bachelor's of Arts curricula at four-year colleges, it must be noted that different colleges may require different coursework. The student majoring in this curriculum at Allegany College of Maryland is encouraged to decide as soon as possible the four-year college he/she wishes to attend. As soon as that decision is made, the student should meet with his/her advisor and a staff member in the Student Success Center to alter this program to meet the specific requirements of the particular four-year institution. The Student Success Center also works with the student to help him/her make a decision regarding the selection of the four-year institution.

Successful completion of this program qualifies a student to apply for an Associate of Arts degree in Arts and Sciences.

| <b>FIRST SEMESTER</b>                  | Credit Hours | <b>THIRD SEMESTER</b>                  | Credit Hours              |
|--|--------------|--|---------------------------|
| English 101 (Freshman English I) ..... | 3            | ④⑦Art 101 (Art Appreciation)           |                           |
| Foreign Language .....                 | 3            | or Elective .....                      | 3                         |
| ①⑦History 101 or 103 (History of       |              | English 213                            |                           |
| Western Civilization I or United       |              | (A Survey of American Literature)..... | 3                         |
| States History I) or Elective .....    | 3            | Foreign Language .....                 | 3                         |
| ②⑦Laboratory Science Elective.....     | 4            | Physical Activity .....                | 1                         |
| Mathematics 105 or 119                 |              | ⑤⑦Social Science Electives .....       | 6                         |
| (Elementes of Mathematics              |              |  | Total: 16                 |
| or Pre-Calculus I).....                | 3-4          |  |                           |
|  | Total: 16-17 |  |                           |
|  |              | <b>FOURTH SEMESTER</b>                 |                           |
| <b>SECOND SEMESTER</b>                 |              | Computer Technology 101                |                           |
| Foreign Language .....                 | 3            | (Computer Literacy) or Elective .....  | 3                         |
| ①⑦History 102 or 104 (History of       |              | English 203 (A Survey of European      |                           |
| Western Civilization II or United      |              | and Neo-European Literature) .....     | 3                         |
| States History II-continue             |              | Foreign Language .....                 | 3                         |
| sequence) or Elective .....            | 3            | ⑤⑦Social Science Electives .....       | 6                         |
| ②⑦Laboratory Science Elective.....     | 4            |  | Total: 15                 |
| ③⑦Music 112 (Music Appreciation) or    |              |  | Total Credit Hours: 64-65 |
| English 102 (Freshman English II) .... | 3            |  |                           |
| Physical Activity .....                | 1            |  |                           |
| ③⑦Speech 101 (Speech                   |              |  |                           |
| Communication I) or Elective.....      | 3            |  |                           |
|  | Total: 17    |  |                           |

- ①⑦Students transferring to Frostburg State University must choose two of the following from different disciplines: English 103, History 105, or Philosophy 201 or 202.
- ②⑦Students transferring to Frostburg State University must choose two of the following (may be non-sequential): Biological Science 101, 102; Chemistry 101, 102; Physics 101, 102, 105, 106, 201, or 202.
- ③⑦Students transferring to Frostburg State University must take Art 101 or Music 112.
- ④⑦Students transferring to Frostburg State University must take Geography 102 or Sociology 102.
- ⑤⑦Students transferring to Frostburg State University must choose two of the following from different disciplines: Economics 103 or 201, Geography 102, Political Science 101, Psychology 101, or Sociology 101.

NOTE: All courses specifically identified by course number are graduation requirements for this program.

## ARTS AND SCIENCES SCIENCES TRANSFER PATTERN PREPARATION FOR TRANSFER

If a student wishes to earn an Associate of Science degree from Allegany College of Maryland and then transfer to a four-year college to earn a Bachelor's of Science degree in an arts and sciences field, this program of study will provide an appropriate preparation for such transfer.

Although this transfer pattern is a general preparation for students who plan to enter various Bachelor's of Science curricula at four-year colleges, it must be noted that different colleges may require different coursework. The student majoring in this curriculum at Allegany College of Maryland is encouraged to decide as soon as possible the four-year college he/she wishes to attend. As soon as that decision is made, the student should meet with his/her advisor and a staff member in the Student Success Center to alter this program to meet the specific requirements of the particular four-year institution. The Student Success Center also works with the student to help him/her make a decision regarding the selection of the four-year institution.

Successful completion of this program qualifies a student to apply for an Associate of Science degree in Arts and Sciences.

| FIRST SEMESTER   | Credit Hours |
|--|--------------|
| Computer Technology 101<br>(Computer Literacy) .....   | 3            |
| English 101 (Freshman English I) .....   | 3            |
| History 101 or 103 (History of<br>Western Civilization I or<br>United States History I)..... | 3            |
| ①Laboratory Science (Physical) .....   | 4            |
| Mathematics 119 (Pre-Calculus I) .....   | 4            |
| Total: 17  |              |

| SECOND SEMESTER   | Credit Hours |
|---|--------------|
| ②English Elective .....   | 3            |
| History 102 or 104 (History of<br>Western Civilization II or<br>United States History II -<br>continue sequence)..... | 3            |
| ①Laboratory Science<br>(continue sequence) .....  | 4            |
| Music 112 (Music Appreciation) or<br>Art 101 (Art Appreciation) .....   | 3            |
| Physical Activity .....   | 1            |
| Speech 101<br>(Speech Communication I) .....  | 3            |
| Total: 17   |              |

| THIRD SEMESTER   | Credit Hours |
|--|--------------|
| Elective.....  | 3            |
| English 213 (A Survey of<br>American Literature) ..... | 3            |
| ①Laboratory Science (Biological) .....                 | 4            |
| Physical Activity .....                                | 1            |
| Psychology 101<br>(General Psychology) .....           | 3            |
| ③Social Science Elective .....                         | 3            |
| Total: 17  |              |

| FOURTH SEMESTER   | Credit Hours |
|---|--------------|
| English 203 (A Survey of European<br>and Neo-European Literature) ..... | 3            |
| ①Laboratory Science<br>(continue sequence) .....                        | 4            |
| Philosophy 201 or 202 (Introduction<br>to Philosophy or Ethics) .....   | 3            |
| ③Social Science Elective .....  | 3            |
| Total: 13   |              |
| Total Credit Hours: 64  |              |

①Students planning to transfer to Frostburg State University must take a selection of two of the following Physical Sciences: Chemistry 101 and 102, Physics 101 (201) and 102 (202), or Physics 105 or 106; and the following Biological Sciences: 101 and 102.

②Students planning to transfer to Frostburg State University must take English 103. Students planning to transfer to another college or university should check with their advisor for appropriate English course selection. English 102 will satisfy most transfer institution's requirements.

③Students planning to transfer to Frostburg State University must take Geography 102 or Sociology 102. Students must also select one of the following: Economics 103 or 201, Political Science 101 or Sociology 101. Students planning to transfer to another college or university should check with their advisor for appropriate course selection.

NOTE: All courses specifically identified by course number are graduation requirements for this program.

**AUTOMOTIVE TECHNOLOGY  
TWO-YEAR CAREER PROGRAM  
PREPARATION FOR EMPLOYMENT**

This degree program is designed to provide the student with the knowledge of the mechanical systems used in modern automobiles and the diagnostic and repair skills required by dealerships, independent repair facilities, automotive manufacturers, and parts suppliers and distributors. Our state-of-the-art tools, diagnostic equipment, and lab facilities allow for extensive hands-on training. Upon completion of this career program, the student will be prepared for employment in an automotive field or transfer to a four-year degree program in a related field. Self-employment is also a career option. An agreement with the Pennsylvania College of Technology allows Allegany College of Maryland automotive technology degree students to transfer 45 automotive credits towards a Bachelors degree in Automotive Technology Management. If you plan to transfer to a four-year college or university, please check with your advisor and the Student Success Center as soon as possible.

Our program has been evaluated by the National Automotive Technicians Education Foundation (NATEF) and certified to meet the requirements designated by the National Institute for Automotive Service Excellence (ASE) in the areas of brakes, engine performance, electrical systems, and suspension and steering. Additional charges for automotive technology students will include a \$40 replacement tool fee, which is proportionately refundable.

The Automotive Technology program at Allegany College of Maryland has been designated as a Statewide Program by the Maryland Higher Education Commission. This means that Maryland residents from outside Allegany County may be eligible for in-county tuition rates. Some restrictions apply. Funding availability for this program may change each semester. Check with the Admissions Office for more information. Successful completion of this program qualifies a student to apply for an Associate of Applied Science degree in Automotive Technology. In addition, graduation from this program will count toward the work experience requirement needed when applying for ASE (Automotive Service Excellence) testing.

| <b>FIRST SEMESTER</b>  | Credit Hours |
|--|--------------|
| Automotive Technology 101<br>(Internal Combustion Engines I) ..... | 4            |
| Automotive Technology 103<br>(Automotive Electricity I) .....      | 4            |
| Automotive Technology 105<br>(Related Technical Automotive) .....  | 2            |
| Automotive Technology 114<br>(Automotive Brakes I) .....           | 2            |
| English 101 (Freshman English I) .....                             | 3            |
| Mathematics 105<br>(Elements of Mathematics) .....                 | 3            |
| <b>Total:</b>  | <b>18</b>    |

| <b>SECOND SEMESTER</b>  | Credit Hours |
|---|--------------|
| Automotive Technology 102<br>(Internal Combustion Engines II) ..... | 4            |
| Automotive Technology 104<br>(Automotive Fuel Systems).....         | 3            |
| Automotive Technology 106<br>(Automotive Ignition Systems) .....    | 2            |
| Automotive Technology 115<br>(Automotive Brakes II) .....           | 2            |
| English 112 (Business and<br>Technical Communications) .....        | 3            |
| Social Science Elective .....                                       | 3            |
| <b>Total:</b>   | <b>17</b>    |

| <b>THIRD SEMESTER</b>  | Credit Hours |
|--|--------------|
| Automotive Technology 201<br>(Automotive Transmissions) .....    | 4            |
| Automotive Technology 204<br>(Body Repair and Refinishing) ..... | 4            |
| Automotive Technology 215<br>(Steering and Suspension) .....     | 4            |
| Business Administration Elective .....                           | 3            |
| Speech 101<br>(Speech Communication I) .....                     | 3            |
| <b>Total:</b>  | <b>18</b>    |

| <b>FOURTH SEMESTER</b>   | Credit Hours |
|--|--------------|
| Automotive Technology 203<br>(Engine Testing) .....            | 4            |
| Automotive Technology 206<br>(Air Conditioning) .....          | 2            |
| Automotive Technology 216<br>(Automotive Electricity II) ..... | 4            |
| Physical Activity .....  | 1            |
| Physical Education 152<br>(Industrial Safety) .....            | 2            |
| Science Elective .....   | 3-4          |
| <b>Total:</b>  | <b>16-17</b> |
| <b>Total Credit Hours:</b>                                     | <b>69-70</b> |

NOTE: All courses specifically identified by course number are graduation requirements for this program.

## AUTOMOTIVE TECHNOLOGY ONE-YEAR CAREER PROGRAM PREPARATION FOR EMPLOYMENT

This certificate program is structured for the student who wishes to pursue a career as an automotive service technician and also for the individual now employed in the automotive field who wishes to further his or her technical skills. This course of study provides the student with the knowledge of the mechanical systems used in modern automobiles and the diagnostic and repair skills required by dealerships, independent repair facilities, and other auto-related industries. The equipment available in our state-of-the-art automotive lab facility provides the opportunity for intensive hands-on training. This certificate program can be completed during the fall and spring semesters of the regular academic year.

This is a career program and is designed to enable students to seek employment at the program's completion. All credits in the certificate program are applicable to the associate degree program. Our program has been evaluated by the National Automotive Technicians Education Foundation (NATEF) and certified to meet the requirements designated by the National Institute for Automotive Service Excellence (ASE) in the areas of brakes, engine performance, electrical systems, and suspension and steering. Additional charges for automotive technology students will include a \$40 replacement tool fee, which is proportionately refundable.

The Automotive Technology program at Allegany College of Maryland has been designated as a Statewide Program by the Maryland Higher Education Commission. This means that Maryland residents from outside Allegany County may be eligible for in-county tuition rates. Some restrictions apply. Funding availability for this program may change each semester. Check with the Admissions Office for more information. Successful completion of this program qualifies a student to apply for a certificate in Automotive Technology. In addition, graduation from this program will count toward the work experience requirement needed when applying for ASE (Automotive Service Excellence) testing.

### FIRST SEMESTER Credit Hours

|  |           |
|--|-----------|
| Automotive Technology 101<br>(Internal Combustion Engines I) ..... | 4         |
| Automotive Technology 103<br>(Automotive Electricity I) .....      | 4         |
| Automotive Technology 105<br>(Related Technical Automotive) .....  | 2         |
| Automotive Technology 114<br>(Automotive Brakes I) .....           | 2         |
| Automotive Technology 215<br>(Steering and Suspension) .....       | 4         |
| <b>Total:</b>  | <b>16</b> |

### SECOND SEMESTER

|   |           |
|---|-----------|
| Automotive Technology 102<br>(Internal Combustion Engines II) ..... | 4         |
| Automotive Technology 104<br>(Automotive Fuel Systems) .....        | 3         |
| Automotive Technology 106<br>(Automotive Ignition Systems) .....    | 2         |
| Automotive Technology 115<br>(Automotive Brakes II) .....           | 2         |
| Automotive Technology 203<br>(Engine Testing) .....                 | 4         |
| Automotive Technology 206<br>(Air Conditioning) .....               | 2         |
| <b>Total:</b>   | <b>17</b> |
| <b>Total Credit Hours:</b>  | <b>33</b> |

### SUMMER SESSION Credit Hours

*(following second semester)*

|  |   |
|--|---|
| Automotive Technology 210<br>(Automotive Parts Management) ..... | 4 |
|--|---|

This course is not required in either the associate degree or certificate program, but is available as demand warrants in the summer session.

The U.S. Department of Education, under final regulations issued October 29, 2010, requires us to report certain information about this certificate program regarding gainful employment. Please be advised the information is viewable on our website at [www.allegany.edu/gainfulemploymentdisclosure/](http://www.allegany.edu/gainfulemploymentdisclosure/).

*NOTE: All courses specifically identified by course number are graduation requirements for this program.*

## BIOLOGY PREPARATION FOR TRANSFER

This transfer pattern is designed for students planning to transfer to a four-year degree program with a major in biology or in a pre-professional area such as pre-medicine, pre-pharmacy, pre-veterinary medicine or pre-dentistry. The transfer pattern provides all the basic science, mathematics, and general studies transfer courses that are required during the first two years of a general four-year program. The general studies listed below should be coordinated with transfer requirements at the four-year institution and adjusted accordingly, when necessary.

This is a transfer program and is designed to enable students to transfer to a four-year college or university. Check with your advisor and the Student Success Center as soon as possible to ensure specific course transferability.

Successful completion of this program qualifies a student to apply for an Associate of Science degree in Arts and Sciences.

| <b>FIRST SEMESTER</b>   | Credit Hours | <b>THIRD SEMESTER</b>   | Credit Hours |
|---|--------------|---|--------------|
| Biological Science 101<br>(General Biology I) .....                     | 4            | Chemistry 203<br>(Organic Chemistry I) .....                          | 4            |
| Chemistry 101 (General Chemistry I) ..                                  | 4            | ③Elective.....  | 3            |
| English 101 (Freshman English I) .....                                  | 3            | Music 112 (Music Appreciation) or<br>Art 101 (Art Appreciation) ..... | 3            |
| ①Mathematics 102 or 119<br>(College Algebra or<br>Pre-Calculus I) ..... | 3-4          | Physical Activity .....   | 1            |
| Physical Activity .....   | 1            | Physics 101 (Introductory Physics I) ....                             | 4            |
| Total: 15-16  |              | Psychology 101 (General Psychology) ..                                | 3            |
|   |              | Total: 18   |              |
| <br><b>SECOND SEMESTER</b>  |              | <br><b>FOURTH SEMESTER</b>  |              |
| Biological Science 102<br>(General Biology II) .....                    | 4            | Chemistry 204<br>(Organic Chemistry II) .....                         | 4            |
| Chemistry 102<br>(General Chemistry II) .....                           | 4            | ④Elective.....  | 3            |
| Computer Technology 101<br>(Computer Literacy) .....                    | 3            | Physics 102<br>(Introductory Physics II) .....                        | 4            |
| ②English Elective .....   | 3            | ⑤Social Science Elective .....  | 3            |
| Mathematics 120 (Pre-Calculus II).....                                  | 4            | Speech 101<br>(Speech Communication I) .....                          | 3            |
| Total: 18   |              | Total: 17   |              |
|   |              | Total Credit Hours: 68-69   |              |

①Students should consult with their advisor before making mathematics course selections.

②Students planning to transfer to Frostburg State University must take English 103. Students planning to transfer to another college or university should check with their advisor for appropriate English course selection.

③Students planning to transfer to Frostburg State University must take History 105, Philosophy 201 or 202.

④Students planning to transfer to Frostburg State University must take Geography 102 or Sociology 102.

⑤Students planning to transfer to Frostburg State University must take one of the following: Economics 103 or 201, or Political Science 101. All students must take a second social science other than Psychology.

**NOTE:** All courses specifically identified by course number are graduation requirements for this program.



## BUSINESS ADMINISTRATION PREPARATION FOR TRANSFER

If a student wishes to earn an associate degree from Allegany College of Maryland and then transfer to a four-year college to earn a bachelor's degree in business administration, this program of study will provide an appropriate preparation for such transfer. Although this curriculum is the normal type of preparation for students who plan to enter various bachelor's degree curricula at four-year colleges, it must be noted that different colleges may require somewhat different coursework. The student majoring in this curriculum at Allegany College of Maryland is encouraged to decide as soon as possible what four-year college he/she wishes to attend. As soon as that decision is made the student should meet with his/her advisor and a staff member in the Student Success Center to alter this program to meet the specific requirements of the particular four-year institution. The Student Success Center is also equipped to work with the student to help him/her make a decision regarding the selection of the four-year institution. Successful completion of this program qualifies a student to apply for an Associate of Science degree in Business Administration.

### FIRST SEMESTER Credit Hours

|   |              |
|---|--------------|
| Business Administration 101<br>(Introduction to Business) ..... | 3            |
| Business Administration 215<br>(Financial Accounting).....      | 3            |
| English 101 (Freshman English I) .....                          | 3            |
| ① Laboratory Science Elective.....                              | 4            |
| ② Mathematics Elective .....                                    | 3-4          |
| <b>Total:</b>   | <b>16-17</b> |

### SECOND SEMESTER

|  |              |
|--|--------------|
| Business Administration 207<br>(Managerial Accounting) ..... | 3            |
| ③ English Elective .....                                     | 3            |
| ④ Humanities Elective .....                                  | 3            |
| ① Laboratory Science Elective.....                           | 4            |
| ② Mathematics Elective .....                                 | 3-4          |
| <b>Total:</b>  | <b>16-17</b> |

### THIRD SEMESTER Credit Hours

|  |           |
|--|-----------|
| Business Administration 213<br>(Principles of Management)<br>or Elective ..... | 3         |
| Computer Technology 101<br>(Computer Literacy) .....                           | 3         |
| Economics 201<br>(Principles of Macroeconomics) .....                          | 3         |
| ⑤ Physical Activity .....  | 1         |
| ⑥ Social Science Elective .....  | 3         |
| Statistics 221 (Elements of Statistics) ..                                     | 3         |
| <b>Total:</b>  | <b>16</b> |

### FOURTH SEMESTER

|   |              |
|---|--------------|
| Business Administration 210<br>(Business Law) .....                     | 3            |
| Business Administration 216<br>(Principles of Marketing) or Elective .. | 3            |
| Economics 202<br>(Principles of Microeconomics) .....                   | 3            |
| ⑤ Physical Activity .....   | 1            |
| ⑥ Social Science Elective .....   | 3            |
| Speech 101<br>(Speech Communication I) .....                            | 3            |
| <b>Total:</b>   | <b>16</b>    |
| <b>Total Credit Hours:</b>  | <b>64-66</b> |

① Students planning to transfer to Frostburg State University must take two of the following: Biological Science 101, 102; Chemistry 101; Physics 101, 105, 106, 130 or 201.

② Students planning to transfer to the University of Maryland should enroll in Mathematics 119 and 120. Students planning to transfer to Frostburg State University should enroll in Mathematics 102 or 119 and Mathematics 200. Please check with your advisor for current information.

③ Students planning to transfer to Frostburg State University must take English 103.

④ Students planning to transfer to Frostburg State University must take either Art 101 or Music 112.

⑤ Students should consult with their advisor or the Student Success Center in selecting the most appropriate Physical Education course.

⑥ Students planning to transfer to Frostburg State University must take History 105 plus Geography 102 or Sociology 102.

**NOTE:** The courses listed above for transfer to Frostburg State University (FSU) are strongly preferred by FSU. Consult with your advisor about the possibility of substituting other courses for the required courses indicated.

**NOTE:** All courses specifically identified by course number are graduation requirements for this program.

**BUSINESS MANAGEMENT  
TWO-YEAR CAREER PROGRAM  
PREPARATION FOR EMPLOYMENT**

This two-year professional Associate of Applied Science degree curriculum is designed for persons who desire a generalized business degree and who do not intend to transfer to a four-year institution. Emphasis is placed on the development of leadership skills and the use of technology in various business applications such as accounting and making presentations. Graduates will be prepared to secure entry-level management positions in a wide variety of operations such as retail establishments and service businesses.

This is a career program and is designed to enable students to seek employment at the program’s completion. Students planning to transfer should consult with their advisor or the Student Success Center regarding specific program and course transfer issues.

Successful completion of this program qualifies a student to apply for an Associate of Applied Science degree in Business Management.

| <b>FIRST SEMESTER</b>   | Credit Hours |
|---|--------------|
| Business Administration 101<br>(Introduction to Business) .....               | 3            |
| Business Administration 110<br>(Business Professionalism<br>and Ethics) ..... | 2            |
| Business Administration 215<br>(Financial Accounting).....                    | 3            |
| Computer Technology 101<br>(Computer Literacy) .....                          | 3            |
| English 101 (Freshman English I) .....  | 3            |
| Mathematics Elective .....  | 3            |
| Total: 17   |              |

| <b>SECOND SEMESTER</b>  | Credit Hours |
|---|--------------|
| Business Administration 104<br>(Sales and Customer Service) .....                         | 3            |
| Business Administration 207<br>(Managerial Accounting) .....                              | 3            |
| Business Administration 219 or 108<br>(Income Tax Accounting or<br>Personal Finance)..... | 3            |
| Computer Technology 221<br>(Microcomputer Applications I) .....                           | 3            |
| English 112 (Business and<br>Technical Communications) .....                              | 3            |
| Social Science Elective .....   | 3            |
| Total: 18   |              |

| <b>THIRD SEMESTER</b>   | Credit Hours |
|---|--------------|
| Business Administration 206<br>(Entrepreneurship) .....   | 3            |
| Business Administration 213 or 209<br>(Principles of Management or Human<br>Resources and Supervision)..... | 3            |
| Business Administration 218<br>(Accounting Systems and Software) .....                                      | 3            |
| Economics Elective .....  | 3            |
| Humanities 110<br>(Interdisciplinary Leadership I)<br>or Humanities Elective .....                          | 3            |
| Speech 101<br>(Speech Communication I) .....  | 3            |
| Total: 18   |              |

| <b>FOURTH SEMESTER</b>  | Credit Hours |
|---|--------------|
| Business Administration 210<br>(Business Law) .....   | 3            |
| Business Administration 216 or 214<br>(Principles of Marketing or<br>Principles of Advertising) ..... | 3            |
| Business Administration 270<br>(Field Placement) .....  | 3            |
| Physical Activity .....   | 1            |
| Science Elective .....  | 3-4          |
| Statistics 221 (Elements of Statistics) .....   | 3            |
| Total: 16-17  |              |
| Total Credit Hours: 69-70   |              |

*NOTE: All courses specifically identified by course number are graduation requirements for this program.*

**BUSINESS ACCOUNTING  
ONE-YEAR CAREER PROGRAM  
PREPARATION FOR EMPLOYMENT**

This certificate program is designed for persons who desire a concentrated program in accounting and who do not intend to transfer to a four-year institution. Graduates will be prepared to function as office bookkeepers/accountants in a CPA firm or accounting office. All credits are transferable to an associate degree program if the student wishes to pursue further studies. This is a career program and is designed to enable students to seek employment at the program's completion. Students wishing to transfer should consult with their advisor or the Student Success Center regarding specific program and course transfer issues.

Successful completion of this program qualifies a student to apply for a Certificate in Accounting.

| <b>FIRST SEMESTER</b>   | Credit Hours |
|---|--------------|
| Business Administration 101<br>(Introduction to Business) ..... | 3            |
| Business Administration 215<br>(Financial Accounting).....      | 3            |
| Business Administration 219<br>(Income Tax Accounting).....     | 3            |
| Computer Technology 101<br>(Computer Literacy) .....            | 3            |
| English 101 (Freshman English I) .....                          | 3            |
| Mathematics Elective .....                                      | 3            |
| Total: 18   |              |

| <b>SECOND SEMESTER</b>  |   |
|---|---|
| Business Administration 108<br>(Personal Finance) .....                                 | 3 |
| Business Administration 207<br>(Managerial Accounting) .....                            | 3 |
| Business Administration 218<br>(Accounting Systems and<br>Software).....                | 3 |
| Business Elective or<br>Computer Technology 221<br>(Microcomputer Applications I) ..... | 3 |
| Economics Elective .....  | 3 |
| Total: 15   |   |
| Total Credit Hours: 33  |   |

The U.S. Department of Education, under final regulations issued October 29, 2010, requires us to report certain information about this certificate program regarding gainful employment. Please be advised the information is viewable on our website at [www.allegany.edu/gainfulemploymentdisclosure/](http://www.allegany.edu/gainfulemploymentdisclosure/).

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*NOTE: All courses specifically identified by course number are graduation requirements for this program.*

**BUSINESS ENTREPRENEURSHIP  
ONE-YEAR CAREER PROGRAM  
PREPARATION FOR EMPLOYMENT**

This certificate program is designed to acquaint the student with the fundamentals of small business ownership and entrepreneurship. It is suitable for people with no prior business experience, or for those who are already business owners and want to enhance their knowledge and skills. All credits are transferable to the Business Management degree program if the student wishes to pursue further studies. This is a career program and is designed to enable students to seek employment at the program's completion. Students planning to transfer should consult with their advisor or the Student Success Center regarding specific program course transfer issues.

Successful completion of this program qualifies a student to apply for a Certificate in Business Entrepreneurship.

| <b>FIRST SEMESTER</b>   | Credit Hours |
|---|--------------|
| Business Administration 101<br>(Introduction to Business) ..... | 3            |
| Business Administration 206<br>(Entrepreneurship) .....         | 3            |
| Business Administration 215<br>(Financial Accounting).....      | 3            |
| Computer Technology 101<br>(Computer Literacy) .....            | 3            |
| English 101 (Freshman English I) .....                          | 3            |
| <b>Total: 15</b>  |              |

| <b>SECOND SEMESTER</b>  |   |
|---|---|
| Business Administration 104<br>(Sales and Customer Service) ..... | 3 |
| Business Administration 108<br>(Personal Finance) .....           | 3 |
| Business Administration 210<br>(Business Law) .....               | 3 |
| Business Administration 213<br>(Principles of Management) .....   | 3 |
| Business Administration 216<br>(Principles of Marketing) .....    | 3 |
| <b>Total: 15</b>  |   |
| <b>Total Credit Hours: 30</b>                                     |   |

The U.S. Department of Education, under final regulations issued October 29, 2010, requires us to report certain information about this certificate program regarding gainful employment. Please be advised the information is viewable on our website at [www.allegany.edu/gainfulemploymentdisclosure/](http://www.allegany.edu/gainfulemploymentdisclosure/).

*NOTE: All courses specifically identified by course number are graduation requirements for this program.*

## **BUSINESS MARKETING AND SALES ONE-YEAR CAREER PROGRAM PREPARATION FOR EMPLOYMENT**

This certificate program is designed for persons who desire a concentrated program in Marketing and Sales and who do not intend to transfer to a four-year institution. The program will acquaint students with the fundamentals of business while focusing on skill-development in personal selling techniques, advertising, web page development, and other areas. It is especially suitable for those people currently employed in Marketing and Sales who seek to widen their opportunities for advancement. All credits are transferable to an associate degree program if the student wishes to pursue further studies. This is a career program and is designed to enable students to seek employment at the program's completion. Students planning to transfer should consult with their advisor or the Student Success Center regarding specific program and course transfer issues.

Successful completion of this program qualifies a student to apply for a Certificate in Marketing and Sales.

| <b>FIRST SEMESTER</b>   | Credit Hours |
|---|--------------|
| Business Administration 101<br>(Introduction to Business) ..... | 3            |
| Business Administration 206<br>(Entrepreneurship) .....         | 3            |
| Computer Technology 101<br>(Computer Literacy) .....            | 3            |
| English 101 (Freshman English I) .....                          | 3            |
| Speech 101<br>(Speech Communication I) .....                    | 3            |
| Total: 15   |              |

| <b>SECOND SEMESTER</b>  |   |
|---|---|
| Business Administration 104<br>(Sales and Customer Service) ..... | 3 |
| Business Administration 213<br>(Principles of Management) .....   | 3 |
| Business Administration 216<br>(Principles of Marketing) .....    | 3 |
| Communication Arts 207<br>(Graphics) .....                        | 3 |
| Computer Technology 191<br>(Web Page Development).....            | 3 |
| Total: 15   |   |
| Total Credit Hours: 30  |   |

The U.S. Department of Education, under final regulations issued October 29, 2010, requires us to report certain information about this certificate program regarding gainful employment. Please be advised the information is viewable on our website at [www.allegany.edu/gainfulemploymentdisclosure/](http://www.allegany.edu/gainfulemploymentdisclosure/).

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*NOTE: All courses specifically identified by course number are graduation requirements for this program.*

**BUSINESS SUPERVISION  
ONE-YEAR CAREER PROGRAM  
PREPARATION FOR EMPLOYMENT**

This certificate program is designed to acquaint the student with the fundamentals of business and basic leadership/supervision skill development. It is especially suitable for those people currently employed who seek to widen their opportunities for advancement. All credits are transferable to an associate degree program if the student wishes to pursue further studies. This is a career program and is designed to enable students to seek employment at the program's completion. Students planning to transfer should consult with their advisor or the Student Success Center regarding specific program and course transfer issues.

Successful completion of this program qualifies a student to apply for a Certificate in Business Supervision.

| <b>FIRST SEMESTER</b>  | Credit Hours |
|--|--------------|
| Business Administration 101<br>(Introduction to Business) .....  | 3            |
| Business Administration 110<br>(Business Professionalism<br>and Ethics) .....  | 2            |
| Business Administration 210<br>(Business Law) .....  | 3            |
| Business Administration 215<br>(Financial Accounting) or<br>Office Technologies 109<br>(Practical Accounting/Bookkeeping) .... | 3            |
| Computer Technology 101<br>(Computer Literacy) .....   | 3            |
| English 101 (Freshman English I) .....   | 3            |
| Total: 17  |              |

| <b>SECOND SEMESTER</b>   |   |
|--|---|
| Business Administration 209<br>(Human Resources and<br>Supervision) .....          | 3 |
| Business Administration 216<br>(Principles of Marketing) .....                     | 3 |
| English 112 (Business and<br>Technical Communications) .....                       | 3 |
| Humanities 110<br>(Interdisciplinary Leadership I)<br>or Humanities Elective ..... | 3 |
| Speech 101<br>(Speech Communication I) .....                                       | 3 |
| Total: 15  |   |
| Total Credit Hours: 32   |   |

The U.S. Department of Education, under final regulations issued October 29, 2010, requires us to report certain information about this certificate program regarding gainful employment. Please be advised the information is viewable on our website at [www.allegany.edu/gainfulemploymentdisclosure/](http://www.allegany.edu/gainfulemploymentdisclosure/).

*NOTE: All courses specifically identified by course number are graduation requirements for this program.*

**BUSINESS MANAGEMENT  
ACCOUNTING I  
LETTER OF RECOGNITION  
PREPARATION FOR EMPLOYMENT**

The Accounting I Letter of Recognition provides students the opportunity to enhance their accounting skills and to expand their career opportunities in the areas of bookkeeping and accounting. Students will develop basic skills in financial accounting and personal finance management. Topics will include the basic accounting process, financial statement analysis, and fostering sound personal financial decisions. Students will also be given an overview of general business fundamentals, including management, marketing, and business organization. All credits earned in this Letter of Recognition apply toward a one-year certificate in Accounting and a two-year Associate of Applied Science degree in Business Management.

|   | Credit Hours |
|---|--------------|
| Business Administration 101<br>(Introduction to Business) ..... | 3            |
| Business Administration 108<br>(Personal Finance) .....         | 3            |
| Business Administration 215<br>(Financial Accounting).....      | 3            |
| Total Credit Hours:   | 9            |

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*NOTE: All courses specifically identified by course number are graduation requirements for this program.*

**BUSINESS MANAGEMENT  
ACCOUNTING II  
LETTER OF RECOGNITION  
PREPARATION FOR EMPLOYMENT**

The Accounting II Letter of Recognition provides students the opportunity to develop more in-depth accounting skills and to expand their career opportunities in the areas of bookkeeping and accounting. Students will develop tools for management financial decision-making in analyzing accounting reports, understanding taxation issues, and implementing financial software applications. All credits earned in this Letter of Recognition apply toward a one-year certificate in Accounting and a two-year Associate of Applied Science degree in Business Management.

|   | Credit Hours |
|---|--------------|
| Business Administration 207<br>(Managerial Accounting) .....        | 3            |
| Business Administration 218<br>(Accounting Systems and Software) .. | 3            |
| Business Administration 219<br>(Income Tax Accounting).....         | 3            |
| Total Credit Hours:   | 9            |

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*NOTE: All courses specifically identified by course number are graduation requirements for this program.*



**BUSINESS MANAGEMENT  
ENTREPRENEURSHIP TRAINING  
LETTER OF RECOGNITION  
PREPARATION FOR EMPLOYMENT**

The Entrepreneurship Training Letter of Recognition provides students the opportunity to gain some basic business knowledge applicable to small business management. Students will receive an introduction to the various aspects of business (including management, marketing, accounting and finance), will be introduced to the skills and traits of successful entrepreneurs, will learn about business plans, and will learn about the importance of selling and customer service skills. All credits earned in this Letter of Recognition apply toward a one-year certificate in Entrepreneurship and a two-year Associate of Applied Science degree in Business Management.

|   | Credit Hours |
|---|--------------|
| Business Administration 101<br>(Introduction to Business) .....   | 3            |
| Business Administration 104<br>(Sales and Customer Service) ..... | 3            |
| Business Administration 206<br>(Entrepreneurship) .....           | 3            |
| Total Credit Hours:   | 9            |

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*NOTE: All courses specifically identified by course number are graduation requirements for this program.*

**BUSINESS MANAGEMENT  
FIRST-LINE SUPERVISION  
LETTER OF RECOGNITION  
PREPARATION FOR EMPLOYMENT**

The First-Line Supervision Letter of Recognition provides students the opportunity for a basic understanding of business, including management, marketing, accounting, and finance. Particular emphasis is placed on professional and ethical behavior. Students will develop basic supervisory skills, and will expand their opportunities for career advancement. All credits earned in this Letter of Recognition apply toward a one-year certificate in Supervision and a two-year Associate of Applied Science degree in Business Management.

|   | Credit Hours |
|---|--------------|
| Business Administration 101<br>(Introduction to Business) .....               | 3            |
| Business Administration 110<br>(Business Professionalism<br>and Ethics) ..... | 2            |
| Business Administration 209<br>(Human Resources and<br>Supervision) .....     | 3            |
| Elective .....  | 3            |
| Total Credit Hours: 11  |              |

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*NOTE: All courses specifically identified by course number are graduation requirements for this program.*

**BUSINESS MANAGEMENT  
MARKETING AND SALES TRAINING  
LETTER OF RECOGNITION  
PREPARATION FOR EMPLOYMENT**

The Marketing and Sales Training Letter of Recognition provides students the opportunity to enhance their marketing skills and to expand their career opportunities in the areas of retail sales and personal selling. Students will learn about the importance of being customer-centered, and topics will include marketing research, product development, and pricing. Emphasis is placed on personal selling techniques and advertising skills. All credits earned in this Letter of Recognition apply toward a one-year certificate in Marketing and Sales and a two-year Associate of Applied Science degree in Business Management.

|   | Credit Hours |
|---|--------------|
| Business Administration 101<br>(Introduction to Business) .....   | 3            |
| Business Administration 104<br>(Sales and Customer Service) ..... | 3            |
| Business Administration 216<br>(Principles of Marketing) .....    | 3            |
| Total Credit Hours:   | 9            |

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*NOTE: All courses specifically identified by course number are graduation requirements for this program.*

## CHEMISTRY PREPARATION FOR TRANSFER

This transfer pattern is designed for students planning to transfer to a four-year degree program with a major in chemistry or in related fields. The transfer pattern provides all of the basic science, mathematics, and general studies transfer courses that are required during the first two years of a general four-year program. The general studies listed below should be coordinated with transfer requirements at the four-year institution and adjusted accordingly, when necessary.

This is a transfer program and is designed to enable students to transfer to a four-year college or university. Check with your advisor and the Student Success Center as soon as possible to ensure specific course transferability.

Successful completion of this program qualifies a student to apply for an Associate of Science degree in Arts and Sciences.

| <b>FIRST SEMESTER</b>  | Credit Hours | <b>THIRD SEMESTER</b>  | Credit Hours |
|--|--------------|--|--------------|
| Chemistry 101 (General Chemistry I) ..4  |              | Chemistry 203 (Organic Chemistry I)....4                                   |              |
| Computer Technology 101<br>(Computer Literacy) .....   | 3            | ②⑦ Humanities Elective .....   | 3            |
| English 101 (Freshman English I) .....   | 3            | Mathematics 203 (Calculus III) .....                                       | 4            |
| Mathematics 201 (Calculus I) .....   | 4            | Physics 101 or 201 (Introductory<br>Physics I or General Physics I).....   | 4            |
| Speech 101<br>(Speech Communication I) .....   | 3            | Physical Activity .....  | 1            |
| Total: 17  |              | Total: 16  |              |
| <br>   |              | <br>   |              |
| <b>SECOND SEMESTER</b>   |              | <b>FOURTH SEMESTER</b>   |              |
| Chemistry 102 (General Chemistry II) ..4   |              | Chemistry 204 (Organic Chemistry II) ..4                                   |              |
| ①⑦ English Elective .....  | 3            | Mathematics 206 (Differential<br>Equations) or Elective.....               | 3-4          |
| Mathematics 202 (Calculus II) .....  | 4            | Physics 102 or 202 (Introductory<br>Physics II or General Physics II)..... | 4            |
| Physical Activity .....  | 1            | Physical Activity .....  | 1            |
| Psychology 101 (General Psychology)<br>or Sociology 101 (Introduction<br>to Sociology) ..... | 3            | ③⑦ Social Science Elective .....   | 3            |
| Total: 14  |              | Total: 15-16   |              |
|  |              | Total Credit Hours: 62-63  |              |

①⑦ Students planning to transfer to Frostburg State University must take English 103. Students planning to transfer to another college or university should check with their advisor for appropriate English course selection.

②⑦ Students planning to transfer to Frostburg State University must take History 105 or Philosophy 201 or 202.

③⑦ Students planning to transfer to Frostburg State University must take Geography 102 or Sociology 102..

**NOTE:** All courses specifically identified by course number are graduation requirements for this program.

**COMMUNICATION ARTS TECHNOLOGY  
TWO-YEAR CAREER PROGRAM  
PREPARATION FOR EMPLOYMENT**

Graduates of this program will have the knowledge and skills in the development and utilization of educational communication media that will enable them to seek employment in such fields as education, government, industry, advertising, radio, television, and public relations.

Students will receive instruction and practical experience within the Computer, Electronics, and Multimedia Technology Department, which includes a color television studio, multimedia classroom, darkroom, audio production area, independent study laboratory, and graphic production area.

This is a career program and is designed to enable students to seek employment at the program's completion. Students planning to transfer should consult with their advisor or the Student Success Center regarding specific program and course transfer issues.

Successful completion of this program qualifies a student to apply for an Associate of Applied Science degree in Communication Arts Technology.

| <b>FIRST SEMESTER</b>                                   | Credit Hours     |
|---|------------------|
| Art 111 (Design I) .....                                | 3                |
| Communication Arts 101<br>(Introduction to Media) ..... | 3                |
| Communication Arts 103<br>(Photography I) .....         | 3                |
| Computer Technology 101<br>(Computer Literacy) .....    | 3                |
| English 101 (Freshman English I) .....                  | 3                |
| Physical Activity .....                                 | 1                |
|   | <b>Total: 16</b> |

| <b>SECOND SEMESTER</b>  |                     |
|---|---------------------|
| Communication Arts 102<br>(Introduction to Video Production) .... | 3                   |
| Communication Arts 106 (Audio) .....                              | 3                   |
| Communication Arts 204<br>(Broadcast Journalism) .....            | 3                   |
| Communication Arts 211<br>(Digital Photography) .....             | 3                   |
| Physical Education Elective .....                                 | 1-2                 |
| Psychology 101<br>(General Psychology) .....                      | 3                   |
|   | <b>Total: 16-17</b> |

| <b>THIRD SEMESTER</b>   | Credit Hours     |
|---|------------------|
| Communication Arts 201<br>(Multimedia Production) .....               | 3                |
| Communication Arts 207 (Graphics) ....                                | 3                |
| Communication Arts 217 (Desktop<br>Publishing with QuarkXPress) ..... | 3                |
| English 112 (Business & Technical<br>Communications) .....            | 3                |
| Mathematics Elective .....  | 3                |
| Speech 101<br>(Speech Communication I) .....                          | 3                |
|   | <b>Total: 18</b> |

| <b>FOURTH SEMESTER</b>  |                                  |
|---|----------------------------------|
| Communication Arts 206<br>(Telecommunications) .....            | 3                                |
| Communication Arts 210 (Practicum) ..                           | 3                                |
| Communication Arts 212<br>(Interactive Multimedia Design) ..... | 3                                |
| Communication Arts 216<br>(Video Desktop Publishing).....       | 3                                |
| Science Elective .....  | 3-4                              |
| ①⑦Social Science Elective .....                                 | 3                                |
|   | <b>Total: 18-19</b>              |
|   | <b>Total Credit Hours: 68-70</b> |

①⑦A social science course would be a course in economics, geography, history, political science, psychology or sociology. A student transferring to Towson University should only consider an economics or sociology elective.

NOTE: All courses specifically identified by course number are graduation requirements for this program.

**COMMUNICATION ARTS TECHNOLOGY  
PHOTOGRAPHY  
LETTER OF RECOGNITION  
PREPARATION FOR EMPLOYMENT**

The Communication Arts Letter of Recognition in Photography will provide additional career opportunities to students and working professionals who want to enhance their skills and career opportunities in photography. The program will provide additional career training outside of Communication Arts to students wanting photographic training. This area is a foundation for the graphic component in the program and would be a good starting point for students in Communication Arts. This Letter of Recognition offers students the opportunity to explore the impact of communications and develop and/or enhance their photographic ability. The student will also gain practical experience in the chemical and digital darkroom. This Letter of Recognition will transfer in its entirety into the Communication Arts Technology degree program.

|  | Credit Hours |
|--|--------------|
| Communication Arts 101<br>(Introduction to Media)..... | 3            |
| Communication Arts 103<br>(Photography I) .....        | 3            |
| Communication Arts 211<br>(Digital Photography) .....  | 3            |
| Total Credit Hours: 9                                  |              |

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*NOTE: All courses specifically identified by course number are graduation requirements for this program.*

**COMPUTER SCIENCE  
INFORMATION SYSTEMS  
PREPARATION FOR TRANSFER**

This transfer pattern is designed for students planning to transfer to a four-year college or university with a major in information systems but are uncertain as to the transfer institution. The courses included in this program closely parallel the first two years of an information systems major at many four-year institutions.

Successful completion of this program qualifies a student to apply for an Associate of Science degree in Computer Science.

| <b>FIRST SEMESTER</b>                                      | Credit Hours |
|--|--------------|
| Business Administration 215<br>(Financial Accounting)..... | 3            |
| Computer Technology 101<br>(Computer Literacy) .....       | 3            |
| Computer Technology 103<br>(Computer Logic) .....          | 4            |
| English 101 (Freshman English I) .....                     | 3            |
| Physical Activity .....                                    | 1            |
| ①⑦Social Science Elective .....                            | 3            |
| <b>Total: 17</b>   |              |

| <b>SECOND SEMESTER</b>                                       |   |
|--|---|
| Business Administration 207<br>(Managerial Accounting) ..... | 3 |
| Computer Technology Elective.....                            | 3 |
| ②⑦Computer Technology Elective.....                          | 3 |
| ③⑦English Elective .....                                     | 3 |
| ①⑦Social Science Elective .....                              | 3 |
| <b>Total: 15</b>   |   |

| <b>THIRD SEMESTER</b>  | Credit Hours |
|--|--------------|
| ②⑦Computer Technology Elective.....                                      | 3            |
| ④⑦Computer Technology Programming<br>Elective .....                      | 3            |
| ⑤⑦Elective.....  | 3            |
| Laboratory Science Elective.....   | 4            |
| Mathematics 200 or 201 (Calculus<br>for Applications or Calculus I)..... | 4            |
| <b>Total: 17</b>   |              |

| <b>FOURTH SEMESTER</b>                              |   |
|---|---|
| ④⑦Computer Technology Programming<br>Elective ..... | 3 |
| ⑥⑦Humanities Elective .....                         | 3 |
| Laboratory Science Elective.....                    | 4 |
| Mathematics 221<br>(Elements of Statistics) .....   | 3 |
| Physical Activity .....                             | 1 |
| Speech 101<br>(Speech Communications I) .....       | 3 |
| <b>Total: 17</b>                                    |   |
| <b>Total Credit Hours: 66</b>                       |   |

- ①⑦Students transferring to Frostburg State University must take two of the following courses from different disciplines: Economics 103 or 201, Geography 102, Political Science 101, Psychology 101 or Sociology 101.
- ②⑦Students transferring to Frostburg State University should take Computer Technology 221 and 222.
- ③⑦Students planning to transfer to Frostburg State University should take English 103. All other students should consult with their advisor or the Student Success Center in selecting the most appropriate English course.
- ④⑦Students planning to transfer to Frostburg State University should take Computer Technology 234.
- ⑤⑦Students planning to transfer to Frostburg State University must take one of the following courses: History 105, or Philosophy 201 or 202.
- ⑥⑦Students planning to transfer to Frostburg State University should take Art 101 or Music 112.

**NOTE:** All courses specifically identified by course number are graduation requirements for this program.

## COMPUTER SCIENCE PREPARATION FOR TRANSFER

If a student wishes to earn an associate’s degree from Allegany College of Maryland and then transfer to a four-year college to earn a bachelor’s degree in computer science, this program of study will provide an appropriate preparation for such transfer.

Although this curriculum is the normal type of preparation for students who plan to enter various bachelor’s degree curricula at four-year colleges, it must be noted that different colleges may require somewhat different coursework. The student majoring in this curriculum at Allegany College of Maryland is encouraged to decide as soon as possible what four-year college he/she wishes to attend. As soon as that decision is made, the student should meet with his/her advisor and a staff member in the Student Success Center to alter this program to meet the specific requirements of the particular four-year institution. The Student Success Center is also equipped to work with the student to help him/her make a decision regarding the selection of the four-year institution.

Successful completion of this program qualifies a student to apply for an Associate of Science degree in Computer Science.

| <b>FIRST SEMESTER</b>                                | Credit Hours |
|--|--------------|
| Computer Technology 101<br>(Computer Literacy) ..... | 3            |
| Computer Technology 103<br>(Computer Logic) .....    | 4            |
| English 101 (Freshman English I) .....               | 3            |
| ①⑦Mathematics 201 (Calculus I) .....                 | 4            |
| ②⑦Social Science Elective .....                      | 3            |
| <b>Total: 17</b>                                     |              |

| <b>SECOND SEMESTER</b>                                       |   |
|--|---|
| ③⑦Computer Technology Programming<br>Language Elective ..... | 3 |
| ④⑦English Elective .....                                     | 3 |
| ①⑦Mathematics 202 (Calculus II) .....                        | 4 |
| ②⑦Social Science Elective .....                              | 3 |
| Speech 101<br>(Speech Communication I) .....                 | 3 |
| <b>Total: 16</b>   |   |

| <b>THIRD SEMESTER</b>  | Credit Hours |
|--|--------------|
| ⑤⑦Computer Technology Elective.....                          | 3            |
| ③⑦Computer Technology Programming<br>Language Elective ..... | 3            |
| ①⑦Elective .....   | 3-4          |
| ⑥⑦Humanities Elective .....                                  | 3            |
| Laboratory Science Elective.....                             | 4            |
| Physical Activity .....                                      | 1            |
| <b>Total: 17-18</b>  |              |

| <b>FOURTH SEMESTER</b>                                       |     |
|--|-----|
| ⑤⑦Computer Technology Elective.....                          | 3   |
| ③⑦Computer Technology Programming<br>Language Elective ..... | 3   |
| ①⑦Elective .....   | 3-4 |
| Elective.....  | 3   |
| Laboratory Science Elective.....                             | 4   |
| ⑥⑦Physical Activity .....                                    | 1   |
| <b>Total: 17-18</b>  |     |
| <b>Total Credit Hours: 67-69</b>                             |     |

- ①⑦Students planning to transfer to Frostburg State University must take Mathematics 201 and 202. Students not requiring 119 and 120 may take elective courses.
- ②⑦Students planning to transfer to Frostburg State University must take two of the following courses from different disciplines: Economics 103 or 201, Geography 102, Political Science 101, Psychology 101 or Sociology 101.
- ③⑦Students planning to transfer to Frostburg State University should take Computer Technology 234.
- ④⑦Students planning to transfer to Frostburg State University should take English 103. All other students should consult with their advisor or the Student Success Center in selecting the most appropriate English course.
- ⑤⑦Students planning to transfer to Frostburg State University should take Computer Technology 225 and 227.
- ⑥⑦Students planning to transfer to Frostburg State University should take Art 101 or Music 112. Students planning to transfer to Frostburg State University must take one of the following courses: History 105, or Philosophy 201 or 202.

NOTE: All courses specifically identified by course number are graduation requirements for this program.



## COMPUTER SCIENCE AND TECHNOLOGY TWO-YEAR CAREER PROGRAM PREPARATION FOR EMPLOYMENT

This curriculum provides training that enables students to seek employment as web developers, programmers, computer operators, user support specialists, or network administrators on mainframe and/or personal computer networks.

Applicants to the Computer Science and Technology Program must demonstrate English, reading, and mathematical skills as evidenced by eligibility to take English 101 and Mathematics 102 or 105 as shown by placement exam scores, or by successful completion of English 93 and Mathematics 90, as a prerequisite to any Computer Technology course.

The student must achieve a “C” or better in any computer course before being advanced to any subsequent computer course in the curriculum progression. In order to graduate from this curriculum, the students must meet all college academic requirements plus achieve a grade of “C” or better in each required computer course.

This is a career program and is designed to enable students to seek employment at the program’s completion. Students planning to transfer should consult with their advisor and the Student Success Center regarding specific program and course transfer issues.

| <b>FIRST SEMESTER</b>   | Credit Hours |
|---|--------------|
| Business Administration 101<br>(Introduction to Business) ..... | 3            |
| Computer Technology 101<br>(Computer Literacy) .....            | 3            |
| Computer Technology 103<br>(Computer Logic) .....               | 4            |
| English 101 (Freshman English I) .....                          | 3            |
| ①ⓂMathematics Elective .....                                    | 3-4          |
| Total: 16-17  |              |

| <b>SECOND SEMESTER</b>  |   |
|---|---|
| Computer Technology 191<br>(Web Page Development).....          | 3 |
| Computer Technology 219<br>(Operating Systems).....             | 3 |
| Computer Technology 221<br>(Microcomputer Applications I) ..... | 3 |
| English 112 (Business and<br>Technical Communications) .....    | 3 |
| ②ⓈSocial Science Elective .....                                 | 3 |
| Total: 15   |   |

The first and second semester course requirements (left) apply to all program options (see following pages).

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①ⓂStudents planning to transfer to Frostburg State University for the Information Technology Management Concentration (Business Administration Option) must take Mathematics 221; (Computer Science Option) must take Mathematics 102, 105, or 119.

②ⓈStudents planning to transfer to Frostburg State University for the Information Technology Management Concentration (Business Administration Option) must take Economics 202.

NOTE: All courses specifically identified by course number are graduation requirements for this program.

(program continued on next page)

**Network Option**

This curriculum is designed for individuals interested in pursuing a career in managing computer networks. Concentration is in networking fundamentals, concepts, infrastructure, design, and administration. Classes include both lecture and hands-on laboratory work using LAN and WAN components. Instruction is a vendor neutral approach based on the current objectives of IT certification programs including components of the CompTIA Network+, Microsoft MCSE, and CISCO certifications.

Successful completion of this program qualifies a student to apply for an Associate of Applied Science degree in Computer Science and Technology – Network Option.

| <b>THIRD SEMESTER</b>   | Credit Hours |
|---|--------------|
| Computer Technology 180<br>(PC Architecture).....               | 3            |
| Computer Technology 184<br>(Technical Support Operations) ..... | 3            |
| Computer Technology 225<br>(Introduction to Networking) .....   | 3            |
| Computer Technology Elective.....                               | 3            |
| Laboratory Science Elective.....                                | 4            |
| Total: 16   |              |

| <b>FOURTH SEMESTER</b>  | Credit Hours |
|---|--------------|
| Business Administration 110<br>(Business Professionalism<br>and Ethics) ..... | 2            |
| Computer Technology 227 (Network<br>Design and Administration).....           | 3            |
| Computer Technology 234<br>(Java Programming) .....                           | 4            |
| Computer Technology 237<br>(Wireless Networking<br>Fundamentals) .....        | 3            |
| Humanities Elective .....   | 3            |
| Physical Activity .....   | 1            |
| Total: 16   |              |
| Total Credit Hours: 63-64   |              |

*NOTE: All courses specifically identified by course number are graduation requirements for this program.*

*(program continued on next page)*

### Programming Option

This curriculum is designed for individuals interested in pursuing a career in computer programming. Curriculum concentration includes a hands-on focus of programming languages, documentation, structured design principles, data storage concepts, computer arithmetic, control structures, and file processing concepts.

Successful completion of this program qualifies a student to apply for an Associate of Applied Science degree in Computer Science and Technology – Programming Option.

| <b>THIRD SEMESTER</b>   | Credit Hours |
|---|--------------|
| Business Administration 215<br>(Financial Accounting) .....   | 3            |
| Computer Technology 218<br>(C++ Programming) .....            | 3            |
| Computer Technology 225<br>(Introduction to Networking) ..... | 3            |
| Computer Technology 233<br>(Visual Basic Programming) .....   | 3            |
| Laboratory Science Elective.....                              | 4            |
| Total:  | 16           |

### FOURTH SEMESTER

|  |       |
|--|-------|
| ③⑦Advanced Computer Technology<br>Elective .....                         | 3     |
| Computer Technology 222<br>(Microcomputer Applications II) .....         | 3     |
| Computer Technology 229<br>(Database Design and<br>Implementation) ..... | 3     |
| Computer Technology 234<br>(Java Programming) .....                      | 4     |
| Humanities Elective .....  | 3     |
| Total:   | 16    |
| Total Credit Hours:  | 63-64 |

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③⑦Advanced Programming Electives include Computer Technology 224, 235 or 236.

NOTE: All courses specifically identified by course number are graduation requirements for this program.

(program continued on next page)

**Technical Support Option**

Technical Support and Help Desk operations are an important part of computer operations in almost every company and organization today. Students will examine general technical support concepts, responsibilities and customer service skills. Students will troubleshoot, analyze, identify and diagnose errors, using established processes and procedures.

Successful completion of this program qualifies a student to apply for an Associate of Applied Science degree in Computer Science and Technology – Technical Support Option.

| <b>THIRD SEMESTER</b>   | Credit Hours |
|---|--------------|
| Computer Technology 180<br>(PC Architecture).....               | 3            |
| Computer Technology 184<br>(Technical Support Operations) ..... | 3            |
| Computer Technology 225<br>(Introduction to Networking) .....   | 3            |
| Humanities Elective .....                                       | 3            |
| Office Technologies 119<br>(Information Management) .....       | 3            |
| Physical Activity .....   | 1            |
| Total:  | 16           |

| <b>FOURTH SEMESTER</b>  |       |
|---|-------|
| Business Administration 104<br>(Sales and Customer Service) ..... | 3     |
| Computer Technology 182<br>(PC Diagnostics and Repair) .....      | 3     |
| Computer Technology 222<br>(Microcomputer Applications II) .....  | 3     |
| Computer Technology Elective.....                                 | 3     |
| Laboratory Science Elective.....                                  | 4     |
| Total:  | 16    |
| Total Credit Hours:   | 63-64 |

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*NOTE: All courses specifically identified by course number are graduation requirements for this program.*

**Web Development Option**

This curriculum is designed for individuals interested in pursuing a career in web development. Curriculum incorporates web design and programming, with the hands-on experience using the latest web design and programming technologies.

Successful completion of this program qualifies a student to apply for an Associate of Applied Science degree in Computer Science and Technology – Web Development Option.

| <b>THIRD SEMESTER</b>   | Credit Hours |
|---|--------------|
| Computer Technology 105<br>(Graphic Design for the Web) ..... | 3            |
| Computer Technology 225<br>(Introduction to Networking) ..... | 3            |
| Computer Technology 233<br>(Visual Basic Programming) .....   | 3            |
| Computer Technology Elective.....                             | 3            |
| Laboratory Science Elective.....                              | 4            |
| Total:  | 16           |

| <b>FOURTH SEMESTER</b>  |       |
|---|-------|
| Communication Arts 211<br>(Digital Photography) .....               | 3     |
| Communication Arts 212<br>(Interactive Multimedia Design) .....     | 3     |
| Computer Technology 224<br>(Advanced Web Page<br>Development) ..... | 3     |
| Computer Technology 236<br>(PHP Programming) .....                  | 3     |
| Humanities Elective .....   | 3     |
| Physical Activity .....   | 1     |
| Total:  | 16    |
| Total Credit Hours:   | 63-64 |

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*NOTE: All courses specifically identified by course number are graduation requirements for this program.*

**COMPUTER SCIENCE AND TECHNOLOGY  
APPLICATIONS USER SPECIALIST  
ONE-YEAR CAREER PROGRAM  
PREPARATION FOR EMPLOYMENT**

This certificate program is designed to acquaint the student with computer applications. The training will provide the student with a working knowledge of the latest software applications. All credits are transferable to the associate degree program if the student wishes to pursue further studies. Students must achieve a "C" or better in the required computer courses.

This is a career program and is designed to enable students to seek employment at the program's completion. If you plan to transfer to a four-year college/university, please check with your advisor and the Student Success Center as soon as possible.

Successful completion of this program qualifies a student to apply for a Certificate in Applications User Specialist.

**BUSINESS ADMINISTRATION**

Credit Hours

Business Administration 101  
(Introduction to Business) .....3

**COMPUTER TECHNOLOGY**

Computer Technology 101  
(Computer Literacy) .....3  
 Computer Technology 103  
(Computer Logic) .....4  
 Computer Technology 191  
(Web Page Development).....3  
 Computer Technology 219  
(Operating Systems).....3  
 Computer Technology 221  
(Microcomputer Applications I) .....3  
 Computer Technology 222  
(Microcomputer Applications II) .....3  
 Computer Technology Electives.....6  
 Subtotal: 25

The U.S. Department of Education, under final regulations issued October 29, 2010, requires us to report certain information about this certificate program regarding gainful employment. Please be advised the information is viewable on our website at [www.allegany.edu/gainfulemploymentdisclosure/](http://www.allegany.edu/gainfulemploymentdisclosure/).

**ENGLISH**

English 101 (Freshman English I) .....3  
 English 112 (Business and  
 Technical Communications) .....3  
 Subtotal: 6

**SPEECH**

Speech 101  
(Speech Communication I) .....3  
 Total Credit Hours: 37

*NOTE: All courses specifically identified by course number are graduation requirements for this program.*

## **COMPUTER SCIENCE AND TECHNOLOGY COMPUTER SERVICE TECHNICIAN ONE-YEAR CAREER PROGRAM PREPARATION FOR EMPLOYMENT**

This certificate program is designed to prepare students for employment as computer service technicians who install, troubleshoot, upgrade, and maintain microcomputer systems. The program will also provide formal recognition for individuals working in the computer field who want to certify or upgrade their skills.

This is a career program and is designed to enable students to seek employment at the program's completion. If you plan to transfer to a four-year college/university, please check with your advisor and Student Success Center as soon as possible. Students completing this program should have the skills necessary for passing the industry standard CompTIA A+ Certification examination. Students must achieve a "C" or better in the required computer courses.

Successful completion of this program qualifies a student to apply for a Certificate in Computer Service Technician.

### **COMPUTER TECHNOLOGY** Credit Hours

|   |    |
|---|----|
| Computer Technology 101<br>(Computer Literacy) .....            | 3  |
| Computer Technology 103<br>(Computer Logic) .....               | 4  |
| Computer Technology 180<br>(PC Architecture).....               | 3  |
| Computer Technology 182<br>(PC Diagnostics and Repair) .....    | 3  |
| Computer Technology 188<br>(Certification Exam Review) .....    | 1  |
| Computer Technology 219<br>(Operating Systems).....             | 3  |
| Computer Technology 221<br>(Microcomputer Applications I) ..... | 3  |
| Computer Technology 225<br>(Introduction to Networking) .....   | 3  |
| Computer Technology Elective.....                               | 3  |
| Subtotal:   | 26 |

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### **ENGLISH**

|   |   |
|---|---|
| English 101<br>(Freshman English I) .....                       | 3 |
| English 112<br>(Business and Technical<br>Communications) ..... | 3 |
| Subtotal:   | 6 |

### **MATHEMATICS**

|                            |    |
|----------------------------|----|
| Mathematics Elective ..... | 3  |
| Total Credit Hours:        | 35 |

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*NOTE: All courses specifically identified by course number are graduation requirements for this program.*

**COMPUTER SCIENCE AND TECHNOLOGY  
PROGRAMMING  
ONE-YEAR CAREER PROGRAM  
PREPARATION FOR EMPLOYMENT**

This certificate program is designed for individuals interested in pursuing a career in computer programming. Curriculum concentration includes a hands-on focus of programming languages, documentation, structured design principles, data storage concepts, computer arithmetic, control structures, and file processing concepts. Students must achieve a “C” or better in the required computer courses. All credits are transferable to the Computer Science and Technology associate degree program – Programming Option if the student wishes to pursue further studies.

Successful completion of this program qualifies a student to apply for a Certificate in Programming.

**BUSINESS ADMINISTRATION**

Credit Hours

Business Administration 101  
(Introduction to Business) .....3

**COMPUTER TECHNOLOGY**

Computer Technology 101  
(Computer Literacy) .....3  
 Computer Technology 103  
(Computer Logic) .....4  
 Computer Technology 218  
(C++ Programming) .....3  
 Computer Technology 219  
(Operating Systems) .....3  
 Computer Technology 224, 235 or 236  
(Advanced Web Page Development,  
Advanced C++ Programming or  
PHP Programming) .....3  
 Computer Technology 229  
(Database Design and  
Implementation) .....3  
 Computer Technology 233  
(Visual Basic Programming) .....3  
 Computer Technology 234  
(Java Programming) .....4  
 Subtotal: 26

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**ENGLISH**

English 101 (Freshman English I) .....3

**MATHEMATICS**

Mathematics Elective .....3-4  
 Total Credit Hours: 35-36

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*NOTE: All courses specifically identified by course number are graduation requirements for this program.*



**COMPUTER SCIENCE AND TECHNOLOGY  
TECHNICAL SUPPORT  
ONE-YEAR CAREER PROGRAM  
PREPARATION FOR EMPLOYMENT**

Technical Support and Help Desk operations are an important part of computer operations in almost every company and organization today. Students will examine general technical support concepts, responsibilities and customer service skills. Students will troubleshoot, analyze, identify and diagnose errors, using established processes and procedures. This is a career program and is designed to enable students to seek employment at the program's completion. Students must achieve a "C" or better in the required computer courses. All credits are transferable to the Computer Science and Technology associate degree program – Technical Support Option if the student wishes to pursue further studies.

Successful completion of this program qualifies a student to apply for a Certificate in Technical Support.

**BUSINESS ADMINISTRATION**

Credit Hours

Business Administration 104  
(Sales and Customer Service) .....3

**COMPUTER TECHNOLOGY**

Computer Technology 101  
(Computer Literacy) .....3  
Computer Technology 103  
(Computer Logic) .....4  
Computer Technology 180  
(PC Architecture).....3  
Computer Technology 182  
(PC Diagnostics).....3  
Computer Technology 184  
(Technical Support Operations) .....3  
Computer Technology 219  
(Operating Systems).....3  
Computer Technology 221  
(Microcomputer Applications I) .....3  
Computer Technology 225  
(Introduction to Networking) .....3  
Computer Technology Elective.....3  
Subtotal: 28

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**OFFICE TECHNOLOGIES**

Office Technologies 119  
(Information Management) .....3

**SPEECH**

Speech 101  
(Speech Communication I) .....3  
Total Credit Hours: 37

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NOTE: All courses specifically identified by course number are graduation requirements for this program.

**COMPUTER SCIENCE AND TECHNOLOGY  
MICROCOMPUTER APPLICATIONS SPECIALIST  
LETTER OF RECOGNITION  
PREPARATION FOR EMPLOYMENT**

The Microcomputer Applications Specialist Letter of Recognition offers students the opportunity to enhance their computer skills and expand their career opportunities in the area of Microcomputer Applications. The required courses provide students hands-on experience using the latest software technologies. Students must achieve a "C" or better in the required computer courses.

|  | Credit Hours |
|--|--------------|
| Computer Technology 101<br>(Computer Literacy) .....             | 3            |
| Computer Technology 221<br>(Microcomputer Applications I) .....  | 3            |
| Computer Technology 222<br>(Microcomputer Applications II) ..... | 3            |
| Total Credit Hours:  | 9            |

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*NOTE: All courses specifically identified by course number are graduation requirements for this program.*

**COMPUTER SCIENCE AND TECHNOLOGY  
PROGRAMMING SPECIALIST  
LETTER OF RECOGNITION  
PREPARATION FOR EMPLOYMENT**

The Programming Specialist Letter of Recognition offers students the opportunity to enhance their programming skills and expand their career opportunities in the area of Computer Programming. The required courses provide students hands-on programming experience using the latest technologies. Students must achieve a “C” or better in the required computer courses.

|   | Credit Hours |
|---|--------------|
| Computer Technology 103<br>(Computer Logic) .....           | 4            |
| Computer Technology 218<br>(C++ Programming) .....          | 3            |
| Computer Technology 235<br>(Advanced C++ Programming) ..... | 3            |
| Total Credit Hours: 10                                      |              |

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*NOTE: All courses specifically identified by course number are graduation requirements for this program.*

**COMPUTER SCIENCE AND TECHNOLOGY  
WEB PAGE DEVELOPMENT  
LETTER OF RECOGNITION  
PREPARATION FOR EMPLOYMENT**

The Web Page Development Letter of Recognition offers students the opportunity to enhance their computer skills and expand their career opportunities in the area of Web Page Development. The required courses incorporate web design and programming, with hands-on experience using the latest web development technologies. Students must achieve a “C” or better in the required computer courses.

|   | Credit Hours |
|---|--------------|
| Computer Technology 101<br>(Computer Literacy) .....                | 3            |
| Computer Technology 191<br>(Web Page Development).....              | 3            |
| Computer Technology 224<br>(Advanced Web Page<br>Development) ..... | 3            |
| Total Credit Hours: 9   |              |

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*NOTE: All courses specifically identified by course number are graduation requirements for this program.*

**CRIMINAL JUSTICE  
TWO-YEAR CAREER PROGRAM  
PREPARATION FOR EMPLOYMENT**

This program provides a comprehensive approach to criminal justice education and is intended to prepare the student for a variety of career opportunities in the field. The curriculum has a two-fold thrust: (1) to prepare the student to be a productive and efficient criminal justice system entry-level employee; and (2) to provide the student a broad foundation of course work for further study within the field of criminal justice.

This is a career program and is designed to enable students to seek employment at the program's completion. Students planning to transfer should consult with their advisor or the Student Success Center regarding specific program and course transfer issues.

Successful completion of this program qualifies a student to apply for an Associate of Applied Science degree in Criminal Justice.

| <b>FIRST SEMESTER</b>  | Credit Hours        |
|--|---------------------|
| Criminal Justice 101<br>(Introduction to Criminal Justice) ..... | 3                   |
| Criminal Justice 103 (Criminal Law) .....                        | 3                   |
| English 101 (Freshman English I) .....                           | 3                   |
| Physical Education Elective .....                                | 1-2                 |
| Political Science 101<br>(American National Government) .....    | 3                   |
| Sociology 101<br>(Introduction to Sociology) .....               | 3                   |
|  | <b>Total: 16-17</b> |

| <b>SECOND SEMESTER</b>  | Credit Hours     |
|---|------------------|
| Criminal Justice 102<br>(Administration of Criminal Justice) ..   | 3                |
| Criminal Justice 104<br>(Criminal Evidence and Procedure) ..  | 3                |
| Criminal Justice 106<br>(Introduction to Corrections) .....   | 3                |
| English 102, 103, or 112 (Freshman<br>English II, Introduction to Literature,<br>or Business and Technical<br>Communications) ..... | 3                |
| Psychology 101<br>(General Psychology) .....  | 3                |
| Speech 101<br>(Speech Communication I) .....  | 3                |
|   | <b>Total: 18</b> |

| <b>THIRD SEMESTER</b>   | Credit Hours        |
|---|---------------------|
| Criminal Justice 105<br>(Criminal Investigation) .....  | 3                   |
| Criminal Justice 111 (Criminology) .....  | 3                   |
| Criminal Justice 203 (Ethics and<br>Leadership in Criminal Justice) .....                             | 3                   |
| Physical Activity .....   | 1                   |
| Political Science 205/<br>Criminal Justice 205 (Introduction<br>to American Constitutional Law) ..... | 3                   |
| ①②Science Elective .....  | 3-4                 |
|   | <b>Total: 16-17</b> |

| <b>FOURTH SEMESTER</b>   | Credit Hours                     |
|--|----------------------------------|
| Computer Technology 101<br>(Computer Literacy) .....   | 3                                |
| Criminal Justice 201 (Criminalistics) .....  | 3                                |
| Criminal Justice 208<br>(Interpersonal Communications<br>in Criminal Justice) .....  | 3                                |
| Elective .....   | 3                                |
| ①②Mathematics Elective 102, 105, or 221<br>(College Algebra, Elements of<br>Mathematics, or Elements of<br>Statistics) ..... | 3                                |
|  | <b>Total: 15</b>                 |
|  | <b>Total Credit Hours: 65-67</b> |

①②Placement of student into proper mathematics or science course is based on the student's aptitude and experience.

NOTE: All courses specifically identified by course number are graduation requirements for this program.

**CRIMINAL JUSTICE  
ONE-YEAR CAREER PROGRAM  
PREPARATION FOR EMPLOYMENT**

This certificate program is designed for persons employed in criminal justice – law enforcement and corrections and for those desiring to prepare for employment in those agencies. This program will give students an opportunity to pursue initial study in their field of occupational interest, to set an academic goal, and will still allow for continuation toward an Associate of Applied Science degree or a Bachelor’s of Science degree in Criminal Justice.

Completion of below courses will qualify a student to apply for a Certificate in Criminal Justice.

| <b>FIRST SEMESTER</b>  | Credit Hours |
|--|--------------|
| Criminal Justice 101<br>(Introduction to Criminal Justice) ..... | 3            |
| Criminal Justice 103<br>(Criminal Law) .....                     | 3            |
| Criminal Justice 111 (Criminology) .....                         | 3            |
| English 101 (Freshman English I) .....                           | 3            |
| Political Science 101<br>(American National Government) .....    | 3            |
| Sociology 101<br>(Introduction to Sociology) .....               | 3            |
| <b>Total:</b>  | <b>18</b>    |

| <b>SECOND SEMESTER</b>  |           |
|---|-----------|
| Criminal Justice 102<br>(Administration of Criminal Justice) ..   | 3         |
| Criminal Justice 105<br>(Criminal Investigation) .....  | 3         |
| Criminal Justice 203 (Ethics and<br>Leadership in Criminal Justice) .....   | 3         |
| ① Elective .....  | 3         |
| English 102, 103, or 112 (Freshman<br>English II, Introduction to Literature,<br>or Business and Technical<br>Communications) ..... | 3         |
| Psychology 101<br>(General Psychology) .....  | 3         |
| <b>Total:</b>   | <b>18</b> |
| <b>Total Credit Hours:</b>  | <b>36</b> |

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① Students are encouraged to choose an elective in the criminal justice program when offered during a semester (i.e., Criminal Justice 104, 201, or 208).

**NOTE:** All courses specifically identified by course number are graduation requirements for this program.

**CRIMINAL JUSTICE  
CORRECTIONS  
LETTER OF RECOGNITION  
PREPARATION FOR EMPLOYMENT**

The Letter of Recognition offers students the opportunity to enhance the development of their career portfolios, provides a competitive edge in employment opportunities, builds self-esteem and character, and provides documentation of corrections proficiency. The letter will provide evidence of career training.

The Letter of Recognition is intended for graduates of any Maryland Department of Corrections Academy, or the Federal Correctional Officers Academy, or any non-graduates. Through articulation agreements with the Western Correctional Institution (WCI) and the Federal Correctional Institution (FCI), academy graduates receive articulated credit for Criminal Justice 102, Criminal Justice 106, and Criminal Justice 299. Non-graduates must take Criminal Justice 102 and Criminal Justice 106. All students must take Criminal Justice 203 – Ethics and Leadership in Criminal Justice.

|   | Credit Hours |
|---|--------------|
| Criminal Justice 102<br>(Administration of Criminal Justice) ..3          |              |
| Criminal Justice 106<br>(Introduction to Corrections) .....3              |              |
| Criminal Justice 203 (Ethics and<br>Leadership in Criminal Justice).....3 |              |
| Total Credit Hours: 9   |              |

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*NOTE: All courses specifically identified by course number are graduation requirements for this program.*

## CRIMINOLOGY PREPARATION FOR TRANSFER

This transfer pattern is designed for students planning to transfer to a four-year college or university with a major in criminology but are uncertain as to the transfer institution. The courses included in this program closely parallel the first two years of a criminology major at many four-year institutions.

This is a transfer program and is designed to enable students to transfer to a four-year college or university. Check with your advisor and the Student Success Center as soon as possible to ensure specific course transferability.

Successful completion of this program qualifies a student to apply for an Associate of Science degree in Arts and Sciences.

| <b>FIRST SEMESTER</b>                    | Credit Hours | <b>THIRD SEMESTER</b>                   | Credit Hours |
|--|--------------|---|--------------|
| Criminal Justice 101                     |              | Criminal Justice 111 (Criminology)..... | 3            |
| (Introduction to Criminal Justice) ..... | 3            | ③Elective.....                          | 3            |
| English 101 (Freshman English I) .....   | 3            | ④Elective.....                          | 3            |
| Mathematics 102, 105 or 119              |              | ⑤Laboratory Science Elective.....       | 4            |
| (College Algebra, Elements of            |              | Mathematics 221                         |              |
| Mathematics or Pre-Calculus I) .....     | 3-4          | (Elements of Statistics) .....          | 3            |
| Political Science 101                    |              | Physical Activity .....                 | 1            |
| (American National Government) .....     | 3            | Total: 17                               |              |
| Social Science Elective .....            | 3            |   |              |
| Total: 15-16                             |              |   |              |
|  |              | <b>FOURTH SEMESTER</b>                  |              |
| <b>SECOND SEMESTER</b>                   |              | Computer Technology Elective.....       | 3            |
| ①English Elective .....                  | 3            | ⑥Electives .....                        | 6            |
| ②Humanities Elective .....               | 3            | ⑤Laboratory Science Elective.....       | 4            |
| Physical Activity .....                  | 1            | Speech 101                              |              |
| Psychology 101                           |              | (Speech Communication I) .....          | 3            |
| (General Psychology) .....               | 3            | Total: 16                               |              |
| Social Science Elective .....            | 3            | Total Credit Hours: 64-65               |              |
| Sociology 101                            |              |   |              |
| (Introduction to Sociology) .....        | 3            |   |              |
| Total: 16                                |              |   |              |

- ①Students transferring to Frostburg State University must take English 103.  
 ②Students transferring to Frostburg State University must take Art 101 or Music 112.  
 ③Students transferring to Frostburg State University must take Geography 102 or Sociology 102.  
 ④Students transferring to Frostburg State University must take either History 105 or Philosophy 201 or 202.  
 ⑤Students transferring to Frostburg State University must take Biological Science 101, 102; Chemistry 101, 102; Physics 101, 102, 105, 106, 201, or 202.  
 ⑥Suggested Electives: Criminal Justice 103, 104; Political Science 102; Psychology 205, 286; or Sociology 215.

NOTE: All courses specifically identified by course number are graduation requirements for this program.



## **CULINARY ARTS TWO-YEAR CAREER PROGRAM PREPARATION FOR EMPLOYMENT**

The Culinary Arts curriculum is planned to meet the increasing employment needs for trained chefs and culinary experts. Successful completion of the program will qualify a person to be employed as a cook, sous chef, executive chef, culinary educator, kitchen manager, and food sales representative. The Culinary Arts program costs beyond tuition, fees, and books are approximately \$400.00 for uniforms and knife kits.

In a partnership with the Hospitality Management program, students in the Culinary Arts curriculum will have the opportunity to operate and manage a college-owned restaurant in the Gateway Center building in downtown Cumberland. Program specific courses include a practicum component that will provide valuable hands-on experience in all aspects of restaurant management. Students will be required to complete a ten-week summer session between the first and second years of the program.

Culinary Arts students must maintain the scholastic standards of the college and must achieve a grade of "C" or better in each Hospitality Management and Culinary Arts course. Students are expected to be well groomed in compliance with standards of sanitation. Students will be required to provide medical proof of good physical health.

The Culinary Arts Program at Allegany College of Maryland has been designated as a Statewide Program by the Maryland Higher Education Commission. This means that Maryland residents from outside Allegany County may be eligible for in-county tuition rates. Some restrictions apply. Funding availability for this program may change each semester. Check with the Admissions Office for more information.

This is a career program and is designed to enable students to seek employment at the program's completion. Students planning to transfer should consult with their advisor or the Student Success Center regarding specific program and course transfer issues. Successful completion of this program qualifies a student to apply for an Associate of Applied Science degree in Culinary Arts. Graduates having work experience in food preparation may apply for certification with the American Culinary Federation Educational Institute (ACFEI).

*(program continued on next page)*

| <b>FIRST SEMESTER</b>                  | Credit Hours |
|--|--------------|
| Biological Science 114                 |              |
| (Fundamentals of Nutrition) .....      | 3            |
| English 101 (Freshman English I) ..... | 3            |
| Hospitality Management 101             |              |
| (Introduction to Hospitality) .....    | 3            |
| Hospitality Management 110             |              |
| (Food Service Sanitation) .....        | 1            |
| Humanities Elective .....              | 3            |
| Mathematics 105                        |              |
| (Elements of Mathematics) .....        | 3            |
|  | Total: 16    |

| <b>SECOND SEMESTER</b>             | Credit Hours |
|------------------------------------|--------------|
| Computer Technology 101            |              |
| (Computer Literacy) .....          | 3            |
| Culinary Arts 150                  |              |
| (Food Preparation I) .....         | 3            |
| Culinary Arts 212 (Baking I) ..... | 3            |
| Physical Activity .....            | 1            |
| Social Science Elective .....      | 3            |
|                                    | Total: 13    |

| <b>SUMMER SESSION</b>  | Credit Hours |
|--|--------------|
| <i>(following second semester)</i>                             |              |
| Culinary Arts 250 (Field Placement) ....                       | 5            |
| Hospitality Management 203                                     |              |
| (Hospitality Purchasing, Inventory,<br>and Cost Control) ..... | 3            |
| Hospitality Management 204                                     |              |
| (Menu Planning and Food<br>Merchandising) .....                | 3            |
|  | Total: 11    |

| <b>THIRD SEMESTER</b>               | Credit Hours |
|-------------------------------------|--------------|
| Culinary Arts 201                   |              |
| (Food Preparation II) .....         | 3            |
| Culinary Arts 208                   |              |
| (International Cuisines).....       | 3            |
| Culinary Arts 213 (Baking II) ..... | 3            |
| Culinary Arts 216                   |              |
| (Dining Room Management) .....      | 3            |
| Hospitality Management 211          |              |
| (Hospitality Supervision).....      | 3            |
|                                     | Total: 15    |

| <b>FOURTH SEMESTER</b>                | Credit Hours           |
|---------------------------------------|------------------------|
| Culinary Arts 214 (Garde Manger)..... | 3                      |
| Culinary Arts 217                     |                        |
| (Beverage Management) .....           | 2                      |
| Hospitality Management 160            |                        |
| (Quantity Food Production) .....      | 3                      |
| Hospitality Management 205            |                        |
| (Food and Beverage Cost Control) ..   | 3                      |
| Social Science Elective .....         | 3                      |
|                                       | Total: 14              |
|                                       | Total Credit Hours: 69 |

NOTE: All courses specifically identified by course number are graduation requirements for this program.

**CULINARY ARTS  
BAKING ESSENTIALS  
LETTER OF RECOGNITION  
PREPARATION OF EMPLOYMENT**

The Letter of Recognition offers students the opportunity to develop or enhance their baking skills, build their career portfolios, or gain a competitive edge in employment opportunities. It is primarily intended for individuals currently employed in a foodservice operation, but is open to all students.

The Letter of Recognition will transfer in its entirety into the Culinary Arts Associate of Applied Science degree program.

| <b>FIRST SEMESTER</b>              | Credit Hours |
|------------------------------------|--------------|
| (SPRING)                           |              |
| Culinary Arts 212 (Baking I) ..... | 3            |
|                                    | Total: 3     |

| <b>SECOND SEMESTER</b>  | Credit Hours           |
|---|------------------------|
| (FALL)  |                        |
| Culinary Arts 208<br>(International Cuisines) .....           | 3                      |
| Culinary Arts 213 (Baking II) .....                           | 3                      |
| Hospitality Management 110<br>(Food Service Sanitation) ..... | 1                      |
|   | Total: 7               |
|   | Total Credit Hours: 10 |

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*NOTE: All courses specifically identified by course number are graduation requirements for this program.*

**CULINARY ARTS  
COOKING ESSENTIALS  
LETTER OF RECOGNITION  
PREPARATION FOR EMPLOYMENT**

The Letter of Recognition offers students the opportunity to develop or enhance their cooking skills, build their career portfolios, or gain a competitive edge in employment opportunities. It is primarily intended for individuals currently employed in a foodservice operation, but is open to all students.

The Letter of Recognition will transfer in its entirety into the Culinary Arts Associate of Applied Science degree program.

| <b>FIRST SEMESTER</b>                           | Credit Hours |
|---|--------------|
| (SPRING)  |              |
| Culinary Arts 150<br>(Food Preparation I) ..... | 3            |
|   | Total: 3     |

|   |                        |
|---|------------------------|
| <b>SECOND SEMESTER</b>  |                        |
| (FALL)  |                        |
| Culinary Arts 201<br>(Food Preparation II).....               | 3                      |
| Culinary Arts 208<br>(International Cuisines) .....           | 3                      |
| Hospitality Management 110<br>(Food Service Sanitation) ..... | 1                      |
|   | Total: 7               |
|   | Total Credit Hours: 10 |

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*NOTE: All courses specifically identified by course number are graduation requirements for this program.*

## DENTAL HYGIENE TWO-YEAR CAREER PROGRAM PREPARATION FOR EMPLOYMENT

The Dental Hygiene Curriculum is designed as a two-year career program leading to the Associate of Applied Science degree. This curriculum is accredited by the Commission on Dental Hygiene, American Dental Association, 211 East Chicago Avenue, Chicago, IL 60611, (312) 440-2568. The graduates of this program qualify as applicants for licensure to practice dental hygiene in all states. The demand for the services of the dental hygienist remains great, and the rewards for these services are at a very high level.

The Dental Hygiene program at Allegany College of Maryland has been designated as a Health Manpower Shortage Program. The Maryland State Department of Health and Mental Hygiene has determined certain health occupations to be in short supply. The Maryland Higher Education Commission has designated educational programs that correspond to these health occupations to be eligible for the Health Manpower Shortage Program. This means that Maryland residents from outside Allegany County may be eligible for in-county tuition rates. Some restrictions apply. Funding availability for this program may change each semester. Check with the Admissions Office for more information.

To become eligible for the Dental Hygiene Program as a **recent high school graduate** or an Early College student, an applicant must satisfy the following requirements. Dental Hygiene is a **competitive admission program** and meeting the minimum requirements does not guarantee program admission.

1. The applicant must be a high school graduate within the last five years who never attended college or an Early College student who is enrolled part-time at Allegany College of Maryland while attending high school.
2. The applicant must have appropriate placement scores on the Allegany College of Maryland placement tests in English, mathematics, and reading or successfully complete all required developmental courses before the first college semester.
3. A minimum ACT score of 21 in each section will meet the minimum requirements to apply for admission as a high school student, but meeting the minimum score will not guarantee admission into the program.
4. The applicant must have one year of high school chemistry, one year of biology, and two years of algebra (or their equivalent) with a minimum grade of "C" in each.

To become eligible as a **college student** currently attending Allegany College of Maryland or transferring from another institution or an Early College student at Allegany College of Maryland who has waived the senior year of high school and is enrolled as a full-time student, an applicant must satisfy the following requirements.

1. The applicant must have appropriate placement scores on the Allegany College of Maryland Placement Assessments in English, mathematics, and reading or successfully complete all required developmental courses before the first college semester.
2. The applicant must have completed fourteen (14) or more semester hours of college level course work beyond required developmental courses with a minimum cumulative grade point average of 2.0 or better. Admission to the program is competitive; GPAs will be ranked.

*(program continued on next page)*

3. These fourteen hours MUST include successful completion (“C” or better) of the following four courses.

|                                 |           |
|---------------------------------|-----------|
| Chemistry 100                   | 4 credits |
| English 101                     | 3 credits |
| Psychology 101 or Sociology 101 | 3 credits |
| One of the following:           |           |
| Anatomy & Physiology 201        | 4 credits |
| Microbiology 204                | 4 credits |

Important note: The college catalog lists Chemistry 100 as a “summer” sequenced course. This applies only to recent high school graduates who have been accepted into the clinical phase for fall.

In addition to the regular college application, all applicants must file a dental hygiene department application. Entrance into the program is competitive and applicants will be ranked by their academic performance. The deadline for filing an application (includes having all transfer credit transcripts on file in the Admissions Office) is March 31.

Students must also be CPR Certified and maintain this certification throughout their dental hygiene courses. This certification must be completed prior to entering dental hygiene clinical course work. Applicants must also meet and comply with the Performance Standards for Dental Hygiene throughout their dental hygiene course work.

Midterm grades may be used for students progressing through a required admissions spring semester course. Students will be notified of acceptance throughout the month of June, or earlier if possible. If midterm grades are used to determine rank/admission, acceptance will be considered provisional until final grades are forwarded.

A satisfactory health record, including immunizations, must be on file prior to the clinical experience in Dental Hygiene 107. To participate in clinical experiences, students must obtain a Criminal Record Check. If participating in clinicals at a Pennsylvania clinical site, students must also obtain a Child Abuse History Clearance. During enrollment any official change or the initiation of any governmental proceeding affecting the information revealed by the required criminal or child abuse background check must be reported immediately by the student to the director of the Dental Hygiene program.

Retention in the program is based on the student’s attaining a grade of “C” or better in all dental hygiene courses and maintaining a grade point average above 2.0 each semester.

Additional costs to the student, beyond the cost of tuition, fees, and books are estimated to be approximately \$2,000 for uniforms, instruments, and membership dues to professional organizations. This is a career program and is designed to enable students to seek employment at the program’s completion. Students planning to transfer should consult with their advisor or the Student Success Center regarding specific program and course transfer issues.

Successful completion of this program qualifies a student to apply for an Associate of Applied Science degree in Dental Hygiene.

*(program continued on next page)*

**SUMMER OR PREVIOUS SEMESTER**

Credit Hours

|  |   |
|--|---|
| ①②Chemistry 100<br>(Elements of Chemistry) ..... | 4 |
| Total:   | 4 |

**FIRST SEMESTER**

|  |    |
|--|----|
| Biological Science 201 (Human<br>Anatomy and Physiology) ..... | 4  |
| Dental Hygiene 101 (Introduction<br>to Dental Health).....     | 2  |
| Dental Hygiene 103 (Oral Anatomy) ....                         | 4  |
| Dental Hygiene 107 (Dental Hygiene<br>Techniques).....         | 4  |
| English 101 (Freshman English I) .....                         | 3  |
| Total:   | 17 |

**SECOND SEMESTER**

|  |    |
|--|----|
| Biological Science 204<br>(Microbiology) .....   | 4  |
| Dental Hygiene 102<br>(Dental Histology and Embryology) ..                             | 2  |
| Dental Hygiene 104<br>(Dental Materials) .....   | 2  |
| Dental Hygiene 108<br>(Clinical Dental Hygiene I) .....                                | 2  |
| Dental Hygiene 109 (Radiology) .....   | 3  |
| Dental Hygiene 213 (Nutrition).....  | 2  |
| Mathematics 105 or 221<br>(Elements of Mathematics<br>or Elements of Statistics) ..... | 3  |
| Total:   | 18 |

**SUMMER SESSION**

*(following second semester)*

|  |   |
|--|---|
| Dental Hygiene 199<br>(Clinical Dental Hygiene IA) ..... | 1 |
| Total:   | 1 |

**THIRD SEMESTER**

Credit Hours

|   |    |
|---|----|
| Dental Hygiene 201<br>(Clinical Dental Hygiene II) .....  | 4  |
| Dental Hygiene 203<br>(Oral Pathology) .....              | 3  |
| Dental Hygiene 207<br>(Community Dental Education I)..... | 2  |
| Dental Hygiene 209 (Periodontics) .....                   | 2  |
| Dental Hygiene 211 (Pharmacology) ....                    | 2  |
| Speech 101<br>(Speech Communication I) .....              | 3  |
| Total:  | 16 |

**FOURTH SEMESTER**

|  |    |
|--|----|
| Dental Hygiene 202<br>(Clinical Dental Hygiene III) .....                            | 4  |
| Dental Hygiene 204<br>(Dental Office Management,<br>Ethics, and Jurisprudence) ..... | 1  |
| Dental Hygiene 208 (Community<br>Dental Health Education II).....                    | 2  |
| Dental Hygiene 210<br>(Private Practice Preparation).....                            | 1  |
| Psychology 101<br>(General Psychology) .....   | 3  |
| Sociology 101<br>(Introduction to Sociology) .....                                   | 3  |
| Total:   | 14 |
| Total Credit Hours:  | 70 |

①②Completion of a college chemistry course does not make a student eligible for the clinical phase in the fall. Other criteria must also be met. Contact the Admissions Office for further details.

NOTE: All courses specifically identified by course number are graduation requirements for this program.

**DIETARY MANAGER  
ONE-YEAR CAREER PROGRAM  
PREPARATION FOR EMPLOYMENT**

The Dietary Manager Certificate program is designed to prepare individuals to seek employment in a variety of dietary operations. Successful completion of the program will qualify a person to be employed in hospitals, nursing and rehabilitation facilities, schools, correctional facilities, and senior living communities.

An integral part of the curriculum is the internship that is to be completed during a ten-week summer session following successful completion of all courses within the major. Students will be placed in an institutional setting where they must complete nutrition-related projects under the guidance of a Registered Dietitian preceptor.

Dietary Manager students must maintain the scholastic standards of the college and must achieve a grade of “C” or better in each Hospitality Management and Dietary Manager course. Students are expected to be well groomed in compliance with standards of sanitation and will be required to provide medical proof of good physical health.

This is a career program and is designed to enable students to seek employment at the program’s completion. Successful completion of this program qualifies a student to apply for a Dietary Manager Certificate. The student is then eligible to take the credentialing examination given by the Certifying Board for Dietary Managers of the Dietary Managers Association.

| <b>FIRST SEMESTER</b>   | Credit Hours |
|---|--------------|
| Biological Science 101<br>(General Biology I) .....               | 4            |
| Dietary Manager 201<br>(Nutrition Assessment) .....               | 3            |
| Hospitality Management 101<br>(Introduction to Hospitality) ..... | 3            |
| Hospitality Management 110<br>(Food Service Sanitation) .....     | 1            |
| Hospitality Management 211<br>(Hospitality Supervision) .....     | 3            |
| <b>Total:</b>   | <b>14</b>    |

| <b>SECOND SEMESTER</b>   | Credit Hours |
|--|--------------|
| Biological Science 114<br>(Fundamentals of Nutrition) .....        | 3            |
| Dietary Manager 202<br>(Medical Nutrition Therapy).....            | 3            |
| Hospitality Management 160<br>(Quantity Food Production).....      | 3            |
| Hospitality Management 205<br>(Food and Beverage Cost Control).... | 3            |
| <b>Total:</b>  | <b>12</b>    |

| <b>SUMMER SESSION</b>  |           |
|--|-----------|
| <i>(following second semester)</i>   |           |
| Hospitality Management 203<br>(Hospitality Purchasing, Inventory,<br>and Cost Control) ..... | 3         |
| Hospitality Management 204<br>(Menu Planning and Food<br>Merchandising) .....                | 3         |
| Hospitality Management 210<br>(Internship I) .....   | 5         |
| <b>Total:</b>  | <b>11</b> |
| <b>Total Credit Hours:</b>   | <b>37</b> |

The U.S. Department of Education, under final regulations issued October 29, 2010, requires us to report certain information about this certificate program regarding gainful employment. Please be advised the information is viewable on our website at [www.allegany.edu/gainfulemploymentdisclosure/](http://www.allegany.edu/gainfulemploymentdisclosure/).

*NOTE: All courses specifically identified by course number are graduation requirements for this program.*



## ECONOMICS PREPARATION FOR TRANSFER

This transfer pattern is designed for students planning to transfer to a four-year college or university with a major in economics but are uncertain as to the transfer institution. The courses included in this program closely parallel the first two years of an economics major at many four-year institutions.

This is a transfer program and is designed to enable students to transfer to a four-year college or university. Check with your advisor and the Student Success Center as soon as possible to ensure specific course transferability.

Successful completion of this program qualifies a student to apply for an Associate of Science degree in Arts and Sciences.

| <b>FIRST SEMESTER</b>                                | Credit Hours |
|--|--------------|
| Computer Technology 101<br>(Computer Literacy) ..... | 3            |
| ① Elective .....                                     | 3            |
| English 101 (Freshman English I) .....               | 3            |
| Mathematics Elective .....                           | 3-4          |
| ② Social Science Elective .....                      | 3            |
| <b>Total:</b>  | <b>15-16</b> |

| <b>SECOND SEMESTER</b>  | Credit Hours |
|---|--------------|
| ③ Elective .....  | 3            |
| English 103 (Introduction to<br>Literature) or English Elective ..... | 3            |
| ④ Humanities Elective .....   | 3            |
| Mathematics 221<br>(Elements of Statistics) .....                     | 3            |
| ② Social Science Elective .....                                       | 3            |
| <b>Total:</b>   | <b>15</b>    |

| <b>THIRD SEMESTER</b>   | Credit Hours |
|---|--------------|
| Economics 201<br>(Principles of Macroeconomics) .....                     | 3            |
| Elective .....  | 3            |
| ⑤ Laboratory Science Elective .....                                       | 4            |
| Mathematics 200 or 201 (Calculus<br>for Applications or Calculus I) ..... | 4            |
| ⑥ Physical Activity .....   | 1            |
| <b>Total:</b>   | <b>15</b>    |

| <b>FOURTH SEMESTER</b>                                | Credit Hours |
|---|--------------|
| Business Electives .....                              | 6            |
| Economics 202<br>(Principles of Microeconomics) ..... | 3            |
| Elective .....  | 3            |
| ⑤ Laboratory Science Elective .....                   | 4            |
| ⑥ Physical Activity .....                             | 1            |
| <b>Total:</b>   | <b>17</b>    |
| <b>Total Credit Hours: 62-63</b>                      |              |

① Students transferring to Frostburg State University must take Speech 101.

② Students transferring to Frostburg State University must take two of the following: Political Science 101, Psychology 101, or Sociology 101.

③ Students transferring to Frostburg State University must take Geography 102 or Sociology 102, plus History 105 or Philosophy 201 or 202.

④ Students transferring to Frostburg State University must take Art 101 or Music 112.

⑤ Students transferring to Frostburg State University must take Biological Science 101, 102; Chemistry 101; Physics 101, 105, 106, 130, or 201.

⑥ Students should consult with their advisor or the Student Success Center in selecting the most appropriate Physical Education course.

**NOTE:** All courses specifically identified by course number are graduation requirements for this program.

## EDUCATION/EARLY CHILDHOOD PREPARATION FOR TRANSFER

This curriculum is specifically designed for students majoring in Early Childhood Education (nursery school through grade 3) and transferring to a four-year institution. This curriculum has been designed to meet teacher preparation requirements for Maryland, and specifically for Frostburg State University. If a student wishes to transfer to an out-of-state college or university they should consult closely with an education program advisor to adjust the curriculum as necessary. Students successfully completing all of the course requirements for this program will be awarded an Associate of Science degree. Education majors should note that a grade of “C” or better is required for education course credit to transfer. Early Childhood Education majors should also note that many receiving colleges or universities offer a “dual” degree program for early childhood majors; upon entrance to a four-year college a community college graduate with an AA or AS in early childhood education may enter an Early Childhood/Elementary program.

Please note that for the course listings below, students transferring to a Maryland college or university should take the specifically identified class and not the elective; students transferring out-of-state should work closely with an education advisor.

Please note that students who are majoring in education need to complete the fingerprint and criminal background clearance process to be eligible to participate in the field experiences and/or course assignments in the local public school systems.

### FIRST SEMESTER

Credit Hours

|  |           |
|--|-----------|
| Education 100<br>(Career Analysis in Education) .....  | 1         |
| Education 201 (Foundations of<br>Education, Philosophy, and Practice) ..   | 3         |
| English 101 (Freshman English I) .....   | 3         |
| Geography 102 (Cultural Geography) ..  | 3         |
| Psychology 101<br>(General Psychology) .....   | 3         |
| Physical Education 154<br>(Integrated Health and Physical<br>Education) or Physical Education<br>Elective(s) ..... | 3         |
| <b>Total:</b>  | <b>16</b> |

### SECOND SEMESTER

|  |           |
|--|-----------|
| Biological Science 101<br>(General Biology I) or<br>Laboratory Science Elective .....                    | 4         |
| English 103 (Introduction to<br>Literature) or English Elective .....                                    | 3         |
| Mathematics 221 or 102 (Elements<br>of Statistics or College Algebra) .....                              | 3         |
| Music 252 (Music and Creative<br>Interaction for the Elementary<br>Teacher) or Humanities Elective ..... | 3         |
| Speech 101<br>(Speech Communication I) .....   | 3         |
| <b>Total:</b>  | <b>16</b> |

### THIRD SEMESTER

Credit Hours

|   |           |
|---|-----------|
| Education 152<br>(Early Childhood Foundations) .....                                    | 3         |
| ①②Education 190 (Preparation for<br>the PPST) or Elective .....                         | 1         |
| Education 204 (Psychology of<br>Learning and Teaching) .....                            | 3         |
| Mathematics 216 (Mathematics<br>for Elementary Education I) .....                       | 3         |
| Physics 130 (Inquires in Physical<br>Science I) or Laboratory<br>Science Elective ..... | 4         |
| Psychology 207 (Child Psychology) or<br>Social Science Elective .....                   | 3         |
| <b>Total:</b>   | <b>17</b> |

### FOURTH SEMESTER

|   |              |
|---|--------------|
| Art 110 (Visual Imagery) or<br>Humanities Elective .....                                | 3            |
| Education 195 (Introduction to<br>Emergent Literacy) .....                              | 2            |
| Education 293 (Early Childhood<br>Learning Environment) or<br>Humanities Elective ..... | 3            |
| History 105 (The World in the<br>Twentieth Century) or History<br>Elective .....        | 3            |
| Mathematics 217 (Mathematics for<br>Elementary Education II) .....                      | 3            |
| Physics 132 (Inquiries in<br>Physical Science I) or Elective .....                      | 3-4          |
| <b>Total:</b>   | <b>17-18</b> |
| <b>Total Credit Hours:</b>  | <b>66-67</b> |

①②Students who have already successfully completed Praxis 1 or who have SAT or ACT waiver scores, may substitute a 1-credit elective course for the Education 190 course.

NOTE: All courses specifically identified by course number are graduation requirements for this program.

**EDUCATION/ELEMENTARY  
ASSOCIATE OF ARTS IN TEACHING (AAT)  
PREPARATION FOR TRANSFER**

The Associate of Arts in Teaching (AAT) program has been specifically designed for students who are majoring in elementary education (grades 1-8). The curriculum has been designed to provide the elementary education major a seamless, which is without loss of credit, transition to a Maryland four-year education program. The curriculum has been based on a coordination of National Council for Accreditation of Teacher Education standards, cooperation with faculty from Maryland four-year institutions and modeling of the Maryland Higher Education Commission approved Associate of Arts curriculum from other Maryland two-year colleges. Students transferring to four-year colleges or universities outside Maryland should work closely with their academic advisor to assess if the AAT Program or the Elementary Education Transfer Program better fulfills their needs. Education majors please note: most or substantially all four-year receiving institutions require that education majors receive a grade of "C" or better in all education classes that are to be considered for transfer of college credits. Due to the nature and extent of the specific requirements for teacher certification at all four-year institutions, it is essential that every elementary education major work in close cooperation with the academic advisor to plan the most appropriate and accurate program. Completion of this program qualifies the student to apply for an Associate of Arts in Teaching.

Program Exit Requirements:

1. Successful presentation of a portfolio that meets standards.
2. Passing score/scores on the Praxis I Pre-Professional Skills Test (PPST) as established by the State of Maryland.
3. A minimum GPA of 2.75.

Please note that students who are majoring in education need to complete the fingerprint and criminal background clearance process to be eligible to participate in field experiences and/or course assignments in the local public school systems.

| <b>FIRST SEMESTER</b>   | Credit Hours |
|---|--------------|
| Education 100 (Career Analysis in Education).....                       | 1            |
| English 101 (Freshman English I) .....                                  | 3            |
| Geography 102 (Cultural Geography) ..3                                  |              |
| Mathematics 216 (Mathematics for Elementary Education I) .....          | 3            |
| Physical Education 154 (Integrated Health and Physical Education) ..... | 3            |
| Physics 130 (Inquiries in Physical Science I) .....                     | 4            |
| <b>Total: 17</b>  |              |

| <b>SECOND SEMESTER</b>  |   |
|---|---|
| Biological Science 131 (Inquiries into Biology) .....                           | 4 |
| Education 190 (Preparation for the Pre-Professional Sequence) or Elective ..... | 1 |
| Education 195 (Introduction to Emergent Literacy Skills) .....                  | 2 |
| Education 201 (Foundations of Education, Philosophy, and Practice) .....        | 3 |
| English 103 (Introduction to Literature) .....                                  | 3 |
| Mathematics 217 (Mathematics for Elementary Education II) .....                 | 3 |
| <b>Total: 16</b>  |   |

| <b>THIRD SEMESTER</b>   | Credit Hours |
|---|--------------|
| Art 110 (Visual Imagery).....   | 3            |
| Education 295 (Process and Acquisition of Reading) .....                                | 3            |
| Mathematics 102 or 221 (College Algebra or Elements of Statistics).....                 | 3            |
| Physics 132 (Inquiries in Physical Science II) .....                                    | 4            |
| Psychology 101 (General Psychology) or Education 203 (Human Growth and Development) ..3 |              |
| <b>Total: 16</b>  |              |

| <b>FOURTH SEMESTER</b>  |   |
|---|---|
| Education 204 (Psychology of Learning and Teaching) .....                   | 3 |
| Education 296 (Special and Multicultural Education) .....                   | 3 |
| Electives (in area of specialization) .....                                 | 3 |
| History 105 (The World in the Twentieth Century) or History Elective .....  | 3 |
| Music 252 (Music and Creative Interaction for the Elementary Teacher) ..... | 3 |
| Speech 101 (Speech Communication I) .....                                   | 3 |
| <b>Total: 18</b>  |   |
| <b>Total Credit Hours: 67</b>   |   |

*NOTE: All courses specifically identified by course number are graduation requirements for this program.*

## EDUCATION/ELEMENTARY PREPARATION FOR TRANSFER

This curriculum is specifically designed for students majoring in Elementary Education (grades 1-6 and middle school) and transferring to Frostburg State University. This curriculum has been designed in cooperation with officials at Frostburg State University to satisfy the freshman and sophomore year requirements of this major. Students interested in transferring to any other college or university (other than Frostburg State University or other Maryland State College or University) might be better served by the General Studies Curriculum or the University Studies Curriculum. Students majoring in secondary education would be better served by the Secondary Education Curriculum. The AAT degree facilitates the transfer process for Maryland students at two-year institutions who wish to complete their course of study at a Maryland four-year institution. Please consult your advisor or the Teacher Education Director for further information and curriculum planning. Education majors please note: most or substantially all four-year receiving institutions require that education majors receive a grade of “C” or better in all education classes that are to be considered for transfer of college credits. Successful completion of this program qualifies a student to apply for an Associate of Science degree in Teacher Education. Please note that students who are majoring in education need to complete the fingerprint and criminal background clearance process to be eligible to participate in field experiences and/or course assignments in the local public school systems.

| <b>FIRST SEMESTER</b>   | Credit Hours | <b>THIRD SEMESTER</b>  | Credit Hours |
|---|--------------|--|--------------|
| Education 100 (Career Analysis in Education) .....                                  | 1            | Art 110 (Visual Imagery).....  | 3            |
| English 101 (Freshman English I) .....  | 3            | ③Education 295 (Process and Acquisition of Reading) .....                              | 3            |
| Geography 102 (Cultural Geography) ..   | 3            | Mathematics 221 or 102 (Elements of Statistics or College Algebra) .....               | 3            |
| Mathematics 216 (Mathematics for Elementary Education I).....                       | 3            | ①Physics 132 (Inquiries in Physical Science II) or Laboratory Science Elective .....   | 4            |
| Physical Education 154 (Integrated Health and Physical Education) .....             | 3            | Psychology 101 (General Psychology) or Education 203 (Human Growth and Development) .. | 3            |
| ①Physics 130 (Inquiries in Physical Science I) or Laboratory Science Elective ..... | 4            | <b>Total: 16</b>   |              |
| <b>Total: 17</b>  |              |  |              |
| <br><b>SECOND SEMESTER</b>  |              | <br><b>FOURTH SEMESTER</b>   |              |
| ①Biological Science 131 or 101 (Inquiries into Biology or General Biology I) .....  | 4            | Education 190 (Preparation for the Pre-Professional Sequence) or Elective .....        | 1            |
| Education 195 (Introduction to Emergent Literacy Skills) .....                      | 2            | Education 204 (Psychology of Learning and Teaching) .....                              | 3            |
| Education 201 (Foundations of Education, Philosophy, and Practice) ..               | 3            | ③Education 296 (Special and Multicultural Education) or Elective...3                   | 3            |
| ②English 103 (Introduction to Literature) or English Elective .....                 | 3            | History 105 (The World in the Twentieth Century) or History Elective .....             | 3            |
| Mathematics 217 (Mathematics for Elementary Education II) .....                     | 3            | Music 252 (Music and Creative Interaction for the Elementary Teacher) .....            | 3            |
| <b>Total: 15</b>  |              | Speech 101 (Speech Communication I) .....  | 3            |
|   |              | <b>Total: 16</b>   |              |
|   |              | <b>Total Credit Hours: 64</b>  |              |

①Students transferring to Maryland schools should follow the Laboratory Science sequence: Biological Science 131, Physics 130, Physics 132. Students transferring to other institutions need to consult with their advisors and/or the Student Success Center regarding the appropriate laboratory science course selections.

②Students transferring to Maryland schools should take English 103. Students transferring to other institutions need to consult with their advisors and/or the Student Success Center regarding the appropriate literature course selection.

③Students transferring to Maryland schools should take Education 295 and 296. Students transferring to other institutions need to consult with their advisors and/or the Student Success Center regarding the appropriate course selections.

NOTE: All courses specifically identified by course number are graduation requirements for this program.

## EDUCATION/SECONDARY PREPARATION FOR TRANSFER

This transfer pattern is designed for students planning to transfer to a four-year college or university with a major in education but are uncertain as to the transfer institution. The courses included in this program closely parallel the first two years of an education major at many four-year institutions. The AAT degree will facilitate the transfer process for Maryland students at two-year institutions who wish to complete their course of study at a Maryland four-year institution. The AAT curriculum and requirements will be substantively different than the curricula and requirements for the Secondary Education transfer program. Please consult your advisor or the Teacher Education Director for further information and curriculum planning. Education majors please note: most or substantially all four-year receiving institutions require that education majors receive a grade of "C" or better in all education classes that are to be considered for transfer of college credits. This is a transfer program and is designed to enable students to transfer to a four-year college or university. Check with your advisor and the Student Success Center as soon as possible to ensure specific course transferability. Successful completion of this program qualifies a student to apply for an Associate of Science degree in Arts and Sciences.

Please note that students who are majoring in education need to complete the fingerprint and criminal background clearance process to be eligible to participate in field experiences and/or course assignments in the local public school systems.

| <b>FIRST SEMESTER</b>  | Credit Hours |
|--|--------------|
| Computer Technology 101<br>(Computer Literacy) .....   | 3            |
| English 101 (Freshman English I) .....   | 3            |
| Mathematics 102, 105 or 119<br>(College Algebra, Elements of<br>Mathematics or Pre-Calculus I) ..... | 3-4          |
| Psychology 101<br>(General Psychology) .....   | 3            |
| ①⑦Social Science Elective .....  | 3            |
| <b>Total: 15-16</b>  |              |
| <br>   |              |
| <b>SECOND SEMESTER</b>   |              |
| Education 100 (Career Analysis<br>in Education) .....  | 1            |
| ②⑦English Elective .....   | 3            |
| ③⑦Humanities Elective .....  | 3            |
| ④⑦Social Science Elective .....  | 3            |
| Speech 101<br>(Speech Communication I) .....   | 3            |
| ⑤⑦Teaching Field Elective .....  | 3            |
| <b>Total: 16</b>   |              |

| <b>THIRD SEMESTER</b>   | Credit Hours |
|---|--------------|
| Education 201 (Foundations of<br>Education, Philosophy,<br>and Practice)..... | 3            |
| ⑥⑦Elective.....   | 3            |
| Laboratory Science Elective.....  | 4            |
| Physical Activity .....   | 1            |
| ⑤⑦Teaching Field Electives.....   | 6            |
| <b>Total: 17</b>  |              |

| <b>FOURTH SEMESTER</b>                                       |   |
|--|---|
| Education 204 (Psychology of<br>Learning and Teaching) ..... | 3 |
| Elective.....  | 3 |
| Laboratory Science Elective.....                             | 4 |
| Physical Activity .....                                      | 1 |
| ⑤⑦Teaching Field Elective .....                              | 3 |
| <b>Total: 14</b>   |   |
| <b>Total Credit Hours: 62-63</b>                             |   |

- ①⑦Students transferring to Frostburg State University take one of the following: Economics 103 or 201, Geography 102, Political Science 101, or Sociology 101. All students must take a second social science other than psychology.
- ②⑦Students transferring to Frostburg State University must take English 103.
- ③⑦Students transferring to Frostburg State University must take Art 101 or Music 112.
- ④⑦Students transferring to Frostburg State University must take History 105.
- ⑤⑦Teaching Field electives means the subjects you plan to teach. Check with your advisor.
- ⑥⑦Students transferring to Frostburg State University must take Geography 102 or Sociology 102. Students transferring to Frostburg State University must take Biological Science 101, 102; or Chemistry 101, 102; or Physics 101, 102, 105, 106, 201, or 202.

NOTE: All courses specifically identified by course number are graduation requirements for this program.

**ENGINEERING  
PREPARATION FOR TRANSFER  
A COLLABORATIVE PROGRAM WITH  
FROSTBURG STATE UNIVERSITY AND  
THE UNIVERSITY OF MARYLAND**

This program is designed for students interested in Mechanical Engineering who wish to dual enroll at Allegany College of Maryland and Frostburg State University in a collaborative program with the University of Maryland (College Park). Students will take the Engineering Science courses at Frostburg State University and the required courses in other departments at Allegany College of Maryland. Students will earn an Associate of Science degree in Engineering after completion of the required courses and will be eligible to apply for admission to University of Maryland, Clark School of Engineering to pursue a Bachelor’s of Science degree in Mechanical Engineering. The Bachelor’s of Science degree can be completed at Frostburg State University. Students who are planning to transfer to FSU in Electrical Engineering or who are planning to transfer to another university should contact their advisor or the Student Success Center.

**FIRST SEMESTER** Credit Hours

|  |    |
|--|----|
| <b>Allegany College of Maryland</b>                                |    |
| English 101 (Freshman English I) .....                             | 3  |
| ① Humanities Elective .....  | 3  |
| Mathematics 201 (Calculus I) .....                                 | 4  |
| ② Physics 201 (General Physics I) .....                            | 4  |
| <b>Frostburg State University</b>                                  |    |
| Engineering Science 100<br>(Introduction to Engineering Design) .. | 3  |
| Total:   | 17 |

**SECOND SEMESTER**

|  |    |
|--|----|
| <b>Allegany College of Maryland</b>      |    |
| ① English Elective .....                 | 3  |
| ② Mathematics 202 (Calculus II) .....    | 4  |
| Physics 202 (General Physics II) .....   | 4  |
| ① Social Science Elective .....          | 3  |
| <b>Frostburg State University</b>        |    |
| Engineering Sciences 102 (Statics) ..... | 3  |
| Total:                                   | 17 |

**THIRD SEMESTER** Credit Hours

|   |    |
|---|----|
| <b>Allegany College of Maryland</b>                       |    |
| ② Chemistry 101 (General Chemistry I) ..                  | 4  |
| Humanities Elective .....                                 | 3  |
| Mathematics 203 (Calculus III) .....                      | 4  |
| <b>Frostburg State University</b>                         |    |
| Engineering Science 220<br>(Mechanics of Materials) ..... | 3  |
| Engineering Sciences 221<br>(Dynamics) .....              | 4  |
| Total:  | 18 |

**FOURTH SEMESTER**

|   |    |
|---|----|
| <b>Allegany College of Maryland</b>               |    |
| Chemistry 102 (General Chemistry II) ..           | 4  |
| Mathematics 206<br>(Differential Equations) ..... | 4  |
| Physical Activities .....                         | 2  |
| ① Social Science Elective .....                   | 3  |
| <b>Frostburg State University</b>                 |    |
| Physics 263<br>(Physics III: Sound & Light) ..... | 4  |
| Total:  | 17 |
| Total Credit Hours:                               | 69 |

① Students planning to transfer to Frostburg State University must select courses from the following list:

- |                         |  |
|-------------------------|--|
| English Elective        | - English 103  |
| Humanities Elective     | - Art 101 or Music 112   |
|                         | - Philosophy 201   |
| Social Science Elective | - Economics 103 or 201, Geography 102, Political Science 101, Psychology 101, or Sociology 101 |

② To enter Frostburg State University as a junior engineering student, ENME 232, Thermodynamics and ENME 271, Integrated Product and Process Development, must be completed at FSU. In addition, the following courses must be completed with a “C” or better: Chemistry 101, Engineering Sciences 100, Mathematics 202 and Physics 201.

NOTE: All courses specifically identified by course number are graduation requirements for this program.

## ENGLISH PREPARATION FOR TRANSFER

This transfer pattern is designed for students planning to transfer to a four-year college or university with a major in English but are uncertain as to the transfer institution. The courses included in this program closely parallel the first two years of an English major at many four-year institutions.

This is a transfer program and is designed to enable students to transfer to a four-year college or university. Check with your advisor and the Student Success Center as soon as possible to ensure specific course transferability.

Successful completion of this program qualifies a student to apply for an Associate of Arts degree in Arts and Sciences.

| <b>FIRST SEMESTER</b>  | Credit Hours |
|--|--------------|
| Elective .....   | 3            |
| English 101 (Freshman English I) .....   | 3            |
| Mathematics 102, 105 or 119<br>(College Algebra, Elements of<br>Mathematics or Pre-Calculus I) ..... | 3-4          |
| ①⑦ Social Science Elective .....   | 3            |
| Spanish 103<br>(Introductory Spanish I) .....  | 3            |
| <b>Total:</b>  | <b>15-16</b> |

| <b>SECOND SEMESTER</b>                         | Credit Hours |
|--|--------------|
| ②⑦ Elective .....                              | 3            |
| ③⑦ English Elective .....                      | 3            |
| ①⑦ Social Science Elective .....               | 3            |
| Spanish 104<br>(Introductory Spanish II) ..... | 3            |
| Speech 101<br>(Speech Communication I) .....   | 3            |
| <b>Total:</b>                                  | <b>15</b>    |

| <b>THIRD SEMESTER</b>                                  | Credit Hours |
|--|--------------|
| English 213 (A Survey of<br>American Literature) ..... | 3            |
| ④⑦ Humanities Elective .....                           | 3            |
| ⑤⑦ Laboratory Science Elective .....                   | 4            |
| Physical Activity .....                                | 1            |
| Spanish 203<br>(Intermediate Spanish I) .....          | 3            |
| <b>Total:</b>  | <b>14</b>    |

| <b>FOURTH SEMESTER</b>   | Credit Hours |
|--|--------------|
| Elective .....   | 3            |
| ⑥⑦ Elective .....  | 3            |
| English 203 or 223 (A Survey of<br>European and Neo-European<br>Literature or A Survey of<br>British Literature) ..... | 3            |
| ⑤⑦ Laboratory Science Elective .....   | 4            |
| Physical Activity .....  | 1            |
| Spanish 204<br>(Intermediate Spanish II) .....   | 3            |
| <b>Total:</b>  | <b>17</b>    |
| <b>Total Credit Hours:</b>   | <b>61-62</b> |

①⑦ Students transferring to Frostburg State University must take two of the following: Economics 103 or 201, Political Science 101, Psychology 101, or Sociology 101. All students must take two social sciences from two different disciplines.

②⑦ Students transferring to Frostburg State University must take History 105 or Philosophy 201 or 202.

③⑦ Students transferring to Frostburg State University must take English 103.

④⑦ Students transferring to Frostburg State University must take Art 101 or Music 112.

⑤⑦ Students transferring to Frostburg State University must take Biological Science 101, 102; or Chemistry 101, 102; or Physics 101, 102, 105, 106, 201, or 202.

⑥⑦ Students transferring to Frostburg State University must take Geography 102 or Sociology 102.

**NOTE:** All courses specifically identified by course number are graduation requirements for this program.

## **FOREST TECHNOLOGY TWO-YEAR CAREER PROGRAM PREPARATION FOR EMPLOYMENT**

The Forest Technology program at Allegany College of Maryland trains students for the position of forest technician. A forest technician is a middle-management person trained to work with a graduate professional forester. A forest technician must be able to work alone, to make decisions, and to supervise small crews in the field. The Forest Technology program is designed to allow a graduate to gain employment after four semesters and one summer of practical training.

The Forest Technology Curriculum at Allegany College of Maryland has been designated as a Statewide Program by the Maryland Higher Education Commission. This means that Maryland residents from outside Allegany County may be eligible for in-county tuition rates. Some restrictions apply. Funding availability for this program may change each semester. Check with the Admissions Office for more information.

Forest Technology is accredited by the Society of American Foresters. Allegany College of Maryland's Forest Technology program is among a select group of schools in North America that have been accredited by the Society of American Foresters.

In addition to maintaining the scholastic standards required of all students in the college, Forest Technology students must achieve a grade of "C" or better in each Forestry course with the exception of Forestry 101.

Some specialized equipment is required for students in the Forest Technology curriculum. This includes, but is not necessarily limited to, drafting equipment, safety boots, chain saw safety pants or chaps, and a safety helmet.

Although some courses in this program will transfer, this program is a career program and is not designed to transfer. However, many Forest Technology graduates have transferred and received bachelor's degrees from four-year schools. Allegany College of Maryland and West Virginia University have recently signed an articulation agreement, which will allow graduates of the Forest Technology program to transfer to West Virginia University and complete their forestry degree in an additional two years of study while experiencing minimal loss of credit from Allegany College of Maryland. Other four-year programs may require two or three additional years to complete a bachelor's degree in this way. Students planning to transfer should consult with their advisor or the Student Success Center.

Successful completion of this program qualifies a student to apply for an Associate of Applied Science degree in Forest Technology.



| <b>FIRST SEMESTER</b>  | Credit Hours |
|--|--------------|
| Biological Science 103<br>(General Botany).....                    | 4            |
| Biological Science 107<br>(Dendrology I) .....                     | 2            |
| English 101 (Freshman English I).....                              | 3            |
| Forestry 101<br>(Introduction to Forestry) .....                   | 2            |
| Mathematics 102 (College Algebra) .....                            | 3            |
| Physical Activity or Forest<br>Technology 103 (Tree Climbing)..... | 1            |
| <b>Total:</b>  | <b>15</b>    |

| <b>SECOND SEMESTER</b>   |           |
|--|-----------|
| Biological Science 108<br>(Dendrology II) .....  | 2         |
| Biological Science 110<br>(Forest Biology).....  | 3         |
| Forestry 112<br>(Forestry Software Applications).....  | 2         |
| Forestry 120 (Land Surveying) .....  | 3         |
| Forestry 122 (Forest Measurements) ...   | 3         |
| Physical Education 151 or 153 (First<br>Aid and Safety or Cardiopulmonary<br>Resuscitation and First Aid)..... | 2         |
| <b>Total:</b>  | <b>15</b> |

| <b>①⑦ SUMMER SESSION</b>  |          |
|---|----------|
| <i>(following second semester)</i>                                      |          |
| Forestry 250 (Harvesting and<br>Primary Manufacturing).....             | 3        |
| Forestry 251 (Forest Measurement<br>and Surveying Field Practices)..... | 4        |
| <b>Total:</b>   | <b>7</b> |

| <b>THIRD SEMESTER</b>  | Credit Hours |
|--|--------------|
| Forestry 221 (Forest Products) .....                                   | 3            |
| Forestry 222 (Advanced Forest<br>Measurements) .....                   | 2            |
| Forestry 223 (Wildlife Management).....                                | 2            |
| Forestry 224 (Forest Recreation and<br>Human Resource Management)..... | 2            |
| Forestry 225<br>(Forest Insects and Diseases).....                     | 3            |
| Forestry 229 (Silviculture) .....                                      | 4            |
| <b>Total:</b>  | <b>16</b>    |

| <b>FOURTH SEMESTER</b>                                       |           |
|--|-----------|
| English 112 (Business and<br>Technical Communications) ..... | 3         |
| Forestry 226 (Forest Management<br>and Field Trip).....      | 3         |
| Forestry 227 (Forest Fire Control) .....                     | 2         |
| Forestry 228 (Urban Forestry) .....                          | 3         |
| Social Science Elective .....                                | 3         |
| Speech 101<br>(Speech Communication I) .....                 | 3         |
| <b>Total:</b>  | <b>17</b> |
| <b>Total Credit Hours:</b>                                   | <b>70</b> |

①⑦ The Forest Technology Summer Program usually starts the first working day following Commencement and runs for eight consecutive weeks.

NOTE: All courses specifically identified by course number are graduation requirements for this program.

**FOREST TECHNOLOGY  
TREE CARE TECHNICIAN  
ONE-YEAR CAREER PROGRAM  
PREPARATION FOR EMPLOYMENT**

This one-year certificate program is designed for those individuals who wish to pursue a career in the urban tree care industry. Those who successfully complete this program can become a part of the expanding “green” industry whose goal is to establish, maintain and improve plant materials in the often harsh environment of the urban landscape. The program may also provide an additional credential for the student whose career interests are more in line with traditional forest management. This program may be completed in one fall and spring semester, but the student may wish to enroll in the Urban Forestry Internship course during the summer months thereby completing his/her certificate requirements in August. The Tree Care Certificate program has been designated as a Statewide Program by the Maryland Higher Education Commission. This means that Maryland residents from outside Allegany County may be eligible for in-county tuition rates. Some restrictions apply. Funding availability for this program may change each semester. Check with the Admissions Office for more information. This is a career program and is designed to enable students to seek employment at the program’s completion. If you plan to continue into a degree program or seek transfer to a four-year college/university, please check with your advisor or the Student Success Center as soon as possible. All credits in the Certificate program are transferable to an associate degree program.

Successful completion of this program qualifies a student to apply for a Certificate in the Tree Care Technician program.

| <b>FIRST SEMESTER</b>                            | Credit Hours |
|--|--------------|
| Biological Science 103<br>(General Botany).....  | 4            |
| Biological Science 107<br>(Dendrology I) .....   | 4            |
| English 101 (Freshman English I) .....           | 3            |
| Forestry 101<br>(Introduction to Forestry) ..... | 2            |
| Forestry 103 (Tree Climbing) .....               | 1            |
| Total: 12  |              |

| <b>SECOND SEMESTER</b>  | Credit Hours |
|---|--------------|
| Biological Science 108<br>(Dendrology II) .....                                 | 2            |
| Forestry 228 (Urban Forestry) .....   | 3            |
| Forestry 254<br>(Urban Forestry Internship).....                                | 2            |
| Physical Education 153<br>(Cardiopulmonary Resuscitation<br>and First Aid)..... | 2            |
| Speech 101<br>(Speech Communication I) .....                                    | 3            |
| Total: 12   |              |
| Total Credit Hours: 24  |              |

The U.S. Department of Education, under final regulations issued October 29, 2010, requires us to report certain information about this certificate program regarding gainful employment. Please be advised the information is viewable on our website at [www.allegany.edu/gainfulemploymentdisclosure/](http://www.allegany.edu/gainfulemploymentdisclosure/).

*NOTE: All courses specifically identified by course number are graduation requirements for this program.*

## FORESTRY PREPARATION FOR TRANSFER

If a student wishes to earn an associate degree from Allegany College of Maryland and then transfer to a four-year college to earn a bachelor's degree in forestry, this program of study will provide an appropriate preparation for such transfer.

Although this transfer pattern is the normal type of preparation for students who plan to enter various bachelor's degree curricula at four-year colleges, it must be noted that different colleges may require somewhat different coursework. The student majoring in this curriculum at Allegany College of Maryland is encouraged to decide as soon as possible what four-year college he/she wishes to attend. As soon as that decision is made the student should meet with his/her advisor and a staff member in the Student Success Center to alter this program to meet the specific requirements of the particular four-year institution. The Student Success Center is also equipped to work with the student to help him/her make a decision regarding the selection of the four-year institution.

Alligany College of Maryland has a cooperative agreement with the State University of New York, College of Environmental Science and Forestry (ESF) at Syracuse, that allows a student to take his/her freshman and sophomore years at Allegany College of Maryland and then transfer to ESF to complete his/her junior and senior years. Maryland has an agreement with West Virginia University (WVU) and with Virginia Polytechnic Institute (VPI), which allows a Maryland student to transfer to those schools in some forestry or forestry-related programs and pay only "in-state" tuition and fees. These agreements make transferring more certain and less expensive. Please check with the Director of Forestry Programs for complete information.

Successful completion of this program qualifies a student to apply for an Associate of Science degree in Arts and Sciences.

| <b>FIRST SEMESTER</b>   | Credit Hours | <b>THIRD SEMESTER</b>  | Credit Hours |
|---|--------------|--|--------------|
| Biological Science 101<br>(General Biology I) .....                                 | 4            | Biological Science 107<br>(Dendrology I) .....               | 2            |
| Chemistry 101 (General Chemistry I) ..  | 4            | Economics 201<br>(Principles of Macroeconomics) .....        | 3            |
| English 101 (Freshman English I) .....  | 3            | Humanities Elective .....                                    | 3            |
| Forestry 101<br>(Introduction to Forestry) .....                                    | 2            | ①②Mathematics 201 (Calculus I) or<br>Forestry Elective ..... | 4            |
| Mathematics 119 (Pre-Calculus I) .....  | 4            | Physical Activity .....                                      | 1            |
| Total: 17   |              | Speech 101<br>(Speech Communication I) .....                 | 3            |
| <b>SECOND SEMESTER</b>  |              | Total: 16  |              |
| Biological Science 102<br>(General Biology II) .....                                | 4            | <b>FOURTH SEMESTER</b>                                       |              |
| Chemistry 102<br>(General Chemistry II) .....                                       | 4            | Biological Science 108<br>(Dendrology II) .....              | 2            |
| English 102 (Freshman English II) .....   | 3            | Computer Technology 101<br>(Computer Literacy) .....         | 3            |
| ①②Mathematics 120 or 200<br>(Pre-Calculus II or Calculus<br>for Applications) ..... | 4            | Economics 202<br>(Principles of Microeconomics) .....        | 3            |
| Physical Activity .....   | 1            | Elective .....   | 3-4          |
| Total: 16   |              | Social Science Elective .....                                | 3            |
|   |              | Statistics 221 (Elements of Statistics) ..                   | 3            |
|   |              | Total: 17-18   |              |
|   |              | Total Credit Hours: 66-67                                    |              |

①②Mathematics requirements for a bachelor's degree in Forestry may vary at different four-year institutions.

NOTE: All courses specifically identified by course number are graduation requirements for this program.

## **GENERAL STUDIES PREPARATION FOR TRANSFER**

The General Studies Curriculum serves a two-fold function: (1) to enable students to explore the general areas of higher education and to help them to determine a major field of concentration; and (2) to serve as a curriculum which, through the wide selection of elective courses, can be adapted to satisfy specific requirements of a particular four-year college to which the student desires to transfer.

Successful completion of this program qualifies a student to apply for an Associate of Science degree in General Studies.

Note: Students must work closely with their advisor in selecting appropriate elective courses.

| Credit Hours                           |
|--|
| Electives (areas of emphasis) .....27  |
| English 101 .....3                     |
| English 102 or English Elective .....3 |
| ①⑦ Humanities Elective .....3          |
| Mathematics .....3                     |
| ②⑦ Natural Science .....7-8            |
| ③⑦ Physical Education .....2           |
| ④⑦ Social Science Electives .....9     |
| Speech 101 .....3                      |
| Total Credit Hours: 60-61              |

Note: Students planning to transfer to Frostburg State University are advised to take the courses listed below. Students planning to transfer to another college or university should check with their advisor, the Pennsylvania Student Service Office, or the Student Success Center for appropriate elective course selection.

- Art 101 or Music 112 as the Humanities Elective
- English 103 as the English Elective
- History 105 and two of the following as the Social Science Electives:
  - Economics 103 or 201
  - Political Science 101
  - Psychology 101
  - Sociology 101
- One of the following Natural Science laboratory courses plus any additional three or four-credit science.
  - Biological Science 101
  - Chemistry 101
  - Physics 101, 105, 106, 130, or 201
- Geography 102 or Sociology 102 and Computer Science and Technology 101 as Electives

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①⑦ Students must take a minimum of one course from the Arts and Humanities Electives List.

②⑦ Students must take a minimum of two Biological/Physical Science courses; one of which must be a four-credit laboratory course.

③⑦ At least one (1) credit hour must be a physical activity; Physical Education 145 may be used to satisfy the two-credit requirement.

④⑦ Students must take a minimum of three courses (9 credits) from the Social and Behavioral Science Electives List. All students must take at least two social science courses from two different disciplines.

**NOTE:** All courses specifically identified by course number are graduation requirements for this program.

## HEALTH/PHYSICAL EDUCATION PREPARATION FOR TRANSFER

This transfer pattern is designed for students planning to transfer to a four-year college or university with a major in health/physical education but are uncertain as to the transfer institution. The courses included in this program closely parallel the first two years of a health/physical education major at many four-year institutions.

This is a transfer program and is designed to enable students to transfer to a four-year college or university. Check with your advisor and the Student Success Center as soon as possible to ensure specific course transferability.

Successful completion of this program qualifies a student to apply for an Associate of Science degree in Arts and Sciences.

| <b>FIRST SEMESTER</b>                               | Credit Hours |
|---|--------------|
| Biological Science 101<br>(General Biology I) ..... | 4            |
| ① Electives .....                                   | 5            |
| English 101 (Freshman English I) .....              | 3            |
| Mathematics 105<br>(Elements of Mathematics) .....  | 3            |
| Physical Education Elective .....                   | 1            |
| <b>Total: 16</b>                                    |              |

| <b>SECOND SEMESTER</b>                       | Credit Hours |
|--|--------------|
| ② Elective .....                             | 3            |
| ③ English Elective .....                     | 3            |
| ④ Humanities Elective .....                  | 3            |
| Physical Education Elective .....            | 1            |
| ⑤ Social Science Elective .....              | 3            |
| Speech 101<br>(Speech Communication I) ..... | 3            |
| <b>Total: 16</b>                             |              |

| <b>THIRD SEMESTER</b>  | Credit Hours |
|--|--------------|
| Biological Science 207<br>(Anatomy and Physiology of<br>the Human I) ..... | 4            |
| ⑥ Electives .....  | 8            |
| Physical Education Elective .....  | 1            |
| ⑦ Social Science Elective .....  | 3            |
| <b>Total: 16</b>   |              |

| <b>FOURTH SEMESTER</b>  | Credit Hours |
|---|--------------|
| Biological Science 208<br>(Anatomy and Physiology<br>of the Human II) ..... | 4            |
| ⑧ Electives .....   | 9            |
| Physical Education 204<br>(Introduction to Physical<br>Education) .....     | 3            |
| Physical Education Elective .....   | 1            |
| <b>Total: 17</b>  |              |
| <b>Total Credit Hours: 65</b>   |              |

- ① Students transferring to Frostburg State University are advised to take Geography 102 or Sociology 102.
- ② Students transferring to Frostburg State University are advised to take Biological Science 114.
- ③ Students transferring to Frostburg State University are advised to take English 103.
- ④ Students transferring to Frostburg State University are advised to take Art 101 or Music 112.
- ⑤ Students transferring to Frostburg State University are advised to take two of the following: Economics 103 or 201, Political Science 101, Psychology 101 (recommended) or Sociology 101.
- ⑥ Students transferring to Frostburg State University are advised to take either History 105 or Philosophy 201.

**PROGRAM NOTE:** Students interested in teaching Physical Education should take Education 201 and 204 as electives.

**NOTE:** All courses specifically identified by course number are graduation requirements for this program.

## HEALTH PROMOTION PREPARATION FOR TRANSFER

This Arts and Science transfer pattern is designed for students interested in transferring to Frostburg State University to major in Exercise and Sport Science with a concentration in Health Promotion. This transfer pattern is part of a collaboration among Allegany College of Maryland, Frostburg State University, and West Virginia University. Each institution provides a part of the education process. The courses offered at Allegany College of Maryland parallel the required courses in the first two years at Frostburg State University. These courses provide a solid foundation of the knowledge and skills necessary to successfully continue the education process at Frostburg State University.

Students successfully completing this program are awarded an Associate of Science Degree in Arts and Sciences in the Health Promotion Transfer Pattern. A Bachelor's of Science Degree is earned from Frostburg State University upon successful completion of their requirements. Although students are encouraged to obtain a Master's Degree from West Virginia University, a Master's Degree is not required for employment in the Health Promotion field.

Although this program is designed to specifically transfer to Frostburg State University, the courses will satisfy most course requirements at other colleges and universities offering this type of bachelor's degree. Successful completion of this program qualifies the student to apply for an Associate of Science degree in Arts and Sciences.

| <b>FIRST SEMESTER</b>  | Credit Hours | <b>THIRD SEMESTER</b>  | Credit Hours |
|--|--------------|--|--------------|
| Biological Science 101<br>(General Biology I) .....                  | 4            | Biological Science 207<br>(Anatomy and Physiology<br>of the Human I) .....       | 4            |
| Elective .....   | 2            | Elective .....   | 3            |
| English 101 (Freshman English I) .....                               | 3            | Physical Activity Elective .....   | 1            |
| Mathematics 221<br>(Elements of Statistics) .....                    | 3            | Physical Education 153<br>(Cardiopulmonary Resuscitation<br>and First Aid) ..... | 2            |
| Physical Education 122<br>(Lifetime Fitness and Wellness) .....      | 1            | ② Social Science Elective .....  | 3            |
| Psychology 101<br>(General Psychology) .....                         | 3            | Speech 101<br>(Speech Communication I) .....                                     | 3            |
| <b>Total: 16</b>   |              | <b>Total: 16</b>   |              |
| <br><b>SECOND SEMESTER</b>   |              | <br><b>FOURTH SEMESTER</b>   |              |
| Electives .....  | 6            | Biological Science 114<br>(Fundamentals of Nutrition) .....                      | 3            |
| English 103<br>(Introduction to Literature) .....                    | 3            | Biological Science 208<br>(Anatomy and Physiology<br>of the Human II) .....      | 4            |
| ① Humanities Elective .....  | 3            | ③ Elective .....   | 3            |
| Physical Activity Elective .....                                     | 1            | ④ Elective .....   | 3            |
| Physical Education 204 (Introduction<br>to Physical Education) ..... | 3            | Physical Activity Elective .....   | 1            |
| <b>Total: 16</b>   |              | Physical Education 145<br>(Personal Wellness) .....                              | 2            |
|  |              | <b>Total: 16</b>   |              |
|  |              | <b>Total Credit Hours: 64</b>  |              |

Students are advised to take the following courses:

- ① Art 101 or Music 112.
- ② One of the following: Economics 103 or 201, Political Science 101, or Sociology 101.
- ③ One of the following: History 105 or Philosophy 201 or 202.
- ④ One of the following: Geography 102 or Sociology 102.

NOTE: All courses specifically identified by course number are graduation requirements for this program.

## HISTORY PREPARATION FOR TRANSFER

This transfer pattern is designed for students planning to transfer to a four-year college or university with a major in history but are uncertain as to the transfer institution. The courses included in this program closely parallel the first two years of a history major at many four-year institutions.

This is a transfer program and is designed to enable students to transfer to a four-year college or university. Check with your advisor and the Student Success Center as soon as possible to ensure specific course transferability.

Successful completion of this program qualifies a student to apply for an Associate of Science degree in Arts and Sciences.

| <b>FIRST SEMESTER</b>                                    | Credit Hours |
|--|--------------|
| Elective .....   | 3            |
| English 101 (Freshman English I) .....                   | 3            |
| History 101<br>(History of Western Civilization I) ..... | 3            |
| Mathematics 105<br>(Elements of Mathematics) .....       | 3            |
| ①⑦Social Science Elective .....                          | 3            |
| Total: 15  |              |

| <b>SECOND SEMESTER</b>                                   | Credit Hours |
|--|--------------|
| ②⑦Elective .....   | 3            |
| ③⑦English Elective .....                                 | 3            |
| History 102<br>(History of Western Civilization II)..... | 3            |
| ④⑦Humanities Elective .....                              | 3            |
| Physical Activity .....                                  | 1            |
| ①⑦Social Science Elective .....                          | 3            |
| Total: 16  |              |

| <b>THIRD SEMESTER</b>                          | Credit Hours |
|--|--------------|
| Electives .....                                | 6            |
| History 103<br>(United States History I) ..... | 3            |
| ④⑦Humanities Elective .....                    | 3            |
| ⑤⑦Laboratory Science Elective.....             | 4            |
| Total: 16                                      |              |

| <b>FOURTH SEMESTER</b>                         | Credit Hours |
|--|--------------|
| ⑥⑦Electives .....                              | 6            |
| History 104<br>(United States History II)..... | 3            |
| ⑤⑦Laboratory Science Elective.....             | 4            |
| Physical Activity .....                        | 1            |
| Total: 14                                      |              |
| Total Credit Hours: 61                         |              |

- ①⑦Students transferring to Frostburg State University must take two of the following: Economics 103 or 201, Geography 102, Political Science 101, Psychology 101, or Sociology 101.
- ②⑦Students transferring to Frostburg State University must take Geography 102 or Sociology 102.
- ③⑦Students transferring to Frostburg State University must take English 103.
- ④⑦Students transferring to Frostburg State University must take two of the following: Art 101 or Music 112, and Philosophy 201 or 202.
- ⑤⑦Students transferring to Frostburg State University must take Biological Science 101, 102; Chemistry 101, 102; Physics 101, 102, 105, 106, 201, or 202.
- ⑥⑦History 178 is recommended for all History majors.

NOTE: All courses specifically identified by course number are graduation requirements for this program.

## **HOSPITALITY MANAGEMENT TWO-YEAR CAREER PROGRAM PREPARATION FOR EMPLOYMENT**

The Hospitality Management curriculum prepares individuals to seek employment in a variety of hospitality and recreation businesses. Successful completion of the degree program will qualify a person to be employed in hotels, restaurants, resorts, and other businesses that provide lodging, recreation, and/or food service.

Students choosing the Hotel and Restaurant Management Option will take courses that are intended to provide them with the skill set to enable them to function as first-line managers. In a partnership with the Culinary Arts program, students will have the opportunity to operate and manage a college-owned restaurant in the Gateway Center building in downtown Cumberland. Program specific courses include a practicum component that will provide valuable hands-on experience in all aspects of restaurant management. In addition, students will complete one of their internships at an area lodging facility to round-out their training. Costs beyond tuition, fees, and books are approximately \$100 for uniforms.

Students choosing the Professional Golf Management Option will take courses above and beyond their Professional Golf Management Certificate coursework to provide them with a greater knowledge base about resort and recreation operations. Areas of course study include pro shop management, coaching, and player development. Costs beyond tuition, fees, and books are approximately \$100 for uniforms.

Students choosing the Spa Management Option will take courses that are intended to provide them with a skill set to enable them to function as spa attendants or first-line managers. In partnership with the Therapeutic Massage Program through specific courses, students will have the opportunity to have hands-on experience of spa techniques and management. In addition, students will complete their internships in an area resort to round-out their training. Additional costs beyond tuition, fees, and books may be incurred.

The Hospitality Management Curriculum at Allegany College of Maryland has been designated as a Statewide Program by the Maryland Higher Education Commission. This means that Maryland residents from outside Allegany County may be eligible for in-county tuition rates. Some restrictions apply. Funding availability for this program may change each semester. Check with the Admissions Office for more information.

Hospitality Management students must maintain the scholastic standards of the college and must achieve a grade of "C" or better in each Hospitality Management, Culinary Arts, Professional Golf Management, and/or Spa Management course. Students are expected to be well-groomed in compliance with standards of the industry. This is a career program and is designed to enable students to seek employment at the program's completion. Students planning to transfer should consult with their advisor or the Student Success Center regarding specific program and course transfer issues.

Successful completion of this program qualifies a student to apply for an Associate of Applied Science degree in Hospitality Management (Hotel and Restaurant Management Option) Hospitality Management (Professional Golf Management Option), or Hospitality Management (Spa Management Option).

*(program continued on next page)*



**Hotel and Restaurant Management Option**

| <b>FIRST SEMESTER</b>   | Credit Hours |
|---|--------------|
| Computer Technology 101<br>(Computer Literacy) .....              | 3            |
| English 101 (Freshman English I) .....                            | 3            |
| Hospitality Management 101<br>(Introduction to Hospitality) ..... | 3            |
| Hospitality Management 110<br>(Sanitation) .....                  | 1            |
| Mathematics Elective .....  | 3            |
| <b>Total:</b>   | <b>13</b>    |

| <b>SECOND SEMESTER</b>   |           |
|--|-----------|
| Biological Science 114<br>(Fundamentals of Nutrition) .....  | 3         |
| Hospitality Management 160<br>(Quantity Food Production).....  | 3         |
| Office Technologies 109 (Practical<br>Accounting/Bookkeeping) or<br>Business Administration 215<br>(Financial Accounting)..... | 3         |
| Physical Activity .....  | 1         |
| Social Science Elective .....  | 3         |
| <b>Total:</b>  | <b>13</b> |

| <b>SUMMER SESSION</b>  |           |
|--|-----------|
| <i>(following second semester)</i>   |           |
| Hospitality Management 203<br>(Hospitality Purchasing,<br>Inventory, and Cost Control) ..... | 3         |
| Hospitality Management 204<br>(Menu Planning and Food<br>Merchandising) .....                | 3         |
| Hospitality Management 210<br>(Internship I) .....   | 5         |
| <b>Total:</b>  | <b>11</b> |

| <b>THIRD SEMESTER</b>   | Credit Hours |
|---|--------------|
| Culinary Arts 216<br>(Dining Room Management).....            | 3            |
| Hospitality Management 209<br>(Front Office Management).....  | 3            |
| Hospitality Management 211<br>(Hospitality Supervision) ..... | 3            |
| Social Science Elective .....                                 | 3            |
| Speech 101<br>(Speech Communication I) .....                  | 3            |
| <b>Total:</b>   | <b>15</b>    |

| <b>FOURTH SEMESTER</b>   |           |
|--|-----------|
| Culinary Arts 217<br>(Beverage Management) .....                   | 2         |
| Hospitality Management 205<br>(Food and Beverage Cost Control).... | 3         |
| Hospitality Management 215<br>(Hotel/Motel Property Management) .. | 3         |
| Hospitality Management 218<br>(Hospitality Marketing) .....        | 3         |
| Hospitality Management 220<br>(Internship II).....                 | 5         |
| <b>Total:</b>  | <b>16</b> |
| <b>Total Credit Hours:</b>   | <b>68</b> |

*NOTE: All courses specifically identified by course number are graduation requirements for this program.*

*(program continued on next page)*

**Professional Golf Management Option**

| <b>FIRST SEMESTER</b>   | Credit Hours |
|---|--------------|
| Computer Technology 101<br>(Computer Literacy) .....                    | 3            |
| English 101 (Freshman English I) .....                                  | 3            |
| Hospitality Management 101<br>(Introduction to Hospitality) .....       | 3            |
| Professional Golf Management 104<br>(Golf Mechanics & Teaching I) ..... | 3            |
| Professional Golf Management 105<br>(Rules of Golf).....                | 3            |
|   | Total: 15    |

| <b>SECOND SEMESTER</b>  |           |
|---|-----------|
| Hospitality Management 218<br>(Hospitality Marketing) .....           | 3         |
| Physical Activity .....   | 1         |
| Professional Golf Management 102<br>(Golf Club Design & Repair) ..... | 3         |
| Professional Golf Management 103<br>(Tournament Operations) .....     | 3         |
| Professional Golf Management 108<br>(Golf Shop Management) .....      | 3         |
| Speech 101<br>(Speech Communication I) .....                          | 3         |
|   | Total: 16 |

| <b>SUMMER SESSION</b>  |          |
|--|----------|
| <i>(following second semester)</i>   |          |
| Hospitality Management 203<br>(Hospitality Purchasing, Inventory,<br>and Cost Control) ..... | 3        |
| Hospitality Management 210<br>(Internship I) .....   | 5        |
| Professional Golf Management 200<br>(Player Development) .....                               | 1        |
|  | Total: 9 |

| <b>THIRD SEMESTER</b>  | Credit Hours |
|--|--------------|
| Hospitality Management 211<br>(Hospitality Supervision) .....  | 3            |
| Mathematics Elective .....   | 3            |
| Office Technologies 109<br>(Practical Accounting/Bookkeeping)<br>or Business Administration 215<br>(Financial Accounting)..... | 3            |
| Professional Golf Management 201<br>(Golf Mechanics & Teaching II).....  | 3            |
| Social Science Elective .....  | 3            |
|  | Total: 15    |

| <b>FOURTH SEMESTER</b>                                     |                           |
|--|---------------------------|
| Biological Science Elective .....                          | 3-4                       |
| Hospitality Management 220<br>(Internship II).....         | 5                         |
| Professional Golf Management 202<br>(History of Golf)..... | 2                         |
| Social Science Elective .....                              | 3                         |
|  | Total: 13-14              |
|  | Total Credit Hours: 68-69 |

*NOTE: All courses specifically identified by course number are graduation requirements for this program.*

*(program continued on next page)*

**Spa Management Option**

**FIRST SEMESTER** Credit Hours

|   |     |
|---|-----|
| Biological Science Elective .....   | 3-4 |
| English 101 (Freshman English I) .....                                    | 3   |
| Hospitality Management 101<br>(Introduction to Hospitality) .....         | 3   |
| Integrative Health 298<br>(Healing Presence) .....                        | 2   |
| Therapeutic Massage 101<br>(Introduction to Therapeutic<br>Massage) ..... | 2   |
| Therapeutic Massage 121<br>(Introduction to the Spa Industry) .....       | 2   |
| Total: 15-16  |     |

**SECOND SEMESTER**

|  |   |
|--|---|
| Integrative Health 101<br>(Mind/Body Skills for Health<br>and Healing) .....   | 1 |
| Integrative Health 115<br>(Yoga for Wellness).....   | 1 |
| Office Technologies 109<br>(Practical Accounting/Bookkeeping)<br>or Business Administration 215<br>(Financial Accounting)..... | 3 |
| Physical Activity .....  | 1 |
| Social Science Elective .....  | 3 |
| Therapeutic Massage 110<br>(Holistic Approach to Wellness) .....   | 1 |
| Therapeutic Massage 122<br>(Spa Policies and Procedures) .....   | 3 |
| Total: 13  |   |

**SUMMER SESSION**

*(following second semester)*

|  |   |
|--|---|
| Hospitality Management 203<br>(Hospitality Purchasing, Inventory,<br>and Cost Control) ..... | 3 |
| Hospitality Management 210<br>(Internship I) .....   | 5 |
| Mathematics Elective .....   | 3 |
| Total: 11  |   |

**THIRD SEMESTER** Credit Hours

|   |   |
|---|---|
| Computer Technology 101<br>(Computer Literacy) .....          | 3 |
| Hospitality Management 209<br>(Front Office Management).....  | 3 |
| Hospitality Management 211<br>(Hospitality Supervision) ..... | 3 |
| Speech 101<br>(Speech Communication I) .....                  | 3 |
| Therapeutic Massage 212<br>(Spa Management) .....             | 3 |
| Total: 15   |   |

**FOURTH SEMESTER**

|   |   |
|---|---|
| Hospitality Management 218<br>(Hospitality Marketing) ..... | 3 |
| Hospitality Management 220<br>(Internship II).....          | 5 |
| Social Science Elective .....                               | 3 |
| Therapeutic Massage 214<br>(Spa Techniques) .....           | 3 |
| Total: 14   |   |
| Total Credit Hours: 68-69                                   |   |

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NOTE: All courses specifically identified by course number are graduation requirements for this program.

**HOSPITALITY MANAGEMENT  
FOOD SERVICE SUPERVISION  
LETTER OF RECOGNITION  
PREPARATION FOR EMPLOYMENT**

The Letter of Recognition offers students the opportunity to develop or enhance their supervisory skills, build their career portfolios, and gain a competitive edge in employment opportunities. It is primarily intended for individuals currently employed in a food service operation, but is open to all students.

The Letter of Recognition will transfer in its entirety into both the Hospitality Management and the Culinary Arts Associate of Applied Science degree programs.

| <b>FIRST SEMESTER</b>               | Credit Hours |
|-------------------------------------|--------------|
| Culinary Arts 216                   |              |
| (Dining Room Management).....       | 3            |
| Hospitality Management 101          |              |
| (Introduction to Hospitality) ..... | 3            |
| Hospitality Management 110          |              |
| (Food Service Sanitation) .....     | 1            |
|                                     | Total: 7     |

| <b>SECOND SEMESTER</b>               |                        |
|--------------------------------------|------------------------|
| Hospitality Management 205           |                        |
| (Food and Beverage Cost Control).... | 3                      |
|                                      | Total: 3               |
|                                      | Total Credit Hours: 10 |

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*NOTE: All courses specifically identified by course number are graduation requirements for this program.*

**HOSPITALITY MANAGEMENT  
LODGING SUPERVISION  
LETTER OF RECOGNITION  
PREPARATION FOR EMPLOYMENT**

The Letter of Recognition offers students the opportunity to develop or enhance their supervisory skills, build their career portfolios, and gain a competitive edge in employment opportunities. It is primarily intended for individuals currently employed in a lodging establishment, but is open to all students.

The Letter of Recognition will transfer in its entirety into the Hospitality Management Associate of Applied Science degree program.

| <b>FIRST SEMESTER</b>   | Credit Hours |
|---|--------------|
| Hospitality Management 101<br>(Introduction to Hospitality) ..... | 3            |
| Hospitality Management 110<br>(Food Service Sanitation) .....     | 1            |
| Hospitality Management 209<br>(Front Office Management).....      | 3            |
|   | Total: 7     |

| <b>SECOND SEMESTER</b>   |                        |
|--|------------------------|
| Hospitality Management 215<br>(Hotel/Motel Property Management) .. | 3                      |
|  | Total: 3               |
|  | Total Credit Hours: 10 |

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*NOTE: All courses specifically identified by course number are graduation requirements for this program.*

## **HUMAN SERVICE ASSOCIATE TWO-YEAR CAREER PROGRAM PREPARATION FOR EMPLOYMENT**

The Human Service Associate curriculum is designed to prepare students with the education, skills, and experience necessary for employment in entry-level human service positions. The Human Service Associate curriculum is accredited by the Council for Standards in Human Service Education, 2118 Plum Grove Road, #297, Rolling Meadows, IL 60008, (252) 752-5320. Graduates are employed by community mental health centers; programs for the developmentally disabled; nursing homes and older adult programs; agencies serving women, children, and families; substance abuse programs; and a wide variety of other agencies. The Human Service Associate degree is also the only Allegany College of Maryland curriculum that prepares students for the Maryland State Certification Examination for Addictions Counselors. Specialized areas of study, called Letters of Recognition, are available in Integrative Health, Integrative Wellness, Leadership Development, and Addiction Treatment. (See catalog description of these programs for more information.)

The Human Service Associate curriculum at Allegany College of Maryland has been designated as a Health Manpower Shortage Program. The Maryland State Department of Health and Mental Hygiene has determined certain health occupations in the state to be in short supply. The Maryland Higher Education Commission has designated educational programs that correspond to these health occupations to be eligible for the Health Manpower Shortage Program. This means that Maryland residents from outside Allegany County who are entering this program are eligible for in-county tuition rates. Some restrictions apply. Funding availability for this program may change each semester. Check with the Admissions Office for more information.

Although most graduates of the curriculum seek immediate employment in the human service field, over 40% enroll in advanced degree programs such as social work or counseling within three years after graduation. Students planning to transfer should consult their advisor or the Student Success Center. To be considered as a candidate for admission to the clinical phase of the program, students must meet all College admissions requirements, have completed any necessary developmental coursework in reading and English, and have a minimum overall Grade Point Average (GPA) of 2.0. The last entering class had an average GPA of 3.4.

Students can complete this program within four college semesters and a minimum of one summer session if they attend full-time. Students are accepted into the clinical phase each year on a selective basis. Applications are reviewed beginning February 1 and continue until the class is filled. Early application is essential.

The process for application includes three parts; submission of the required written materials, four individual interviews with the members of the Human Service Admissions Committee, and completion of Sociology 104, Interdisciplinary Studies in Human Society, with a "B" or better. This course may be taken prior to making application to the Clinical Phase of the program or concurrently with the Admission process. If taken concurrently, a student will be reviewed as a candidate for admission, but acceptance will be conditional upon a final review, which is made at the completion of the course.

The Admissions Committee consists of Human Service faculty, second year Clinical Students or recent graduates, and a representative of the Admissions Office. The Committee considers four primary factors in determining admission to the clinical phase:

- 1) Academic performances as measured by a minimum of six credits in the Core Mix category (English, Psychology, Sociology, and Speech) and a computed Core Mix GPA of 2.5 or better. All courses in this category must be passed with a "C" or better, with the exception of Sociology 104 which must have a "B" or better.
- 2) Career goals.
- 3) Assessment of the areas, which contribute to successful performance in classroom, fieldwork, and employment settings. These areas include interpersonal skills, oral and written communication, maturity, motivation, flexibility, access to a support system, realistic career goals, potential to work as a team member, and the ability to balance current work, school, family, and personal responsibilities.
- 4) Related work, volunteer, or life experience.

Students who are accepted enroll in the required clinical coursework for the fall semester. Three agency-based clinical training experiences (field work) are included in the four semesters of the program. Students participate in the selection of these training sites and a wide variety of settings are available, including agencies accessible to students from Pennsylvania and West Virginia. The college carries a blanket professional liability insurance policy which covers Human Service students in the field.

*(program continued on next page)*

A satisfactory health record must be on file prior to clinical experience. In addition to maintaining the College's scholastic standards, Human Service Associate students must achieve a "C" grade in each Human Service course. Failure to achieve a "C" grade or better in any Human Service course will result in dismissal from the program since the courses (Human Service) are sequential and prerequisite for continuance. In order to graduate, the student must achieve a grade of "C" or better in psychology, English writing, and sociology courses. Failure to achieve a "C" or better will result in the student's repeating the course. Students may also be dismissed from the program for unprofessional and/or inappropriate behavior at practicum sites. Readmission to the Clinical Phase of the program is contingent upon the student's demonstrating improvement or appropriate change in the behavior(s) that resulted in the dismissal. Since each Human Service course is offered only once each year, a student must wait one year to be eligible for readmission. The final decision for readmission will be made by the Human Service faculty. Successful completion of this program qualifies a student to apply for an Associate of Applied Science degree in Human Service Associate.

**SUMMER OR PREVIOUS SEMESTER**

Credit Hours

|  |          |
|--|----------|
| Sociology 104 (Interdisciplinary Studies in Human Society) ..... | 3        |
| <b>Total:</b>  | <b>3</b> |

**FIRST SEMESTER**

|   |           |
|---|-----------|
| English 101 (Freshman English I) .....                                | 3         |
| Human Service 103 (Group Processes) .....                             | 3         |
| Human Service 123 (Introduction to Counseling and Interviewing) ..... | 3         |
| Physical Activity .....   | 1         |
| Psychology 101 (General Psychology) .....                             | 3         |
| Speech 101 (Speech Communication I) .....                             | 3         |
| <b>Total:</b>   | <b>16</b> |

**SECOND SEMESTER**

|   |           |
|---|-----------|
| ① English 102 or 112 (Freshman English II or Business and Technical Communications) ..... | 3         |
| History 104 (United States History II)....  | 3         |
| Human Service 170 (Helping Techniques I) .....  | 3         |
| Human Service 190 (Human Service Practicum I) .....                                       | 4         |
| Integrative Health 101 (Mind/Body Skills for Health and Healing) .....                    | 1         |
| Psychology 205 (Introduction to Abnormal Psychology) .....                                | 3         |
| <b>Total:</b>   | <b>17</b> |

**THIRD SEMESTER**

Credit Hours

|  |           |
|--|-----------|
| Human Service 201 (Helping Techniques II) .....            | 3         |
| Human Service 207 (Human Service Practicum II).....        | 5         |
| Political Science 101 (American National Government) ..... | 3         |
| ② Psychology Elective .....                                | 3         |
| Sociology 101 (Introduction to Sociology) .....            | 3         |
| <b>Total:</b>  | <b>17</b> |

**FOURTH SEMESTER**

|  |           |
|--|-----------|
| Biological Science 116 (Human Biology) .....   | 3         |
| Human Service 210 (Human Service Practicum III) .....  | 5         |
| ③ Mathematics 102, 105 or 221 (College Algebra, Elements of Mathematics or Elements of Statistics) ..... | 3         |
| Psychology 230 (Introduction to Health Psychology) .....   | 3         |
| ④ Sociology Elective .....   | 3         |
| <b>Total:</b>  | <b>17</b> |
| <b>Total Credit Hours:</b>   | <b>70</b> |

① English 112 is recommended for career preparation.

② Recommended: Psychology 203.

③ Mathematics 221 is recommended for students planning to transfer to Social Work or Psychology programs at a four-year school.

④ Sociology 203 or Sociology 250 is recommended for students planning to transfer to Social Work programs at four-year schools.

NOTE: All courses specifically identified by course number are graduation requirements for this program.

**IN-HOME NURSING ASSISTANT  
ONE-SEMESTER CAREER PROGRAM  
PREPARATION FOR EMPLOYMENT**

In-Home Nursing Assistants are certified nursing assistants who choose to continue their education to gain employment in a home environment. The In-Home Nursing Assistant may work in the home of a client performing routine personal care tasks such as bathing, grooming activities, and vital sign measurements under the direction of a Maryland licensed registered nurse.

Many clients choose to remain in their own home. These clients often need assistance and/or supervision to have a safe environment. The In-Home Nursing Assistant will receive instruction in the delivery of quality care in the home environment. The In-Home Nursing Assistant may perform various tasks, so it is important that they know what and when to report to the RN supervisor. Students will also learn how to adapt certain skills and procedures for the home setting. Communication, documentation of client care, reading and recording of vital signs, basic infection-control procedures, respect for clients and their property, personal hygiene and grooming, safe transfer techniques, normal range of motion and positioning, and nutrition will be covered.

Students must be in good health as evidenced by a health exam. CPR certification is also required and may be obtained prior to enrollment or while enrolled in the program. A criminal background check will be performed upon admission to the program. Students must be a current and active Maryland Board of Nursing Certified Nursing Assistant with a current, unencumbered certification. Applicants should meet the criteria of the Allied Health Program Essential Functions (see In-Home Nursing Assistant Program Coordinator for specifics). Students entering the program should be tactful, patient, understanding, emotionally stable, dependable, and have a desire to help people. They should be able to work as part of a team, have good communication skills, and be willing to perform repetitive, routine tasks. In-Home Nursing Assistants should be honest and discreet, as they work in private homes.

This program prepares the student for opportunities of an entry-level position in health care. To graduate from this program, students must not only meet the scholastic standards of the college, but in addition, must achieve a grade of “C” or better for all courses required for completion of the in the In-Home Nursing Assistant program.

The In-Home Nursing Assistant program at Allegany College of Maryland has been designated as a Health Manpower Shortage Program by the Maryland Higher Education Commission. This means that Maryland residents from outside Allegany County may be eligible for in-county tuition rates. Some restrictions apply. Funding availability for this program may change each semester. Check with the Admissions Office for more information. Unlike other health programs at Allegany College of Maryland, the In-Home Nursing Assistant Certificate Program is not a selective or competitive admissions program.

This is a career program and is designed to enable students to seek employment at the program’s completion. If you plan to transfer to a four-year college/university, please check with your advisor and the Student Success Center as soon as possible. Currently there is no state or national certification available for the In-Home Nursing Assistant. Students who choose to complete the entire 16 credit program will be eligible to apply for an Allegany College of Maryland college certificate. This college certificate cannot be utilized to apply for any certifications issued by the Maryland Board of Nursing.

Credit Hours

|  |   |
|--|---|
| Allied Health 117<br>(Food Choices in Healthcare).....             | 2 |
| Allied Health 118<br>(Cultures & Healthcare) .....                 | 3 |
| Allied Health 119<br>(Disaster Preparedness) .....                 | 3 |
| Allied Health 120<br>(Health Career Planning) .....                | 2 |
| In-Home Nursing Assistant 101<br>(In-Home Nursing Assistant) ..... | 6 |
| Total Credit Hours: 16   |   |

The U.S. Department of Education, under final regulations issued October 29, 2010, requires us to report certain information about this certificate program regarding gainful employment. Please be advised the information is viewable on our website at [www.allegany.edu/gainfulemploymentdisclosure/](http://www.allegany.edu/gainfulemploymentdisclosure/).

*NOTE: All courses specifically identified by course number are graduation requirements for this program.*



**INTEGRATIVE HEALTH  
LETTER OF RECOGNITION  
PREPARATION FOR EMPLOYMENT**

The Integrative Health program offers students the opportunity to develop specialized knowledge and skills in the emerging area of holistic health. It is intended primarily for health/mental health students or professionals who are enrolled (or have completed) a course of study in an allied health field, but is open to all students.

All Integrative Health courses are taught from an interdisciplinary perspective. The Letter of Recognition aims to provide the student with a philosophy and a set of core skills relevant to the workforce and based on the most current research studies. Eleven credits are required to complete the Letter of Recognition and all course grades must be a “C” or above.

|   | Credit Hours |
|---|--------------|
| Biological Science 114<br>(Fundamentals of Nutrition) .....                 | 3            |
| Biological Science 150<br>(Medicinal Botany) .....                          | 3            |
| Integrative Health 114 (Integrative<br>Approaches to Health and Healing) .. | 2            |
| Integrative Health 230 (Introduction<br>to Health Psychology).....          | 3            |
| Total Credit Hours:   | 11           |

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*NOTE: All courses specifically identified by course number are graduation requirements for this program.*

**INTEGRATIVE WELLNESS  
LETTER OF RECOGNITION  
PREPARATION FOR EMPLOYMENT**

The Letter of Recognition in Integrative Wellness introduces the student to an interdisciplinary, holistic (mind/body/spirit) and cross-cultural approach to self care and wellness. The Integrative model of wellness is supported by current research which demonstrates positive impact on workforce effectiveness and productivity, stress levels, and the ability to cope with chronic health issues.

Nine credits are required to complete the Letter of Recognition: 3 credits of Core Classes and 6 credits of Designated Electives. The Core Classes were chosen to provide students with an introduction to topics which reflect three aspects of integrative wellness: mind, body, and spirit. A wide variety of designated electives are offered to insure students can choose classes which meet their individual interests and needs.

| <b>CORE CLASSES</b><br><i>(required)</i>                               | Credit Hours | <b>DESIGNATED ELECTIVES</b><br><i>(choose a total of 6 credits from the following)</i> | Credit Hours |
|--|--------------|--|--------------|
| Integrative Health 101 (Mind/Body Skills for Health and Healing) ..... | 1            | Biological Science 114 (Fundamentals of Nutrition) .....                               | 3            |
| Integrative Health 112 (Spirituality and Healing Traditions) .....     | 1            | Biological Science 150 (Medicinal Botany) .....  | 3            |
| ①②Restricted Elective .....  | 1            | Integrative Health 106 (Introduction to Energy Healing) .....                          | 1            |
| <b>Total: 3</b>  |              | Integrative Health 107 (Energy Healing II) .....                                       | 1            |
|  |              | Integrative Health 110 (Tai Chi) .....   | 1            |
|  |              | Integrative Health 111 (Introduction to Qigong) .....                                  | 2            |
|  |              | Integrative Health 114 (Integrative Approaches to Health & Healing) .....              | 2            |
|  |              | Integrative Health 115 (Yoga for Wellness I) .....                                     | 1            |
|  |              | Integrative Health 116 (Yoga for Wellness II) .....                                    | 1            |
|  |              | Integrative Health 230/Psychology 230 (Introduction to Health Psychology) ..           | 3            |
|  |              | Integrative Health 298 (Special Topics in Integrative Health) .....                    | 1-4          |
|  |              | Physical Education 155 (Mind-Body Movement Stress Reduction Techniques) .....          | 1            |
|  |              | Therapeutic Massage 101 (Introduction to Therapeutic Massage) .....                    | 2            |
|  |              | <b>Total: 6</b>  |              |
|  |              | <b>Total Credit Hours: 9</b>   |              |

①②Students may choose from any physical activity course offered by the Physical Education department or Integrative Health 110, 115, or 116.

NOTE: All courses specifically identified by course number are graduation requirements for this program.

**LEADERSHIP DEVELOPMENT  
LETTER OF RECOGNITION  
PREPARATION FOR EMPLOYMENT**

The Leadership Development program offers students opportunities to enhance the development of their career portfolios, a competitive edge in employment opportunities, builds self-esteem and character, and provides documentation of leadership proficiency (i.e., admission application for four-year institutions). This program will also provide evidence of career training.

| <b>FIRST SEMESTER</b>                                    | Credit Hours |
|--|--------------|
| Humanities 110<br>(Interdisciplinary Leadership I) ..... | 3            |
| Speech 101<br>(Speech Communication I) .....             | 3            |
|  | Total: 6     |

| <b>SECOND SEMESTER</b>                                   |                       |
|--|-----------------------|
| Humanities 210<br>(Interdisciplinary Leadership II)..... | 3                     |
|  | Total: 3              |
|  | Total Credit Hours: 9 |

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*NOTE: All courses specifically identified by course number are graduation requirements for this program.*

## MATHEMATICS PREPARATION FOR TRANSFER

This transfer pattern is designed for students planning to transfer to a four-year college or university with a major in mathematics but are uncertain as to the transfer institution. The courses included in this program closely parallel the first two years of a mathematics major at many four-year institutions.

This is a transfer program and is designed to enable students to transfer to a four-year college or university. Check with your advisor and the Student Success Center as soon as possible to ensure specific course transferability.

Successful completion of this program qualifies a student to apply for an Associate of Science degree in Arts and Sciences.

| <b>FIRST SEMESTER</b>                                | Credit Hours | <b>THIRD SEMESTER</b>                                 | Credit Hours |
|--|--------------|---|--------------|
| Computer Technology 101<br>(Computer Literacy) ..... | 3            | Economics 201<br>(Principles of Macroeconomics) ..... | 3            |
| English 101 (Freshman English I) .....               | 3            | ④ Elective .....                                      | 3            |
| ① Humanities Elective .....                          | 3            | ⑤ Laboratory Science Elective .....                   | 4            |
| Mathematics 201 (Calculus I) .....                   | 4            | Mathematics 203 (Calculus III) .....                  | 4            |
| ② Social Science Elective .....                      | 3            | Physical Activity .....                               | 1            |
| <b>Total: 16</b>                                     |              | <b>Total: 15</b>                                      |              |
| <br>   |              | <br>  |              |
| <b>SECOND SEMESTER</b>                               |              | <b>FOURTH SEMESTER</b>                                |              |
| Computer Technology Elective .....                   | 3            | Economics 202<br>(Principles of Microeconomics) ..... | 3            |
| Elective .....                                       | 3            | ④ Elective .....                                      | 3            |
| ③ English Elective .....                             | 3            | ⑤ Laboratory Science Elective .....                   | 4            |
| Humanities Elective .....                            | 3            | Mathematics 206<br>(Differential Equations) .....     | 4            |
| Mathematics 202 (Calculus II) .....                  | 4            | Physical Activity .....                               | 1            |
| <b>Total: 16</b>                                     |              | <b>Total: 15</b>                                      |              |
|  |              | <b>Total Credit Hours: 62</b>                         |              |

- ① Students transferring to Frostburg State University must take Art 101 or Music 112. All students must take two humanities from two different disciplines.
- ② Students transferring to Frostburg State University must take one of the following: Political Science 101, Psychology 101, or Sociology 101.
- ③ Students transferring to Frostburg State University must take English 103.
- ④ Students transferring to Frostburg State University must take Geography 102 or Sociology 102 and either History 105 or Philosophy 201 or 202.
- ⑤ Students transferring to Frostburg State University must take two of the following: Biological Science 101, 102; Chemistry 101, 102; Physics 101, 102, 105, 106, 201, or 202.

**NOTE:** All courses specifically identified by course number are graduation requirements for this program.

## **MEDICAL ASSISTANT TWO-YEAR CAREER PROGRAM PREPARATION FOR EMPLOYMENT**

This Program prepares the graduate to work as a Medical Assistant; one who performs multiskilled tasks to keep a physician's office or clinic running smoothly. Medical Assisting directly influences the public's health and well-being, and requires mastery of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession. Administrative responsibilities of the Medical Assistant include, but are not limited to, answering the telephone; creating, updating, transcribing, and filing patients' records; handling the insurance cycle including coding, billing, and processing of claims forms; and supervising the day-to-day front office activities. Clinical duties vary according to individual state laws. Clinical responsibilities include taking a medical history, vital signs, patient education, and preparing and assisting with patient's examinations and minor surgeries. Medical Assistants routinely perform collecting and preparing laboratory specimens, disposing of contaminated supplies, and sterilizing medical instruments. Under the supervision of a physician, a medical assistant prepares and dispenses medications, authorizes drug refills, and telephones prescriptions to pharmacies.

Medical Assisting is one of the fastest growing occupations. Due to the flexibility and multi-disciplined skills possessed by the Medical Assistant, employment opportunities will increase as the number of outpatient settings grows. The earnings of medical assistants vary, depending on experience, skill level, and location.

The Allegany College of Maryland's Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Curriculum Review Board of The American Association of Medical Assistants Endowment (AAMAE) and the Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756. Phone: 727-210-2350.

This program is comprised of clinical and non-clinical components. Externship assignments for students shall be structured so that experiences are obtained in applying skills and knowledge under the supervision of healthcare professionals. The College arranges the site and supervisor for the student to complete 210 hours of unpaid externship experience during the clinical phase of the Medical Assistant program.

In order to participate in externship experiences, a satisfactory health record must be on file in the Medical Assistant office prior to externship experience. Students must obtain a Criminal Record Check prior to entrance into the Medical Assistant Clinical phase. If participating in clinicals at a Pennsylvania clinical site, the student must obtain a Child Abuse History Clearance. During enrollment any official change or the initiation of any governmental proceeding affecting the information revealed by the required criminal or child abuse background check must be reported immediately by the student to the director of the Medical Assistant program.

The Medical Assistant curriculum is designed to be completed within four college semesters and a summer session. Since most classes are sequential in nature, courses must be taken during or before the semester listed. Successful completion of this program qualifies a student to apply for an Associate of Applied Science degree in Medical Assistant. Upon graduation from this accredited program, students are eligible to take the national certification exam offered by the American Association of Medical Assistants (AAMA). Due to the clinical component of this curriculum, the program is limited in the number of seats available. Therefore, admission is competitive. Minimum requirements for admission to the clinical phase are as follows:

1. Pass the Allegany College of Maryland Placement Assessment or successfully complete all courses as required.
2. A minimum overall college grade point average of 2.0.
3. Successful completion of a minimum of 13 semester hours of college-level course work chosen from the following list:

|  |                |
|--|----------------|
| Biological Science 100, Principles of Biology or         |                |
| Biological Science 101, General Biology                  | 4 credit hours |
| English 101, Freshmen English I                          | 3 credit hours |
| Medical Assistant 101, Introduction to Medical Assisting | 3 credit hours |
| Office Technologies 110, Medical Terminology I           | 3 credit hours |

*(program continued on next page)*

Students must first complete the above noted 13 credits, on a full- or part-time basis, to be considered for the clinical sequence of the Medical Assistant program. Admission to the clinical sequence begins in the spring semester. Applications for the program must be received in the Medical Assistant Office between March 15 and May 15 each year. If seats are available after initial selection is made, additional applications will be accepted until all seats are filled, at the discretion of the program director. Please contact the Medical Assistant Office or Admissions Office for an Application package, which will include details on admission criteria.

Medical Assistant students must maintain the scholastic standards of the College and must achieve a grade of “C” or better in all required Office Technologies and Medical Assistant courses. A current CPR Health Care Provider card and First Aid certification are a prerequisite to the externship and clinical Medical Assistant courses. The Medical Assistant curriculum at Allegany College of Maryland has been designated as a Health Manpower Shortage Program by the Maryland Higher Education Commission. This means that Maryland residents from outside Allegany County may be eligible for in-county tuition rates. Some restrictions apply. Funding availability for this program may change each semester. Check with the Admissions Office for more information. The college reserves the right to revise course and admission requirements as appropriate. Students not admitted to the Medical Assistant program should refer to the Pre-Category in the Admissions section for information regarding the Pre-Medical Assistant program.

**FIRST SEMESTER** Credit Hours

|  |   |
|--|---|
| Biological Science 100 or 101<br>(Principles of Biology or<br>General Biology I) ..... | 4 |
| English 101 (Freshman English I) .....   | 3 |
| Medical Assistant 101<br>(Introduction to Medical Assistant) ....                      | 3 |
| Medical Assistant 102<br>(Introduction to Health Records).....                         | 3 |
| Office Technologies 110<br>(Medical Terminology) .....                                 | 3 |
| Physical Education 153<br>(Cardiopulmonary Resuscitation<br>and First Aid).....        | 2 |
| <b>Total: 18</b>   |   |

**SECOND SEMESTER**

|  |   |
|--|---|
| Biological Science 201 or 207<br>(Human Anatomy and Physiology<br>or Anatomy and Physiology of<br>the Human I) ..... | 4 |
| Computer Technology 101<br>(Computer Literacy) .....   | 3 |
| Mathematics Elective .....   | 3 |
| Office Technologies 118<br>(Introduction to Medical Coding).....   | 3 |
| Office Technologies 132<br>(Elements of Human Disease) .....   | 3 |
| <b>Total: 16</b>   |   |

**SUMMER SESSION**

*(following second semester)*

|   |   |
|---|---|
| Medical Assistant 201<br>(Clinical Medical Assistant I) ..... | 2 |
| <b>Total: 2</b>   |   |

**THIRD SEMESTER** Credit Hours

|   |   |
|---|---|
| Allied Health 113 (Phlebotomy<br>for Health Professionals) .....                    | 1 |
| Medical Assistant 203<br>(Pharmacology for the<br>Medical Assistant) .....          | 3 |
| Medical Assistant 205<br>(Clinical Medical Assistant II) .....                      | 3 |
| Medical Assistant 207<br>(Laboratory Procedures for<br>the Medical Assistant) ..... | 3 |
| Medical Assistant 209<br>(Administrative Medical Assistant) ....                    | 3 |
| Office Technologies 213<br>(Principles of Medical Insurance) ....                   | 3 |
| <b>Total: 16</b>  |   |

**FOURTH SEMESTER**

|   |   |
|---|---|
| Medical Assistant 206<br>(Medical Assistant Externship) .....     | 4 |
| Medical Assistant 210<br>(Clinical Medical Assistant III) .....   | 3 |
| Office Technologies 200<br>(Administrative Medical Software) .... | 3 |
| Psychology 101<br>(General Psychology) .....                      | 3 |
| Speech 101<br>(Speech Communications I) .....                     | 3 |
| <b>Total: 16</b>  |   |
| <b>Total Credit Hours: 68</b>                                     |   |

*NOTE: All courses specifically identified by course number are graduation requirements for this program.*

## **MEDICAL LABORATORY TECHNOLOGY TWO-YEAR CAREER PROGRAM PREPARATION FOR EMPLOYMENT**

The Medical Laboratory Technology (MLT) Curriculum provides education and experience for those seeking employment in hospital and private clinical laboratories, research facilities, industry, health centers, and doctors' offices. Emphasis is placed on the development of those personal characteristics and professional skills essential to the competent worker in the field of medical technical work. The traditional Medical Laboratory Technician as a vital member of the health care team performs a variety of diagnostic procedures in the areas of hematology, clinical microscopy, clinical chemistry, blood banking, microbiology, serology, and coagulation.

This is a competitive admission program with courses and clinical experiences prescribed by the National Accrediting Agency for the Clinical Laboratory Sciences in conjunction with the American Medical Association and the American Society of Clinical Laboratory Sciences. Clinical experiences necessary to gain knowledge and clinical competency for employment are obtained at University of Pittsburgh Medical Center – Bedford Memorial; Western Maryland Regional Medical Center; Somerset Hospital, Somerset, PA; Hagerstown Medical Laboratory, Robinwood Center; and Meritus Medical Center, Hagerstown, MD.

To become eligible for this program as a recent high school graduate or Early College student, an applicant must satisfy the following requirements: 1) one year of high school chemistry, biology and algebra (or their equivalent) with a minimum grade "C" in each course; 2) pass the Placement Test or successfully complete all required courses before the first college semester; 3) and a minimum ACT score of 21 in each section. Meeting the minimum requirements does not guarantee admission into the program.

To become eligible a college student currently attending Allegany College of Maryland or transferring from another institution, or any Early College student at Allegany College of Maryland who has waived the senior year at high school and is enrolled as a full-time student, must satisfy the following requirements: 1) a minimum ACT score of 21 in each section; 2) a minimum overall college grade point average of 2.0; 3) successful completion of a minimum of thirteen semester hours of college level coursework chosen from the following list: English Composition (3 credits), elective (3 credits), math course which includes algebraic function (3 credits) and one of the following 4 credits: Basic Science 100, General Biology 101, Chemistry 100 or 101, Anatomy and Physiology 201 or 207, and Microbiology 204. Admission to the Medical Laboratory Technology Program is on a competitive basis. Meeting the minimum requirements does not guarantee admission into the program.

Applicants will be ranked using the following criteria: 1) the grade point average on the thirteen credits as outlined in the Medical Laboratory Technology Admission Criteria and 2) number of general education (non-medical laboratory) credits required for the Medical Laboratory Technology Program that the applicant has completed.

MLT students must maintain the scholastic standards of the college and must achieve a grade of "C" or better in each MLT course. A passing (satisfactory) grade in both clinical and campus laboratories is also required. Failure to achieve a "C" grade in any MLT course will result in dismissal from the program since MLT courses are sequential and prerequisite for continuance. The MLT courses are designed to be completed within four consecutive college semesters. This normal progression within a two-year period may be interrupted. In order that continuity of the program be maintained, a maximum time limit of eight consecutive semesters (or four college years) will be allowed for completion of the program.

The MLT program is accredited by the American Medical Association through the National Accrediting Agency for the Clinical Laboratory Sciences, which is sponsored by the American Society of Clinical Pathologists and the American Society of Clinical Laboratory Sciences. The National Accrediting Agency for the Clinical Laboratory Sciences has offices at 8410 W Bryn Mawr Ave., Suite 670, Chicago, IL 60631, (773) 774-8880. Graduates receive an Associate of Applied Science degree and are eligible to take the Board of Certification examination administered by the American Society of Clinical Pathologists.

The Medical Laboratory Technology program at Allegany College of Maryland has been designated as a Health Manpower Shortage Program. The Maryland State Department of Health and Mental

*(program continued on next page)*

Hygiene has determined certain health occupations in the state to be in short supply. The Maryland Higher Education Commission has designated educational programs that correspond to these health occupations to be eligible for the Health Manpower Shortage Program. This means that Maryland residents from outside Allegany County who are entering this program are eligible for in-county tuition rates. Some restrictions apply. Funding availability for this program may change each semester. Check with the Admissions Office for more information.

The medical laboratory technician will work under the supervision of a clinical pathologist or registered medical technologist. Additional costs to the student beyond tuition, fees, books, etc., are estimated to be approximately \$100 for uniforms and insurance.

This is a career program and is designed to enable students to seek employment at the program's completion. Some four-year Medical Technology programs are articulated with the Allegany College of Maryland MLT program. Students planning to transfer should consult with their advisor or the Student Success Center regarding specific program and course transfer issues. A Bachelor's of Science degree in Medical Technology is available at Allegany College of Maryland through Northeast Louisiana University.

Successful completion of this program qualifies a student to apply for an Associate of Applied Science degree in Medical Laboratory Technology.

| <b>FIRST SEMESTER</b>  | Credit Hours | <b>THIRD SEMESTER</b>  | Credit Hours |
|--|--------------|--|--------------|
| Biological Science 101<br>(General Biology I) .....  | 4            | Biological Science 201 or 207<br>(Human Anatomy and Physiology<br>or Anatomy and Physiology<br>of the Human I) ..... | 4            |
| ①②Chemistry 100 or 101 (Elements of<br>Chemistry or General Chemistry I) ...               | 4            | Medical Laboratory Technology 203<br>(Clinical Biochemistry) .....   | 4            |
| Mathematics 102 (College Algebra) .....  | 3            | ②③Medical Laboratory Technology 207<br>(Clinical Practice I) .....   | 6            |
| Medical Laboratory Technology 101<br>(Introduction to Medical<br>Laboratory Science) ..... | 3            | Physical Activity .....  | 1            |
| Medical Laboratory Technology 114<br>(Medical Laboratory Techniques) .....                 | 2            | <b>Total: 15</b>   |              |
| <b>Total: 16</b>   |              |  |              |
| <br><b>SECOND SEMESTER</b>   |              | <br><b>FOURTH SEMESTER</b>   |              |
| Allied Health 113 (Phlebotomy<br>for Health Professionals) .....                           | 1            | Humanities Elective .....  | 3            |
| Biological Science 204<br>(Microbiology) .....   | 4            | Medical Laboratory Technology 205<br>(Clinical Microbiology II) .....  | 4            |
| English 101 (Freshman English I) .....   | 3            | ②③Medical Laboratory Technology 208<br>(Clinical Practice II) .....  | 6            |
| Medical Laboratory Technology 102<br>(Hematology) .....                                    | 4            | Social Science Elective .....  | 3            |
| Medical Laboratory Technology 104<br>(Applied Immunology) .....                            | 3            | <b>Total: 16</b>   |              |
| <b>Total: 15</b>   |              | <b>Total Credit Hours: 68</b>  |              |
| <br><b>SUMMER SESSION</b><br>(following second semester)                                   |              |  |              |
| Medical Laboratory Technology 200<br>(Clinical Microbiology I) .....                       | 2            |  |              |
| Medical Laboratory Technology 201<br>(Immunohematology) .....                              | 4            |  |              |
| <b>Total: 6</b>  |              |  |              |

①②Students who are planning to enter MLT and have had no Chemistry must take Chemistry 100 or 101.  
 ②③Credit by examination is available in Medical Laboratory Technology 207 and 208 for those persons having previous laboratory training.

NOTE: All courses specifically identified by course number are graduation requirements for this program.



## **MEDICAL LABORATORY TECHNOLOGY – BIOTECHNOLOGY TWO-YEAR CAREER PROGRAM PREPARATION FOR EMPLOYMENT**

The Biotechnology Option of the Medical Laboratory Technology curriculum is designed to prepare graduates to work in a variety of laboratory settings. The Biotechnology option will allow a student interested in science the flexibility of choosing this new scientific career possibility. Graduates of this two-year A.A.S. degree can work in industrial, research, environmental, and epidemiologic laboratories.

The Biotechnology student will receive instruction in immunoassay, DNA and RNA isolation, RFLP, blotting, cell preparation and transformation.

This is a selective admission program. To become eligible for this program as a recent high school graduate or Early College student, an applicant must satisfy the following requirements: 1) one year of high school chemistry, biology and algebra (or their equivalent) with a minimum grade “C” in each course; 2) pass the Placement Test or successfully complete all required courses before the first college semester and 3) a minimum ACT score of 21 in each section, but meeting the minimum score will not guarantee admission into the program.

To become eligible a college student currently attending Allegany College of Maryland or transferring from another institution, or any Early College student at Allegany College of Maryland who has waived the senior year at high school and is enrolled as a full-time student, must satisfy the following requirements: 1) pass the Placement Assessment or successfully complete all courses as required; 2) a minimum overall college grade point average of 2.0; 3) successful completion of a minimum of thirteen semester hours of college level coursework chosen from the following list: English Composition (3 credits), elective (3 credits), mathematics course which includes algebraic function (3 credits) and one of the following 4 credits: Basic Science 100, General Biology 101, Chemistry 100 or 101, Anatomy and Physiology 201 or 207, and Microbiology 204. Admission to the MLT-Biotechnology Program is on a competitive basis.

Applicants will be ranked using the following criteria: 1) the grade point average on the thirteen credits as outlined in the Medical Laboratory Technology Admission Criteria and 2) number of general education (non-medical laboratory) credits required for the Medical Laboratory Technology Biotechnology Option Program that the applicant has completed.

MLT-Biotechnology Option students must maintain the scholastic standards of the college and must achieve a grade of “C” or better in each MLT course. A passing (satisfactory) grade in both internship and campus laboratories is also required. Failure to achieve a “C” grade in any MLT Biotechnology Option course will result in dismissal from the program. In order that continuity of the program be maintained, a maximum time limit of eight consecutive semesters (or four college years) will be allowed for completion of the program.

Costs beyond tuition fees and books will be approximately \$1,500 for travel/living expenses the fourth semester only.

The Medical Laboratory Technology program at Allegany College of Maryland has been designated as a Health Manpower Shortage Program. The Maryland State Department of Health and Mental Hygiene has determined certain health occupations in the state to be in short supply. The Maryland Higher Education Commission has designated educational programs that correspond to these health occupations to be eligible for the Health Manpower Shortage Program. This means that Maryland residents from outside Allegany County who are entering this program are eligible for in-county tuition rates. Some restrictions apply. Funding availability for this program may change each semester. Check with the Admissions Office for more information.

*(program continued on next page)*

This is a career program and designed to enable students to seek employment at the program's completion. If the student plans to transfer he/she should consult with their advisor or the Student Success Center regarding specific program and course transfer issues.

| <b>FIRST SEMESTER</b>   | Credit Hours | <b>THIRD SEMESTER</b>   | Credit Hours |
|---|--------------|---|--------------|
| Biological Science 101<br>(General Biology I) .....                         | 4            | Biological Science or Medical<br>Laboratory Technology 206<br>(Biotechnology) ..... | 4            |
| Chemistry 100 or 101 (Elements of<br>Chemistry or General Chemistry I) .... | 4            | ② Environmental Science Elective .....  | 3            |
| English 101 (Freshman English I) .....                                      | 3            | Medical Laboratory Technology 203<br>(Clinical Biochemistry) .....                  | 4            |
| Mathematics 102 (College Algebra) .....                                     | 3            | Social Science Elective .....   | 3            |
| Medical Laboratory Technology 114<br>(Medical Laboratory Techniques) .....  | 2            | <b>Total: 14</b>  |              |
| <b>Total: 16</b>  |              |   |              |
| <br>  |              |   |              |
| <b>SECOND SEMESTER</b>  |              | <b>FOURTH SEMESTER</b>  |              |
| Allied Health 113 (Phlebotomy<br>for Health Professionals) .....            | 1            | Medical Laboratory Technology 205<br>(Clinical Microbiology II) .....               | 4            |
| Biological Science 220 (Essentials<br>of Cell Biology and Genetics) .....   | 4            | Medical Laboratory Technology 220<br>(Biotechnology Internship) .....               | 11           |
| Computer Technology Elective.....   | 3            | <b>Total: 15</b>  |              |
| Medical Laboratory Technology 104<br>(Applied Immunology) .....             | 3            | <b>Total Credit Hours: 69</b>   |              |
| ① Medical Laboratory Technology or<br>Science Elective .....                | 4            |   |              |
| Speech 101<br>(Speech Communication I)<br>or Humanities Elective .....      | 3            |   |              |
| <b>Total: 18</b>  |              |   |              |
| <br>  |              |   |              |
| <b>SUMMER SESSION</b><br><i>(following second semester)</i>                 |              |   |              |
| Medical Laboratory Technology 200<br>(Clinical Microbiology I).....         | 2            |   |              |
| Medical Laboratory Technology 201<br>(Immunohematology) .....               | 4            |   |              |
| <b>Total: 6</b>   |              |   |              |

① Recommended science elective: Biological Science 102, Chemistry 102, or Medical Laboratory Technology 102.  
 ② Environmental Science Elective is highly recommended.

**NOTE:** All courses specifically identified by course number are graduation requirements for this program.

## MEDICAL LABORATORY TECHNOLOGY FAST TRACK

The “Fast Track” pattern of the Medical Laboratory Technology program offers a student the ability to complete the existing MLT A.A.S. degree in 12 calendar months. The program is designed for students who have obtained a degree in Biological Science or a related field or students who have completed all Medical Laboratory Science general education requirements. All general education MLT degree program requirements must be met prior to beginning the program. This is a selective admissions program and limited by the number of seats available. Admittance into the “Fast Track” pattern of the MLT curriculum will require a B.S. in Biology or related field or consent of the Medical Laboratory Technology Program Director. Applicants will be ranked using the same criteria as the traditional MLT program. Preference will be given to a person with a B.S. degree.

The Medical Laboratory Technology program at Allegany College of Maryland has been designated as a Health Manpower Shortage Program. The Maryland State Department of Health and Mental Hygiene has determined certain health occupations in the state to be in short supply. The Maryland Higher Education Commission has designated educational programs that correspond to these health occupations to be eligible for the Health Manpower Shortage Program. This means that Maryland residents from outside Allegany County who are entering this program are eligible for in-county tuition rates. Some restrictions apply. Funding availability for this program may change each semester. Check with the Admissions Office for more information.

Program requirements that must be met before acceptance into the “Fast Track” pattern of the MLT curriculum include:

|                               |             |                                    |             |
|-------------------------------|-------------|------------------------------------|-------------|
| Biological Science 101        | (4 credits) | Humanities Elective                | (3 credits) |
| Biological Science 201 or 207 | (4 credits) | Mathematics 102                    | (3 credits) |
| Biological Science 204        | (4 credits) | or higher-level mathematics course |             |
| Chemistry 100 or 101          | (4 credits) | Physical Activity                  | (1 credit)  |
| English 101                   | (3 credits) | Social Science Elective            | (3 credits) |

Any course accepted as a program prerequisite must be equivalent in content and credit hours to Allegany College of Maryland courses. Application for “Fast Track” pattern of the MLT curriculum must be received by March 1.

### SUMMER SESSION Credit Hours

|   |          |
|---|----------|
| Medical Laboratory Technology 200<br>(Clinical Microbiology I ) ..... | 2        |
| Medical Laboratory Technology 201<br>(Immunohematology) .....         | 4        |
| <b>Total:</b>   | <b>6</b> |

### FIRST SEMESTER

|  |           |
|--|-----------|
| Allied Health 113 (Phlebotomy<br>for Health Professionals) .....                           | 1         |
| Medical Laboratory Technology 101<br>(Introduction to Medical<br>Laboratory Science) ..... | 3         |
| Medical Laboratory Technology 114<br>(Medical Laboratory Techniques) .....                 | 2         |
| Medical Laboratory Technology 203<br>(Clinical Biochemistry) .....                         | 4         |
| <b>Total:</b>  | <b>10</b> |

### SECOND SEMESTER Credit Hours

|   |           |
|---|-----------|
| Medical Laboratory Technology 102<br>(Hematology) .....               | 4         |
| Medical Laboratory Technology 104<br>(Applied Immunology) .....       | 3         |
| Medical Laboratory Technology 205<br>(Clinical Microbiology II) ..... | 4         |
| <b>Total:</b>   | <b>11</b> |

### SUMMER SESSION

*(following second semester)*

|   |           |
|---|-----------|
| ①②Medical Laboratory Technology 210<br>(Clinical Practice IV) ..... | 12        |
| <b>Total:</b>   | <b>12</b> |
| <b>Total Credit Hours:</b>  | <b>39</b> |
| <b>Total with Program Requirements:</b>                             | <b>68</b> |

①②Credit by examination is available for Medical Laboratory Technology 210 for those persons having previous laboratory training.

NOTE: All courses specifically identified by course number are graduation requirements for this program.

**MEDICAL LABORATORY TECHNOLOGY –  
BIOTECHNOLOGY CERTIFICATE  
ONE-YEAR CAREER PROGRAM  
PREPARATION FOR EMPLOYMENT**

This certificate program provides MLT graduates or Baccalaureate degree science graduates the opportunity to retrain in new biotechnology techniques. Certificate completion will increase employment marketability by diversifying scientific skills to include genetic and environmental testing.

The Medical Laboratory Technology-Biotechnology Certificate option program at Allegany College of Maryland has been designated as a Health Manpower Shortage Program. The Maryland State Department of Health and Mental Hygiene has determined certain health occupations in the state to be in short supply. The Maryland Higher Education Commission has designated educational programs that correspond to these health occupations to be eligible for the Health Manpower Shortage Program. This means that Maryland residents from outside Allegany County who are entering this program are eligible for in-county tuition rates. Some restrictions apply. Funding availability for this program may change each semester. Check with the Admissions Office for more information.

Successful completion of this program qualifies a student to apply for a Certificate in Biotechnology.

**FIRST SEMESTER**                      Credit Hours

|  |          |
|--|----------|
| ①⑦ Biological Science Elective .....                       | 3        |
| Medical Laboratory Technology 206<br>(Biotechnology) ..... | 4        |
| <b>Total:</b>  | <b>7</b> |

**SECOND SEMESTER**

|  |           |
|--|-----------|
| Biological Science 220<br>(Essentials of Cell Biology<br>and Genetics) ..... | 4         |
| Medical Laboratory Technology 104<br>(Applied Immunology) .....              | 3         |
| <b>Total:</b>  | <b>7</b>  |
| <b>Total Credit Hours:</b>   | <b>14</b> |

The U.S. Department of Education, under final regulations issued October 29, 2010, requires us to report certain information about this certificate program regarding gainful employment. Please be advised the information is viewable on our website at [www.allegany.edu/gainfulemploymentdisclosure/](http://www.allegany.edu/gainfulemploymentdisclosure/).

②⑦ **SUMMER SESSION**

*(following second semester)*

|   |    |
|---|----|
| Medical Laboratory Technology 220<br>(Biotechnology Internship) ..... | 11 |
|---|----|

---

①⑦ *Environmental Science Elective is highly recommended.*  
 ②⑦ *This course is not required but is offered to give the student the option for biotechnology work related experience.*

**NOTE:** All courses specifically identified by course number are graduation requirements for this program.

## NANOTECHNOLOGY PREPARATION FOR TRANSFER AND/OR EMPLOYMENT

This program is designed to provide the student with the essential knowledge and skills to function as a nanotechnology technician in research and/or nanofabrication and also serves as a transfer program to continue one's education toward the bachelor's and advanced degrees in the field of nanotechnology.

**This program is offered in partnership with The Pennsylvania State University and is designed to transfer to the Penn State "capstone semester" in Nanotechnology at University Park, PA, for program completion.** The student will complete 51 credit hours at Allegany College of Maryland and then transfer to Penn State for the capstone semester. The Associate of Science degree will be awarded by Allegany College of Maryland at the successful completion of the Penn State capstone semester. The student can then apply for transfer to a number of four-year colleges/universities to pursue a bachelor's degree or enter the job market, or both.

Nanotechnology, as defined by the National Nanotechnology Initiative, involves the following:

- Research and technology development at the atomic, molecular, and macromolecular levels, in the length scale of 1 – 100 nanometers.
- Creating and using structures, devices, and systems that have novel properties and functions because of their small and/or intermediate size.
- Ability to control or manipulate on the atomic scale.

A nanometer is (nm) 1-billionth of a meter. A single molecule of sugar is 2 nm across; a human hair is approximately 80,000 nm in diameter; atoms are typically equal to 0.1 to 0.3 nm; most human cells are roughly 20,000 nm across with nuclei about 10,000 nm in diameter. In comparison, if one nanometer equaled the diameter of a penny, a foot would equal the distance from Miami to Seattle.

Nanofabrication is machining and assembling at the atomic level. It is used to create materials, devices, and systems with new and unique properties. It is the future of manufacturing.

The student will complete the following coursework before applying for enrollment in the Penn State Capstone Semester:

|                                       |  |   |
|---------------------------------------|--|---|
| 1. English 101                        | Freshman English I                         | 3 |
| 2. English 112                        | Business and Technical Communications      | 3 |
| 3. Speech 101                         | Speech Communication I                     | 3 |
| 4. Humanities 110                     | Interdisciplinary Leadership I             | 3 |
| 5. Psychology 101                     | General Psychology                         | 3 |
| 6. Sociology 101                      | Introduction to Sociology                  | 3 |
| 7. Computer Science 101               | Computer Literacy                          | 3 |
| 8. Mathematics 119                    | Pre-Calculus I                             | 4 |
| 9. Statistics 221                     | Elements of Statistics                     | 3 |
| 10. Chemistry 101                     | General Chemistry I                        | 4 |
| 11. Chemistry 102                     | General Chemistry II                       | 4 |
| 12. Biological Science 100 or 101     | Principles of Biology or General Biology I | 4 |
| 13. Physics 101                       | Introductory Physics I                     | 4 |
| 14. Physics 102                       | Introductory Physics II                    | 4 |
| 15. Medical Laboratory Technology 114 | Medical Laboratory Techniques              | 2 |
| 16. Physical Education 122            | Lifetime Fitness and Wellness              | 1 |

**Sub-Total: 51**

*(program continued on next page)*

A student becomes qualified to enter the Penn State capstone semester upon successful completion (at least a C grade-point-average) of the above-listed courses and upon certification of required competencies by Allegany College of Maryland.

The Capstone Semester at Penn State:

|                      |   |   |
|----------------------|---|---|
| NANO0211             | Material Safety and Equipment Overview, Nanotechnology                | 3 |
| NANO0212             | Basic Nanotechnology Processes  | 3 |
| NANO0213             | Materials in Nanotechnology   | 3 |
| NANO0214             | Patterning for Nanotechnology   | 3 |
| NANO0215             | Materials Modification in Nanotechnology                              | 3 |
| NANO0216             | Characterization & Testing of Nanofabricated Structures and Materials | 3 |
| <b>Sub-Total: 18</b> |   |   |

In addition, the student is expected to view nanotechnology information DVD's prepared by The Pennsylvania State University. These are available from the student's advisor.

Successful completion of this program qualifies a student to apply for an Associate of Science degree in Arts and Sciences from Allegany College of Maryland.

**FIRST SEMESTER**                      Credit Hours

|  |  |
|--|--|
| Chemistry 101 (General Chemistry I) ..4                                    |  |
| English 101 (Freshman English I) .....3                                    |  |
| Mathematics 119 (Pre-Calculus I) .....4                                    |  |
| Medical Laboratory Technology 114<br>(Medical Laboratory Techniques).....2 |  |
| Physics 101 (Introductory Physics I) ....4                                 |  |
| <b>Total: 17</b>   |  |

**SECOND SEMESTER**

|   |  |
|---|--|
| Chemistry 102 (General Chemistry II) ..4            |  |
| Physics 102 (Introductory Physics II) ..4           |  |
| Psychology 101<br>(General Psychology) .....3       |  |
| Sociology 101<br>(Introduction to Sociology) .....3 |  |
| Speech 101<br>(Speech Communication I) .....3       |  |
| <b>Total: 17</b>                                    |  |

**THIRD SEMESTER**                      Credit Hours

|   |  |
|---|--|
| Biological Science 100 or 101<br>(Principles of Biology or<br>General Biology I) .....4 |  |
| Computer Science 101<br>(Computer Literacy) .....3                                      |  |
| English 112 (Business and<br>Technical Communications) .....3                           |  |
| Humanities 110<br>(Interdisciplinary Leadership I).....3                                |  |
| Physical Education 122<br>(Lifetime Fitness and Wellness).....1                         |  |
| Statistics 221 (Elements of Statistics) ..3   |  |
| <b>Total: 17</b>  |  |

**FOURTH SEMESTER** (*at Penn State*)

|  |  |
|--|--|
| NANO0211<br>(Material Safety and Equipment<br>Overview, Nanotechnology) .....3               |  |
| NANO0212<br>(Basis Nanotechnology Processes) ....3   |  |
| NANO0213<br>(Materials in Nanotechnology) .....3   |  |
| NANO0214<br>(Patterning for Nanotechnology) .....3   |  |
| NANO0215 (Materials<br>Modification in Nanotechnology) .....3                                |  |
| NANO0216 (Characterization<br>& Testing of Nanofabricated<br>Structures and Materials).....3 |  |
| <b>Total: 18</b>   |  |
| <b>Total Credit Hours: 69</b>  |  |

*NOTE: All courses specifically identified by course number are graduation requirements for this program.*

## **NURSING TWO-YEAR CAREER PROGRAM PREPARATION FOR EMPLOYMENT**

The Nursing Program prepares graduates to work in a variety of health care settings, in many roles within those settings, and with other care providers in the health professions. Today's nurse not only provides care and comfort to patients and their families, but also takes an active role in the health promotion and disease prevention of those same patients. Our program prepares nurses to meet the challenges of today's health care system and lays the foundation to rise to future challenges as new knowledge and technologies occur. The Nursing Program is approved by the Maryland Board of Nursing, 4140 Patterson Avenue, Baltimore, MD 21215-2254, (410) 585-1900, 1-888-202-9861. In addition, the program located at each of the Pennsylvania Campuses is approved by the Pennsylvania State Board of Nursing, P.O. Box 2649, Harrisburg, PA 17105-2649 or 2601 North Third Street, Harrisburg, PA 17110, (717) 783-7142. The Nursing Program is also accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Road, NE, Suite 850, Atlanta Georgia, 30326, 404-975-5000. The program has been granted direct articulation with the baccalaureate nursing program at the University of Maryland.

To become eligible for this program as a recent high school graduate or Early College student, an applicant must satisfy the following requirements:

- One year of high school chemistry, biology, and algebra (or their equivalent) with a minimum grade of "C" in each course.
- Pass the Allegany College of Maryland Placement Assessment including the Anatomy and Physiology Placement Exam or successfully complete all required courses before the first college semester.
- A minimum ACT score of 21 in each section will meet the minimum requirements to apply for admission as a high school student, but meeting the minimum score will not guarantee admission into the program. The average composite score of an accepted student is 25.

To become eligible as a college student currently attending Allegany College of Maryland or transferring from another institution, or any Early College student at Allegany College of Maryland who has waived the senior year at high school and is enrolled as a full-time student, an applicant must satisfy the following minimum requirements:

- Pass the Allegany College of Maryland Placement Assessment including the Anatomy and Physiology Placement Exam or successfully complete all required courses.
- Have a minimum overall college grade point average of 2.5. The last class accepted had a grade point average of 3.4.
- Successfully complete Anatomy and Physiology I (Biology 207). In order to be eligible to enroll in this course, students must have passed the Anatomy and Physiology Placement Exam or successfully completed Biology 93. Students may elect to take Biology 100 or 101 in lieu of Biology 93. Current enrollment in Anatomy and Physiology I (Biology 207) will be considered in determining eligibility for admission; however, this course must be completed with at least a "C" grade prior to admission to the program.
- Schedule and take the Nursing Admission Assessment Test for the Nursing program. The test is administered each semester at various times and locations. A list of testing dates is available in the Nursing Office, Admissions Office, and is listed on the college website ([www.allegany.edu](http://www.allegany.edu)). Please refer to the Nursing Information Book for more specific information on the test.

Applicants will be ranked using the following factors:

- Scores on the standardized exam (weighted 1/3). The average score for an accepted applicant is 81.
  - A point system awarding points for each required course completed and grade earned (weighted 2/3).
    - For Anatomy and Physiology 207; Anatomy and Physiology 208; Microbiology 204; and College Algebra 102
      - ~ Each A will be worth 10 points
      - ~ Each B will be worth 8 points
      - ~ Each C will be worth 6 points
      - ~ No points will be awarded for a D or F
    - For all other general education courses required for the Nursing program (English 101; Psychology 101 and 203; Sociology 101; and two Humanities electives)
      - ~ Each A will be worth 5 points
      - ~ Each B will be worth 3 points
      - ~ Each C will be worth 1 point
      - ~ No points will be awarded for a D or F
- The average point total for an accepted applicant is 53.

*(program continued on next page)*

**Admission to the Nursing program is competitive and not all applicants can be selected.** Applications must be received in the Nursing Office no later than February 28 if the student wishes to be considered for the fall program or September 30 if the student wishes to be considered for the spring program. **Please contact the Nursing Office or the Admissions Office for complete application requirements.**

A minimum grade of "C" is required in all science coursework; however, note that admission is competitive with grade point average being important. Laboratory science courses taken ten or more years prior to application for admission will not be considered.

Licensed practical nurses, and students transferring from another nursing program who wish to be considered for admission to the program should contact the Nursing Office for information on advanced standing and challenge exams.

The Nursing program at Allegany College of Maryland has been designated as a Health Manpower Shortage Program. The Maryland State Department of Health and Mental Hygiene has determined certain health occupations in the state to be in short supply. The Maryland Higher Education Commission has designated educational programs that correspond to these health occupations to be eligible for the Health Manpower Shortage Program. This means that Maryland residents from outside Allegany County who are entering this program are eligible for in-county tuition rates. Some restrictions apply. Funding availability for this program may change each semester. Check with the Admissions Office for more information.

Nursing students must meet the scholastic standards of the College and in addition must achieve a grade of "C" or better in each nursing course and each required biology course. Students must have a passing (satisfactory) grade in both clinical and campus laboratories. Students who fail to achieve a "C" grade in a nursing course and/or a satisfactory grade in clinical and campus laboratories will not be permitted to continue in the program since courses are sequential and pre-requisite for continuance. Students may be dismissed from the program for unprofessional and/or inappropriate behavior in clinical laboratory sites. Since all classes are sequential in nature, courses must be taken during or before the semester listed.

A satisfactory health record must be on file prior to clinical experience. In order to participate in clinical experiences, students must obtain a Criminal Record Check prior to entrance into the Nursing Program. If a Pennsylvania resident, the student must also obtain a Child Abuse History Clearance. During enrollment any official change or the initiation of any governmental proceeding affecting the information revealed by the required criminal or child abuse background check must be reported immediately by the student to the director of the nursing program.

The nursing courses are designed to be completed within four consecutive college semesters. This normal progression within a two-year period may be interrupted in some instances because of a need for course repetition to receive a satisfactory grade, or because of illness or other unforeseen circumstances. To maintain continuity of the program, a maximum time limit of eight consecutive semesters (or four college years) will be allowed for completion of the program. During this time period, as the student progresses through the program, the student may not repeat (because of unsatisfactory performance) more than one required nursing course. A student who makes unsatisfactory progress in a required nursing course may repeat it only one time. A student receiving a clinical failure must petition the faculty for readmission. Readmission to the nursing program may be contingent upon completing a prescription, which requires the student to demonstrate improvement or appropriate change in the behavior(s), which resulted in failure. Eligible students will be readmitted only on space available basis, and students may have to wait for admission.

Completion of the program and recommendation by the program director entitles the graduate to be considered for admission to the National Council Licensing Exam for Registered Nurse (NCLEX-RN). A passing score on the examination results in qualifying for licensure as a registered nurse. Licensure is determined by the Board of Nursing. By law, the board may deny licensure for a variety of reasons. These include conviction of a felony or of a crime involving moral turpitude if the nature of the offense bears directly on the fitness of the person to practice nursing.

CPR Certification for Health Care Professionals is a prerequisite to clinical nursing. Certification and/or recertification is the responsibility of the student. (The college regularly offers such courses.)

The College reserves the right to revise course and admission requirements as appropriate.

The program costs beyond tuition, fees, and books are approximately \$650 for uniforms, liability insurance, and achievement tests.

Nursing is designed as a career ladder program. The first year of the associate degree and the first year of the practical nursing programs are identical. Students interested in the Practical Nursing program should refer to the Practical Nursing Program.

*(program continued on next page)*



*Programs of Study*

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Students not admitted to the Nursing Program should refer to the paragraph entitled Pre-Category in the Admissions section of the catalog for information regarding the Pre-Nursing program.

This is a career program and is designed to enable students to seek employment at the program's completion. If you plan to transfer to a four-year college or university, please check with your advisor and the Student Success Center as soon as possible.

Successful completion of this program qualifies a student to apply for an Associate of Science degree in Nursing.

**SUMMER OR PREVIOUS SEMESTER**

Credit Hours

Biological Science 207 (Anatomy and Physiology of the Human I) .....4

Total: 4

**FIRST SEMESTER**

Biological Science 208 (Anatomy and Physiology of the Human II) .....4

Nursing 120 (Nursing I) .....9

Psychology 101 (General Psychology) .....3

Total: 16

**SECOND SEMESTER**

English 101 (Freshman English I) .....3

①⑦ Humanities Elective .....3

Nursing 150 (Nursing II).....9

Psychology 203 (Human Growth and Development).....3

Total: 18

**THIRD SEMESTER**

Credit Hours

Biological Science 204 (Microbiology) .....4

Nursing 205 (Nursing III) .....6

Nursing 206 (Nursing IV) .....3

Sociology 101 (Introduction to Sociology) .....3

Total: 16

**FOURTH SEMESTER**

①⑦ Humanities Elective .....3

Mathematics 102 (College Algebra) .....3

Nursing 204 (Nursing in Society) .....1

Nursing 215 (Nursing V) .....9

Total: 16

Total Credit Hours: 70

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①⑦ Humanities Electives must be from two different disciplines.

*NOTE: All courses specifically identified by course number are graduation requirements for this program.*

**NURSING  
PREPARATION FOR TRANSFER**

If a student wishes to earn an associate degree from Allegany College of Maryland and then transfer to a four-year college to earn a bachelor’s degree in nursing, this program of study will provide an appropriate preparation for such transfer.

Although this transfer pattern is the normal type of preparation for students who plan to enter various bachelor’s degree curricula at four-year colleges, it must be noted that different colleges may require somewhat different coursework. The student selecting this transfer pattern at Allegany College of Maryland is encouraged to decide as soon as possible what four-year college he/she wishes to attend. As soon as that decision is made, the student should meet with his/her advisor and a staff member in the Student Success Center to alter this program to meet the specific requirements of the particular four-year institution.

Successful completion of this program qualifies a student to apply for an Associate of Science degree in Arts and Sciences.

| ①⑦ <b>FIRST SEMESTER</b>  | Credit Hours |
|---|--------------|
| Chemistry 101 (General Chemistry I) ..4                                     |              |
| English 101 (Freshman English I) .....3                                     |              |
| Mathematics 102 (College Algebra) ....3                                     |              |
| Psychology 101<br>(General Psychology) .....3                               |              |
| Sociology 101<br>(Introduction to Sociology) .....3                         |              |
| <b>Total: 16</b>  |              |
| <br>  |              |
| <b>SECOND SEMESTER</b>  |              |
| Elective .....3   |              |
| English 102 (Freshman English II)<br>or English Composition Elective .....3 |              |
| Humanities Elective .....3  |              |
| Psychology 203<br>(Human Growth and Development) ..3                        |              |
| Social Science Elective .....3  |              |
| <b>Total: 15</b>  |              |

| <b>THIRD SEMESTER</b>  | Credit Hours |
|--|--------------|
| Biological Science 207 (Anatomy<br>and Physiology of the Human I) .....4 |              |
| Electives .....6   |              |
| Humanities Elective .....3   |              |
| Mathematics 221<br>(Elements of Statistics) .....3                       |              |
| <b>Total: 16</b>   |              |

| <b>FOURTH SEMESTER</b>  |  |
|---|--|
| Biological Science 114<br>(Fundamentals of Nutrition) .....3              |  |
| Biological Science 204<br>(Microbiology) .....4                           |  |
| Biological Science 208 (Anatomy<br>and Physiology of the Human II) .....4 |  |
| Humanities Elective .....3  |  |
| Physical Activity .....1  |  |
| <b>Total: 15</b>  |  |
| <b>Total Credit Hours: 62</b>   |  |

①⑦ This model is the appropriate transfer model for UMBC and UMAB. Students planning to attend another four-year nursing program should consult with their advisor.

NOTE: All courses specifically identified by course number are graduation requirements for this program.

## **NURSING ASSISTANT/GERIATRIC AIDE ONE-SEMESTER CAREER PROGRAM PREPARATION FOR EMPLOYMENT**

The Nursing Assistant/Geriatric Aide Certificate Program is designed for students wanting to obtain technical skills in the health field and enter the job market quickly, or for students waiting to gain entry into another allied health program at Allegany College of Maryland. The student will learn basic nursing skills appropriate for unlicensed assistive personnel working under the supervision of licensed nurses. Successful students will be able to sit for the state certification examination upon completion of this program. Graduates will qualify for positions in long-term care, as well as acute care facilities, and in a variety of other job opportunities available due to the healthcare shortages.

The Nursing Assistant/Geriatric Aide program at Allegany College of Maryland has been designated as a Health Manpower Shortage Program by the Maryland Higher Education Commission. This means that Maryland residents from outside Allegany County may be eligible for in-county tuition rates. Some restrictions apply. Funding availability for this program may change each semester. Check with the Admissions Office for more information. Unlike other health programs at Allegany College of Maryland, the Nursing Assistant/Geriatric Aide Certificate Program is not a selective or competitive admissions program.

A satisfactory health record must be on file prior to clinical experience. In order to participate in clinical experiences, students will also be required to undergo a Criminal Record Check upon entrance into the program, and should be aware that results could affect employment opportunities. If a student attends a Pennsylvania clinical site the student must also obtain a Child Abuse History Clearance. During enrollment, any official change or the initiation of any governmental proceeding affecting the information revealed by the required criminal or child abuse background check must be reported immediately by the student to the director of the program. Students need to be aware that Criminal Record Check results may have an effect on their employment opportunities and their ability to become certified.

To graduate from the Nursing Assistant/Geriatric Aide Program, students must not only meet the academic standards of the college, but in addition, must achieve a grade of “C” or better in each Nursing Assistant/Geriatric Aide course and the Cardiopulmonary Resuscitation/First Aid course. For students to proceed to the clinical component of the Nursing Assistant/Geriatric Aide course, the student must have a grade of “C” or better in the classroom portion of the course, and a current CPR card.

This is a career program and is designed to enable students to seek employment at the program’s completion. If you plan to transfer to a four-year college/university, please check with your advisor and the Student Success Center as soon as possible. Successful completion of this program qualifies a student to apply for a certificate in Nursing Assistant/Geriatric Aide. This program is approved by the Maryland Board of Nursing.

|   | Credit Hours |
|---|--------------|
| Electives .....   | 4            |
| Nursing Assistant 101 (Introduction<br>to Health and Wellness).....             | 3            |
| Nursing Assistant 102<br>(Nursing Assistant/Geriatric Aide) .....               | 7            |
| Physical Education 153<br>(Cardiopulmonary Resuscitation<br>and First Aid)..... | 2            |
| Total: 16   |              |

The U.S. Department of Education, under final regulations issued October 29, 2010, requires us to report certain information about this certificate program regarding gainful employment. Please be advised the information is viewable on our website at [www.allegany.edu/gainfulemploymentdisclosure/](http://www.allegany.edu/gainfulemploymentdisclosure/).

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*NOTE: All courses specifically identified by course number are graduation requirements for this program.*

## OCCUPATIONAL THERAPY ASSISTANT TWO-YEAR CAREER PROGRAM PREPARATION FOR EMPLOYMENT

The Occupational Therapy Assistant (OTA) working under the supervision of a Registered Occupational Therapist, assists in evaluation and treatment for individuals whose ability to handle daily living tasks is impaired by injury, disease, aging, or developmental deficits.

### Phase I

The Occupational Therapy Assistant program is a 1+1 program. This means that students are required to complete all General Education requirements (Phase I) before applying to the clinical phase of the program (Phase II). A full-time student could potentially complete all General Education requirements in one year; however, a part-time student will require additional time. It is recommended that General Education requirements be completed within five (5) years prior to application to the Clinical Phase, and it is mandatory for the Biology requirements unless waived by the program director.

Requirements for application to the Clinical Phase (Phase II):

1. Successful completion of all General Education courses (Phase I) with a grade of "C" or better.
2. Minimum cumulative GPA of 2.0 for all Phase I courses.
3. Completion of 32 documented volunteer hours with a licensed Occupational Therapist or Occupational Therapy Assistant at two different facilities (must be completed by application deadline).
4. Submission of program application by March 1 in order to be considered for admission in the summer session.
5. Successful completion of a professional interview.
6. Successful completion of an admission essay.

Admission to the clinical phase of the OTA program is limited to 16 students per year, and completion of the above requirements does not guarantee admission. Please contact the Occupational Therapy Assistant Program or the Admissions Office for more information on the application process.

### Phase II

Once admitted to the Clinical Phase (Phase II), students will complete all OTA courses at the Cumberland campus in four (4) consecutive terms; summer, fall, spring, and summer. **Many of the Phase II courses are offered in an A-Term/B-Term format.**

The Occupational Therapy Assistant Program is comprised of both classroom education and clinical experience. A satisfactory health record must be on file prior to clinical experience. CPR certification is a prerequisite to beginning the clinical phase of the program. Certification and/or recertification is the responsibility of the student. The college regularly offers such courses. In order to participate in clinical experiences, students must obtain a Criminal Record Check, prior to entrance into the Occupational Therapy Assistant Program. If participating in a clinical experience at a Pennsylvania site, the student must also obtain a Child Abuse History Clearance. During enrollment, any official change or the initiation of any governmental proceeding affecting the information revealed by the required criminal or child abuse background checks must be reported immediately by the student to the director of the Occupational Therapy Assistant Program.

The Occupational Therapy Assistant program at Allegany College of Maryland has been designated as a Health Manpower Shortage Program. The Maryland State Department of Health and Mental Hygiene has determined certain health occupations in the state to be in short supply. The Maryland Higher Education Commission has designated educational programs that correspond to these health occupations to be eligible for the Health Manpower Shortage Program. This means that Maryland residents from outside Allegany County who are entering this program are eligible for in-county tuition rates. Some restrictions apply. Funding availability for this program may change each semester. Check with the Admissions Office for more information.

This is a career program and is designed to enable students to seek employment at the program's completion. Students planning to transfer should consult with their advisor or the Student Success Center regarding specific program course transfer issues. Students not admitted to the Occupational Therapy Assistant Program should meet with the program director for information regarding the Pre-Occupational Therapy Assistant Program.

*(program continued on next page)*

## Programs of Study

Successful completion of this program qualifies a student to apply for an Associate of Applied Science degree in Occupational Therapy Assistant. The Occupational Therapy Assistant Program has been accredited by the Accreditation Council for Occupational Therapy Education (ACOTE), 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220, www.aota.org, (301) 652-2682. Graduates of this program are eligible to sit for the National Certification Examination and are subsequently eligible for state licensure. This examination is administered by the National Board for Certification of Occupational Therapy (NBCOT), 12 S. Summit Avenue, Suite 100, Gaithersburg, MD 20877, www.nbcot.org, (301) 990-7979.

| <b>FIRST SEMESTER</b>  | Credit Hours |
|--|--------------|
| ①⑦ Biological Science 121<br>(Musculoskeletal Anatomy<br>of the Human) ..... | 4            |
| English 101 (Freshman English I) .....                                       | 3            |
| Humanities Elective .....  | 3            |
| Psychology 101<br>(General Psychology) .....                                 | 3            |
| Mathematics Elective .....   | 3            |
| Total: 16  |              |

| <b>SECOND SEMESTER</b>   | Credit Hours |
|--|--------------|
| ①⑦ Biological Science 201<br>(Human Anatomy and Physiology) ....             | 4            |
| Occupational Therapy 101<br>(Introduction to Occupational<br>Therapy) .....  | 3            |
| Occupational Therapy 105 (Cultural<br>Diversity and Treatment Planning) .... | 1            |
| Psychology 203 (Human<br>Growth and Development) .....                       | 3            |
| ②⑦ Restricted Elective .....   | 1            |
| Sociology 101<br>(Introduction to Sociology) .....                           | 3            |
| Total: 15  |              |

### **SUMMER SESSION**

*(following second semester)*

|   |   |
|---|---|
| Occupational Therapy 102<br>(Dynamics of Human Motion) .....  | 4 |
| Occupational Therapy 103<br>(Intervention Techniques I) ..... | 2 |
| Occupational Therapy 113<br>(Neuroscience Concepts) .....     | 1 |
| Total: 7  |   |

| <b>THIRD SEMESTER</b>   | Credit Hours |
|---|--------------|
| Occupational Therapy 106<br>(Intervention in Physical<br>Rehabilitation) .....    | 4            |
| Occupational Therapy 201<br>(Intervention in Psychosocial<br>Conditions) .....    | 3            |
| Occupational Therapy 203<br>(Intervention Techniques II) .....                    | 2            |
| Occupational Therapy 205<br>(Group Dynamics) .....                                | 3            |
| Occupational Therapy 207<br>(Intervention with Children<br>and Adolescents) ..... | 4            |
| Total: 16   |              |

### **FOURTH SEMESTER**

|  |   |
|--|---|
| Occupational Therapy 209<br>(Clinical Internship I) .....                | 4 |
| Occupational Therapy 212<br>(Specialty Skills Development) .....         | 3 |
| Occupational Therapy 213 (Clinical<br>Application to Neuroscience) ..... | 1 |
| Occupational Therapy 218<br>(Intervention with the Older Adult) ....     | 2 |
| Occupational Therapy 220<br>(OT Program Development) .....               | 2 |
| Total: 12  |   |

### **SUMMER SESSION**

*(following fourth semester)*

|  |   |
|--|---|
| Occupational Therapy 210<br>(Clinical Internship II) ..... | 4 |
| Total: 4   |   |
| Total Credit Hours: 70                                     |   |

①⑦ Students may elect to take both Biological Science 207 and 208 in place of both Biological Science 121 and 201. If the student's long-term goal is to transfer to a four-year college or university, then it is recommended that the student take Biological Science 207 and 208.

②⑦ Restricted elective list includes: Physical Education 103, 104, 105, 106, 109, 113, 118, 120, 121, 122, 123, 129, 130, 145; or Integrative Health 110, 111, 115, 116.

**NOTE:** All courses specifically identified by course number are graduation requirements for this program.

**OFFICE TECHNOLOGIES – ADMINISTRATIVE ASSISTANT  
TWO-YEAR CAREER PROGRAM  
PREPARATION FOR EMPLOYMENT**

This Associate of Applied Science degree program provides the skills and knowledge necessary to become an administrative assistant. This is a career program and is designed to enable students to seek employment at the program’s completion.

Administrative Assistants perform administrative and office support duties that require the use of business, computer and communication skills. Students will develop skills in software package integration, communications, information management, teamwork, diversity, research, and customer service.

Proficient keyboarding and computer skills are necessary for successful completion of this program. Coursework in entry-level keyboarding is available through the college for students to meet this requirement.

Students planning to transfer should consult with their advisor or the Student Success Center regarding specific program and course transfer issues.

Successful completion of this program qualifies a student to apply for an Associate of Applied Science degree in the Administration Assistant Option of Office Technologies.

| <b>FIRST SEMESTER</b>   | Credit Hours | <b>THIRD SEMESTER</b>   | Credit Hours |
|---|--------------|---|--------------|
| Computer Technology 101<br>(Computer Literacy) .....                          | 3            | Biological/Physical Science<br>Elective .....   | 3-4          |
| English 101 (Freshman English I) .....  | 3            | Business Administration 215<br>(Financial Accounting) or<br>Office Technologies 109 (Practical<br>Accounting/Bookkeeping) ..... | 3            |
| Office Technologies 102<br>(Document Processing) .....                        | 3            | Computer Technology 191<br>(Web Page Development).....  | 3            |
| Office Technologies 119<br>(Information Management) .....                     | 3            | Physical Activity 145 or 153<br>(Personal Wellness or<br>Cardiopulmonary Resuscitation<br>and First Aid).....                   | 2            |
| Office Technologies 130<br>(Office Procedures and<br>Communications) .....    | 3            | ①②Restricted Electives .....  | 6            |
| Physical Activity Elective .....  | 1            | <b>Total: 17-18</b>   |              |
| <b>Total: 16</b>  |              |   |              |
| <br><b>SECOND SEMESTER</b>  |              | <br><b>FOURTH SEMESTER</b>  |              |
| Business Administration 110<br>(Business Professionalism<br>and Ethics) ..... | 2            | Office Technologies 201<br>(Financial Office Software) .....  | 3            |
| Computer Technology 221<br>(Microcomputer Applications I) .....               | 3            | Office Technologies 210 or 231<br>(Administrative Office Procedures<br>or Office Technologies Externship) ....                  | 3            |
| English 112 (Business and<br>Technical Communications) .....                  | 3            | Psychology 101<br>(General Psychology) .....  | 3            |
| Mathematics Elective .....  | 3            | ①②Restricted Electives .....  | 6            |
| Office Technologies 112<br>(Transcription Systems) .....                      | 3            | Speech 101<br>(Speech Communication I) .....  | 3            |
| ①②Restricted Elective .....   | 3            | <b>Total: 18</b>  |              |
| <b>Total: 17</b>  |              | <b>Total Credit Hours: 68-69</b>  |              |

①②Restricted Electives list includes: Business Administration 101, 104, 108, 209, 210, 213, 216; Computer Technology 222, 224; Economics 201; Humanities 110, 210; Mathematics 221; or Office Technologies electives. Only one of the restricted electives may be a Humanities/Social Science elective.

NOTE: All courses specifically identified by course number are graduation requirements for this program.

## OFFICE TECHNOLOGIES – LEGAL (PARALEGAL) ASSISTANT TWO-YEAR CAREER PROGRAM PREPARATION FOR EMPLOYMENT

This curriculum is designed for the student interested in a career as a legal assistant/paralegal. The student is afforded the opportunity to take courses pertaining to the legal field as well as the opportunity to choose from electives in other fields of study.

This is a career program and is designed to enable students to seek employment at the program's completion. Students planning to transfer should consult with their advisor or the Student Success Center regarding specific program and course transfer issues.

Proficient keyboarding and computer skills are necessary for successful completion of this program. Course work in entry-level keyboarding is available through the college for students to meet this requirement.

Successful completion of this program qualifies a student to apply for an Associate of Applied Science degree in the Legal Assistant Option of Office Technologies.

| <b>FIRST SEMESTER</b>  | Credit Hours |
|--|--------------|
| English 101 (Freshman English I) .....                             | 3            |
| Computer Technology 101<br>(Computer Literacy) .....               | 3            |
| ①Office Technologies 102<br>(Document Processing) .....            | 3            |
| Office Technologies 116<br>(Introduction to Legal Assisting) ..... | 3            |
| Office Technologies 120<br>(Legal Terminology) .....               | 3            |
| Political Science 101<br>(American National Government) .....      | 3            |
| <b>Total:</b>  | <b>18</b>    |

### SECOND SEMESTER

|   |           |
|---|-----------|
| Criminal Justice 103 (Criminal Law) ....  | 3         |
| Criminal Justice 104<br>(Criminal Evidence and Procedure) ..  | 3         |
| Mathematics Elective .....  | 3         |
| Office Technologies 122 (Contracts) ....  | 3         |
| Office Technologies 123 (Litigation) .....  | 3         |
| Physical Education 145 or 153<br>(Personal Wellness or<br>Cardiopulmonary Resuscitation<br>and First Aid) ..... | 2         |
| <b>Total:</b>   | <b>17</b> |

| <b>THIRD SEMESTER</b>   | Credit Hours |
|---|--------------|
| Business Administration 210<br>(Business Law) .....             | 3            |
| English 112 (Business and<br>Technical Communications) .....    | 3            |
| Office Technologies 126<br>(Legal Research and Writing) .....   | 3            |
| Office Technologies 226<br>(Technology in the Law Office) ..... | 3            |
| ②Restricted Elective .....                                      | 3            |
| Science Elective .....  | 3-4          |
| <b>Total:</b>   | <b>18-19</b> |

### FOURTH SEMESTER

|  |              |
|--|--------------|
| Criminal Justice 108 (American<br>Courts and Legal Systems) .....      | 3            |
| Office Technologies 124 (Torts) .....                                  | 3            |
| Office Technologies 219 (Real<br>Property and Title Examination) ..... | 3            |
| Office Technologies 230<br>(Legal Office Procedures) .....             | 3            |
| Speech 101<br>(Speech Communication I) .....                           | 3            |
| <b>Total:</b>  | <b>15</b>    |
| <b>Total Credit Hours:</b>   | <b>68-69</b> |

①Office Technologies 101 or its equivalent is a prerequisite.

②Restricted Elective list includes: Business Administration 108, 215; Computer Technology 191; Office Technologies 109, 110, 119, 130, and 201; Political Science 102, 205; Sociology 101; and Humanities 110.

NOTE: All courses specifically identified by course number are graduation requirements for this program.

**OFFICE TECHNOLOGIES – MEDICAL OFFICE SYSTEMS  
TWO-YEAR CAREER PROGRAM  
PREPARATION FOR EMPLOYMENT**

The Medical Office Systems program is designed to prepare students for careers in medical office settings. The program develops technical, medical and administrative competencies essential for performing administrative support in the healthcare environment. Communication and patient relation techniques are stressed. Classroom skills and knowledge are refined through practicum/internship experience at a college-approved medical facility. Students may specialize in different healthcare administrative areas through the use of restricted electives and advisement in the Medical Office Systems program. Areas of specialty include medical administrative assistant, medical coding and billing, and medical transcription. Upon completion of this plan of study, students will be qualified for Medical Administrative Support positions in ambulatory and acute care settings.

Proficient keyboarding and computer skills are necessary for successful completion of this program. Course work in entry-level keyboarding is available through the college for students to meet this requirement.

To participate in clinical experiences, students must obtain a criminal record check. If participating in clinicals at a Pennsylvania clinical site, students must also obtain a Child Abuse History Clearance. During enrollment any official change or the initiation of any governmental proceeding affecting the information revealed by the required Criminal or Child Abuse Background Checks must be reported immediately by the student to the Director of the Office Technologies program. In addition, students planning to enroll in Office Technologies 212 must have a physical examination. This examination will be done by the students' own health care provider at the students' expense.

Graduates of the Office Technologies program, Medical Office Systems option, will have the knowledge and competencies required to take the American Medical Technologies' Certified Medical Assistant Specialist (CMAS) Certification examination.

This is a career program. Students planning to transfer should consult with their advisor or the Student Success Center regarding specific program and course transfer issues.

Successful completion of this program qualifies a student to apply for an Associate of Applied Science degree in the Medical Office Systems Option of Office Technologies.



| <b>FIRST SEMESTER</b>  | Credit Hours     |
|--|------------------|
| Computer Technology 101<br>(Computer Literacy) .....           | 3                |
| English 101 (Freshmen English I) .....                         | 3                |
| Medical Assistant 102<br>(Introduction to Health Records)..... | 3                |
| Office Technologies 102<br>(Document Processing) .....         | 3                |
| Office Technologies 110<br>(Medical Terminology).....          | 3                |
| Office Technologies 119<br>(Information Management) .....      | 3                |
|  | <b>Total: 18</b> |

| <b>SECOND SEMESTER</b>   | Credit Hours        |
|--|---------------------|
| Biological Science Elective .....  | 3-4                 |
| Mathematics Elective .....   | 3                   |
| Office Technologies 107<br>(Medical Office Applications<br>and Procedures I) ..... | 3                   |
| Office Technologies 132<br>(Elements of Human Disease) .....                       | 3                   |
| Office Technologies 200<br>(Administrative Medical Software) ....                  | 3                   |
| ①⑦Restricted Elective .....  | 3                   |
|  | <b>Total: 18-19</b> |

| <b>THIRD SEMESTER</b>  | Credit Hours     |
|--|------------------|
| Office Technologies 115<br>(Fundamentals of<br>Medical Transcription)..... | 3                |
| Office Technologies 118<br>(Introduction to Medical Coding).....           | 3                |
| Office Technologies 211<br>(Practical Medical Skills).....                 | 3                |
| Psychology 101<br>(General Psychology) .....                               | 3                |
| Speech 101<br>(Speech Communication I) .....                               | 3                |
|  | <b>Total: 15</b> |

| <b>FOURTH SEMESTER</b>  | Credit Hours                     |
|---|----------------------------------|
| English 112<br>(Business and Technical<br>Communications) .....   | 3                                |
| Office Technologies 212<br>(Medical Office Applications<br>and Procedures II) .....                               | 4                                |
| Office Technologies 213<br>(Principles of Medical Insurance) .....  | 3                                |
| Office Technologies 232 or 234<br>(Intermediate Medical Coding or<br>Intermediate Medical Transcription) ..       | 4                                |
| Office Technologies 236 or 237<br>(Medical Coding Applications<br>or Medical Transcription<br>Applications) ..... | 3                                |
|   | <b>Total: 17</b>                 |
|   | <b>Total Credit Hours: 68-69</b> |

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①⑦Consult with your advisor concerning your choice of restrictive electives. The restricted elective list includes: Business Administration 108, 209, and 215; Computer Technology 191, 221, and 222; English 170; Humanities 110; Medical Assistant 101; Office Technologies 109, 120, 131, 201, 232, 234, 236, and 237; Psychology 199; and Sociology 101 and 211

**NOTE:** All courses specifically identified by course number are graduation requirements for this program.

**OFFICE TECHNOLOGIES  
BASIC MEDICAL TRANSCRIPTION  
ONE-YEAR CAREER PROGRAM  
PREPARATION FOR EMPLOYMENT**

The Basic Medical Transcription program offers students the fundamentals of medical transcription. The training will provide students with a working knowledge of medical terminology and procedures. Challenging medical documents from a variety of specialties will be introduced in the Medical Transcription courses. Proficient keyboarding and computer skills are necessary for successful completion of this program. Course work in entry-level keyboarding is available through the college for students to meet this requirement. Graduates of the Basic Medical Transcription Certificate will be eligible to take the Registered Medical Transcription (RMT) certification examination administered by the Association for Healthcare Documentation Integrity. Upon successful completion of this program, a student will have the skills necessary to seek full-time or part-time employment. There are positions available in acute care settings, physician offices, hospitals clinics, and home offices. All credits earned in this career program may apply toward a two-year Associate of Applied Science degree in Medical Office Systems. The Basic Medical Transcription curriculum at Allegany College of Maryland has been designated as a Health Manpower Shortage Program by the Maryland Higher Education Commission. This means that Maryland residents from outside Allegany County may be eligible for in-county tuition rates. Some restrictions apply. Funding availability for this program may change each semester. Check with the Admissions Office for more information. This is a career program and is designed to enable students to seek employment at the program's completion. Students planning to transfer to a four-year college or university should check with their advisor or the Student Success Center as soon as possible.

Successful completion of this program qualifies a student to apply for a Certificate in Office Technologies – Basic Medical Transcription.

| <b>FIRST SEMESTER</b>  | Credit Hours |
|--|--------------|
| Computer Technology 101<br>(Computer Literacy) .....                       | 3            |
| English 101 (Freshman English I) .....                                     | 3            |
| Medical Assistant 102<br>(Introduction to Health Records).....             | 3            |
| ①②Office Technologies 102<br>(Document Processing) .....                   | 3            |
| Office Technologies 110<br>(Medical Terminology).....                      | 3            |
| Office Technologies 115<br>(Fundamentals of<br>Medical Transcription)..... | 3            |
| <b>Total:</b>  | <b>18</b>    |

| <b>SECOND SEMESTER</b>   |           |
|--|-----------|
| Office Technologies 107<br>(Medical Office Applications<br>and Procedures I) ..... | 3         |
| Office Technologies 132<br>(Elements of Human Disease) .....                       | 3         |
| Office Technologies 200<br>(Administrative Medical Software) ....                  | 3         |
| Office Technologies 234<br>(Intermediate Medical Transcription)....                | 4         |
| Office Technologies 237<br>(Medical Transcription Applications) ..                 | 3         |
| <b>Total:</b>  | <b>16</b> |
| <b>Total Credit Hours:</b>   | <b>34</b> |

The U.S. Department of Education, under final regulations issued October 29, 2010, requires us to report certain information about this certificate program regarding gainful employment. Please be advised the information is viewable on our website at [www.allegany.edu/gainfulemploymentdisclosure/](http://www.allegany.edu/gainfulemploymentdisclosure/).

①②Office Technologies 101 or the equivalent skill level is a prerequisite.

NOTE: All courses specifically identified by course number are graduation requirements for this program.

**OFFICE TECHNOLOGIES  
MEDICAL CODING  
ONE-YEAR CAREER PROGRAM  
PREPARATION FOR EMPLOYMENT**

The Medical Coding certificate program is designed to prepare graduates for employment as medical coders in hospitals, physician offices, nursing homes, ambulatory care facilities, and insurance companies. Students are trained in evaluating and interpreting health records and reports in order to accurately code diagnoses and procedures according to recognized classification systems. This program will also provide students with the basic skills and knowledge needed to submit medical claims for reimbursement, track claims, process payments, and operate medical office software.

Graduates of the Office Technologies Medical Coding Certificate option will have the knowledge required to take the American Health Information Management Association's coding certification examinations. These exams are not entry-level and work experience is recommended.

The Medical Coding curriculum at Allegany College of Maryland has been designated as a Health Manpower Shortage Program by the Maryland Higher Education Commission. This means that Maryland residents from outside Allegany County may be eligible for in-county tuition rates. Some restrictions apply. Funding availability for this program may change each semester. Check with the Admissions Office for more information.

Successful completion of this program qualifies a student to apply for a Certificate in Office Technologies — Medical Coding.

**SUMMER OR PREVIOUS SEMESTER**

Credit Hours

|  |          |
|--|----------|
| Office Technologies 110<br>(Medical Terminology) ..... | 3        |
| <b>Total:</b>  | <b>3</b> |

**FIRST SEMESTER**

|   |           |
|---|-----------|
| Biological Science 116<br>(Human Biology) .....                   | 3         |
| Computer Technology 101<br>(Computer Literacy) .....              | 3         |
| Office Technologies 118<br>(Introduction to Medical Coding) ..... | 3         |
| Office Technologies 131<br>(Acute Care Coding) .....              | 3         |
| Office Technologies 132<br>(Elements of Human Disease) .....      | 3         |
| <b>Total:</b>   | <b>15</b> |

**SECOND SEMESTER**

Credit Hours

|  |           |
|--|-----------|
| Medical Assistant 102<br>(Introduction to Health Records) .....    | 3         |
| Office Technologies 200<br>(Administrative Medical Software) ..... | 3         |
| Office Technologies 213<br>(Principles of Medical Insurance) ..... | 3         |
| Office Technologies 232<br>(Intermediate Medical Coding) .....     | 4         |
| Office Technologies 236<br>(Medical Coding Applications) .....     | 3         |
| <b>Total:</b>  | <b>16</b> |
| <b>Total Credit Hours:</b>   | <b>34</b> |

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*NOTE: All courses specifically identified by course number are graduation requirements for this program.*

**OFFICE TECHNOLOGIES  
OFFICE SYSTEMS SUPPORT  
ONE-YEAR CAREER PROGRAM  
PREPARATION FOR EMPLOYMENT**

This Office Systems Support certificate program is designed for the student who is interested in an administrative career in a professional office. This program is designed to prepare students with office management and technology skills including internal and external communications, integrated computer software applications, personal information management systems, meeting and event planning, research, and document preparation. Students will also incorporate business professionalism and ethics in customer and interpersonal office relations. A 60-hour externship in a professional office is available.

Proficient keyboarding and computer skills are necessary for successful completion of this program. Course work in entry-level keyboarding is available through the college for students to meet this requirement. The complete program is applicable toward two-year Associate of Applied Science degree in Office Technologies, Administrative Assistant option. This is a career program and is designed to enable students to seek employment at the program's completion. If you plan to transfer to a four-year college or university, please check with your advisor and the Student Success Center as soon as possible.

Successful completion of this program qualifies a student to apply for a Certificate in Office Technologies – Office Systems Support.

| <b>FIRST SEMESTER</b>  | Credit Hours |
|--|--------------|
| Computer Technology 101<br>(Computer Literacy) .....   | 3            |
| Office Technologies 102<br>(Document Processing) .....   | 3            |
| Office Technologies 109<br>(Practical Accounting/Bookkeeping)<br>or Business Administration 215<br>(Financial Accounting)..... | 3            |
| Office Technologies 119<br>(Information Management) .....  | 3            |
| Office Technologies 130<br>(Office Procedures and<br>Communications) .....   | 3            |
| <b>Total:</b>  | <b>15</b>    |

| <b>SECOND SEMESTER</b>   |           |
|--|-----------|
| Business Administration 110<br>(Business Professionalism<br>and Ethics) .....                                    | 2         |
| Computer Technology 221<br>(Microcomputer Applications I) .....  | 3         |
| Office Technologies 112<br>(Transcription Systems) .....   | 3         |
| Office Technologies 201<br>(Financial Office Software) .....   | 3         |
| Office Technologies 210 or 231<br>(Administrative Office Applications<br>or Office Technologies Externship) .... | 3         |
| <b>Total:</b>  | <b>14</b> |
| <b>Total Credit Hours:</b>   | <b>29</b> |

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*NOTE: All courses specifically identified by course number are graduation requirements for this program.*

**OFFICE TECHNOLOGIES  
BUSINESS OFFICE SUPPORT SPECIALIST  
ONE-SEMESTER CAREER PROGRAM  
PREPARATION FOR EMPLOYMENT**

The Business Office Support Specialist one-semester certificate is designed for the student who is interested in employment in a professional office. The certificate contains options for students to take advanced level courses or introductory level courses. There is a pathway for current employees who wish to upgrade their skills to stay competitive and competent. There is also a pathway for persons preparing for their first position in an office.

This program is designed to prepare students with information management and office skills including communications, integrated computer software applications, personal information management systems, basic accounting skills, and document preparation. Software packages will include Microsoft Office, Outlook and QuickBooks.

Proficient keyboarding skills and computer skills are necessary for successful completion of this program. Course work in entry-level keyboarding is available through the college for students to meet this requirement.

The complete program is applicable toward a one-year certificate in Office Systems Support, two-year Associate of Applied Science degree in Office Technologies, Administrative Assistant and Applied Technical Studies.

Successful completion of the program qualifies a student to apply for a Certificate in Office Technologies – Business Office Support Specialist.

|  | Credit Hours |
|--|--------------|
| Computer Technology 101 or 221<br>(Computer Literacy or<br>Microcomputer Applications I).....                                  | 3            |
| Office Technologies 102<br>(Document Processing) .....   | 3            |
| Office Technologies 109<br>(Practical Accounting/Bookkeeping)<br>or Business Administration 215<br>(Financial Accounting)..... | 3            |
| Office Technologies 119<br>(Information Management) .....  | 3            |
| Office Technologies 130<br>(Office Procedures and<br>Communications) .....   | 3            |
| Office Technologies 201<br>(Financial Office Software) .....   | 3            |
| Total Credit Hours:  | 18           |

The U.S. Department of Education, under final regulations issued October 29, 2010, requires us to report certain information about this certificate program regarding gainful employment. Please be advised the information is viewable on our website at [www.allegany.edu/gainfulemploymentdisclosure/](http://www.allegany.edu/gainfulemploymentdisclosure/).

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*NOTE: All courses specifically identified by course number are graduation requirements for this program.*

**OFFICE TECHNOLOGIES  
LEGAL SUPPORT SPECIALIST  
LETTER OF RECOGNITION  
PREPARATION FOR EMPLOYMENT**

The Legal Support Specialist program offers students the opportunity to develop or refine skills necessary to work in a legal environment. A legal support specialist requires thorough knowledge of legal terminology and legal documents. The courses in this program equip students with knowledge in the following areas: legal terminology, legal research, specialized legal software, voice recognition, administrative regulations, legal reference media, legal document preparation, professionalism and ethics.

All credits earned in this Letter of Recognition apply toward a two-year Associate of Applied Science degree in Office Technologies – Legal (Paralegal) Assistant option.

|   | Credit Hours |
|---|--------------|
| Business Administration 110<br>(Business Professionalism<br>and Ethics) ..... | 2            |
| Office Technologies 126<br>(Legal Research and Writing) .....                 | 3            |
| Office Technologies 226<br>(Technology in the Law Office) .....               | 3            |
| Office Technologies 230<br>(Legal Office Procedures) .....                    | 3            |
| Total Credit Hours:   | 11           |

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*NOTE: All courses specifically identified by course number are graduation requirements for this program.*

**OFFICE TECHNOLOGIES  
TRANSCRIPTION SUPPORT SPECIALIST  
LETTER OF RECOGNITION  
PREPARATION FOR EMPLOYMENT**

The Transcription Support Specialist Letter of Recognition offers students the opportunity to gain the skills necessary to provide transcription services in today's technologically advanced work environment. Students will learn to perform transcription using voice recognition and handwriting technology in addition to traditional transcription techniques. They will also learn information management skills through the use of Microsoft Outlook.

This Letter of Recognition provides specialized training to make students more marketable. It is also a pathway for current employees to develop and enhance their transcription skills to remain more competitive in the office.

All credits earned in this Letter of Recognition apply toward a one-year certificate in Office Technologies, a two-year Associate of Applied Science degree in Office Technologies or Applied Technical Studies.

|   | Credit Hours |
|---|--------------|
| Business Administration 110<br>(Business Professionalism<br>and Ethics) ..... | 2            |
| Office Technologies 102<br>(Document Processing) .....                        | 3            |
| Office Technologies 112<br>(Transcription Systems) .....                      | 3            |
| Office Technologies 119<br>(Information Management) .....                     | 3            |
| Total Credit Hours:   | 11           |

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*NOTE: All courses specifically identified by course number are graduation requirements for this program.*

**PEACE AND CONFLICT STUDIES  
LETTER OF RECOGNITION  
PREPARATION FOR EMPLOYMENT**

The Peace and Conflict Studies Letter of Recognition will examine various cultures engaged in conflict via a multidisciplinary approach. Students will analyze the cultural, ethnic, historical and religious roots of these conflicts. Students will examine social injustice and gender inequity issues from a global perspective. Students will also gain a practical understanding of conflict resolution principles. Students who complete the PCSLOR will be prepared to identify peace and conflict at the personal, relational, institutional, community, societal and, global levels, and students will be prepared to offer leadership in contributing to a peaceful, just, and equitable world.

| <b>FIRST SEMESTER</b>  | Credit Hours |
|--|--------------|
| ①⑦ Psychology 110 (Introduction to Peace and Conflict Studies) ..... | 3            |
| Humanities 110 (Interdisciplinary Leadership I) .....                | 3            |
|  | Total: 6     |

| <b>SECOND SEMESTER</b>  |                        |
|---|------------------------|
| Geography 102 (Cultural Geography) .....                        | 3                      |
| Integrative Health 112 (Spirituality and Healing Traditions) .. | 1                      |
|   | Total: 4               |
|   | Total Credit Hours: 10 |

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①⑦ *Recommended that students take Introduction to Peace and Conflict Studies prior to the other courses.*

*NOTE: All courses specifically identified by course number are graduation requirements for this program.*



## PHARMACY TECHNICIAN ONE-SEMESTER CAREER PROGRAM PREPARATION FOR EMPLOYMENT

Approved by the Maryland Board of Pharmacy, this certificate program provides students with a foundation that will allow them to assume an immediate position as a pharmacy technician, and prepares them to take the National Pharmacy Technician Certification Board Exam. Unlike other health programs at Allegany College of Maryland, the Pharmacy Technician Certificate Program is not a selective or competitive admissions program. Students will receive theoretical and clinical experience that will prepare them for job opportunities in retail, hospital, and institutional facilities. The program will include safety and drug regulations, drug classifications and uses, dosage calculations, pharmacological terminology, parenteral solution preparation, homeopathic medicinals, and drug dispensing. Potential employers may require a background check for employment.

Students will not be permitted in clinical until the following conditions have been met:

- a) A completed health record is on file.
- b) CPR-Healthcare Provider and Introduction to Health and Wellness must be taken concurrently with or prior to Pharmacy Technician 101.
- c) A Criminal Record Check must be completed. If a student attends a Pennsylvania clinical site, the student must also obtain a Child Abuse History Clearance. During enrollment, any official change or the initiation of any governmental proceeding affecting the information revealed by the required criminal or child abuse background check must be reported immediately by the student to the director of the program. Students need to be aware that Criminal Record Check results may have an effect on their employment opportunities and their ability to obtain certification.

This is a career program and is designed to enable students to seek employment at the program's completion. If you plan to transfer to a four-year college/university, please check with your advisor and the Student Success Center as soon as possible. The Pharmacy Technician Certificate program at Allegany College of Maryland has been designated as a Health Manpower Shortage Program. The Maryland State Department of Health and Mental Hygiene has determined certain health occupations in the state to be in short supply. The Maryland Higher Education Commission has designated educational programs that correspond to these health occupations to be eligible for the Health Manpower Shortage Program. This means that Maryland residents from outside Allegany County who are entering this program are eligible for in-county tuition rates. Some restrictions apply. Funding availability for this program may change each semester. Check with the Admissions Office for more information.

To graduate from the Pharmacy Technician Program, students must not only meet the academic standards of the college, but in addition, must achieve a grade of "C" or better in each Pharmacy Technician course and the Cardiopulmonary Resuscitation/First Aid course. Successful completion of this program qualifies a student to apply for a Certificate in Pharmacy Technician.

### Credit Hours

|   |   |
|---|---|
| Nursing Assistant 101 (Introduction to Health and Wellness) .....         | 3 |
| Pharmacy Technician 101 (Pharmacy Technician) .....                       | 6 |
| Pharmacy Technician 102 (Pharmacy Technician Internship).....             | 5 |
| Physical Education 153 (Cardiopulmonary Resuscitation and First Aid)..... | 2 |

Total Credit Hours: 16

The U.S. Department of Education, under final regulations issued October 29, 2010, requires us to report certain information about this certificate program regarding gainful employment. Please be advised the information is viewable on our website at [www.allegany.edu/gainfulemploymentdisclosure/](http://www.allegany.edu/gainfulemploymentdisclosure/).

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*NOTE: All courses specifically identified by course number are graduation requirements for this program.*

**PHLEBOTOMY/EKG TECHNICIAN  
ONE-SEMESTER CAREER PROGRAM  
PREPARATION FOR EMPLOYMENT**

This program is designed to provide instruction and practical experience in routine phlebotomy practices and electrocardiogram knowledge, in order to prepare competent individuals to work in hospitals, doctor’s offices, clinics, and nursing homes as entry level phlebotomists and electrocardiographic technicians. This program will include such topics as proper phlebotomy techniques, orientation to laboratory equipment, preparation of specimens for laboratory testing, transportation of specimens to reference laboratories, laboratory safety, and an understanding of the circulatory system. It will also provide instruction in performing electrocardiograms correctly and recognizing a normal heart rhythm. Basic arrhythmias and life-threatening arrhythmias will be discussed, and the student will be knowledgeable in when to report abnormal findings to the physician.

Unlike other health programs at Allegany College of Maryland, the Phlebotomy/EKG Certificate Program is not a selective or competitive admissions program. This avenue will provide a simple, cost effective way to begin a healthcare career, and encourages students to broaden their goals by continuing their education in other two-year programs offered at Allegany College of Maryland.

A satisfactory health record must be on file prior to clinical/campus lab experience. In order to participate in clinical/lab experiences, students will also be required to undergo a Criminal Record Check upon entrance into the program, and should be aware that results could affect employment opportunities. If a student attends a Pennsylvania clinical site the student must also obtain a Child Abuse History Clearance. During enrollment, any official change or the initiation of any governmental proceeding affecting the information revealed by the required criminal or child abuse background check must be reported immediately by the student to the director of the program. Students need to be aware that Criminal Record Check results may have an effect on their employment opportunities and their ability to become certified. To graduate from this program, students must not only meet the academic standards of the college, but in addition, must achieve a grade of “C” or better in each Phlebotomy/EKG course and the Cardiopulmonary Resuscitation/First Aid course.

The Phlebotomy/EKG Technician program at Allegany College of Maryland has been designated as a Health Manpower Shortage Program by the Maryland Higher Education Commission. This means that Maryland residents from outside Allegany County may be eligible for in-county tuition rates. Some restrictions apply. Funding availability for this program may change each semester. Check with the Admissions Office for more information.

This is a career program and is designed to enable students to seek employment at the program’s completion. If you plan to transfer to a four-year college/university, please check with your advisor and the Student Success Center as soon as possible. Successful completion of this program qualifies a student to apply for a Certificate in Phlebotomy/EKG Technician.

|   | Credit Hours |
|---|--------------|
| Elective .....  | 3            |
| Nursing Assistant 101 (Introduction to Health and Wellness) .....         | 3            |
| Phlebotomy/EKG Technician 101 (Phlebotomy Technician).....                | 4            |
| Phlebotomy/EKG Technician 102 (EKG Technician) .....                      | 4            |
| Physical Education 153 (Cardiopulmonary Resuscitation and First Aid)..... | 2            |
| <b>Total Credit Hours:</b>  | <b>16</b>    |

The U.S. Department of Education, under final regulations issued October 29, 2010, requires us to report certain information about this certificate program regarding gainful employment. Please be advised the information is viewable on our website at [www.allegany.edu/gainfulemploymentdisclosure/](http://www.allegany.edu/gainfulemploymentdisclosure/).

*NOTE: All courses specifically identified by course number are graduation requirements for this program.*

## **PHYSICAL THERAPIST ASSISTANT TWO-YEAR CAREER PROGRAM PREPARATION FOR EMPLOYMENT**

Physical Therapy is a profession concerned with 1) management and enhancement of movement dysfunction; 2) restoration, maintenance, and promotion of patient function, wellness, and quality of life; and 3) prevention of impairments, functional limitations, and disabilities associated with disease or injury. The goal of this program is to prepare individuals with basic and applied knowledge and skills needed to practice as a Physical Therapist Assistant (PTA) in a variety of settings. Physical Therapist Assistants provide patient care and treatment under the supervision of a Physical Therapist.

### **Phase I**

The Physical Therapist Assistant Program has been designed as a 1+1 program. Students should complete the General Education requirements (Phase I) at their own pace, and then apply for acceptance into the highly specialized, Clinical Phase of the program (Phase II). It is recommended that General Education requirements be completed within five (5) years prior to application to the Clinical Phase, and it is mandatory for the Biology requirements unless waived by the program director.

ALL of the requirements for application into Phase II of the Program must be submitted to the PTA department by the May 1st DEADLINE of the year in which the student is applying. These requirements include SUCCESSFUL completion of:

1. the ACM College Application Form;
2. the PTA Program Application Form;
3. all General Education (Phase I) courses with a grade of "C" or better;
4. minimum cumulative GPA of 2.5 for all Phase I courses;
5. forty (40) documented volunteer hours with a licensed Physical Therapist/Physical Therapist Assistant performed within the year of application at two different facilities. Twenty (20) of the forty (40) hours must be in a hospital or long term care setting and the remaining 20 hours must be in an outpatient setting. The observation forms must be submitted directly to the College PTA Department by the supervising PT at the clinical facility by May 1st. The observation evaluation must be submitted in a confidential manner or it will not be accepted;
6. a written response to an essay question;
7. a meeting with the PTA Program Director or Clinical Coordinator within 6 months prior to the May 1st deadline to be sure the file is complete. This meeting may be via face to face, phone, or e-mail at the discretion of the Program Director;
8. the professional interview process with a 70% or higher.

Admission to the Clinical Phase (Phase II) of the Program is competitive and completion of the above requirements does not guarantee admission. Please contact the Physical Therapist Assistant Program for complete information on the application process. Students planning to transfer into this program should consult with an advisor or the Student Success Center regarding specific program and course transfer issues.

The Physical Therapist Assistant Program at Allegany College of Maryland has been designated as a Health Manpower Shortage Program. The Maryland State Department of Health and Mental Hygiene has determined certain health occupations in the state to be in short supply. The Maryland Higher Education Commission has designated educational programs that correspond to these health occupations to be eligible for the Health Manpower Shortage Program. This means that Maryland residents from outside Allegany County who are entering this program are eligible for in-county tuition rates. Some restrictions apply. Funding availability for this program may change each semester. Check with the Admissions Office for more information.

### **Phase II**

Once admitted into the clinical phase (Phase II), students will complete all PTA courses at the Cumberland Campus over a consecutive 12-month period, beginning in August and ending in August of the following year. This includes 1 fall semester, 1 spring semester, and 1 summer session. Phase II coursework must be completed with a "C" or better with the student having maintained an overall 2.5 GPA, or the student will not be able to proceed in the program.

Once admitted into the Clinical Phase (Phase II), students are required to provide proof of: 1) a physical exam by a licensed practicing physician indicating good physical and mental health, 2) a satisfactory health record, 3) CPR certification for the Healthcare Provider, 4) First Aid certification, 5) health/medical insurance, 6) PTA

*(program continued on next page)*

uniform purchase, 7) liability insurance, and 8) Criminal Record Check prior to beginning the fall semester. If participating in clinicals at a Pennsylvania clinical site, students must also obtain a Child Abuse History Clearance. During enrollment any official change or the initiation of any governmental proceeding affecting the information revealed by the required criminal or child abuse background check must be reported immediately by the student to the director of the Physical Therapist Assistant program. Students will not be permitted to participate in clinical affiliations until these items have been submitted to the clinical coordinator. Additional costs beyond tuition, lab fees, and books, include such things as APTA membership, liability insurance, subscription to Learning Harbor, and travel arrangements for clinical rotations. These costs are the financial responsibility of the student. These costs are approximately \$200, although they can exceed this estimate. The Physical Therapist Assistant Program is a career program and upon successful completion, students are eligible to apply for the Associate of Applied Science degree in Physical Therapist Assistant and to take the state licensure examination. The Physical Therapist Assistant Program is designed to enable students to seek employment as a Physical Therapist Assistant. The Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association, 1111 North Fairfax Street, Alexandria, Virginia 22314. Phone: (703) 684-2782. Website: www.apta.org.

| <b>FIRST SEMESTER</b>  | Credit Hours |
|--|--------------|
| ①Ⓞ Biological Science 121<br>(Musculoskeletal Anatomy<br>of the Human) ..... | 4            |
| English 101 (Freshman English I) .....                                       | 3            |
| Physical Education Elective .....  | 1            |
| Psychology 101<br>(General Psychology) .....                                 | 3            |
| Speech 101<br>(Speech Communication I) .....                                 | 3            |
| <b>Total:</b>  | <b>14</b>    |

| <b>SECOND SEMESTER</b>   |           |
|--|-----------|
| ①Ⓞ Biological Science 201<br>(Human Anatomy and Physiology) .... | 4         |
| Mathematics Elective .....                                       | 3         |
| Physical Education Elective .....                                | 1         |
| Psychology 203 (Human Growth<br>and Development).....            | 3         |
| Social Science Elective .....                                    | 3         |
| <b>Total:</b>  | <b>14</b> |

| <b>THIRD SEMESTER</b>  |           |
|--|-----------|
| ②Ⓞ Physical Therapist Assistant 201<br>(Introduction to Physical<br>Therapist Assistant) ..... | 2         |
| Physical Therapist Assistant 203<br>(Pathology I) .....  | 2         |
| Physical Therapist Assistant 205<br>(Modalities I) .....                                       | 3         |
| Physical Therapist Assistant 207<br>(Procedures) .....   | 3         |
| Physical Therapist Assistant 209<br>(Clinical Kinesiology).....                                | 4         |
| Physical Therapist Assistant 213<br>(Clinical I) .....   | 2         |
| <b>Total:</b>  | <b>16</b> |

| <b>FOURTH SEMESTER</b>   | Credit Hours |
|--|--------------|
| Physical Therapist Assistant 204<br>(Pathology II).....                  | 2            |
| Physical Therapist Assistant 206<br>(Modalities II) .....                | 3            |
| Physical Therapist Assistant 208<br>(Principles of Rehabilitation) ..... | 4            |
| Physical Therapist Assistant 210<br>(Therapeutic Exercise) .....         | 4            |
| Physical Therapist Assistant 214<br>(Clinical II) .....                  | 2            |
| <b>Total:</b>  | <b>15</b>    |

| <b>SUMMER SESSION</b>                                   |           |
|---|-----------|
| <i>(following fourth semester)</i>                      |           |
| Physical Therapist Assistant 216<br>(Trends).....       | 1         |
| Physical Therapist Assistant 218<br>(Practicum I) ..... | 5         |
| Physical Therapist Assistant 219<br>(Practicum II)..... | 5         |
| <b>Total:</b>   | <b>11</b> |
| <b>Total Credit Hours: 70</b>                           |           |

①Ⓞ Students may elect to take both Biological Science 207 and 208 in place of both Biological Science 121 and 201. If the student's long-term goal is to obtain a four-year degree, then it is recommended that the student take Biological Science 207 and 208.

②Ⓞ PTA 201 is taught in a one week compressed time frame before the beginning of the Fall Semester.

NOTE: All courses specifically identified by course number are graduation requirements for this program.

## PHYSICS/PHYSICAL SCIENCE PREPARATION FOR TRANSFER

This transfer pattern is designed for students planning to transfer to a four-year college or university with a major in physics/physical science but are uncertain as to the transfer institution. The courses included in this program closely parallel the first two years of a physics/physical science major at many four-year institutions.

This is a transfer program and is designed to enable students to transfer to a four-year college or university. Check with your advisor and the Student Success Center as soon as possible to ensure specific course transferability.

Successful completion of this program qualifies a student to apply for an Associate of Science degree in Arts and Sciences.

| <b>FIRST SEMESTER</b>                                | Credit Hours | <b>THIRD SEMESTER</b>  | Credit Hours |
|--|--------------|--|--------------|
| Chemistry 101<br>(General Chemistry I) .....         | 4            | Electives .....  | 6            |
| Computer Technology 101<br>(Computer Literacy) ..... | 3            | ③⑦ Humanities Elective .....   | 3            |
| English 101 (Freshman English I) .....               | 3            | Physics 101 or 201<br>(Introductory Physics I or<br>General Physics I) .....   | 4            |
| Mathematics 201 (Calculus I) .....                   | 4            | ④⑦ Elective .....  | 3            |
| Physical Activity .....                              | 1            | <b>Total: 16</b>   |              |
| <b>Total: 15</b>                                     |              |  |              |
| <br><b>SECOND SEMESTER</b>                           |              | <br><b>FOURTH SEMESTER</b>   |              |
| Chemistry 102<br>(General Chemistry II) .....        | 4            | ⑤⑦ Electives .....   | 6            |
| ①⑦ English Elective .....                            | 3            | Humanities Elective .....  | 3            |
| Mathematics 202 (Calculus II) .....                  | 4            | Physics 102 or 202<br>(Introductory Physics II<br>or General Physics II) ..... | 4            |
| Physical Activity .....                              | 1            | ⑥⑦ Social Science Elective .....   | 3            |
| ②⑦ Social Science Elective .....                     | 3            | <b>Total: 16</b>   |              |
| <b>Total: 15</b>                                     |              | <b>Total Credit Hours: 62</b>  |              |

①⑦ Students planning to transfer to Frostburg State University must take English 103. Students planning to transfer to another college or university should check with their advisor for appropriate English course selection.

②⑦ Students planning to transfer to Frostburg State University must take one of the following: Economics 103 or 201, or Political Science 101, or Psychology 101, or Sociology 101.

③⑦ Students transferring to Frostburg State University must take Art 101 or Music 112.

④⑦ Students planning to transfer to Frostburg State University must take History 105, Philosophy 201 or 202.

⑤⑦ Speech 101 is recommended.

⑥⑦ Students planning to transfer to Frostburg State University must take Geography 102 or Sociology 102.

**NOTE:** All courses specifically identified by course number are graduation requirements for this program.

**POLITICAL SCIENCE  
PREPARATION FOR TRANSFER**

This transfer pattern is designed for students planning to transfer to a four-year college or university with a major in political science but are uncertain as to the transfer institution. The courses included in this program closely parallel the first two years of a political science major at many four-year institutions.

This is a transfer program and is designed to enable students to transfer to a four-year college or university. Check with your advisor and the Student Success Center as soon as possible to ensure specific course transferability.

Successful completion of this program qualifies a student to apply for an Associate of Science degree in Arts and Sciences.

| <b>FIRST SEMESTER</b>   | Credit Hours |
|---|--------------|
| Elective .....  | 3            |
| English 101 (Freshman English I) .....  | 3            |
| Mathematics 102, 105 or 119<br>(College Algebra, Elements of<br>Mathematics or Pre-Calculus I) .... | 3-4          |
| Political Science 101<br>(American National Government) .....                                       | 3            |
| ①⑦ Social Science Elective .....  | 3            |
| <b>Total: 15-16</b>   |              |
| <br>  |              |
| <b>SECOND SEMESTER</b>  |              |
| Electives .....   | 6            |
| ②⑦ English Elective .....   | 3            |
| Physical Activity .....   | 1            |
| Political Science 102<br>(State and Local Governments) .....  | 3            |
| Social Science Elective .....   | 3            |
| <b>Total: 16</b>  |              |

| <b>THIRD SEMESTER</b>                | Credit Hours |
|--------------------------------------|--------------|
| ③⑦ Elective .....                    | 3            |
| ④⑦ Humanities Elective .....         | 3            |
| ⑤⑦ Laboratory Science Elective ..... | 4            |
| Physical Activity .....              | 1            |
| ①⑦ Social Science Elective .....     | 3            |
| <b>Total: 14</b>                     |              |

| <b>FOURTH SEMESTER</b>                               |   |
|--|---|
| Computer Technology 101<br>(Computer Literacy) ..... | 3 |
| ⑥⑦ Electives .....                                   | 6 |
| Humanities Elective .....                            | 3 |
| ⑤⑦ Laboratory Science Elective.....                  | 4 |
| Social Science Elective .....                        | 3 |
| <b>Total: 19</b>                                     |   |
| <b>Total Credit Hours: 64-65</b>                     |   |

- ①⑦ Students transferring to Frostburg State University must take two of the following: Economics 103 or 201, Psychology 101, or Sociology 101. All students must take two social sciences from two different disciplines.
- ②⑦ Students transferring to Frostburg State University are encouraged to take English 103.
- ③⑦ Students transferring to Frostburg State University must take Geography 102 or Sociology 102.
- ④⑦ Students transferring to Frostburg State University must take Art 101 or Music 112.
- ⑤⑦ Students transferring to Frostburg State University must take Biological Science 101, 102; Chemistry 101, 102; Physics 101, 102, 105, 106, 201, or 202.
- ⑥⑦ Students transferring to Frostburg State University must take either History 105 or Philosophy 201 or 202.

**NOTE:** All courses specifically identified by course number are graduation requirements for this program.

## **PRACTICAL NURSING ONE-YEAR CAREER PROGRAM PREPARATION FOR EMPLOYMENT**

The Practical Nursing Certificate curriculum prepares the graduate to assume responsibilities of patient care in hospitals and similar facilities within the scope of the defined functions of the practical nurse. The Practical Nursing Program is approved by the Maryland Board of Nursing, 4140 Patterson Avenue, Baltimore, MD 21215-2254, (410) 585-1900, 1-888-202-9861. Graduates of the program receive a certificate and are eligible to write the National Council Licensure Examination (NCLEX-PN) for licensure as Licensed Practical Nurses. One Practical Nursing class is admitted to the College each year in the fall.

To become eligible for this program, as a recent high school graduate or Early College student, an applicant must satisfy the following requirements:

- One year of high school chemistry, biology, and algebra (or their equivalent) with a minimum grade of “C” in each course.
- Pass the Allegany College of Maryland Placement Assessment including the Anatomy and Physiology Placement Exam or successfully complete all required courses before the first college semester.
- A minimum ACT score of 21 in each section will meet the minimum requirements to apply for admission as a high school student, but meeting the minimum score will not guarantee admission into the program. The average composite score of an accepted student is 25.

To become eligible as a college student currently attending Allegany College of Maryland or transferring from another institution, or any Early College student at Allegany College of Maryland who has waived the senior year at high school and is enrolled as a full-time student, an applicant must satisfy the following minimum requirements:

- Pass the Allegany College of Maryland Placement Assessment including the Anatomy and Physiology Placement Exam or successfully complete all required courses.
- Have a minimum overall college grade point average of 2.5. The last class accepted had a grade point average of 3.4.
- Successfully complete Anatomy and Physiology I (Biology 207). In order to be eligible to enroll in this course, students must have passed the Anatomy and Physiology Placement Exam or successfully completed Biology 93. Students may elect to take Biology 100 or 101 in lieu of Biology 93. Current enrollment in Anatomy and Physiology I (Biology 207) will be considered in determining eligibility for admission.
- Schedule and take the Nursing Admission Assessment Test for the Nursing program. The test is administered each semester at various times and locations. A list of testing dates is available in the Nursing Office, Admissions Office, and is listed on the college website ([www.allegany.edu](http://www.allegany.edu)). Please refer to the Nursing Information Book for more specific information on the test.

Applicants will be ranked using the following factors:

- Scores on the standardized exam (weighted 1/3). The average score for an accepted applicant is 81.
- A point system awarding points for each required course completed and grade earned (weighted 2/3).
  - For Anatomy and Physiology 207; Anatomy and Physiology 208; Microbiology 204; and College Algebra 102
    - ~ Each A will be worth 10 points
    - ~ Each B will be worth 8 points
    - ~ Each C will be worth 6 points
    - ~ No points will be awarded for a D or F

*(program continued on next page)*

- \* For all other general education courses required for the Nursing program (English 101; Psychology 101 and 203; Sociology 101; and two Humanities electives)
    - ~ Each A will be worth 5 points
    - ~ Each B will be worth 3 points
    - ~ Each C will be worth 1 point
    - ~ No points will be awarded for a D or F
- The average point total for an accepted applicant is 53.

**Admission to the Nursing program is competitive and not all applicants can be selected.**

Applications must be received in the Nursing Office no later than February 28 if the student wishes to be considered for the fall program. **Please contact the Nursing Office or the Admissions Office for complete application requirements.**

A minimum grade of “C” is required in all science coursework; however, note that admission is competitive with grade point average being important. Laboratory science courses taken ten or more years prior to application for admission will not be considered.

Nursing students must meet the scholastic standards of the College and in addition must achieve a grade of “C” or better in each nursing course and each required biology course. Students must have a passing (satisfactory) grade in both clinical and campus laboratories. Students who fail to achieve a “C” grade in a nursing course and/or satisfactory grade in clinical and campus laboratories will not be permitted to continue in the program since courses are sequential and prerequisite for continuance. Students may be dismissed from the program for unprofessional and/or inappropriate behavior in clinical laboratory sites. Since all classes are sequential in nature, courses must be taken during or before the semester listed.

The nursing courses are designed to be completed within four consecutive college semesters. This normal progression within a two-year period may be interrupted in some instances because of a need for course repetition to receive a satisfactory grade, or because of illness or other unforeseen circumstances. To maintain continuity of the program, a maximum time limit of eight consecutive semesters (or four college years) will be allowed for completion of the program. During this time period, as the student progresses through the program, the student may not repeat (because of unsatisfactory performance) more than one required nursing course. A student who makes unsatisfactory progress in a required nursing course may repeat it only one time. A student receiving a clinical failure must petition the faculty for readmission. Readmission to the nursing program may be contingent upon completing a prescription, which requires the student to demonstrate improvement or appropriate change in the behavior(s), which resulted in failure. Eligible students will be readmitted only on space available basis, and students may have to wait for admission.

The Practical Nursing curriculum at Allegany College of Maryland has been designated as a Health Manpower Shortage Program. The Maryland State Department of Health and Mental Hygiene has determined certain health occupations in the state to be in short supply. The Maryland Higher Education Commission has designated educational programs that correspond to these health occupations to be eligible for the Health Manpower Shortage Program. This means that Maryland residents from outside Allegany County who are entering this program are eligible for in-county tuition rates. Some restrictions apply. Funding availability for this program may change each semester. Check with the Admissions Office for more information.

A satisfactory health record must be on file prior to clinical experience. In order to participate in clinical experiences, students must obtain a Criminal Record Check prior to entrance into the Practical Nursing Program. If a Pennsylvania resident, the student must also obtain a Child Abuse History Clearance. During enrollment any official change or the initiation of any governmental proceeding affecting the information revealed by the required criminal or child abuse background check must be reported immediately by the student to the director of the nursing program.

Completion of the program and recommendation by the Program Director entitles the graduate to be considered for admission to the National Council Licensing Exam for Practical Nurses (NCLEX-

*(program continued on next page)*



PN). A passing score on the examination results in qualifying for licensure as a practical nurse. Licensure is determined by the Board of Nursing. By law, the Board may deny licensure for a variety of reasons. These include conviction of a felony or of a crime involving moral turpitude if the nature of the offense bears directly on the fitness of the person to practice.

CPR Certification for Health Care Professionals is a prerequisite to clinical nursing. Certification and/or recertification are the responsibility of the student. (The college regularly offers such courses.)

The College reserves the right to revise course and admissions requirements as appropriate.

The program costs beyond tuition, fees, and books are approximately \$300 for uniforms, liability insurance, and achievement tests.

Students not admitted to the Practical Nursing Program should refer to the paragraph entitled Pre-category in the Admissions section of the catalog for information regarding the Pre-Practical Nursing Program.

Practical Nursing is designed as a career ladder program. The first year of the associate degree and the first year of the practical nursing programs are identical. Students interested in the Associate Degree Nursing Program should refer to the Nursing Program.

This is a career program and is designed to enable students to seek employment at the program's completion. If you plan to transfer to a four-year college or university, please check with your advisor and the Student Success Center as soon as possible.

Successful completion of this program qualifies a student to apply for a Certificate in Practical Nursing.

**SUMMER OR PREVIOUS SEMESTER**

Credit Hours

|  |          |
|--|----------|
| Biological Science 207<br>(Anatomy and Physiology<br>of the Human I) ..... | 4        |
| <b>Total:</b>  | <b>4</b> |

**FIRST SEMESTER**

|   |           |
|---|-----------|
| Biological Science 208<br>(Anatomy and Physiology<br>of the Human II) ..... | 4         |
| Nursing 120 (Nursing I) .....   | 9         |
| Psychology 101<br>(General Psychology) .....                                | 3         |
| <b>Total:</b>   | <b>16</b> |

**SECOND SEMESTER**

Credit Hours

|   |           |
|---|-----------|
| English 101 (Freshman English I) .....              | 3         |
| Humanities Elective .....                           | 3         |
| Nursing 150 (Nursing II) .....                      | 9         |
| Psychology 203<br>(Human Growth and Development) .. | 3         |
| <b>Total:</b>                                       | <b>18</b> |

**SUMMER SESSION**

(following second semester)

|   |          |
|---|----------|
| Practical Nursing 106<br>(Mental Health Concepts) .....             | 1        |
| Practical Nursing 108<br>(Nursing in Society) .....                 | 1        |
| Practical Nursing 110 (Concepts<br>in Maternal-Child Nursing) ..... | 5        |
| <b>Total:</b>   | <b>7</b> |

**Total Credit Hours: 45**

The U.S. Department of Education, under final regulations issued October 29, 2010, requires us to report certain information about this certificate program regarding gainful employment. Please be advised the information is viewable on our website at [www.allegany.edu/gainfulemploymentdisclosure/](http://www.allegany.edu/gainfulemploymentdisclosure/).

*NOTE: All courses specifically identified by course number are graduation requirements for this program.*

## PRE-OCCUPATIONAL THERAPY PREPARATION FOR TRANSFER

This transfer pattern is designed for students planning to apply to a professional occupational therapy program at a college or university but are uncertain as to the transfer institution. The courses included in this program closely parallel the admissions requirements for many professional occupational therapy programs. Check with your advisor and the Student Success Center as soon as possible to ensure specific course transferability.

Successful completion of this program qualifies a student to apply for an Associate of Science degree in Arts and Sciences.

| <b>FIRST SEMESTER</b>                               | Credit Hours     |
|---|------------------|
| Biological Science 101<br>(General Biology I) ..... | 4                |
| English 101 (Freshman English I) .....              | 3                |
| Humanities Elective .....                           | 3                |
| Physical Activity .....                             | 1                |
| Sociology 101<br>(Introduction to Sociology) .....  | 3                |
|   | <b>Total: 14</b> |

| <b>SECOND SEMESTER</b>                               | Credit Hours     |
|--|------------------|
| Biological Science 102<br>(General Biology II) ..... | 4                |
| Elective .....                                       | 3                |
| English Elective .....                               | 3                |
| Mathematics 221<br>(Elements of Statistics) .....    | 3                |
| Psychology 101<br>(General Psychology) .....         | 3                |
|  | <b>Total: 16</b> |

| <b>THIRD SEMESTER</b>   | Credit Hours     |
|---|------------------|
| Biological Science 207 (Anatomy<br>and Physiology of the Human I) ..... | 4                |
| ①⑦ Humanities Elective .....  | 3                |
| Physical Activity .....   | 1                |
| Physics 101<br>(Introductory Physics I) .....                           | 4                |
| Psychology Elective .....   | 3                |
|   | <b>Total: 15</b> |

| <b>FOURTH SEMESTER</b>   | Credit Hours                  |
|--|-------------------------------|
| Biological Science 208 (Anatomy<br>and Physiology of the Human II) ..... | 4                             |
| Elective .....   | 3                             |
| ①⑦ Humanities Elective .....   | 3                             |
| Psychology Elective .....  | 3                             |
| Social Science Elective .....  | 3                             |
|  | <b>Total: 16</b>              |
|  | <b>Total Credit Hours: 61</b> |

①⑦ All students must take two humanities from two different disciplines.

NOTE: All courses specifically identified by course number are graduation requirements for this program.

## PRE-PHARMACY PREPARATION FOR TRANSFER

This transfer pattern is designed for students planning to apply to a professional pharmacy program at a college or university but are uncertain as to the transfer institution. The courses included in this program closely parallel the admissions requirements for many professional pharmacy programs. Check with your advisor and the Student Success Center as soon as possible to ensure specific course transferability.

Successful completion of this program qualifies a student to apply for an Associate of Science degree in Arts and Sciences, but does not guarantee admission to a professional pharmacy program.

| <b>FIRST SEMESTER</b>  | Credit Hours        |
|--|---------------------|
| Biological Science 101<br>(General Biology I) .....                                    | 4                   |
| Chemistry 101<br>(General Chemistry I) .....   | 4                   |
| English 101 (Freshman English I) .....   | 3                   |
| ①⑦Mathematics 221<br>(Elements of Statistics) or<br>Approved Mathematics Elective .... | 3-4                 |
| Speech 101<br>(Speech Communication I) .....   | 3                   |
|  | <b>Total: 17-18</b> |

| <b>SECOND SEMESTER</b>  | Credit Hours     |
|---|------------------|
| Biological Science 204<br>(Microbiology) .....                              | 4                |
| Chemistry 102<br>(General Chemistry II) .....                               | 4                |
| Mathematics 200 or 201<br>(Calculus for Applications<br>or Calculus I)..... | 4                |
| Physical Education Elective .....   | 1                |
| ②⑦Social Science Elective .....   | 3                |
|   | <b>Total: 16</b> |

| <b>THIRD SEMESTER</b>  | Credit Hours     |
|--|------------------|
| ①⑦Biological Science 207 (Anatomy<br>and Physiology of Humans I) or<br>Biological Science Elective ..... | 4                |
| Chemistry 203<br>(Organic Chemistry I) .....   | 4                |
| Economics 201<br>(Principles of Macroeconomics) .....  | 3                |
| ①⑦Humanities Elective or<br>English Elective.....  | 3                |
| Physics 101<br>(Introductory Physics I) .....  | 4                |
|  | <b>Total: 18</b> |

| <b>FOURTH SEMESTER</b>   | Credit Hours                     |
|--|----------------------------------|
| ①⑦Biological Science 208 (Anatomy<br>and Physiology of Humans II)<br>or Elective ..... | 3-4                              |
| Chemistry 204<br>(Organic Chemistry II).....   | 4                                |
| Economics 202<br>(Principles of Microeconomics) .....                                  | 3                                |
| Humanities Elective .....  | 3                                |
| ①⑦Physics 102 (Introductory Physics II)<br>or Elective .....                           | 3-4                              |
|  | <b>Total: 16-18</b>              |
|  | <b>Total Credit Hours: 67-70</b> |

①⑦Pharmacy admissions requirements vary by school. See your advisor or the Student Success Center for a list of appropriate courses for the pharmacy school that you have selected.

②⑦Psychology 101 is recommended. This course may not be in the economics discipline.

**NOTE:** All courses specifically identified by course number are graduation requirements for this program.

## **PRE-PROFESSIONAL PREPARATION**

Students may begin their pre-professional preparation at Allegany College of Maryland by entering programs such as the University Studies, Biology, or Arts and Sciences. Students will work closely with their advisor to choose electives or to make necessary course substitutions to meet requirements of the four-year college or university.

|                            |   |
|----------------------------|---|
| Pre-Dentistry              | Advisor – Dr. James D. Stickler. The student will enroll in either Biology or the University Studies program.                       |
| Pre-Law                    | Advisor – Dr. Thomas Behrendt. The student will enroll in either Arts and Sciences (Arts Option) or the University Studies program. |
| Pre-Medicine               | Advisor – Dr. James D. Stickler. The student will enroll in either Biology or the University Studies program.                       |
| Pre-Veterinary<br>Medicine | Advisor – Dr. James D. Stickler. The student will enroll in either Biology or the University Studies program.                       |

**PROFESSIONAL GOLF MANAGEMENT  
ONE-YEAR CAREER PROGRAM  
PREPARATION FOR EMPLOYMENT**

This one-year certificate is designed for those individuals who wish to pursue a career in the golf industry. Those who successfully complete this program can become part of a growing golf industry. The industry's goal is to develop the game of golf through efficient business practices, developmental programs, and the general promotion of the sport. This program will provide the additional avenue for the student whose career interest is more in line with golf management.

The Professional Golf Management program at Allegany College of Maryland has been designated as a Statewide Program by the Maryland Higher Education Commission. This means that Maryland residents from outside Allegany County may be eligible for in-county tuition rates. Some restrictions apply. Funding availability for this program may change each semester. Check with the Admissions Office for more information.

This program may be completed in one fall and spring semester with a summer internship. This is a career program and is designed to enable students to seek employment at the program's completion. Students planning to continue into a degree program or seek transfer to a four-year college/university, should check with an advisor or the Student Success Center as soon as possible. Successful completion of this program qualifies a student to apply for a Certificate in Professional Golf Management.

| <b>FIRST SEMESTER</b>   | Credit Hours     |
|---|------------------|
| Computer Technology 101<br>(Computer Literacy) .....                      | 3                |
| English 101<br>(Freshman English I) .....                                 | 3                |
| Hospitality Management 101<br>(Introduction to Hospitality).....          | 3                |
| Physical Activity .....   | 1                |
| Professional Golf Management 104<br>(Golf Mechanics and Teaching I) ..... | 3                |
| Professional Golf Management 105<br>(Rules of Golf) .....                 | 3                |
|   | <b>Total: 16</b> |

| <b>SECOND SEMESTER</b>  | Credit Hours     |
|---|------------------|
| Hospitality Management 218<br>(Hospitality Marketing) .....             | 3                |
| Professional Golf Management 102<br>(Golf Club Design and Repair) ..... | 3                |
| Professional Golf Management 103<br>(Tournament Operations) .....       | 3                |
| Professional Golf Management 108<br>(Golf Shop Management) .....        | 3                |
| Speech 101<br>(Speech Communication I).....                             | 3                |
|   | <b>Total: 15</b> |

| <b>SUMMER SESSION</b>                              | Credit Hours                  |
|--|-------------------------------|
| <i>(following second semester)</i>                 |                               |
| Hospitality Management 210<br>(Internship I) ..... | 5                             |
|  | <b>Total: 5</b>               |
|  | <b>Total Credit Hours: 36</b> |

The U.S. Department of Education, under final regulations issued October 29, 2010, requires us to report certain information about this certificate program regarding gainful employment. Please be advised the information is viewable on our website at [www.allegany.edu/gainfulemploymentdisclosure/](http://www.allegany.edu/gainfulemploymentdisclosure/).

*NOTE: All courses specifically identified by course number are graduation requirements for this program.*

**PSYCHOLOGY  
PREPARATION FOR TRANSFER**

This transfer pattern is designed for students planning to transfer to a four-year degree program with a major in psychology. It is also intended to provide students an opportunity to attain the knowledge and skills necessary for potential employment in various agencies, institutions, and organizations, and to widen opportunities for advancement of currently employed students.

The general studies listed below must be coordinated with transfer requirements at the four-year institution in order to avoid errors in course selection. When the curriculum is selected for the potential career opportunities it offers, course selection must meet this particular need. In either case, the student must work very closely with the advisor to build a total program that meets his/her needs.

This program is designed to enable students to transfer to a four-year college or university. Check with your advisor and the Student Success Center as soon as possible to ensure specific course transferability.

Successful completion of this program qualifies a student to apply for an Associate of Science degree in Arts and Sciences.

| <b>FIRST SEMESTER</b>                                | Credit Hours | <b>THIRD SEMESTER</b>                              | Credit Hours |
|--|--------------|--|--------------|
| Biological Science 101<br>(General Biology I) .....  | 4            | ③History Elective .....                            | 3            |
| Computer Technology 101<br>(Computer Literacy) ..... | 3            | Mathematics 221<br>(Elements of Statistics) .....  | 3            |
| English 101 (Freshman English I) .....               | 3            | Physical Activity .....                            | 1            |
| ①⑦Humanities Elective .....                          | 3            | Psychology Elective .....                          | 3            |
| Psychology 101<br>(General Psychology) .....         | 3            | Sociology 101<br>(Introduction to Sociology) ..... | 3            |
| <b>Total: 16</b>                                     |              | Speech 101<br>(Speech Communication I) .....       | 3            |
|  |              | <b>Total: 16</b>                                   |              |
| <br><b>SECOND SEMESTER</b>                           |              | <br><b>FOURTH SEMESTER</b>                         |              |
| Biological Science 102<br>(General Biology II) ..... | 4            | Electives .....                                    | 6            |
| Elective .....                                       | 3            | Physical Activity .....                            | 1            |
| ②⑦English Elective .....                             | 3            | Psychology Elective .....                          | 3            |
| Mathematics 102<br>(College Algebra) .....           | 3            | ④⑦Social Science Elective .....                    | 3            |
| Psychology Elective .....                            | 3            | Sociology Elective .....                           | 3            |
| <b>Total: 16</b>                                     |              | <b>Total: 16</b>                                   |              |
|  |              | <b>Total Credit Hours: 64</b>                      |              |

- ①⑦Students transferring to Frostburg State University must take Art 101 or Music 112.
- ②⑦Students transferring to Frostburg State University must take English 103.
- ③⑦Students transferring to Frostburg State University must take History 105.
- ④⑦Students transferring to Frostburg State University must take one of the following: Geography 102 or Political Science 101.

NOTE: All courses specifically identified by course number are graduation requirements for this program.

## **RADIOLOGIC TECHNOLOGY TWO-YEAR CAREER PROGRAM PREPARATION FOR EMPLOYMENT**

This Associate of Applied Science degree program provides students with the skills and knowledge necessary to become radiologic technologists. The radiologic technologist, as a vital member of the healthcare team, performs a variety of diagnostic and therapeutic procedures, which require the application of x-rays and other ionizing radiations. The radiologic technologist will be able to demonstrate judgments with patient conditions, utilize effective communication skills, interact effectively with members of the healthcare team, apply theory to accomplish medical imaging processes, and demonstrate anatomical structures on x-ray film. Radiologic technologists are employed in hospitals, clinics, private offices, industry, civil service, public health facilities, and educational institutions. They can pursue careers in any of the following special modalities, such as computed tomography (CT), ultrasonography, mammography, nuclear medicine, vascular imaging, magnetic resonance imaging (MRI), radiation therapy, management, or education.

This is a **competitive admission program** with courses and clinical experiences prescribed by the American Medical Association. The combination of clinical experiences at Western Maryland Regional Medical Center, Somerset, Potomac Valley, UPMC Bedford, Garrett County Memorial, J.C. Blair Memorial, Grant Memorial, Altoona Hospital, Advanced Diagnostic Radiology, University of Maryland Medical System, and Meyersdale Hospitals and the course work offered by Allegany College of Maryland provides the students with the knowledge and clinical competency necessary for employment.

To become eligible for this program as a recent high school graduate or Early College student, an applicant must satisfy the following requirements:

1. One year of high school biology, chemistry, and academic mathematics with a minimum grade of "C" in each course.
2. An overall GPA will be evaluated on a competitive basis. (The last class accepted had an average GPA of 3.89.)
3. Pass the placement test or successfully complete all appropriate developmental education courses.
4. A minimum ACT score of 21 in each section will meet the minimum requirements to apply for admission as a high school student, but meeting the minimum score will not guarantee admission into the program.

To become eligible as a college student currently attending Allegany College of Maryland or transferring from another institution, or any Early College student who has waived the senior year at high school and is enrolled as a full-time student, an applicant must satisfy the following requirements:

1. Pass the Placement Assessment or successfully complete all appropriate developmental education courses.
2. A minimum overall college GPA of 2.0 is required; however, students will be evaluated on a competitive basis. (The last class accepted had an average GPA of 3.89.)
3. Successful completion of a minimum of thirteen credit hours of college-level course work chosen from the following list:

|                           |           |
|---------------------------|-----------|
| Anatomy and               |           |
| Physiology 201 or 207     | 4 credits |
| Mathematics 105 or 102    | 3 credits |
| Two (2) of the following: |           |
| English 101               | 3 credits |
| Humanities Elective       | 3 credits |
| Psychology Elective       | 3 credits |

*(program continued on next page)*

A minimum grade of "C" is required in each course. Only college credit earned in the past ten years will be considered.

Admission to the Radiologic Technology Program is on a competitive basis. Applications must be received in the Radiology Office no later than April 30 for high school students and May 20 for college students.

Letters of acceptance will be mailed as soon as all necessary documentation is received by the college.

The Radiologic Technology curriculum is designed to be completed within four college semesters and two summer sessions. The Radiology courses must be taken consecutively in the sequence presented below. However, this time frame may be prolonged to include general studies courses on a part-time basis.

CPR certification is a prerequisite to all clinical radiology courses. Certification and/or recertification are the responsibility of the student. A credit or non-credit course in computer literacy is a requirement for graduation. The college regularly offers such courses.

A satisfactory health record must be on file prior to clinical experience. In order to participate in clinical experiences, students must obtain a Criminal Record Check prior to entrance into Radiologic Technology. If participating in clinicals at a Pennsylvania clinical site, the student must also obtain a Child Abuse History Clearance. During enrollment, any official change or the initiation of any governmental proceeding affecting the information revealed by the required criminal or child abuse background check must be reported immediately by the student to the director of the Radiologic Technology program.

The Radiologic Technology students are required to obtain the scholastic standard of the college and must achieve a grade of "C" or better in each radiology, osteology, anatomy and physiology, and mathematics course. The student must attain all clinical objectives.

The program cost beyond tuition, fees, and books is approximately \$950.00. This covers uniforms, liability insurance, physical examinations, membership dues to professional organizations and supplies. Course fees are subject to change.

The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 900, Chicago, IL 60606-2901, (312) 704-5300. Individuals who successfully complete the program are eligible to apply for admission to the certification examination in radiography administered by the American Registry of Radiologic Technologists.

The Radiologic Technology program at Allegany College of Maryland has been designated as a Health Manpower Shortage Program. The Maryland State Department of Health and Mental Hygiene has determined certain health occupations in the state to be in short supply. The Maryland Higher Education Commission has designated educational programs that correspond to these health occupations to be eligible for the Health Manpower Shortage Program. This means that Maryland residents from outside Allegany County who are entering this program are eligible for in-county tuition rates. Some restrictions apply. Funding availability for this program may change each semester. Check with the Admissions Office for more information.

This is a career program and is designed to enable students to seek employment at the program's completion. Students planning to transfer should consult with their advisor or the Student Success Center regarding specific program and course transfer issues.

Successful completion of this program qualifies a student to apply for an Associate of Applied Science degree in Radiologic Technology.

*(program continued on next page)*



| <b>SUMMER SESSION</b>  | Credit Hours |
|--|--------------|
| Radiologic Technology 121<br>(Clinical Radiology I).....                                 | 1            |
| <b>Total:</b>  | <b>1</b>     |
| <br>   |              |
| <b>FIRST SEMESTER</b>  |              |
| Biological Science 109 (Osteology) .....   | 4            |
| English 101 (Freshman English I) .....   | 3            |
| Office Technologies 110<br>(Medical Terminology).....                                    | 3            |
| Radiologic Technology 101<br>(Radiologic Technology I).....                              | 3            |
| Radiologic Technology 111<br>(Radiographic Positioning I).....                           | 3            |
| Radiologic Technology 122<br>(Clinical Radiology II) .....                               | 3            |
| <b>Total:</b>  | <b>19</b>    |
| <br>   |              |
| <b>SECOND SEMESTER</b>   |              |
| Allied Health 113 (Phlebotomy<br>for Health Professionals) .....                         | 1            |
| ①⑦Biological Science 201 or 207<br>(Human Anatomy and Physiology of<br>the Human I)..... | 4            |
| Mathematics 102 or 105<br>(College Algebra or Elements<br>of Mathematics) .....          | 3            |
| Radiologic Technology 102<br>(Radiologic Technology II).....                             | 3            |
| Radiologic Technology 112<br>(Radiographic Positioning II).....                          | 3            |
| Radiologic Technology 124<br>(Clinical Radiology III).....                               | 3            |
| <b>Total:</b>  | <b>17</b>    |

| <b>SUMMER SESSION</b>  | Credit Hours |
|--|--------------|
| <i>(following second semester)</i>                                       |              |
| Allied Health 107<br>(Electrocardiography<br>Analysis and Testing) ..... | 1            |
| Allied Health 201<br>(IV Therapy for Health Care<br>Professionals) ..... | 1            |
| Allied Health 209<br>(Cross-Section Anatomy) .....                       | 1            |
| Radiologic Technology 221<br>(Clinical Radiology IV) .....               | 4            |
| <b>Total:</b>  | <b>7</b>     |
| <br>   |              |
| <b>THIRD SEMESTER</b>  |              |
| Radiologic Technology 201<br>(Radiologic Technology III) .....           | 4            |
| Radiologic Technology 211<br>(Radiographic Positioning III) .....        | 2            |
| Radiologic Technology 222<br>(Clinical Radiology V) .....                | 6            |
| <b>Total:</b>  | <b>12</b>    |
| <br>   |              |
| <b>FOURTH SEMESTER</b>   |              |
| Humanities Elective .....  | 3            |
| Physical Activity .....  | 1            |
| ②⑦Psychology Elective .....  | 3            |
| Radiologic Technology 202<br>(Radiologic Technology IV) .....            | 3            |
| Radiologic Technology 223<br>(Clinical Radiology VI) .....               | 4            |
| <b>Total:</b>  | <b>14</b>    |
| <b>Total Credit Hours:</b>   | <b>70</b>    |

①⑦Students who have had no Anatomy and Physiology should take Biological Science 201.

②⑦Psychology 101 or 230 is recommended.

**NOTE:** All courses specifically identified by course number are graduation requirements for this program.

## **RESPIRATORY THERAPIST TWO-YEAR CAREER PROGRAM PREPARATION FOR EMPLOYMENT**

This program is designed to prepare the graduate to work as a Respiratory Therapist; that is, one who specializes in the application of specific theory to practical clinical problems of respiratory care. The respiratory therapist is qualified to assume primary clinical responsibility for all respiratory care modalities. The therapist may be required to use considerable independent judgment in the care of patients under the direction of a physician. Further, the therapist may serve as a resource person to a physician, regarding current practices in respiratory care, and as a resource person to hospital staff regarding effective and safe methods for administering respiratory therapy. The therapist's scope of practice includes, but is not limited to, diagnostic and therapeutic procedures for cardiopulmonary disorders. Duties range from patient education to the significance of emergency life-sustaining procedures. "Hands-on" patient interaction forms a significant portion of the therapist's work and the use of elaborate high-tech equipment is common.

The Respiratory Therapist Program is accredited by the Commission on Accreditation for Respiratory Care (CoARC), 1248 Harwood Road, Bedford, Texas 76021-4244. Graduates receive an Associate of Applied Sciences degree and are eligible to write the National Board for Respiratory Care's entry level and registry level examinations.

The Respiratory Therapist program at Allegany College of Maryland has been designated as a Health Manpower Shortage Program. The Maryland State Department of Health and Mental Hygiene has determined certain health occupations in the state to be in short supply. The Maryland Higher Education Commission has designated educational programs that correspond to these health occupations to be eligible for the Health Manpower Shortage Program. This means that Maryland residents from outside Allegany County who are entering this program are eligible for in-county tuition rates. Some restrictions apply. Funding availability for this program may change each semester. Check with the Admissions Office for more information.

This program is composed of non-clinical and clinical components. The Respiratory Therapist Program accepts students at the end of the fall semester for admissions into the clinical phase of the program in the spring semester. During the fall semester, students are enrolled in the Pre-Respiratory Therapist curriculum. During this semester, students are evaluated for admissions to the clinical component. This component consists of those courses designated as "Clinical Practice." Hospital facilities are limited and should the number of clinical applicants be greater than the available seats, admission to the clinical component may be competitive. Minimum requirements for admission to the clinical component are a GPA of 2.0 in Chemistry 100, Mathematics 102, Biology 201, and Respiratory Therapist 101. (The last class accepted had a GPA range of 2.5 to 4.0.) Please consult the Respiratory Therapist Office for further information.

The Respiratory Therapist curriculum is designed to be completed within four college semesters and one summer session. This time frame may be prolonged due to unforeseen circumstances; however, a maximum time limit of eight consecutive semesters is allowed for completion of the program.

Respiratory Therapist students must maintain the scholastic standards of the college and must achieve a grade of "C" or better in each Respiratory Therapist course. CPR certification is a prerequisite to clinical respiratory therapy. Certification and/or recertification are the responsibility of the student. The college regularly offers such courses.

A student making unsatisfactory progress in an Respiratory Therapist course may repeat it only once and may repeat only two Respiratory Therapist courses due to unsatisfactory progress.

A satisfactory health record must be on file prior to clinical experience. In order to participate in clinical experiences, students must obtain a Criminal Record Check prior to entrance into

*(program continued on next page)*

## Programs of Study

Respiratory Therapy. If participating in clinicals at a Pennsylvania clinical site, the student must also obtain a Child Abuse History Clearance. During enrollment, any official change or the initiation of any governmental proceeding affecting the information revealed by the required criminal or child abuse background check must be reported immediately by the student to the director of the Respiratory Therapy program.

The program cost beyond tuition, fees, and books is approximately \$1,500. This covers uniforms, liability insurance, a stethoscope, and travel. This is a career program and is designed to enable students to seek employment at the program's completion. Students planning to transfer should consult with their advisor or the Student Success Center regarding specific program and course transfer issues.

Successful completion of this program qualifies a student to apply for an Associate of Applied Science degree in Respiratory Therapist.

| <b>FIRST SEMESTER</b>  | Credit Hours | <b>THIRD SEMESTER</b>  | Credit Hours |
|--|--------------|--|--------------|
| ① Biological Science 201 or 207<br>(Human Anatomy and Physiology<br>or Anatomy and Physiology of<br>the Human I) ..... | 4            | Psychology 101<br>(General Psychology) .....                                       | 3            |
| Chemistry 100 or 101 (Elements of<br>Chemistry or General Chemistry I) ...   | 4            | Respiratory Therapist 212<br>(Cardiopulmonary<br>Pathophysiology) .....            | 3            |
| English 101 (Freshman English I) .....   | 3            | Respiratory Therapist 213<br>(Cardiopulmonary Assessment<br>and Diagnostics) ..... | 4            |
| Mathematics 102<br>(College Algebra) .....   | 3            | Respiratory Therapist 225<br>(Clinical Practice III) .....                         | 5            |
| Respiratory Therapist 101<br>(Introduction to<br>Respiratory Therapy) .....  | 3            | <b>Total: 15</b>   |              |
| <b>Total: 17</b>   |              | <b>FOURTH SEMESTER</b>   |              |
| <b>SECOND SEMESTER</b>   |              | ② Humanities Elective .....  | 3            |
| Biological Science 204<br>(Microbiology) .....   | 4            | Respiratory Therapist 207<br>(Community Health and Education) ..                   | 3            |
| Computer Technology 101<br>(Computer Literacy) .....   | 3            | Respiratory Therapist 240<br>(Pediatrics & Neonatology) .....                      | 3            |
| Respiratory Therapist 102<br>(Pharmacology) .....  | 3            | Respiratory Therapist 250<br>(Clinical Practice IV) .....                          | 5            |
| Respiratory Therapist 190<br>(Clinical Practice I) .....   | 5            | <b>Total: 14</b>   |              |
| Respiratory Therapist 206<br>(Cardiopulmonary Anatomy<br>and Physiology) .....   | 3            | <b>Total Credit Hours: 70</b>  |              |
| <b>Total: 18</b>   |              |  |              |
| <b>SUMMER SESSION</b><br>(following second semester)   |              |  |              |
| Respiratory Therapist 210<br>(Clinical Practice II) .....  | 6            |  |              |
| <b>Total: 6</b>  |              |  |              |

① Students who are planning to enter the Respiratory Therapist Program and have had no chemistry must take Chemistry 100. Students who are planning to enter the Respiratory Therapist Program and have not had Anatomy and Physiology must take Anatomy and Physiology 201.

② Philosophy 199 is recommended.

NOTE: All courses specifically identified by course number are graduation requirements for this program.

**SOCIAL SCIENCES  
PREPARATION FOR TRANSFER**

This transfer pattern is designed for students planning to transfer to a four-year college or university with a major in social sciences but are uncertain as to the transfer institution. The courses included in this program closely parallel the first two years of a social science major at many four-year institutions.

This is a transfer program and is designed to enable students to transfer to a four-year college or university. Check with your advisor and the Student Success Center as soon as possible to ensure specific course transferability.

Successful completion of this program qualifies a student to apply for an Associate of Science degree in Arts and Sciences.

| <b>FIRST SEMESTER</b>                  | Credit Hours | <b>THIRD SEMESTER</b>                | Credit Hours |
|--|--------------|--------------------------------------|--------------|
| English 101 (Freshman English I) ..... | 3            | Economics 201                        |              |
| Geography 102                          |              | (Principles of Macroeconomics) ..... | 3            |
| (Cultural Geography) .....             | 3            | ③ Elective .....                     | 3            |
| History 101 or 103 (History of         |              | ④ Humanities Elective .....          | 3            |
| Western Civilization I or              |              | ⑤ Laboratory Science Elective .....  | 4            |
| United States History I) .....         | 3            | Physical Activity .....              | 1            |
| Mathematics 105 or 221                 |              | ⑥ Sociology Elective .....           | 3            |
| (Elementes of Mathematics or           |              | <b>Total: 17</b>                     |              |
| Elementes of Statistics) .....         | 3            |                                      |              |
| Sociology 101                          |              | <b>FOURTH SEMESTER</b>               |              |
| (Introduction to Sociology) .....      | 3            | Economics 202                        |              |
| <b>Total: 15</b>                       |              | (Principles of Microeconomics) ..... | 3            |
|  |              | ③ Elective .....                     | 3            |
| <b>SECOND SEMESTER</b>                 |              | ③ Elective .....                     | 3            |
| ① English Elective .....               | 3            | ⑤ Laboratory Science Elective .....  | 4            |
| History 102 or 104 (History of         |              | ⑥ Psychology Elective .....          | 3            |
| Western Civilization II or             |              | <b>Total: 16</b>                     |              |
| United States History II) .....        | 3            | <b>Total Credit Hours: 64</b>        |              |
| ② Humanities Elective .....            | 3            |                                      |              |
| Physical Activity .....                | 1            |                                      |              |
| Political Science 101                  |              |                                      |              |
| (American National Government) .....   | 3            |                                      |              |
| Psychology 101                         |              |                                      |              |
| (General Psychology) .....             | 3            |                                      |              |
| <b>Total: 16</b>                       |              |                                      |              |

- ① Students transferring to Frostburg State University must take English 103.
- ② Students transferring to Frostburg State University must take Art 101 or Music 112.
- ③ Students transferring to Frostburg State University must take Computer Technology 101, Philosophy 201 or 202, and Speech 101.
- ④ All students must take two humanities from two different disciplines.
- ⑤ Students transferring to Frostburg State University must take either Biological Science 101, 102; Chemistry 101, 102; Physics 101, 102, 105, 106, 201, or 202.
- ⑥ Students transferring to Frostburg State University should choose electives appropriate to their specialty within the major or consult their advisor or the Student Success Center before selecting electives.

NOTE: All courses specifically identified by course number are graduation requirements for this program.

**SOCIAL WORK  
PREPARATION FOR TRANSFER**

This transfer pattern is designed for students interested in social work and intending to transfer to a four-year degree program with a major in social work. Students should note that all schools of social work have a specialized, competitive admissions process; therefore, completion of this recommended sequence does not guarantee admission to a four-year program. It is essential that students consult the catalog of the school where they plan to apply and then work closely with their academic advisor at Allegany College of Maryland to select the appropriate courses. Successful completion of this program qualifies a student to apply for an Associate of Science degree in Arts and Sciences.

**SPECIAL NOTE:** Students interested in a career in Social Work should also consider the Human Service Associate Program found on page 113 in this catalog. Allegany College of Maryland’s Human Service Associate curriculum is a career program, which provides “hands-on” training in the skills, knowledge, and attitudes necessary for employment in the social work field. This training may also strengthen the student’s application to a four-year social work program. The Human Service Associate program is especially appropriate for the social work transfer student who needs or prefers to work since the three required internships often lead to employment in the helping fields. Students interested in transfer to a four-year program in social work should consult with their advisor regarding appropriate course selection.

| <b>FIRST SEMESTER</b>   | Credit Hours |
|---|--------------|
| Computer Technology 101<br>(Computer Literacy) .....  | 3            |
| English 101 (Freshman English I) .....  | 3            |
| Psychology 101<br>(General Psychology) .....  | 3            |
| ①⑦Sociology 104 (Interdisciplinary<br>Studies in Human Society) or<br>Sociology Elective..... | 3            |
| Speech 101<br>(Speech Communication I) .....  | 3            |
| Total: 15   |              |
| <br>  |              |
| <b>SECOND SEMESTER</b>  |              |
| ②⑦English Elective .....  | 3            |
| ③⑦Humanities Elective .....   | 3            |
| ④⑦Mathematics 221<br>(Elements of Statistics)<br>or Mathematics Elective .....                | 3            |
| Political Science 101<br>(American National Government) .....                                 | 3            |
| Sociology 101<br>(Introduction to Sociology) .....  | 3            |
| Total: 15   |              |

| <b>THIRD SEMESTER</b>   | Credit Hours |
|---|--------------|
| ⑤⑦Biological Science Elective .....   | 4            |
| ⑥⑦Elective.....   | 3            |
| ③⑦Elective.....   | 3            |
| Integrative Health 114<br>(Integrative Approaches to<br>Health and Healing) ..... | 2            |
| Physical Activity .....   | 1            |
| Sociology 203 (Social Problems) .....   | 3            |
| Total: 16   |              |

| <b>FOURTH SEMESTER</b>                                   | Credit Hours |
|--|--------------|
| ⑤⑦Biological Science Elective .....                      | 3-4          |
| ⑥⑦Elective.....  | 3            |
| History 104<br>(United States History II).....           | 3            |
| Psychology 230<br>(Introduction to Health Psychology) .. | 3            |
| Sociology 250<br>(Introduction to Social Work) .....     | 3            |
| Total: 15-16   |              |
| Total Credit Hours: 61-62                                |              |

- ①⑦Students transferring to Maryland schools should take Sociology 104. All others should consult with their advisor.
- ②⑦Students transferring to Frostburg State University should take English 103.
- ③⑦Students transferring to Frostburg State University must take either Art 101 or Music 112 and either Philosophy 199, 201, or 202.
- ④⑦Students transferring to Frostburg State University should take Mathematics 221.
- ⑤⑦Students transferring to Frostburg State University should take Biological Science 100 and either Biological Science 116 or Biological Science 201.
- ⑥⑦Recommended Electives: Humanities 110, Integrative Health courses, Psychology or Sociology classes in area of interest.

**NOTE:** All courses specifically identified by course number are graduation requirements for this program.

**SOCIOLOGY  
PREPARATION FOR TRANSFER**

This program provides the student with the first two years of college work towards the bachelor's degree in sociology from a four-year college or university. It also offers students an opportunity to attain the knowledge and skills necessary for work opportunities in a variety of social service agencies, institutions, and organizations.

This is a transfer program and is designed to enable students to transfer to a four-year college or university. Check with your advisor and the Student Success Center as soon as possible to ensure specific course transferability.

Successful completion of this program qualifies a student to apply for an Associate of Science degree in Arts and Sciences.

| <b>ELECTIVES</b>                             | Credit Hours | <b>PSYCHOLOGY</b>  | Credit Hours |
|--|--------------|--|--------------|
| ①Electives .....                             | 18           | Psychology 101<br>(General Psychology) .....                             | 3            |
| <b>ENGLISH AND SPEECH</b>                    |              | Psychology Elective .....  | 3            |
| English 101 (Freshman English I) .....       | 3            | Selection of second course to be<br>made after consulting with advisor   |              |
| Speech 101<br>(Speech Communication I) ..... | 3            | <b>SCIENCE</b>   |              |
| <b>HUMANITIES</b>                            |              | ③Laboratory Science Electives .....                                      | 8            |
| ②Humanities Electives .....                  | 9            | <b>SOCIOLOGY</b>   |              |
| <b>MATHEMATICS</b>                           |              | Sociology 101<br>(Introduction to Sociology) .....                       | 3            |
| Mathematics 102<br>(College Algebra) .....   | 3            | Sociology Electives .....  | 9            |
| <b>PHYSICAL EDUCATION</b>                    |              | Selections of other courses to be<br>made after consulting with advisor. |              |
| Physical Activities .....                    | 2            | Total Credit Hours: 64   |              |

①Students planning to transfer to Frostburg State University must take the following:

- Computer Technology 101.
- English 103 and one of the following: History 105, Philosophy 201 or 202.
- At least one of the following: Economics 103 or 201, or Political Science 101.
- At least one of the following: Geography 102 or Sociology 102.

②Students planning to transfer to Frostburg State University must take Art 101 or Music 112.

③Students planning to transfer to Frostburg State University must take two of the following courses:  
Biological Science 101, 102; Chemistry 101, 102; and Physics 101, 102, 105, 106, 201, or 202.

**NOTE:** All courses specifically identified by course number are graduation requirements for this program.

## SPANISH PREPARATION FOR TRANSFER

This transfer pattern is designed for students planning to transfer to a four-year college or university with a major in Spanish but are uncertain as to the transfer institution. The courses included in this program closely parallel the first two years of a Spanish major at many four-year institutions.

This is a transfer program and is designed to enable students to transfer to a four-year college or university. Check with your advisor and the Student Success Center as soon as possible to ensure specific course transferability.

Successful completion of this program qualifies a student to apply for an Associate of Arts degree in Arts and Sciences.

| <b>FIRST SEMESTER</b>                   | Credit Hours | <b>THIRD SEMESTER</b>               | Credit Hours           |
|---|--------------|-------------------------------------|------------------------|
| English 101 (Freshman English I) .....  | 3            | Elective .....                      | 3                      |
| ① Humanities Elective .....             | 3            | Humanities Elective .....           | 3                      |
| Mathematics 102 (College Algebra) ..... | 3            | ④ Laboratory Science Elective ..... | 4                      |
| ② Social Science Elective .....         | 3            | Physical Activity .....             | 1                      |
| Spanish 103                             |              | Spanish 203                         |                        |
| (Introductory Spanish I) .....          | 3            | (Intermediate Spanish I) .....      | 3                      |
|   | Total: 15    |                                     | Total: 14              |
| <br>                                    |              | <br>                                |                        |
| <b>SECOND SEMESTER</b>                  |              | <b>FOURTH SEMESTER</b>              |                        |
| Electives .....                         | 6            | ⑤ Electives .....                   | 6                      |
| ③ English Elective .....                | 3            | Humanities Elective .....           | 3                      |
| Physical Activity .....                 | 1            | ④ Laboratory Science Elective ..... | 4                      |
| ② Social Science Elective .....         | 3            | Spanish 204                         |                        |
| Spanish 104                             |              | (Intermediate Spanish II) .....     | 3                      |
| (Introductory Spanish II) .....         | 3            |                                     | Total: 16              |
|   | Total: 16    |                                     | Total Credit Hours: 61 |

① Students transferring to Frostburg State University must take Art 101 or Music 112. All students must take two humanities from two different disciplines.

② Students transferring to Frostburg State University must take two of the following: Economics 103 or 201, Political Science 101, Psychology 101, or Sociology 101. All students must take two social sciences from two different disciplines.

③ Students transferring to Frostburg State University must take English 103.

④ Students transferring to Frostburg State University must take Biological Science 101, 102; Chemistry 101, 102; Physics 101, 102, 105, 106, 201, or 202.

⑤ Students transferring to Frostburg State University must take History 105 or Philosophy 201 or 202 and Geography 102 or Sociology 102.

**NOTE:** All courses specifically identified by course number are graduation requirements for this program.

## **THERAPEUTIC MASSAGE TWO-YEAR CAREER PROGRAM PREPARATION FOR EMPLOYMENT**

Therapeutic Massage is a competitive admission associate degree program. Through their course work and clinical experience, students will be eligible to apply for the National Certification Exam for Therapeutic Massage and Bodywork. This program meets the requirements to apply for licensing in the States of Maryland, Pennsylvania, and West Virginia. If students are interested in practicing in other states, they must check the requirements in those states.

The growth of the massage therapy profession has been exceptional in this country and around the world. All facets of complementary and alternative health care are gaining greater acceptance as the public actively seeks options in wellness and preventive care. Massage therapy is an exciting and rewarding field that offers the opportunity to work with individuals in a variety of professional settings to maximize their quality of life.

This program is comprised of non-clinical and clinical components. The clinical components consist of those courses designated as "Clinical Practice." Generally, clinical practice courses will be held in an experiential learning setting at Allegany College of Maryland. Students will be required to take an internship where they will give massages in the hospital. Students will also have opportunities for some fieldwork practice in seated massage and in the community. A satisfactory health record must be on file prior to clinical experience.

Due to the clinical nature of the curriculum, the program is limited in the number of seats available. Therefore, admission is competitive. Minimum requirements for admission are as follows:

1. Must provide a notarized copy of a high school diploma or GED.
2. Pass the Allegany College of Maryland Placement Assessment for applicable courses or
3. Complete the review courses required; Successfully complete Musculoskeletal Anatomy of the Human and Introduction to Therapeutic Massage with a minimum grade of "C" and an overall GPA of at least 2.0;
4. Must be 18 years of age to enroll in Therapeutic Massage classes and submit proof of age through a copy of one of the following;
  - a. Driver's license
  - b. State Approved Identification Card
  - c. Birth Certificate
  - d. US Passport
5. Complete admission application and essay; and
6. Successfully complete an interview process.

For complete information of selection criteria, please contact the Therapeutic Massage Office. Applications must be received in the Therapeutic Massage Office by April 15th. Please contact the Therapeutic Massage Office for an application package, which will include details on admission criteria. Meeting with the program advisor to discuss prerequisites is strongly advised.

The Therapeutic Massage curriculum is designed to be completed within four college semesters and two summer sessions. Therapeutic Massage students are required to maintain the scholastic standard of the College and must receive a grade of "C" or better in all Therapeutic Massage and required biological science courses. Students may be dismissed from the program for unprofessional and/or inappropriate behavior in the classroom or clinical practice. Since all classes are sequential in nature, courses must be taken during or before the semester listed. Students must also be CPR Health Care Provider and First Aid certified and maintain these certifications throughout their time in the Therapeutic Massage Program. This certification must be completed prior to entering Therapeutic Massage clinical course work.

Individuals who successfully complete the program are eligible to apply to take the National Certification Examination in Therapeutic Massage and Bodywork offered by the National Certification Board of Therapeutic Massage and Bodywork (NCBTMB). The NCBTMB is approved by the National Commission of Certifying Agencies, which is the accrediting branch of the National Organization for Competency Assurance.

The Therapeutic Massage program at Allegany College of Maryland has been designated as a Health Manpower Shortage Program by the Maryland Higher Education Commission. This means that Maryland residents from outside Allegany County may be eligible for in-county tuition rates. Some restrictions apply. Funding availability for this program may change each semester. Check with the Admissions Office for more information.

This is a career program and is designed to enable students to seek employment or develop their own business at the program's completion, after having completed the necessary state requirements. This

*(program continued on next page)*



## Programs of Study

program does not guarantee employment. Students planning to transfer should consult with their advisors or the Student Success Center regarding specific program course transfer issues. Students not admitted to the Therapeutic Massage Program should refer to the pre-category of the Admissions section of the college catalog for information regarding the Pre-Therapeutic Massage Program.

Upon successful completion, students are qualified to apply for an Associate of Applied Science Degree in Therapeutic Massage. The College reserves the right to revise course and admission requirements as appropriate. The Therapeutic Massage Program is accredited by the Commission on Massage Therapy Accreditation (COMTA), 5335 Wisconsin Ave., Suite 440; Washington, DC 20015, (202) 895-1518, www.comta.org.

Beyond tuition, fees, and books, there will be an additional cost of approximately \$1,550 for uniforms, professional massages, linens, liability insurance, national exam and professional association student membership. In addition students will need to purchase a professional massage table by the end of the first semester. Student club activities may be planned to affect some expenses. This program is evolving and changes are anticipated. Please consult with your advisor and/or the Admissions Office.

### SUMMER OR PREVIOUS SEMESTER

Credit Hours

|   |          |
|---|----------|
| Therapeutic Massage 101<br>(Introduction to<br>Therapeutic Massage) ..... | 2        |
| Biological Science 121<br>(Musculoskeletal Anatomy<br>of the Human) ..... | 4        |
| <b>Total:</b>   | <b>6</b> |

### FIRST SEMESTER

|  |           |
|--|-----------|
| Therapeutic Massage 103<br>(Massage Anatomy,<br>Physiology and Movement) ..... | 3         |
| Therapeutic Massage 111<br>(Principles of<br>Therapeutic Massage I) .....      | 9         |
| English 101 (Freshman English I) .....   | 3         |
| Office Technologies 110<br>(Medical Terminology) .....                         | 3         |
| <b>Total:</b>  | <b>18</b> |

### SECOND SEMESTER

|   |           |
|---|-----------|
| Therapeutic Massage 104<br>(Anatomy and Physiology<br>Interrelationships) .....                       | 2         |
| Therapeutic Massage 108<br>(Clinical Practice I) .....  | 1         |
| Therapeutic Massage 110<br>(Holistic Approach to Wellness) .....                                      | 1         |
| Therapeutic Massage 116<br>(Principles of<br>Therapeutic Massage II) .....                            | 6         |
| Integrative Health 115 or 110<br>(Yoga or Tai Chi) .....  | 1         |
| Speech 101<br>(Speech Communication I)<br>or Humanities 110<br>(Interdisciplinary Leadership I) ..... | 3         |
| <b>Total:</b>   | <b>14</b> |

### SUMMER SESSION

Credit Hours

(following second semester)

|   |          |
|---|----------|
| Therapeutic Massage 118<br>(Clinical Practice II) ..... | 1        |
| <b>Total:</b>   | <b>1</b> |

### THIRD SEMESTER

|   |           |
|---|-----------|
| Therapeutic Massage 201<br>(Legal and Ethical Topics<br>in Therapeutic Massage) ..... | 2         |
| Therapeutic Massage 205<br>(Pathology for Therapeutic<br>Massage) .....               | 2         |
| Therapeutic Massage 207<br>(Principles of<br>Therapeutic Massage III) .....           | 5         |
| Therapeutic Massage 209<br>(Clinical Practice III) .....                              | 1         |
| ①②Biological Science 201<br>(Human Anatomy and Physiology) ....                       | 4         |
| Mathematics Elective .....  | 3         |
| <b>Total:</b>   | <b>17</b> |

### FOURTH SEMESTER

|   |           |
|---|-----------|
| Therapeutic Massage 206<br>(Integrating Therapeutic<br>Massage and Business Topics) ..... | 2         |
| Therapeutic Massage 208<br>(Principles of<br>Alternative Therapies) .....                 | 4         |
| Therapeutic Massage 210<br>(Clinical Practice IV) .....                                   | 2         |
| Therapeutic Massage 221<br>(Internship) .....   | 1         |
| Therapeutic Massage 222<br>(Medical Massage) .....  | 2         |
| Psychology 101<br>(General Psychology) .....  | 3         |
| <b>Total:</b>   | <b>14</b> |
| <b>Total Credit Hours:</b>  | <b>70</b> |

①②Students who have had Biological Science 207 and 208 may substitute them for Biological Science 201.

NOTE: All courses specifically identified by course number are graduation requirements for this program.

**THERAPEUTIC MASSAGE  
SPA MANAGEMENT  
LETTER OF RECOGNITION  
PREPARATION FOR EMPLOYMENT**

The Spa Management Letter of Recognition offers students the opportunity to develop specialized knowledge and skills in Spa Management. It is intended primarily for Therapeutic Massage students who are interested in enhancing their employment options. Through this Letter of Recognition students will be equipped with the knowledge of the workings of a spa and will learn about specific spa techniques.

This Letter of Recognition contains 11 credits. All credits earned in the Letter of Recognition apply toward a two-year Associate of Applied Science degree in Hospitality Management – Spa Management option.

|   | Credit Hours |
|---|--------------|
| Therapeutic Massage 121<br>(Introduction to the Spa Industry) ..... | 2            |
| Therapeutic Massage 122<br>(Spa Policies and Procedures) .....      | 3            |
| Therapeutic Massage 212<br>(Spa Management) .....                   | 3            |
| Therapeutic Massage 214<br>(Spa Techniques) .....                   | 3            |
| Total Credit Hours:   | 11           |

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*NOTE: All courses specifically identified by course number are graduation requirements for this program.*

## UNIVERSITY STUDIES PREPARATION FOR TRANSFER

Allegany College of Maryland offers students the opportunity to complete the equivalent of the first two years of many bachelor's programs. If a student at Allegany College of Maryland successfully completes the courses which comprise the first two years of a bachelor's degree program at any accredited college or university, Allegany College of Maryland will award the Associate of Arts or Associate of Science degree in Arts and Sciences to the student. This program, as well as other coordinated transfer programs at Allegany College of Maryland, can permit the student to transfer to the four-year college or university without loss of credit.

This is a transfer program and is designed to enable students to transfer to a four-year college or university. Check with your advisor and the Student Success Center as soon as possible to ensure specific course transferability.

Successful completion of this program qualifies a student to apply for an Associate of Science degree in Arts and Sciences.

### ENROLLMENT IN TRANSFER CURRICULUM

In order to enroll in this program, the student (or prospective student) must do the following:

1. Choose the college/university to which he/she plans to transfer.
2. Choose the bachelor's degree major he/she desires to pursue at the transfer college/university.
3. Survey the Allegany College of Maryland catalog to determine whether or not Allegany College of Maryland offers all the courses, which comprise the first two years of study in the major chosen. This can best be done with the assistance of an advisor and Student Success Center staff member. If all courses required in the first two years of the chosen four-year college/university major are not offered by Allegany College of Maryland, acceptable substitute courses often can be arranged with the college/university. Our Student Success Center staff will help you in this process. (In almost all cases, at least a year of study at Allegany College of Maryland can be devised to parallel almost any four-year bachelor's degree program.)

Any Associate of Arts or Associate of Science degree requires a minimum of 60 semester hours of credit and cannot exceed 70 semester hours. It must also include not less than 30 semester hours of required Arts and Sciences courses distributed among the Humanities, Natural Sciences, Mathematics, English Composition, and the Social Sciences. The first two years of almost all bachelor's degree programs meet and/or surpass these minimum requirements.

You can generally complete the first two years toward the following majors at Allegany College of Maryland:

|                         |                             |                         |
|-------------------------|-----------------------------|-------------------------|
| Arts and Sciences       | General Science             | Political Science       |
| Biology                 | General Studies             | Pre-Dentistry           |
| Business Administration | Geography                   | Pre-Law                 |
| Chemistry               | Health & Physical Education | Pre-Medicine            |
| Computer Science        | History                     | Pre-Ministerial         |
| Economics               | Management                  | Pre-Pharmacy            |
| Education               | Mathematics                 | Pre-Veterinary Medicine |
| Engineering             | Nursing                     | Psychology              |
| Finance                 | Philosophy                  | Social Work             |
| Forestry                | Physics                     | Sociology               |

Other majors: Almost any major contains liberal arts courses that can be taken at Allegany College of Maryland during the first two years of a four-year major. Acquire the catalog of the transfer college/university and make an appointment with the Admissions Office to discuss the possibilities of spending your freshman and sophomore years at Allegany College of Maryland.

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# **Articulation Agreements and Partnerships**

## **ARTICULATION AGREEMENTS**

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The College is proud of its collaboration with colleges, universities, and high schools which result in articulation agreements and partnerships that create additional opportunities for students. The use of the word “articulation” represents that the College has formalized an agreement with another college, university, or high school supporting the transfer of credit between institutions.

### **COLLEGES / UNIVERSITIES**

| <b>TRANSFER INSTITUTION</b>                         | <b>ACM PROGRAMS</b>                          | <b>TRANSFER INSTITUTION PROGRAM</b>  |
|---|--|--|
| <b><u>PENNSYLVANIA</u></b>                          |  |  |
| California University of Pennsylvania               | Business Administration, Business Management | Bachelor’s of Science in Business Administration   |
|   | Criminal Justice, Criminology                | Bachelor’s of Science and Technology - Legal Studies Concentration   |
|   | Professional Golf Management                 | Bachelor’s of Science in Sports Management - Professional Golf Management Track  |
|   | Nanotechnology                               | Bachelor’s of Science in Industrial Technology Nanofabrication Manufacturing Technology Concentration                                    |
| Pennsylvania State University                       | Nanotechnology                               | Nanofabrication Manufacturing Technology   |
| Shippensburg University of Pennsylvania             | All ACM programs                             | Guarantees transferability of all general education courses  |
| The Pennsylvania College of Technology              | Automotive Technology                        | Bachelor of Science in Automotive Technology Management  |
| <b><u>VIRGINIA</u></b>                              |  |  |
| Virginia Polytechnic Institute and State University | Forest Technology                            | Will grant admission in summer or fall term to those with an Associate of Applied Science in Forest Technology who meet certain criteria |
| <b><u>WEST VIRGINIA</u></b>                         |  |  |
| Potomac State College of West Virginia University   | Business Management                          | Bachelor’s of Applied Science - with an emphasis in Business Management  |
|   | Criminal Justice                             | Bachelor’s of Applied Science - with an emphasis in Criminal Justice   |
| West Virginia University                            | Forest Technology                            | Bachelor’s of Science in Forest Resources Management   |

**For more information about our articulation agreements with colleges and universities, please call or email a transfer coordinator:**

Cumberland Campus – Bill Devlin at 301-784-5553 / [bdevlin@allegany.edu](mailto:bdevlin@allegany.edu)

Somerset County Campus – Deb Hoover at 814-445-9848, ext. 6106 / [dhoover@allegany.edu](mailto:dhoover@allegany.edu)

Bedford County Campus – Robin Swindell at 814-652-9528, ext. 6202 / [rswindell@allegany.edu](mailto:rswindell@allegany.edu)

## **SECONDARY INSTITUTIONS / HIGH SCHOOLS**

### **MARYLAND**

Allegany County

Carroll County

Garrett County

Washington County

### **PENNSYLVANIA**

Bedford County

Blair County

Cambria County

Franklin County

Fulton County

Somerset County

### **WEST VIRGINIA**

Grant County

Hampshire County

Hardy County

Mineral County

Pendleton County

**For more information about our articulation agreements with high schools, please call or email Jennifer Engelbach at 301-784-5203 / [jengelbach@allegany.edu](mailto:jengelbach@allegany.edu)**

## **PARTNERSHIPS**

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The College has established a number of partnerships with colleges, universities, and high schools which represent a spirit of collaboration but do not necessarily guarantee transfer of credit like an articulation agreement.

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# **Course Descriptions**

Courses numbered 200 are primarily designed for students with sophomore standing. Freshmen will be permitted to enroll in 200-numbered courses only under unusual circumstances and with permission of the advisor.

**Odd-numbered courses are usually offered fall semester; even-numbered courses are usually offered spring semester.**

## **ALLIED HEALTH (AHLT)**

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The following is a list of courses offered to students enrolled in the clinical phase of the following allied health programs: Dental Hygiene, Medical Assistant, Medical Laboratory Technology, Nursing, Practical Nursing, Occupational Therapy Assistant, Physical Therapist Assistant, Radiologic Technology, Respiratory Therapist, and Therapeutic Massage. These courses are also available to a licensed health care professional. Each course has been designed to enhance the employability of allied health students and to allow professionals to meet changing needs of the health care industry with multi-competency skills.

### **101 Physical Assessment**

**1 credit hour**

Offered as demand warrants. Offered in concentrated time frame. Fee: \$65.00.

This course will discuss adult physical examination used for patient care planning in an acute care, emergency, or long-term care setting. Topics to be discussed are: data collection; techniques of examinations and assessment; instruments used; and assessment of the skin, head, eyes, ears, nose, neck, thorax and lungs, heart, peripheral circulation, abdominal and neurological system, and extremities.

*Prerequisite: First or second year clinical allied health student or permission of instructor.*

### **104 Leadership and Conflict Management**

**1 credit hour**

Offered as demand warrants. Offered in concentrated time frame. Fee: \$65.00.

This course will provide students with leadership and conflict management skills. Topics include concepts on leadership styles, listening skills, and conflict resolution techniques.

### **105 Health/Interdisciplinary Team Building**

**1 credit hour**

Offered as demand warrants. Offered in concentrated time frame.

This course is designed to teach students client care incorporating concepts designed to enable health care teams to function together to achieve client goals.

### **106 Infection Control and Blood Borne Pathogens**

**1 credit hour**

Offered as demand warrants. Offered in concentrated time frame.

This course is designed to provide information on updated infection control methods and blood borne pathogens. Topics include standard precautions, and an overview of blood borne pathogenic diseases.

*Prerequisite: First or second year clinical allied health student or permission of instructor.*



**107 Electrocardiography Analysis and Testing****1 credit hour**

Offered as demand warrants. Offered in concentrated time frame. Fee: \$65.00.

This course is designed to enable the student to run an EKG, and to interpret EKG rhythm strips. Topics to be discussed include an introduction to electrocardiography, EKG terminology, anatomy and physiology of the heart and cardiovascular system, basic cardiovascular electrophysiology, basic EKG interpretation, and basic concepts of cardiac diagnostics.

*Prerequisite: First or second year clinical allied health student or permission of instructor.*

**108 Computer Applications for Health Care Professionals****1 credit hour**

Offered as demand warrants. Offered in concentrated time frame. Fee: \$65.00.

This course is designed for students to learn basic information about computer applications in health care.

*Prerequisite: First or second year clinical allied health student or permission of instructor.*

**109 Health Promotion/Teaching-Learning Process****1 credit hour**

Offered as demand warrants. Offered in concentrated time frame.

This course is designed to provide basic concepts of the teaching/learning process and to implement one teaching plan for health promotion to an area agency or group.

*Prerequisite: First or second year clinical allied health student.*

**111 Awareness of Special Populations****1 credit hour**

Offered as demand warrants. Offered in concentrated time frame. Fee: \$65.00.

This course will provide an overview of individuals with developmental, emotional, and physical disabilities. Topics to be discussed include: behavioral components, mobility issues with hearing and sight impaired individuals, interdisciplinary teamwork, and approaches to adaptive equipment.

*Prerequisite: First or second year clinical allied health student.*

**113 Phlebotomy for Health Professionals****1 credit hour**

Offered as demand warrants. Offered in concentrated time frame. Fee: \$65.00.

This course is designed to train allied health professionals in the skills necessary to ensure proper blood specimen collection. Participants will learn the techniques necessary to obtain a quality specimen for use in a laboratory setting or point of care testing environment.

*Prerequisite: First or second year clinical allied health student.*

**117 Food Choices in Healthcare****2 credit hours**

Offered as demand warrants. Offered in concentrated time frame. Fee: \$30.00.

Students will identify safety factors with food storage along with assisting patients to make wise decisions in menu selection. Cultural dietary preferences will also be discussed that relate to food and preparation. The role of therapeutic diets will be discussed, along with dietary requirements and limitations for a variety of diagnostic tests.

**118 Cultures & Healthcare**

**3 credit hours**

Offered as demand warrants. Offered in concentrated time frame. Fee: \$30.00.

Students will become familiar with a variety of customs they may encounter when providing healthcare support to patients and their family members. Students will explore their own attitudes toward a variety of cultures and their customs, and learn strategies to overcome stereotypical ideas.

**119 Disaster Preparedness**

**3 credit hours**

Offered as demand warrants. Offered in concentrated time frame.

Students will identify what constitutes a disaster and what community resources are available. FEMA and the American Red Cross will be topics of discussion, along with their role in emergencies. Students will discuss the importance of sheltering-in-place versus evacuation. Various methods of preparing for a disaster, both at work and home, will be presented and students will learn how to prepare a basic disaster kit. Students will also compare a variety of disaster plans for patient care during an emergency.

**120 Health Career Planning**

**2 credit hours**

Offered as demand warrants. Offered in concentrated time frame. Fee: \$30.00.

Students will learn how to develop a resume and portfolio in preparation for job searches. Different avenues of searching for job opportunities will be discussed, along with ideas for non-traditional job opportunities. Students will be directed in what employers seek in potential employees, how to dress for an interview, and what questions may be asked during an interview. The final project will be to develop a resume worthy of being used in job searches.

**121 Ethics and Health Care**

**2 credit hours**

Offered as demand warrants. Offered in concentrated time frame.

This course will provide an overview of the field of medical ethics. Through lecture, discussion, debate, and group activities, students will be exposed to ethical theory, tools to be used in making ethical decisions, patient/client rights, advocacy for one's patients/clients, and specific examples of ethical dilemmas that they might encounter in the delivery of health care.

**122 Workplace Professionalism**

**3 credit hours**

Offered as demand warrants.

Appropriate for students from all disciplines, the student will acquire the skills and knowledge to bolster their transition into the workplace. Subjects covered will include dealing with negative situations, varieties of management styles, creating a realistic professional development plan and portfolio, identity theft, organization and performance, ethics and corporate politics, workplace etiquette, customer service, appropriate professional attire, accountability, empowerment, appropriate forms of workplace communication, negotiation, functions of the human resource department, networking appropriately, interviewing techniques, employment in changing economic times, and discussion of organizational structures and hierarchy.

**201 IV Therapy Training for Allied Health Professionals**

**1 credit hour**

Offered as demand warrants. Offered in concentrated time frame. Fee: \$65.00.

This course is designed to help the allied health professional develop skills that will provide a safe and competent administration and quality management of intravenous therapy in the health care setting. Topics to be discussed are: infusion methods, infection control, care and maintenance, complications, equipment and assembly, and venipuncture skills. Central venous access devices will be discussed and demonstrated.

*Prerequisite: Second year clinical allied health student.*

**205 Advanced Cardiac Life Support**

**1 credit hour**

Offered as demand warrants. Offered in concentrated time frame. The schedule varies. Please check the current schedule. Fee: \$65.00.

This course is designed for health care professionals for managing a cardiac emergency. This Advanced Cardiac Life Support (ACLS) course is American Heart Association and Maryland Institute for Emergency Medical Services approved, and all new ACLS guidelines will be taught.

*Prerequisite: Current CPR (Health Care Provider) completion card, second year clinical allied health student or permission of instructor.*

**209 Cross-section Anatomy**

**1 credit hour**

Offered summer session and as demand warrants. Offered in concentrated time frame.

This course is designed to provide a detailed understanding of the skeletal and visceral anatomy with relationships in transverse, sagittal, and coronal sections. Concepts and applications of the head, neck, thorax, abdomen, pelvis, extremities and articulations will be incorporated with the imaging modalities of CT Scanning, Magnetic Resonance Imaging (MRI) and Ultrasonography.

*Prerequisite: First or second year clinical allied health student or permission of instructor.*

**ART (ART)**

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Since Allegany College of Maryland is a community-oriented college, studio training is available to qualified community residents as well as full-time students. All students, regardless of their chosen fields of study are encouraged to enroll in studio courses. The studio skills are offered as “learnable” abilities for the three types of students at Allegany College of Maryland: full-time or part-time students with a searching attitude, not necessarily committed to a four-year college or to a major, and “adult” students interested in professional art courses but not necessarily in college credit or degree requirements.

**101 Art Appreciation**

**3 credit hours**

Offered fall and spring semesters. Offered as demand warrants in summer session. Three hours a week. Lectures, demonstrations, discussions, field trips, and collateral readings.

This course is designed for the student interested in understanding the visual arts and their relationship to society. Special emphasis will be on basic trends in art, with consideration given to painting, sculpture, architecture, crafts, and the decorative arts. Techniques used in the visual arts are explored to train the student to appreciate and to evaluate the art forms.

**103 Introduction to Art Techniques**

**3 credit hours**

Offered fall semester. Four hours lecture/studio a week. Studio fee: \$30.00.

Students will investigate art by drawing, painting, sculpting, and printmaking. Designed for the curious non-art major.

**110 Visual Imagery**

**3 credit hours**

Offered fall and spring semesters. Four hours lecture/studio a week. Fee: \$30.00.

This lecture/studio course will investigate the developmental stages of art in children. The student will apply methods and theories in teaching art in the classroom while investigating various art media.

**111 Design I**

**3 credit hours**

Offered fall semester. Four hours lecture/studio a week. Studio fee: \$30.00.

This course offers understanding of and skill in two-dimensional design through the use of value graduation and color theory. The principles and elements of design are studied and practiced. The computer will be introduced as another art tool.

**112 Design II (Sculpture)**

**3 credit hours**

Offered spring semester. Four hours lecture/studio a week. Studio fee: \$30.00.

The course develops the understanding of and skill in three-dimensional design. The principles and elements of design dealt with in Art 111 are valuable assets in realizing the spatial concepts in this course, but not a prerequisite. Basic sculpture is explored in a variety of media.

**114 Printmaking**

**3 credit hours**

Offered as demand warrants. Four hours lecture/studio a week. Studio fee: \$30.00.

An introduction to basic printmaking techniques, including relief and intaglio. Students will work with lino, embossing, collagraphy, and silk-screen. Individual experimenting with techniques is encouraged.

**121 Drawing I**

**3 credit hours**

Offered fall semester. Four hours lecture/studio a week. Studio fee: \$30.00.

The study and use of line, shape and value in drawing objects in space. Contour line and perspective are used to represent still life, landscape, and the figure. Media include pencil, charcoal, pen and ink, and marker.

**221 Drawing II**

**3 credit hours**

Offered spring semester. Four hours lecture/studio a week. Studio fee: \$30.00.

The techniques and skill developed in Art 121 will be used in drawing the figure. A conceptual approach to drawing will be encouraged. The computer will be introduced as another art tool.

*Prerequisite: Art 121.*

**223 Painting I**

**3 credit hours**

Offered spring semester. Four hours lecture/studio a week. Studio fee: \$30.00.

Course provides basic foundation for painting in acrylic and tempera paints, with emphasis on color theory and composition. The student will paint from still life, nature, and imagination to discover the vast area of subject matter available.

**224 Painting II**

**3 credit hours**

Offered as demand warrants. Four hours lecture/studio a week. Studio fee: \$30.00.

A continuation of Art 223 through further study of color theory and composition. Use of the model will be stressed and the student will be encouraged to experiment with a variety of painting techniques such as stains, impasto, and his/her own personal approach to developing a style.

*Prerequisite: Art 223.*

**231 Ceramics I**

**3 credit hours**

Offered spring semester as demand warrants. Four hours lecture/studio a week. Fee: \$30.00.

Students will investigate the history and cultural significance of Ceramic Art, the physical properties of clay and glazes and the building, decorating and firing techniques utilized in the production of Ceramic Art. Emphasis will be placed on the completion of original artwork and the development of the students' self-assessment and critical thinking skills through group discussions and critiques.

**299 Independent Study**

**3 credit hours**

Offered as demand warrants. Fee: \$20.00.

Students may choose any area of concentration in studio art. Must have approval of art instructor. Preference given to students who have taken other college level art courses. Time is arranged between student and instructor. This course may be repeated for credit.

**AUTOMOTIVE TECHNOLOGY (AUTO)**

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**101 Internal Combustion Engines I**

**4 credit hours**

Offered fall semester. Three hours lecture and three hours demonstration a week. Fee: \$85.00.

This course provides a fundamental presentation of the design, construction, and operation of engine components, including valve adjustments, cylinder head reconditioning, tool identification, and lubrication systems. Costs incurred for parts and/or supplies are the responsibility of the student.

**102 Internal Combustion Engines II**

**4 credit hours**

Offered spring semester. Three hours lecture and three hours demonstration a week. Fee: \$85.00.

This course is a continuation of Automotive Technology 101 and will teach the rebuilding of the automobile engine. Students in this course are required to rebuild an automobile engine. Costs incurred for parts and/or supplies are the responsibility of the student.

*Prerequisite: Automotive Technology 101.*

**103 Automotive Electricity I**

**4 credit hours**

Offered fall semester. Three hours lecture and three hours demonstration a week. Fee: \$85.00.

This course provides the fundamentals of magnetism, electron theory, Ohm's Law, and the use and operating principles of meters. Skills in troubleshooting and tracing wiring diagrams, construction and maintenance of batteries, cranking motors, regulators, relays, solenoids, alternators, transistors, integrated circuits, and the testing procedures for these units will be developed through discussion, demonstration, and evaluation. Costs incurred for parts and/or supplies are the responsibility of the student.

*Prerequisite: Consent of instructor or advisor.*

**104 Automotive Fuel Systems**

**3 credit hours**

Offered spring semester. Two hours lecture and three hours demonstration a week. Fee: \$85.00.

The purpose of this course is to provide the student with the necessary technical and practical information on the types of fuels and air-fuel ratios for internal combustion engines. Construction and operation of electric fuel pumps, electronic fuel injection, fuel distribution, manifolds, carburetor systems, multiple carburetion, and supercharging and turbo-charging will be examined in the lab and classroom. Costs incurred for parts and/or supplies are the responsibility of the student.

*Prerequisite: Automotive Technology 103.*

**105 Related Technical Automotive**

**2 credit hours**

Offered fall semester. One-hour lecture and three hours demonstration a week. Fee: \$85.00.

This course includes the discussion and demonstration of the nomenclature functions, relationships, and operating principles of the various parts of the automobile, including body and accessories. Costs incurred for parts and/or supplies are the responsibility of the student.

*Prerequisite: Consent of instructor or advisor.*

**106 Automotive Ignition Systems**

**2 credit hours**

Offered spring semester. One-hour lecture and three hours demonstration a week. Fee: \$85.00.

This course provides the operating principles, construction, troubleshooting, and maintenance of breaker point ignition systems, electronic ignition systems, and computer spark control systems. Diagnosis of malfunctions using computer analyzer and oscilloscope is covered both in theory and practice. Costs incurred for parts/supplies are the responsibility of the student.

*Prerequisite: Automotive Technology 103.*

**114 Automotive Brakes I**

**2 credit hours**

Offered fall semester. One-hour lecture and three hours demonstration a week. Fee: \$85.00.

This course studies the construction and operation of base brake systems: hydraulic systems, servo and non-servo drum brake systems, power brake systems and front and rear disc brakes systems. Rotor and drum machining and servicing of all of the components of the brake system is included. Costs incurred for parts/supplies are the responsibility of the student.

*Prerequisite: Consent of instructor or advisor.*

**115 Automotive Brakes II**

**2 credit hours**

Offered spring semester. One-hour lecture and three hours demonstration a week. Fee: \$85.00.

This course studies the construction and operation of various anti-lock brake systems (ABS). Component theory and testing is covered as well as diagnostics. Interaction between base brake systems and ABS, Traction Control Systems and Vehicle Stability Control is covered. Costs incurred for parts/supplies are the responsibility of the student.

*Prerequisite: Automotive Technology 114.*

**201 Automotive Transmissions**

**4 credit hours**

Offered fall semester. Three hours lecture and three hours demonstration a week. Fee: \$85.00.

This course is a study of gears, gearing, and power train components. Emphasis is on construction, theory of operation, troubleshooting, and maintenance of various automatic transmissions, transaxles, transfer cases, torque converters, and manual transmissions. Costs incurred for parts and/or supplies are the responsibility of the student.

*Prerequisite: Consent of instructor or advisor.*

**203 Engine Testing**

**4 credit hours**

Offered spring semester. Three hours lecture and three hours demonstration a week. Fee: \$85.00.

This course provides the means of diagnosing and locating problems encountered in the operation of the automotive engine. It involves the use of various types of testing equipment to diagnose problems in the following engine systems: mechanical components, ignition systems, charging systems, starting systems, fuel systems, emission controls, and computer engine control systems. Costs incurred for parts and/or supplies are the responsibility of the student.

*Prerequisite: Automotive Technology 103.*

**204 Body Repair and Refinishing**

**4 credit hours**

Offered fall semester. Three hours lecture and three hours demonstration a week. Fee: \$85.00. Paint Usage Deposit: \$450.00.

This course provides students with the necessary technical and practical information on the types of hand and power tools, the principles of metal straightening, sanding, and patching rusted areas. Other topics covered will include various types of body plastics and fiberglass, masking and preparing surfaces for painting, spray-painting with automotive finishes, and body welding. Students in this course are required to complete the bodywork and painting of an automobile. Costs incurred for parts and/or supplies are the responsibility of the student.

*Prerequisite: Consent of instructor or advisor.*

**206 Air Conditioning**

**2 credit hours**

Offered spring semester. One-hour lecture and three hours demonstration a week. Fee: \$85.00.

This course is a study of the construction, operation, and maintenance of the automobile air conditioner, which includes R12 and R134A. Emphasis is placed on the practical problems which occur in the servicing of air conditioners, as these problems relate to the total functioning of the engine and electrical system. Costs incurred for parts and/or supplies are the responsibility of the student.

*Prerequisite: Automotive Electricity 103 or consent of instructor or advisor.*

**209 Diesel**

**4 credit hours**

Offered as demand warrants in the fall semester. Three hours lecture and three hours demonstration a week. Fee: \$85.00.

This course deals with the basic principles of the diesel engine. The diesel cycle and its application to modern power units will be emphasized. Topics include the following systems: air, fuel, cooling, lubrication, and combustion. Other topics to be covered include maintenance, troubleshooting, and repair of the diesel engine components. Costs incurred for parts and/or supplies are the responsibility of the student.

*Prerequisite: Consent of instructor or advisor.*

**210 Automotive Parts Management**

**4 credit hours**

Offered as demand warrants in the summer session. Three hours lecture and three hours demonstration a week. Fee: \$85.00.

This course includes such topics as automotive parts familiarization, cataloging and pricing, inventory control, and basic principles of parts management. Also included will be the use of computers in inventory control, entering daily purchases and sales, and order production. This course covers the personal qualities needed by an automotive parts salesperson, such as courtesy and personal appearance, as well as effective marketing and merchandising methods.

*Prerequisite: Consent of instructor or advisor.*

**215 Steering and Suspension**

**4 credit hours**

Offered fall semester. Three hours lecture and three hours demonstration a week. Fee: \$85.00.

Study of the construction, operation, and maintenance of the various suspension and steering units, steering gears, constant velocity joints, front and rear axle assemblies; includes the theory, service and troubleshooting of computerized suspension systems and traction control systems; also covers computerized 4-wheel alignment. Costs incurred for parts and/or supplies are the responsibility of the student.

*Prerequisite: Consent of instructor or advisor.*

**216 Automotive Electricity II**

**4 credit hours**

Offered spring semester. Three hours lecture and three hours demonstration a week. Fee: \$85.00.

This course reviews the fundamentals of electricity, operating principles of meters and emphasizes the oscilloscope as a diagnostic tool. Oscilloscope voltage and current ramping forms are taught and practiced. Skills in troubleshooting and tracing wiring diagrams are further developed and practiced. Specific computer circuits and multiplexed systems such as body computer circuits, air bag, and traction control are analyzed and diagnosed. Digital dashes, driver information centers, and power train management systems will be analyzed and diagnosed; use of computer based test equipment will be initiated. Costs incurred for parts and/or supplies are the responsibility of the student.

*Prerequisite: Automotive Electricity 103.*



## **BIOLOGICAL SCIENCE (BIO)**

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### **93 Essentials of Biology**

**3 credit hours**

Offered fall and spring semesters and summer session. Three hours lecture and discussion a week.

This course is designed to provide students, whose program requires completion of Biological Science 201 or Biological Science 207, but who have not achieved a satisfactory score on the Anatomy and Physiology Placement Examination, with basic science knowledge for an anatomy and physiology class. The course includes a study of the cell structure, energy of the cell, mitosis and meiosis, cellular transport, inorganic and organic chemistry, acid-base, and biological macromolecules. This course does not meet associate degree graduation requirements. Course may be used to fulfill the prerequisites for Biological Science 201 or Biological Science 207.

### **100 Principles of Biology**

**4 credit hours**

Offered fall and spring semesters. Offered as demand warrants in summer session. Three hours lecture and three hours laboratory a week. Fee: \$51.00.

This course is a study of the fundamental concepts common to all living organisms. The relevance of the following topics to humans is emphasized: the chemistry of life, biological organization, cell structure and functions, metabolism, energy flow, heredity, and vertebrate anatomy. Through laboratory exercises, experiments, and animal and organ dissection the students' understanding of the concepts discussed in lecture will be enhanced.

*This course is recommended for students who will enroll in Biological Science 201 or Biological Science 207.*

### **101 General Biology I**

**4 credit hours**

Offered fall and spring semesters and summer session. Three hours lecture and three hours laboratory a week. Fee: \$51.00.

A study of the general characteristics and basic concepts of living organisms, which include the cell, chemical aspects, physical aspects, energy flow, homeostasis, and genetics.

### **102 General Biology II**

**4 credit hours**

Offered fall and spring semesters. Three hours lecture and three hours laboratory a week. Fee: \$51.00.

A continuation of Biological Science 101. A study of diversity of living organisms, evolution, and ecology. The laboratory work involves dissection of organisms.

*Prerequisite: Biological Science 101.*

### **103 General Botany**

**4 credit hours**

Offered fall semester. Three hours lecture and three hours laboratory a week. Fee: \$51.00.

A study of seed plants, conifers, and flowering plants, with emphasis on anatomy, morphology, taxonomy, and evolution. Principles of genetics, ecology, and physiology.

**107 Dendrology I**

**2 credit hours**

Offered fall semester. One-hour lecture and three hours laboratory a week. Fee: \$48.00. Refundable equipment deposit: \$200.00.

A taxonomic study of families, genera, and species of woody plants, with additional emphasis placed on those important in forestry and related fields. Forest communities, distributions, key usage, and field identification will be integral to this course. Greater emphasis will be placed on the angiosperms than on the gymnosperms.

**108 Dendrology II**

**2 credit hours**

Offered spring semester. One-hour lecture and three hours laboratory a week. Fee: \$48.00. Refundable equipment deposit: \$200.00.

A continuation of Dendrology I, with greater emphasis placed on the gymnosperms than on the angiosperms.

*Prerequisite: Biological Science 107.*

**109 Osteology**

**4 credit hours**

Offered fall semester. Three hours lecture and three hours laboratory a week. Fee: \$48.00.

This course is designed to provide a detailed understanding of the skeletal anatomy of the human body and a brief overview of the visceral anatomy with relationships in the different body positions as they relate to radiography.

*Prerequisite: Permission of instructor.*

**110 Forest Biology**

**3 credit hours**

Offered spring semester. Two hours lecture and three hours laboratory a week. Fee: \$51.00.

An ecological study of plants and animals of forest interest, approached through the study of individual ecosystems. Emphasis will be placed on the interrelations between groups of these organisms and the effect that the environment has on them. Some studies will be conducted in the field.

*Prerequisite: Biological Science 101 or 103.*

**114 Fundamentals of Nutrition**

**3 credit hours**

Offered fall and spring semesters. Three hours lecture a week.

This course presents a study of the fundamentals of nutrition and the relationship of nutrition and health throughout all stages of the life cycle.

**116 Human Biology**

**3 credit hours**

Offered fall and spring semesters. Three hours lecture a week.

An introductory lecture course for the non-science major covering the basic structure and function of the human body with discussions on human ecology and genetics as appropriate. This course is not designed to fulfill laboratory science requirements of any curricula.

**121 Musculoskeletal Anatomy of the Human**

**4 credit hours**

Offered fall semester and summer session. Three hours lecture and three hours laboratory a week. Fee: \$48.00.

This course is designed to provide experience with basic concepts and terminology associated with the study of the human body. The major focus of the course is to develop the student's detailed knowledge of the human muscular system and skeletal system.

*Prerequisite: Appropriate Placement scores or a grade of "C" or better in Reading 93, Biological Science 93 and Mathematics 90.*

**131 Inquiries Into Biology**

**4 credit hours**

Offered fall and spring semesters and summer session as demand warrants. Three hours lecture and three hours laboratory a week. Fee: \$51.00.

This course takes an inquiry-based approach into the fundamental concepts of biology. Students discover information pertaining to biological concepts in lecture/ laboratory setting. Areas covered include: characteristics of life, biochemistry, cell biology, evolution, the use of diversity to discuss anatomical, physiological, and human health considerations or of organisms, classifications, ecology, genetics, and energetics.

*Prerequisite: Physics 130.*

**145 Environmental Science**

**4 credit hours**

Offered fall and spring semesters, as demand warrants. Three hours lecture and three hours laboratory a week. Fee: \$51.00.

This course is designed for non-science or science majors and emphasizes environmental topics relative to today's society. Topics will include environmental strategy, ecological principles, biotic and abiotic principles within ecosystems, structure and function of major ecosystems, human population dynamics, relationship of economics, government, and environment, various types of energy sources, pollution, and water. Some studies will be conducted in the field.

**150 Medicinal Botany**

**3 credit hours**

Offered as demand warrants fall and spring semesters. Two hours lecture and three hours laboratory a week. Fee: \$51.00.

This course is designed primarily for allied health professionals who want to expand their knowledge of holistic health care practices. Topics will include the history of medicinal plants, plant anatomy and function, phytochemicals, species identification, plant cultivation, sources of information, and safe practices. In addition to lectures the student will spend time in the laboratory, greenhouse, and field.

**201 Human Anatomy and Physiology**

**4 credit hours**

Offered fall and spring semesters. Three hours lecture and three hours laboratory a week. Fee: \$48.00.

This course is designed to provide an understanding of the working of the human body in terms of the structure and function of representative systems. The laboratory work involves a complete study and dissection of a cat as a typical mammal, with comparison to the human. Required of all Dental Hygiene, Medical Laboratory Technology, Radiologic Technology, and Respiratory Therapist students. Honors credit by contract may be available in some sections of this course. Qualified students should consult the instructor.

*Prerequisite: Biological Science 93 with a "C" or better or Biological Science 100, or 101, or 109, or 121 or satisfactory score on Anatomy and Physiology Placement Examination and appropriate Placement scores or a grade of "C" or better in Reading 93 and Mathematics 90.*

**204 Microbiology**

**4 credit hours**

Offered fall and spring semesters and summer session. Three hours lecture and three hours laboratory a week. Fee: \$48.00.

Principle topics of this course are prokaryotic cell morphology, metabolism, genetics, and growth; microbial control; the human immune system; and infectious diseases. Microbial diversity, their roles in the biosphere, and the ways in which humans use microbes are also discussed. In the lab, students use aseptic techniques, staining, biochemical tests, and other procedures in order to become familiar with basic microbiology techniques and to identify an unknown bacterial culture. The process of science is also discussed in this course, and students create and test hypotheses via the scientific method.

*Prerequisite: Biological Science 100, or 101, or 109, or 121, or 201, or 207 or Chemistry 100 or 101 or Consent of Instructor and appropriate Placement scores or a grade of "C" or better in Reading 93 and Mathematics 90.*

**206 Biotechnology (Medical Laboratory Technology 206)**

**4 credit hours**

Offered fall semester. Three hours lecture and three hours laboratory a week. Fee: \$85.00.

Theory and techniques commonly used in biotechnology will be explored. Theory topics include structure, function, and synthesis of DNA, RNA, and protein and the conceptual bases of molecular biology techniques, including gel electrophoresis, plasmid preparation, transformation of cells, nucleic acid manipulation, blotting and probing techniques, polymerase chain reaction, and protein purification.

*Prerequisite: Medical Laboratory Technology 114, Biological Science 101, Chemistry 100 or 101, and Mathematics 102 or 119, or consent of instructor.*

**207 Anatomy and Physiology of the Human I**

**4 credit hours**

Offered fall and spring semesters and summer session. Three hours lecture and three hours laboratory a week. Fee: \$48.00.

This course is designed to provide an understanding of the structure and function of the human body. Basic concepts are emphasized and the following systems are studied in detail: integumentary, skeletal, muscular, nervous, and special senses. The laboratory work involves related physiology exercises and the dissection of the cat and its comparison to man. Required of all Nursing students.

*Prerequisite: Biological Science 93 with a "C" or better or Biological Science 100, or 101, or 109, or 121 or satisfactory score on Anatomy and Physiology Placement Examination and appropriate Placement scores or a grade of "C" or better in Reading 93 and Mathematics 90.*

**208 Anatomy and Physiology of the Human II**

**4 credit hours**

Offered fall and spring semesters and summer session. Three hours lecture and three hours laboratory a week. Fee: \$48.00.

A continuation of Anatomy and Physiology of the Human I. The following systems are studied in detail: circulatory, respiratory, digestive, urinary, reproductive, and endocrine. The laboratory work involves related physiology exercises and the dissection of the cat and its comparison to man. Required of all Nursing students.

*Prerequisite: Biological Science 207.*

**220 Essentials of Cell Biology and Genetics**

**4 credit hours**

Offered spring semester. Three hours lecture and three hours laboratory a week. Fee: \$85.00.

Issues critical to understanding cellular biology will be explored. These include: structure and function of biological macromolecules, enzymology, basic metabolism, membrane mechanics, structure and function of cellular organelles, cell communication, cell division, and cell cycle control. Concepts in genetics include structure and function of genes and chromosomes, genetic variation and gene regulation. This course will allow the student to develop experience in lab safety, good laboratory and manufacturing practice (GMP), documentation of all procedures and use of computers for statistical and graphical data analysis.

*Prerequisite: Medical Laboratory Technology 114, Biological Science 101, Chemistry 100 or 101, and Mathematics 102 or 119, or consent of instructor.*

**297 Field Studies in Biology and Geology (Physics 297)**

**4 credit hours**

Offered as demand warrants in summer session. Consult with instructor prior to registration. Fee: To be established based on location of field studies.

An interdisciplinary study of ecosystems in their natural settings. Emphasis will be placed on plant communities and key animal populations, geology, climate, and the influence of humans as they are related to one another. Studies, which will include lectures and laboratories, will be conducted in the field where specimens will be collected and catalogued. Course may be repeated one time for credit. Course may be taken again as audit status, but all fees and tuition will apply.

*Prerequisite: Biological Science 101 or 103 or 107 or Physics 105 or consent of instructors.*

**299 Special Problems**

**1-4 credit hours**

Offered as demand warrants. Fee: \$39.00.

Study projects under the direct supervision of the instructor. Library and laboratory research on selected problems. This course may be repeated for credit. Honors credit by contract may be available in some sections of this course. Qualified students should consult the instructor.

*Prerequisite: Biological Science 102, or 110; or consent of instructor.*

**BUSINESS ADMINISTRATION (BUAD)**

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**101 Introduction to Business**

**3 credit hours**

Offered fall and spring semesters. Offered as demand warrants in summer session. Three hours lecture and discussion a week.

An introduction to the nature of business organizations, surveying their methods of financing, marketing and control. A study of the environmental factors and forces which cause changes, including the current trend toward international business and marketing. An analysis of business structure and functions, and of the problems that have faced business in the past and may be expected to exist in the future.

**102 Introduction to Agribusiness Management**

**1 credit hour**

Offered as demand warrants. Three hours lecture for five weeks.

This course is designed to introduce students to the career area of agribusiness management. Many people are unaware of the diversity, complexity, and high technical nature of modern production agriculture and the management skills needed to succeed within it. The material covered in the course will increase the student's understanding of this industry, the types of managerial skills needed for success, and possible careers.

**104 Sales and Customer Service**

**3 credit hours**

Offered spring semester. Three hours lecture and discussion a week.

This course is designed to provide the student with the skills necessary to become customer-oriented as a manager or employee. Effective selling techniques will be practiced and all aspects of the provision of exceptional customer service will be developed.

**108 Personal Finance**

**3 credit hours**

Offered spring semester. Three hours lecture and discussion a week.

This course is designed to foster lifelong financial decision-making skills. It takes a hands-on approach that draws on economics, accounting, finance, consumer law, tax law and consumer psychology and provides numerous opportunities for students to exercise critical thinking in order to make sound personal financial decisions.

**110 Business Professionalism and Ethics**

**2 credit hours**

Offered fall and spring semesters. Two hours lecture and discussion a week.

This course is designed to develop skills necessary in today's workplace and to help students improve their ability to make ethical decisions in business. Topics include: business etiquette, business communications, professional attire, organizational relationships, and ethical decision-making.

**206 Entrepreneurship**

**3 credit hours**

Offered fall semester. Three hours lecture and discussion a week.

This course is designed to provide an understanding of the complexities of launching a new business. Topics for discussion include: developing a business plan, identifying and marketing to potential customers, financial planning, and legal risks and benefits.

**207 Managerial Accounting**

**3 credit hours**

Offered spring semester and as demand warrants. Three hours lecture and discussion a week.

Study of the nature, preparation, and analysis of accounting reports primarily from the management point of view. Application of accounting systems and concepts to provide information and tools for management decision-making and control. Emphasis is given to the interpretation and interrelationships of financial statements and managerial control.

*Prerequisite: Business Administration 215.*

**209 Human Resources and Supervision**

**3 credit hours**

Offered spring semester as demand warrants. Three hours lecture and discussion a week.

The central theme of this course is working with people and developing supervisors to become more effective and efficient. Course topics include planning and organizing, communicating, motivating, leadership, coaching, control, and managing human resources and diversity.

**210 Business Law**

**3 credit hours**

Offered fall and spring semesters. Three hours lecture and discussion a week.

An introduction to contracts, agency relationships, negotiable instruments, business association, property rights, and torts.

*Prerequisite: Business Administration 101, concurrent registration, or consent of instructor.*

**213 Principles of Management**

**3 credit hours**

Offered fall and spring semesters. Offered as demand warrants in the summer session. Three hours lecture and discussion a week.

An introductory course in the theory and practice of business management, including an analysis of the management functions of planning, organizing, motivating and controlling. The course provides a basis for future studies in the fields of personnel management, business organizations structure and control. Emphasis is placed on such factors as communication, leadership and the influence of the behavioral sciences on management practices.

*Prerequisite: Business Administration 101, concurrent registration, or consent of instructor.*

**214 Principles of Advertising**

**3 credit hours**

Offered as demand warrants fall and spring semesters. Three hours lecture and discussion a week.

This course is a study of promotional strategies, campaigns and activities for public and commercial enterprises. The development of advertising plans, selection of media, e-marketing, and assessment of advertising campaigns will be examined.

**215 Financial Accounting**

**3 credit hours**

Offered fall and spring semesters. Three hours lecture and discussion a week.

An introduction to the principles and concepts of financial accounting. Coverage includes the basic accounting process and making informed decisions based on financial statement information.

**216 Principles of Marketing**

**3 credit hours**

Offered fall and spring semesters. Offered as demand warrants in the summer session. Three hours lecture and discussion a week.

Principles of marketing will discuss the principles, methods, and problems involved in the distribution and marketing of goods and services. The course will examine various marketing agents. The course will discuss problems and policies in relation to product, price, place, promotion, cost, and customer.

This course provides the student with an orientation to the field of marketing.

**218 Accounting Systems and Software**

**3 credit hours**

Offered fall semester. Three hours lecture and discussion a week. Fee: \$20.00.

The course develops an in-depth understanding of the accounting cycle, and includes special topics such as depreciation and payroll. Application of these issues to real-world problems will be addressed with established and operating PC-based financial software.

*Prerequisite: Business Administration 215 and successful completion of Computer Technology 101.*

**219 Income Tax Accounting**

**3 credit hours**

Offered fall semester. Three hours lecture and discussion a week.

This course covers the basics of preparing individual and small business tax returns. Emphasis is placed on federal income taxation.

**270 Field Placement**

**3 credit hours**

Offered spring semester. Two hours lecture and approximately seven hours field work a week.

This course introduces on-the-job training in the business field. Students will work a minimum of 100 hours a semester with two hours a week with the instructor. Included in this course will be the applications of communication skills, teamwork, professionalism, and leadership skills. Attention will be given to resume writing, interviewing, and other practical workplace skills.

*Prerequisite: A 2.0 (or better) overall GPA, a "C" (or better) in all business courses completed, or consent of the instructor.*

**299 Study Projects**

**1-3 credit hours**

Offered as demand warrants.

Study projects directly related to the Business Management curriculum under the supervision of the instructor. Library and field contacts assigned on selected projects. This course may be repeated for credit (up to a maximum of 3 credits).

*Prerequisite: Business Administration 101 and 215 and consent of the instructor.*



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**CHEMISTRY (CHEM)**

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**100 Elements of Chemistry****4 credit hours**

Offered fall and spring semesters and summer session. Three hours lecture and discussion plus three hours laboratory a week. Fee: \$85.00.

A study of the fundamental principles of chemistry, including the structure of matter, the nature of solutions, acids, bases, and salts, pH, and buffer action. The compounds and reactions studied are chosen mainly from the fields of organic chemistry and biochemistry and relate to the nature of life processes.

*Prerequisite: Appropriate Placement Assessment scores or grade of "C" or better in Mathematics 90 and Reading 93.*

**101 General Chemistry I****4 credit hours**

Offered fall and spring semesters. Three hours lecture plus three hours laboratory a week. Fee: \$85.00.

A study of the fundamental principles of chemistry, including the structure of matter, the periodic table, energy relationships, and the chemistry of some of the common elements and their compounds.

*Prerequisite: Appropriate Placement Assessment score or grade of "C" or better in Mathematics 93 or 96. Concurrent registration in Mathematics 119 is strongly encouraged if the student is planning to take Chemistry 102.*

**102 General Chemistry II****4 credit hours**

Offered spring semester. Three hours lecture plus three hours laboratory a week. Fee: \$85.00.

Chemical thermodynamics, rates, ionic equilibria, and nuclear chemistry are emphasized. Selected topics in organic and inorganic chemistry are included. The representative elements and biotechnology are studied in the laboratory.

*Prerequisite: Chemistry 101 and Mathematics 119.*

**203 Organic Chemistry I****4 credit hours**

Offered fall semester. Three hours lecture and three hours laboratory a week. Fee: \$85.00.

Fundamental principles and theories of organic chemistry, methods of preparation and reactions of the hydrocarbons, alkyl halides, ethers and alcohols, and laboratory techniques are studied.

*Prerequisite: Chemistry 102.*

**204 Organic Chemistry II****4 credit hours**

Offered spring semester using alternative instructional delivery methods. Three hours lecture and three hours laboratory a week. Fee: \$85.00.

A continuation of Chemistry 203, with emphasis in the properties, preparation and reaction of aldehydes, ketones, carboxylic acids and their derivatives, amines, heterocyclic compounds, sugars, lipids, proteins, and nucleic acids.

*Prerequisite: Chemistry 203.*

**299 Special Problems**

**1-4 credit hours**

Offered as demand warrants. Fee: \$85.00.

Study projects under the direct supervision of the instructor. Library and laboratory research on selected problems. Honors credit by contract may be available in some sections of this course. Qualified students should consult the instructor. This course may be repeated for credit.

*Prerequisite: Chemistry 102 and consent of the instructor.*

**COMMUNICATION ARTS TECHNOLOGY (CMAT)**

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**101 Introduction to Media**

**3 credit hours**

Offered fall semester. Three hours lecture and discussion a week.

A survey course in the use, effect, and construction of media. Topics included are theory of communication and learning, behavioral objectives, scriptwriting, and review of current media.

**102 Introduction to Video Production**

**3 credit hours**

Offered spring semester. Two hours lecture and three hours laboratory a week. Fee: \$54.00.

This course will gradually introduce the student to the highly complex and technical aspects of television while developing skills at using this medium for worthwhile communication purposes. Hands-on experience will include single-camera production with videotaping equipment. Lighting, audio, scriptwriting, and application are also a part of this course. Students will provide one thirty-minute videotape.

**103 Photography I**

**3 credit hours**

Offered fall semester. Two hours lecture and three hours laboratory a week. Fee: \$54.00.

A course in basic black-and-white photography. Assignments will familiarize the student with film development, enlarging, camera operation, and lighting. Digital photography and computer application to photography through Adobe Photoshop will be explored. Each student should provide his/her own 35 mm single-lens reflex camera, film, and photographic paper.

**106 Audio**

**3 credit hours**

Offered spring semester. Two hours lecture and three hours laboratory a week. Fee: \$54.00.

A course dealing with the theoretical and practical aspects of audio recording and reproduction. Application will include audio recording for analog and digital sound recording. The course will include recording techniques used in broadcasting, television and multimedia.

**201 Multimedia Production**

**3 credit hours**

Offered fall semester. Two hours lecture and three hours laboratory a week. Fee: \$54.00.

A basic and general production course dealing with the development of combined instructional materials, with emphasis upon multimedia and multiscreen presentation and computer application to multimedia.

*Prerequisite: Communication Arts 103 and 106.*

**204 Broadcast Journalism**

**3 credit hours**

Offered spring semester. Three hour lecture a week.

A survey course in script writing for radio and television. Elements of this course will include scripting of a documentary, a commercial, a news program, a special feature, a talk program, and an educational and informational program.

*Prerequisite: Communication Arts 102, and 106.*

**206 Telecommunications**

**3 credit hours**

Offered spring semester. Three hour lecture a week.

A survey course in the social implications of the developing media. This course will center on production equipment, programming decisions, program distribution, regulations, and personnel.

*Prerequisite: Communication Arts 102, and 106.*

**207 Graphics**

**3 credit hours**

Offered fall semester and spring semester as demand warrants. Two hours lecture and three hours laboratory a week. Fee: \$54.00.

After a brief introduction to computer system basics, the course will focus on computer production of graphics for presentations, video, multi-media, and print production. Software types covered will be paint, draw, page layout, presentation, and image editing. Familiarity with Windows and/or Macintosh operating environment will be helpful. **This course requires the use of software that students will either be required to purchase or the students will have to use the designated campus labs.**

**210 Practicum**

**3 credit hours**

Offered spring semester. Twelve-hour on-campus seminar with 36 hours of field placement. Fee: \$39.00.

An organized work-study experience in which individuals are placed in situations in the community to be responsible for the operation and/or production of media services. Local industries, and other institutions will be utilized for this course. Scheduling and enrollment in this course to be determined in conference with advisor.

*Prerequisite: Consent of advisor.*

**211 Digital Photography**

**3 credit hours**

Offered spring semester and fall semester as demand warrants. Two hours lecture and three hours laboratory a week. Fee: \$54.00.

This course will introduce the student to the technical aspects of the electronic darkroom. The student will transform scanned photographs, slides by cropping, rotating, and resizing an image, and by creating special effects using filters that range in effect from blurring to mosaics. **This course requires the use of software that students will either be required to purchase or the students will have to use the designated campus labs.**

*Prerequisite: Communication Arts 103 or 207, or consent of instructor.*

### **212 Interactive Multimedia Design**

**3 credit hours**

Offered spring semester and fall semester as demand warrants. Two hours lecture and three hours laboratory a week. Fee: \$54.00.

A course dealing with the emerging aspects of visual perception. The course provides a link to bring aspects of graphic design, photography, television, and interactive multimedia together. The course is designed to explore the many ways visual information is produced and consumed in today's media-rich society. **This course requires the use of software that students will either be required to purchase or the students will have to use the designated campus labs.**

*Prerequisite: Communication Arts 211 or consent of instructor.*

### **216 Video Desktop Publishing**

**3 credit hours**

Offered spring semester. Two hours lecture and three hours laboratory a week. Fee: \$46.00.

This course will provide a comprehensive introduction to various software used in video editing for television and corporate video. The student will master the skills necessary to shoot video and produce a final edited product.

### **217 Desktop Publishing with QuarkXPress**

**3 credit hours**

Offered fall semester. Two hours lecture and three hours laboratory a week. Fee: \$46.00.

An introduction to the page layout software program, QuarkXPress. Students will learn to apply basic layout skills in producing desktop published documents on a Macintosh computer. The course will cover main menus, file manipulation, document preparation, text manipulation, creating, importing and modifying graphic images. **This course requires the use of software that students will either be required to purchase or the students will have to use the designated campus labs.**

### **299 Independent Study**

**3 credit hours**

Offered as demand warrants. Fee: \$39.00.

An independent study course designed to allow selected Communication Arts students to specialize in an area of the Communication Arts curriculum. Emphasis will be placed upon the development of new or practical skills in production.

*Prerequisite: Consent of advisor and demonstrated proficiency by the student.*

## **COMPUTER SCIENCE AND TECHNOLOGY (COMP)**

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### **101 Computer Literacy**

**3 credit hours**

Offered fall and spring semesters and summer session. Three hours lecture and laboratory a week. Fee: \$42.00.

Students will acquire and/or demonstrate proficiency understanding basic computer terminology, using basic operating system features, e-mail, Internet, word processing, spreadsheet, database and presentation software. **This course requires the use of software that students will either be required to purchase or the students will have to use the designated campus labs.**

*Recommendation: Office Technologies 101, or concurrent registration; or demonstrated keyboarding or typing skills.*

### 103 Computer Logic

4 credit hours

Offered fall and spring semesters. Four hours lecture and laboratory a week. Fee: \$42.00.

A first course in the study of computer programming languages. Topics covered include details of computer logic, data storage concepts, computer arithmetic, control structures, and file processing concepts. Major emphasis is given to computer programming problem analysis and planning with structured flowcharting techniques. Also included is an exposure to several common programming languages. This course is a prerequisite for all computer programming language courses. **This course requires the use of software that students will either be required to purchase or the students will have to use the designated campus labs.**

*Prerequisite: Computer Technology 101, or concurrent registration, or consent of instructor.*

### 105 Graphic Design for the Web

3 credit hours

Offered fall semester and as demand warrants. Three hours lecture and laboratory a week. Fee: \$42.00.

This course will introduce students to the proper uses of layout strategies, navigation techniques, design elements, and graphic file formats as they relate to the challenges and unique properties of web design. Students will learn how to build original graphics and to use appropriate compression methods for the Web using current industry standard Web-Graphic design software. The course will review the interaction of media, page design, color and images. **This course requires the use of software that students will either be required to purchase or the students will have to use the designated campus labs.**

*Prerequisite: Computer Technology 191, or concurrent registration, or consent of instructor.*

### 180 PC Architecture

3 credit hours

Offered fall semester and as demand warrants. Three hours lecture and laboratory a week. Fee: \$42.00.

This course is designed to teach the skills necessary to be a computer technician, preparing students for CompTIA's A+ Certification. The course will provide hands-on experience assembling, configuring, troubleshooting and maintaining computer systems.

*Prerequisite: Computer Technology 101 or consent of instructor.*

### 182 PC Diagnostics and Repair

3 credit hours

Offered spring semester and as demand warrants. Three hours lecture and laboratory a week. Fee: \$42.00.

This course is designed to provide the student with the knowledge to make appropriate diagnostic conclusions regarding various PC system peripherals, and software problems. The student will employ a logical problem solving technique to isolate problems; use software tools, hardware tools and standard procedures to verify the diagnosis; and employ sound repair techniques to eliminate the problem. Data protection and recovery will be an essential part of this course.

*Prerequisite: Computer Technology 180 or consent of instructor.*

**184 Technical Support Operations**

**3 credit hours**

Offered fall semester and as demand warrants. Three hours lecture and laboratory a week. Fee: \$42.00.

This course is designed to introduce students to the responsibilities, tools, and techniques used by Technical Support and Help Desk Technicians in business today.

*Prerequisite: Computer Technology 101 or consent of the instructor. Computer Technology 180 is recommended.*

**188 Certification Exam Review**

**1 credit hour**

Offered spring semester. One-hour lecture and laboratory a week. Fee: \$18.00.

This course is designed as a capstone review course for the industry certification exam for computer service technicians. Students will review computer architecture, operating systems, configuration, and diagnostic concepts using computer-based training modules to prepare for the certification exam.

*Prerequisite: Computer Technology 182, or concurrent registration, or consent of instructor.*

**190 Computer Languages Survey**

**3 credit hours**

Offered as demand warrants. Three hours lecture and laboratory a week. Fee: \$42.00.

A survey course of current computer languages with an emphasis on object based programming. An emphasis is given to new and emerging languages and languages that would not normally be defined in the traditional computer language paradigm. This course would be open to non-computer technology majors. A sound knowledge of the Windows operating system environment is required.

*Prerequisite: Computer Technology 101. Computer Technology 219 recommended, or consent of the instructor.*

**191 Web Page Development**

**3 credit hours**

Offered fall and spring semesters. Three hours lecture and laboratory a week. Fee: \$42.00.

A practical study of the design and development of Web sites, covering principles and methods of designing and maintaining Web sites using HTML and current leading Web designing programs. Hands on approach to creating dynamic Web sites using latest Web technologies such as Cascading Style Sheets and animation. **This course requires the use of software that students will either be required to purchase or the students will have to use the designated campus labs.**

*Prerequisite: Computer Technology 101, or concurrent registration, or consent of instructor.*

**218 C++ Programming**

**3 credit hours**

Offered fall semester. Three hours lecture and laboratory a week. Fee: \$42.00.

An introduction to the basics of C and C++ Programming languages. Topics covered include data typing, operators, expressions, control flow, functions, pointers, arrays, structures, input/output methods, objects, classes, and inheritance. **This course requires the use of software that students will either be required to purchase or the students will have to use the designated campus labs.**

*Prerequisite: Computer Technology 103 or consent of instructor.*

### 219 Operating Systems

3 credit hours

Offered fall and spring semesters. Three hours lecture and laboratory a week. Fee: \$42.00.

This course provides a comprehensive study of operating systems. This course will review the history of computer operating systems and advanced operating system features. Concepts covered will include system utilities, file systems management, script file editing, hardware management, and windows products. The future of computer operating systems will be discussed. **This course requires the use of software that students will either be required to purchase or the students will have to use the designated campus labs.**

*Prerequisite: Computer Technology 101, or concurrent registration, or consent of instructor.*

### 221 Microcomputer Applications I

3 credit hours

Offered fall and spring semesters and summer session. Three hours lecture and laboratory a week. Fee: \$42.00.

An introduction to several of the more popular computer applications in use today. Students will have hands-on experience using Windows concepts, spreadsheet, database management, computer presentation, Internet, and business oriented software packages. **This course requires the use of software that students will either be required to purchase or the students will have to use the designated campus labs.**

*Prerequisite: Computer Technology 101 or consent of instructor.*

### 222 Microcomputer Applications II

3 credit hours

Offered fall and spring semesters. Three hours lecture and laboratory a week. Fee: \$42.00.

This course is a continuation of Microcomputer Applications I with emphasis on more advanced features of word processing, spreadsheet, database management, Internet and computer presentation software packages. Integration of data from different application programs will be incorporated. **This course requires the use of software that students will either be required to purchase or the students will have to use the designated campus labs.**

*Prerequisite: Computer Technology 221 or consent of instructor.*

### 224 Advanced Web Page Development

3 credit hours

Offered spring semester and as demand warrants. Three hours lecture and laboratory a week. Fee: \$42.00.

An advanced study of web development concepts and technologies required to manage e-commerce and corporate intranet/internet web sites. Students will gain an understanding of advanced web server technologies including server side scripting, database connectivity, application frameworks and web protocols. Students will apply that knowledge using the latest web development and programming technologies. **This course requires the use of software that students will either be required to purchase or the students will have to use the designated campus labs.**

*Prerequisite: Computer Technology 191 or consent of instructor.*

**225 Introduction to Networking**

**3 credit hours**

Offered fall semester and as demand warrants. Three hours lecture and laboratory a week. Fee: \$42.00.

A first course in the understanding of computer based networking systems. The fundamental concepts and terminology of Local Area Networks will be discussed. Topics covered include LAN topologies, hardware, protocols, and operating systems including UNIX, Novell Netware, and Microsoft Networking products.

*Prerequisite: Computer Technology 219, or concurrent registration, or consent of instructor.*

**227 Network Design and Administration**

**3 credit hours**

Offered spring semester and as demand warrants. Three hours lecture and laboratory a week. Fee: \$42.00.

An introduction to the administration of Local Area Networks. Students will be involved in design, installation, and administration tasks common to computer networking systems. Networking platforms will include UNIX, Microsoft Networking, and PC-based Novell Netware. **This course requires the use of software that students will either be required to purchase or the students will have to use the designated campus labs.**

*Prerequisite: Computer Technology 225 or consent of instructor.*

**229 Database Design and Implementation**

**3 credit hours**

Offered spring semester and as demand warrants. Three hours lecture and laboratory a week. Fee \$42.00.

An introduction to relational databases with an emphasis on designing end-user applications using integrated database programming languages and development tools (screen, report, menu, and SQL builders). Students will implement an end-user application utilizing Third Normal Database techniques, user menus, Structured Query Language reports, advanced screen and report design, and Event-Driven Programming.

*Prerequisite: Computer Technology 103 or consent of instructor.*

**233 Visual Basic Programming**

**3 credit hours**

Offered fall semester and as demand warrants. Three hours lecture and laboratory a week. Fee: \$42.00.

This course is a beginning-programming course using object-oriented/event-driven programming concepts in a Graphical User Interface environment. Students will learn IF statements, Case Statements, will also cover creating executable files, GUI design skills, accessing database information, and OLE creation. **This course requires the use of software that students will either be required to purchase or the students will have to use the designated campus labs.**

*Prerequisite: Computer Technology 103 or consent of the instructor.*



**234 Java Programming**

**4 credit hours**

Offered spring semester and as demand warrants. Four hours lecture and laboratory a week. Fee: \$42.00.

This course is an advanced programming course designed to teach students how to write proficient Java code. The course will use object-oriented programming concepts in a graphical user interface environment with scalability for the Internet. Students will reinforce concepts learned in earlier programming courses, including: the three basic control structures, object-oriented programming, and problem analysis at an advanced level. Students will work with classes, methods, libraries, applets, arrays, strings, graphics, and file streams. This course will also cover database connectivity and applets as they relate to Web-based applications. **This course requires the use of software that students will either be required to purchase or the students will have to use the designated campus labs.**

*Prerequisite: Computer Technology 103 or consent of instructor.*

**235 Advanced C++ Programming**

**3 credit hours**

Offered as demand warrants. Three hours lecture and laboratory a week. Fee: \$42.00.

This course focuses on Object Oriented Programming techniques as implemented in C++. Topics covered include classes and objects, inheritance, and polymorphism. Specific applications will include list, stack, and queue management, and data structures for database interface support. Topics in event-driven programming such as method design and implementation will also be addressed.

*Prerequisite: Computer Technology 103 and 218, or consent of instructor.*

**236 PHP Programming**

**3 credit hours**

Offered spring semester or as demand warrants. Three hours lecture and laboratory a week. Fee: \$42.00.

This course focuses on the PHP scripting language and its application in building dynamic content for the web. Topics include PHP language basics, library functions, writing structured code, Object-Oriented features, and database connectivity. Integration with web servers and different operating systems will be addressed. Students will explore techniques for writing effective and maintainable dynamic content systems and will create a capstone project that integrates PHP, HTML, and a relational database into a real-world web application.

*Prerequisite: Computer Technology 103, 191 and one of the following: 218, 233, or 234 or consent of instructor.*

**237 Wireless Networking Fundamentals**

**3 credit hours**

Offered spring semester and as demand warrants. Three hours lecture and laboratory a week. Fee: \$42.00.

A course in the understanding and application of the core principles of wireless data communications, access protocols, and standards related to Wireless Local Area Networking (WLAN). Topics include characteristics and uses of various wireless devices, WLAN frequency bands, RF Transmission methodologies, propagation, and other WLAN related elements. Students will have hands-on experience in installing, configuring, securing, and troubleshooting WLANs and related hardware and software components. The topics covered in this course are intended to assist the student in preparation for the Certified Wireless Network Administrator (CWNA) certification.

*Prerequisite: Computer Technology 225 and 219, or consent of the instructor.*

**299 Independent Study**

**2-4 credit hours**

Offered as demand warrants. Fee: \$42.00.

Study projects directly related to the Computer Technology curriculum under the supervision of the instructor. Library and field contacts assigned on selected problems.

*Prerequisite: Computer Technology 101, 103, and consent of the instructor.*

**CRIMINAL JUSTICE (CRIM)**

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**101 Introduction to Criminal Justice**

**3 credit hours**

Offered fall and spring semesters. Three hours lecture and discussion a week.

A survey of the history, philosophy and social development of police, courts and corrections in a democratic society. Identification and operations of local, state and federal agencies will be covered with emphasis on criminal justice career orientation.

**102 Administration of Criminal Justice**

**3 credit hours**

Offered spring semester. Three hours lecture and discussion a week.

A study of the core components of the criminal justice system from an organizational perspective. Students will analyze organizational effectiveness of the police, courts, and corrections in depth to fully understand the operations of these justice systems. The course will examine key theoretical approaches and concepts of organizational principles, models and typologies.

**103 Criminal Law**

**3 credit hours**

Offered fall and spring semesters. Three hours lecture and discussion a week.

A study of substantive criminal law as it is applied at local, state and federal levels. Elements of crimes as prosecuted in a court of law are examined, and court decisions are used to study the sources and types of criminal laws.

**104 Criminal Evidence and Procedure**

**3 credit hours**

Offered spring semester. Three hours lecture and discussion a week.

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 relating to the admissibility is emphasized.

**105 Criminal Investigation**

**3 credit hours**

Offered fall semester. Three hours lecture and discussion a week.

A study of the fundamental principles and procedures employed in investigation of crime. Emphasis is placed on the investigation of specific crimes, identification of information sources and procedures required for the proper handling of evidence. This course is designed to develop a working knowledge of investigation techniques from securing the crime scene to preparing and presenting evidence in court.

**106 Introduction to Corrections**

**3 credit hours**

Offered spring semester. Three hours lecture and discussion a week.

A survey of the field of corrections as it relates to the criminal justice system. Emphasis is placed on the history of corrections and the various forms of criminal sanctions imposed at local, state and federal levels.

**108 American Courts and the Legal Systems**

**3 credit hours**

Offered spring semester. Three hours lecture and discussion a week.

A study of the historical and current major structures of basic legal concepts as administered by the courts that underlie the American Legal Systems. The legislative, judicial, and executive functions as well as an introduction to contracts, business, torts, negligence, and domestic relations will be covered.

**110 Law Enforcement in the Woods**

**3 credit hours**

Offered summer session as demand warrants. Between two and two and a half hours lecture, one-hour lab, and eight hours practicum (on average) a week for five weeks. Fee: \$25.00.

A career development course focusing on law enforcement employment with conservation agencies, parks, and other outdoor recreation facilities. Students will gain an understanding of state and federal government structure relating to wildlife and fisheries protection, land management, and operation of parks and similar entities. Students will also receive introductory training in selected substantive skill areas related to law enforcement in the outdoors. Students will be required to participate in a volunteer experience with an appropriate agency. Travel to off-campus sites, some of them in remote areas, will be required.

**111 Criminology**

**3 credit hours**

Offered fall semester. Three hours lecture and discussion a week.

This course is a study of the scientific analysis of criminal behavior, of the criminalization processes and of the processes of social control. The course will examine the historical development of social and behavioral explanations of adult and juvenile crime. Crime causation theories are explained in relation to policies developed from these theories and the real and intended impact of these policies are discussed to demonstrate their impact on society in regard to crime prevention and control and criminal rehabilitation.

*Prerequisite: Criminal Justice 101 or consent of faculty advisor.*

**201 Criminalistics**

**3 credit hours**

Offered spring semester. Three hours lecture a week.

An introduction to the scientific discipline directed at the recognition, identification, and evaluation of physical evidence through application of the natural sciences to criminal investigation. Emphasis is placed on the role of the criminalist.

*Prerequisite: Criminal Justice 101 and 104.*

**203 Ethics and Leadership in Criminal Justice**

**3 credit hours**

Offered fall semester. Three hours lecture and discussion a week.

A topical study of the various philosophical approaches for developing appropriate ethical decision-making tools for the criminal justice professional. Ethical dilemmas are illustrated in actual application in police, courts, corrections, criminal justice policy, and criminal justice scenarios. Students are exposed to the significance of ethics and to reflect critically on matters especially pertinent within criminology and criminal justice curricula.

*Prerequisite: Criminal Justice 101, 102, or consent of faculty advisor.*

**205 Introduction to American Constitutional Law  
(Political Science 205)**

**3 credit hours**

Offered fall semester. Offered as demand warrants in summer session. Three hours lecture and discussion a week.

A topical study of the development of the U.S. Constitution through the interpretation by the Supreme Court. Subjects include judicial review, federalism, Congressional and Presidential authority, the First Amendment, criminal rights, due process, and equal protection of the law.

**208 Interpersonal Communications in Criminal Justice**

**3 credit hours**

Offered spring semester. Three hours lecture and discussion a week.

This course studies communications in law enforcement, criminal courts and corrections. The course will focus on students developing the skills of both oral and written communication in the field of criminal justice. Students will practice writing skills related to note-taking, memoranda, interviews, and investigative reports. The course also features case presentation, testifying in court, and communicating with victims of crime.

*Prerequisite: Criminal Justice 101, 104, 105, and English 101 or consent of faculty advisor.*

**299 Independent Study**

**1-3 credit hours**

Offered fall and spring semesters.

Study projects directly related to the Criminal Justice curriculum under the supervision of the instructor. Library and field contacts assigned on selected problems.

*Prerequisite: Criminal Justice 101, 102, 103, 104, 105, or consent of faculty advisor.*

**CULINARY ARTS (CULA)**

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**150 Food Preparation I**

**3 credit hours**

Offered spring semester. Two hours lecture a week. One hundred hours practicum a semester. Fee: \$100.00.

Application of scientific principles and techniques to food preparation. Focus will be on production of sauces, stocks, soups, salads, vegetables, and pasta.

*Prerequisite: Hospitality Management 110 or concurrent registration.*

**201 Food Preparation II**

**3 credit hours**

Offered fall semester. Two hours lecture a week. One hundred hours practicum a semester. Fee: \$100.00.

A continuation of Food Preparation I. Emphasis will be on the production of meats, poultry, fish/seafood, breads, pastries, and desserts.

*Prerequisite: Culinary Arts 150 or consent of instructor.*

**208 International Cuisines**

**3 credit hours**

Offered fall semester. Two hours lecture a week. One hundred hours practicum a semester. Fee: \$150.00.

A course in the fundamentals of food preparation and service in a variety of international cuisines. The course is designed to include a history and development of each cuisine. Production will include preparation and presentation of classical menu items.

*Prerequisite: Culinary Arts 150 and 201, or consent of instructor.*

**212 Baking I**

**3 credit hours**

Offered spring semester. Two hours lecture a week. One hundred hours practicum a semester. Fee: \$100.00.

A course in baking, which involves preparation of yeast rolls, breads, pies, cakes, cookies, tarts, doughnuts, and holiday specialties. Topics include proper use and care of equipment, sanitation, and hygienic work habits.

*Prerequisite: Culinary Arts 150 or consent of instructor.*

**213 Baking II**

**3 credit hours**

Offered fall semester. Two hours lecture a week. One hundred hours practicum a semester. Fee: \$100.00.

A continuation of Baking I. Emphasis will be on the development of higher competency levels in baked good production.

*Prerequisite: Culinary Arts 212 or consent of instructor.*

**214 Garde Manger**

**3 credit hours**

Offered spring semester. Two hours lecture a week. One hundred hours practicum a semester. Fee: \$150.00.

The course is an introduction to basic cold food preparation. The emphasis is on the technical preparation and creative presentation of foods generated from the cold kitchen. Laboratory production will include: appetizers, salads, hors-d'oeuvres, garnishing, buffet centerpieces, buffet table arrangements, and ice carving.

*Prerequisite: Culinary Arts 150 and 201, or consent of instructor.*

**216 Dining Room Management**

**3 credit hours**

Offered fall semester. Two hours lecture and fifty hours practicum a semester.

A course designed to provide an understanding of dining room procedures and principles used for full service operations and buffet services. Included in the course are classic methods of table service, dining room preparation, sanitation, customer relations, and tableside cookery.

*Prerequisite: Hospitality Management 101 and 203, or consent of instructor.*

**217 Beverage Management**

**2 credit hours**

Offered spring semester. Two hours lecture a week.

A course in the dining service appropriate to coffee shops and lounges/taverns. Emphasis is on liquor laws, purchasing, and production of alcoholic and non-alcoholic beverages.

*Prerequisite: Hospitality Management 101, 203, and 204, or consent of instructor.*

**250 Field Placement**

**5 credit hours**

Offered summer session. Two hours lecture and twenty hours practicum a week for ten weeks. Fee: \$150.00.

Supervised on-the-job training in approved food service production facilities. Placement and supervision are coordinated by the college. Weekly classroom discussions cover topics such as: employee recruitment and orientation, staff training, customer service, and supervision.

*Prerequisite: Hospitality Management 101 and 110, Culinary Arts 150, 212, or consent of instructor.*

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**DENTAL HYGIENE (DENT)**

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**101 Introduction to Dental Health**

**2 credit hours**

Offered fall semester. Two hours lecture and demonstration a week.

An introduction to professional health services, with study of the history and development of the dental health professions. The organization of the dental professional associations is outlined. The course presents an orientation to the various specialties of dentistry including Pedodontics, Orthodontics, Prosthodontics, Periodontics, Oral Pathology, Oral Surgery, Endodontics, Dental Public Health, and Operative Dentistry. Problems in first aid are discussed, and such dental office emergencies as obstructed airway, syncope, hemorrhage, stroke and shock are demonstrated.

*Prerequisite: Consent of instructor.*

**102 Dental Histology and Embryology**

**2 credit hours**

Offered spring semester. Two hours lecture and demonstration a week.

The microscopic study of the structural and functional units of living tissue, with emphasis on the histological structures and embryological development of the teeth and surrounding tissues.

*Prerequisite: Chemistry 104.*

*Corequisite: Biological Science 201.*

**103 Oral Anatomy**

**4 credit hours**

Offered fall semester. Three hours lecture and three hours laboratory a week. Fee: \$85.00.

A detailed study of the human skull, with emphasis on the anatomy of the mouth and surrounding structures, including bones, muscles, circulation, and innervation. Tooth morphology is also included. Laboratory time will be spent in studying the human skull, identifying and drawing teeth, and studying the importance of tooth anatomy in relation to function and health.

*Prerequisite: Biological Science 201.*

**104 Dental Materials**

**2 credit hours**

Offered spring semester. One-hour lecture and three hours laboratory a week. Fee: \$75.00.

A study of the scientific basis for the use of various dental materials-the chemical composition, physical and mechanical properties, effects of variables, and the proper handling of the various materials.

*Prerequisite: Consent of instructor.*

**107 Dental Hygiene Techniques**

**4 credit hours**

Offered fall semester. Two hours lecture and six hours laboratory a week. Fee: \$105.00.

An introduction to the practice of dental hygiene, with emphasis on the fundamental principles. Lectures and laboratory instruction will be devoted primarily to the use of instruments, the initial development of manual dexterity, and an introduction to clinical experience, as well as charting and record keeping. Practical experience in the use of instruments for scaling and polishing.

*Prerequisite: Consent of instructor.*

**108 Clinical Dental Hygiene I**

**2 credit hours**

Offered spring semester. One-hour lecture and four hours clinic a week. Fee \$110.00.

Lectures and demonstrations related to the clinical practice of dental hygiene. Clinic time is devoted to practical experience in rendering complete oral prophylaxis and other related services. Emphasis is placed on improving the skills and techniques of dental hygiene practice. Application of dental hygiene principles through patient education.

*Prerequisite: Dental Hygiene 107.*

**109 Radiology**

**3 credit hours**

Offered spring semester. Two hours lecture and three hours laboratory a week. Fee: \$100.00.

An introduction to the basic principles and procedures in radiographic techniques. Emphasis is placed on awareness of radiation hazards and on safety precautions. Practical experience is gained in placing, exposing, developing, and interpreting dental X-ray films. Short- and long-cone techniques are taught. Practical experience includes intra-oral and extra-oral exposures, as well as panoramic techniques.

*Prerequisite: Consent of instructor.*

**199 Clinical Dental Hygiene IA**

**1 credit hour**

Offered in special summer session. Fee: \$70.00.

Forty-eight hours of clinical experiences devoted to improving skills and techniques in rendering dental hygiene services.

*Prerequisite: Dental Hygiene 108.*

**201 Clinical Dental Hygiene II**

**4 credit hours**

Offered fall semester. One-hour lecture and twelve hours clinic a week. Fee: \$110.00.

Continued clinical practice of dental hygiene services. Clinical experience includes one week at the Veterans Affairs Medical Center in Martinsburg, West Virginia.

*Prerequisite: Dental Hygiene 107 and 199.*

**202 Clinical Dental Hygiene III**

**4 credit hours**

Offered spring semester. One-hour lecture and twelve hours clinic a week. Fee: \$110.00.

Continued clinical experience in improving skills and techniques. Group discussions of problems related to clinical practice of dental hygiene are held. Demonstrations and practical experience on special cases. Off-campus trips to hospitals, schools, and other dental health care facilities are part of this course.

*Prerequisite: Dental Hygiene 201.*

**203 Oral Pathology**

**3 credit hours**

Offered fall semester. Three hours lecture and demonstration a week.

A study of disease and the disease processes in man, with emphasis on the relationship of general diseases of the body to diseases of the teeth and supporting tissues. Particular attention to oral diseases and the importance of recognition of abnormal conditions in the mouth by the dental hygienist.

*Prerequisite: English 101, Mathematics 105, and Biological Science 201, 204, and 215.*

**204 Dental Office Management, Ethics, and Jurisprudence**

**1 credit hour**

Offered spring semester. One-hour lecture a week.

This course is divided into two parts. The first part covers professional ethics, Maryland dental jurisprudence, and legislation. The second part covers the business management aspects of the dental practice: resume writing, office procedural manual, recall and inventory systems, job interviewing, and job descriptions.

*Prerequisite: Consent of instructor.*

**207 Community Dental Health Education I**

**2 credit hours**

Offered fall semester. One-hour lecture and three hours laboratory a week. Fee: \$70.00.

Methods and materials used in teaching dental health education to different population groups are introduced. Schools, nursing homes, and other institutions provide field experience for the student.

*Prerequisite: Consent of instructor.*



**208 Community Dental Health Education II**

**2 credit hours**

Offered spring semester. One-hour lecture and three hours laboratory and demonstration a week. Fee: \$70.00.

The history and philosophy of public health practice and administration are reviewed. Evaluation and analysis of Health Care Delivery System with emphasis on preventive dentistry is examined. Designing a "community needs" project is a requirement of the course.

*Prerequisite: Consent of instructor.*

**209 Periodontics**

**2 credit hours**

Offered fall semester. Two hours lecture and demonstration a week.

The etiology and classification of periodontal disease. A correlation of the basic sciences with the clinical aspects of periodontal disease. A study of the preventive measures within the scope and responsibility of the dental hygienist.

*Prerequisite: English 101, Mathematics 105, and Biological Science 201, 204, and 215.*

**210 Private Practice Preparation**

**1 credit hour**

Offered spring semester. Three hours laboratory and discussion a week. Fee: \$80.00.

A study of preventive dental health measures and techniques affecting the delivery of modern dental health care. This course also covers the pharmacology, anatomy, physiology, medical emergencies, legal considerations, and techniques for administration of local anesthetic.

*Prerequisite: Consent of instructor.*

**211 Pharmacology**

**2 credit hours**

Offered fall semester. Two hours lecture and demonstration a week.

A study of drugs as they affect the clinical practice of dental hygiene.

*Prerequisite: English 101, Mathematics 105, and Biological Science 201, 204, and 215.*

**213 Nutrition**

**2 credit hours**

Offered spring semester. Two hours lecture and discussion a week.

This course presents an overview of the major nutrient classifications, structures, functions, and deficiencies as they relate to the whole body. Emphasis is placed on the effects in the oral cavity. An overview is given of the digestion and absorption of carbohydrates, lipids and protein, with related disorders. Energy expenditure, body composition and weight management are discussed. Dietary supplements, including some herbs, are discussed as to the benefits and the possible complications from interactions with medications and megadoses. Information is presented on Nutritional Counseling, including an Oral Health Nutritional Assessment and Self Nutritional Analysis.

## **DIETARY MANAGER (DIET)**

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### **201 Nutrition Assessment**

**3 credit hours**

Offered fall semester. Three hours lecture a week.

A course that develops skills in this component of the nutrition care process. Students will learn to assess nutrition status using anthropometric data, biochemical tests, clinical observations, and dietary evaluations.

*Prerequisite: Biological Science 116 (or concurrent registration) and the consent of the instructor.*

### **202 Medical Nutrition Therapy**

**3 credit hours**

Offered spring semester. Three hours lecture a week.

This course is intended to focus on the nutritional management of individual patients or groups of patients with established disease or trauma. The therapeutic process and the relationship among dietetics, medical, and nursing staff is stressed.

*Prerequisite: Dietary Manager 201 and consent of the instructor.*

## **ECONOMICS (ECON)**

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### **103 Contemporary Economic Problems**

**3 credit hours**

Offered as demand warrants. Three hours lecture and discussion a week.

A basic understanding of contemporary economics important for achieving an intelligent grasp of public affairs. Included is a study of the design, development, and implementation of public economic policies.

### **201 Principles of Macroeconomics**

**3 credit hours**

Offered fall semester and as demand warrants. Three hours lecture and discussion a week.

An introduction to basic economic concepts regarding demand and supply, comparative economic systems, and national accounts, employment theory, and fiscal and monetary policy, emphasizing the interplay of households, business, and government in various economic situations.

### **202 Principles of Microeconomics**

**3 credit hours**

Offered spring semester and as demand warrants. Three hours lecture and discussion a week.

An introduction to price theory, cost, and production and distribution analysis. International trade and economic development concepts emphasizing equilibrium situations found under various market conditions. Selected topics include marginal utility, income and substitution effects, resource determination and allocation, pure competition, monopoly, and oligopoly together with monopolistic competition.

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**EDUCATION (EDUC)**

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**100 Career Analysis in Education****1 credit hour**

Offered fall and spring semesters. One-hour lecture a week. Fee: \$17.00 (Non-refundable). Criminal Background Check Fee: \$58.00.

This course is an introductory analysis of education in America and the potential roles to be played in schools and in the wider community. It provides the student with a preliminary assessment of how the student's interests and abilities match the demands of the education profession. Course objectives include portfolio development, observations with reflections, and self-assessments. Required: Taken prior to admission to Phase I if attending Frostburg State University. Recommended: Taken within the first two semesters of coursework within an Education program.

Students will need to complete the fingerprint and background clearance process and be issued the appropriate identification prior to being scheduled for a field experience or school-site assignment.

**152 Early Childhood Foundations****3 credit hours**

Offered fall semester. Three hours lecture and discussion a week.

This course is an introduction to the profession of early childhood education. Objectives include growth and development of young children. This course examines the historic, theoretical, and philosophical underpinnings of current early childhood programs. This course explores pay, learning environments, and curriculum and looks at the context of families and communities. Students are required to prepare reflective journals, to engage in field observations, and to contribute to portfolio development.

Students will need to complete the fingerprint and background clearance process and be issued the appropriate identification prior to being scheduled for a field experience or school-site assignment.

*Prerequisite: Education 100 and 201.*

**190 Preparation for the Pre-Professional Sequence****1 credit hour**

Offered fall and spring semesters and summer session. This course is offered on a pass-fail basis. One-hour of lecture/application a week. Fee: \$15.00.

This course is designed to familiarize students with the pre-professional assessment series requirements and sequence for education students. Course objectives include the role of the Praxis Series in teacher preparation programs, appropriate State passing scores and the registration process and sequence for the required Pre-Professional Skills Tests. Coursework will include competencies and skills evaluated by the Pre-Professional Skills Tests, the Praxis I assessment format, and test-taking proficiencies. Lecture/application. Required: Candidates for admission to education programs at Maryland four-year institutions must receive the Maryland passing score on the Reading, Writing, and Mathematics sections of the Praxis I Series. Students who can provide documentation that they have successfully taken this assessment will be exempted from this course with Director's approval.

**191 Education Assistanceship**

**1 credit hour**

Offered as demand warrants fall and spring semesters. Four hours lecture each semester and two hours field experience a week. This course is offered on a pass-fail basis.

This course is designed to provide the education major with practical, school-based instructional and non-instructional service experiences. Students will be instructed in the use of school-based and campus-based resources, and basic instructional strategies, prior to actual experiences at an assigned school site. Students will provide three hours of service to their assigned school each week for thirteen weeks. Students will maintain a log/journal that demonstrates planning and reflection. The course will offer students the opportunity to complete the “service to diverse populations” requirement for entrance to the first phase of education programs at most four-year institutions.

Students will need to complete the fingerprint and background clearance process and be issued the appropriate identification prior to being scheduled for a field experience or school-site assignment.

This course may be repeated for up to five credits.

*Prerequisite: Education 100, 201, or permission of the instructor. It is also recommended that students have completed, or be concurrently enrolled in, Education 204.*

**195 Introduction to Emergent Literacy Skills**

**2 credit hours**

Offered spring semester. Two hours lecture and discussion a week.

This course is designed to provide the education major with foundational knowledge in the characteristics, development stages and pre-requisite skills of emergent and early-emergent readers. Students will acquire a foundation in phonological awareness, phonemic awareness, phonics and the alphabetic principle. Students will be introduced to Scientifically Based Reading Research (SBRR), and the role it plays in shaping classroom practice and curriculum development. Students will be introduced to informal screening/assessment instruments, lesson plans, and classroom instructional resources and strategies. Course content will also include manuscript and cursive handwriting basics, modifications for learners with special needs and the application of Multiple Intelligences theory in literacy learning. The course includes field experience opportunities. This course should be completed prior to enrollment in Education 295.

*Prerequisite: Education 100, previous completion or concurrent enrollment in Education 201 or consent of instructor.*

**201 Foundations of Education, Philosophy, and Practice**

**3 credit hours**

Offered fall and spring semesters and as demand warrants in summer session. Three hours lecture and discussion a week.

This course includes an overview of contemporary American education, with an emphasis on historical and philosophical development and current practice, and serves as the basis for study in legal and ethical issues. Course content also includes issues of diversity, current educational events of national and local implications, and the roles of educational professionals and agencies.

Students will need to complete the fingerprint and background clearance process and be issued the appropriate identification prior to being scheduled for a field experience or school-site assignment.

*Prerequisite: Education 100 or concurrent enrollment.*

**203 Human Growth and Development (Psychology 203)****3 credit hours**

Offered fall and spring semesters. Offered as demand warrants in summer session. Three hours lecture and discussion a week.

The processes affecting and effecting human development, with implications for educational practices used by and in the family, school, and community. Attention given to measurements and evaluative techniques for assessing total growth. The case method will be used, with direct and recorded observation being required.

*Prerequisite: Psychology 101 or consent of instructor.*

**204 Psychology of Learning and Teaching (Psychology 204)****3 credit hours**

Offered fall and spring semesters. Three hours lecture and discussion a week.

A study of human development and its relationship to the theories and principles of learning and teaching. Topics investigated will include self-development, group functioning, individual learning alternatives, and teacher evaluative techniques as they affect learning.

Students will need to complete the fingerprint and background clearance process and be issued the appropriate identification prior to being scheduled for a field experience or school-site assignment.

*Prerequisite: Psychology 101 and Education 201.*

**293 Early Childhood Learning Environments****3 credit hours**

Offered spring semester. Three hours lecture and discussion a week.

This course examines and assesses developmentally appropriate environments for young children birth to age eight and includes the planning of physically and psychologically safe and healthy learning environments. This course is designed to provide early childhood teacher candidates with the knowledge, skills, and disposition to effectively establish, adapt, maintain and assess instructional environments appropriate for infants, toddlers, preschoolers, and primary-aged children.

Students will need to complete the fingerprint and background clearance process and be issued the appropriate identification prior to being scheduled for a field experience or school-site assignment.

*Prerequisite: Education 152.*

**295 Processes and Acquisition of Reading****3 credit hours**

Offered fall semester. Offered spring semester as demand warrants. Three hours of lecture and discussion a week. Fee: \$15.00.

The course content includes the process of language development, including impact of phonemic awareness, how the brain responds to reading acquisition and practical applications of research in language development, acquisition, and use. Course objectives develop an understanding of the role of experiential background and prior knowledge, motivation, and relevancy to emerging readers. Major themes of the course are the acquisition of literacy skills through a balanced approach and multiculturalism. Course requirements include classroom observation and the demonstration of reading materials, reading series, and other reading resources used by classroom teachers.

Students will need to complete the fingerprint and background clearance process and be issued the appropriate identification prior to being scheduled for a field experience or school-site assignment.

*Prerequisite: Education 201 and 195.*

**296 Special and Multicultural Education**

**3 credit hours**

Offered spring semester. Offered fall semester as demand warrants. Three hours of lecture and discussion a week. Fee: \$15.00.

This course explores the history of the development of special education in America and the legal implications on American schools and community agencies. The characteristics of children with exceptionalities, and an understanding of how exceptionalities, culture, race, ethnicity, socio-economic class, religion, age, language, and intellectual ability influence learning are introduced. Course objectives include an overview of current service delivery models and applicable teaching methods. Students will complete controlled observations.

Students will need to complete the fingerprint and background clearance process and be issued the appropriate identification prior to being scheduled for a field experience or school-site assignment.

*Prerequisite: Education 201.*

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**ENGLISH (ENG)**

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**90 Developmental English I**

**3 credit hours**

Offered fall and spring semesters. Three hours lecture and discussion a week.

Students will concentrate on writing grammatically correct sentences and short paragraphs while reviewing spelling, common word errors and vocabulary, parts of speech, sentence subjects, forms and tenses of verbs, basic sentence parts, and basic writing skills. Required of all students whose placement assessment scores and writing samples indicate the need. (Exceptions can be made for students not pursuing a degree or certificate.) Open to all students. This course does not meet associate degree graduation requirements.

**91 English for Speakers of Other Languages I**

**3 credit hours**

Offered fall and spring semesters. Offered in summer session as demand warrants. Three hours lecture and discussion a week.

This course is designed for students whose native language is not English, but who have a working knowledge and understanding of the English language. The students will receive integrated instruction in grammar, punctuation, organization of information and will practice these skills by writing grammatically correct sentences within well-organized short paragraphs. Required of all students whose performance on the ESL placement assessment indicates the need. This course does not meet associate degree graduation requirements.

**93 Developmental English II**

**3 credit hours**

Offered fall and spring semesters. Offered as demand warrants in the summer session. Three hours lecture and discussion a week.

Students will concentrate on expressing ideas in increasingly sophisticated paragraphs while reviewing rules of grammar and punctuation. Emphasis will be placed on verb usage, common sentence errors, subject-verb agreement, pronoun agreement, pronoun case, plurals and possessives, and common word errors. Required of all students whose placement assessment scores and writing samples indicate the need. (Exceptions can be made for students not pursuing a degree or certificate.) Open to all students. This course does not meet associate degree graduation requirements.

**94 English for Speakers of Other Languages II****4 credit hours**

Offered fall and spring semesters. Offered in summer session as demand warrants. Four hours lecture and discussion a week.

This course is designed for students whose native language is not English, but who have a working knowledge and understanding of the English language. Students will concentrate on expressing ideas in increasingly sophisticated paragraphs and short essays that conform to the conventions of Standard English. Required of all students whose performance on the ESL placement assessment indicates the need. This course does not meet associate degree graduation requirements.

**95 Reading/Writing Workshop (Reading 95)****5 credit hours**

Offered fall semester and as demand warrants in the spring semester and summer session. Five hours lecture and discussion a week.

Students will engage in a variety of reading and writing activities, concentrating on logical interpretation of what they read and on clear expression of what they understand. Students will build their vocabularies as they encounter increasingly complex reading materials, and they will become more sophisticated writers and thinkers as they explore ideas through writing. This course fulfills the developmental requirements for students whose placement assessment scores indicate the need for Reading 93 and English 93. Open to all students. This course does not meet associate degree graduation requirements.

**96 Developmental English I & II****6 credit hours**

Offered as demand warrants. Six hours lecture and discussion a week.

This course is designed for those students who wish to complete the English 90-93 sequence during a single semester. It will meet six hours a week and cover all topics listed in English 90 and English 93.

**101 Freshman English I****3 credit hours**

Offered fall and spring semesters and summer session. Three hours lecture and discussion a week.

Students develop skills in expository and argumentative academic writing by reading and responding to texts; by engaging in the writing process of prewriting, drafting, revising and editing; and by mastering the conventions of American Edited English. The course includes instruction in research methods such as use of library resources, documentation, citation, and the avoidance of plagiarism. Credit may be conferred by way of the CLEP general examination in English composition (with essay). Students seeking to earn credit by examination should consult their advisors.

*Prerequisite: Appropriate placement assessment scores for reading and writing or successful completion of developmental reading and writing requirements (grade of "C" or better in English 93, 94, or 96 and Reading 90; or grade of "C" or better in English/Reading 95).*

*Corequisite: Reading 93 or 97 may be taken concurrently with English 101 as a corequisite if all other prerequisites have been met.*

**102 Freshman English II**

**3 credit hours**

Offered fall and spring semesters. Offered as demand warrants in summer session. Three hours lecture and discussion a week. Check with advisor regarding transfer information.

Students further develop skills in academic writing introduced in Freshman English I by reading, analyzing, interpreting, and evaluating texts, and by developing research-based argumentative essays. Research methods and use of a recognized documentation and citation style such as APA or MLA are emphasized.

*Prerequisite: English 101.*

**103 Introduction to Literature**

**3 credit hours**

Offered fall and spring semesters. Offered as demand warrants in the summer session. Three hours lecture and discussion a week.

Intended to introduce the student to literary forms and approaches to literary criticism, to increase his/her reading ability and analytical skills, and to lead the student to form standards of taste and judgment. Recommended for pre-law students, students in humanities or social sciences, and all those whose chosen careers involve analysis, interpretation, and evaluation.

*Prerequisite: English 101.*

**112 Business and Technical Communications**

**3 credit hours**

Offered fall and spring semesters. Offered summer session as demand warrants. Three hours lecture, discussion, and writing exercises a week.

Emphasis is upon the development of practical skills in selection, organization, and presentation of data in technical reports and communications frequently used in business, industrial, and scientific fields. Additional study will be done in the methods of investigating information and writing a research report.

*Prerequisite: English 101.*

**170 College Vocabulary Development**

**3 credit hours**

Offered fall and spring semester. Three hours lecture and discussion a week.

Intended to systematically expand vocabulary development for improved communication skills. Emphasis placed on Greek, Latin and native English roots and affixes (prefixes and suffixes) so that the student can subsequently attempt to deduce the meaning of a new word that contains previously discussed morphemes. Contextual clues, etymology, semantic change, and the rules of spelling will also be treated.

*Prerequisite: Successful completion of English 90-96 or the reading portion of the English Placement Assessment.*

**203 A Survey of European and Neo-European Literature**

**3 credit hours**

Offered spring semester of odd numbered years. Three hours lecture and discussion a week.

Students will read works, in translation, important to European and Neo-European cultures, such as selections from the Hebrew Bible, the literature of ancient Greece and Rome, Italian, French, Spanish, German and Russian literatures.

*Prerequisite: English 101.*



**213 A Survey of American Literature**

**3 credit hours**

Offered fall semester. Three hours lecture and discussion a week.

A survey of American literature focusing on major authors and genres starting with the influence of Puritanism and following through with the fiction, drama, and poetry of the present.

*Prerequisite: English 101.*

**223 A Survey of British Literature**

**3 credit hours**

Offered spring semester of even numbered years. Three hours lecture and discussion a week.

A survey of British Literature from the Old English period to the present. Students will read selections from such works as *The Canterbury Tales*, a Shakespeare play, and representative fiction and poetry.

*Prerequisite: English 101.*

**233 African American Literature**

**3 credit hours**

An historical survey and critical examination of major African American writers from Colonial period to the present, emphasizing oral and literary traditions and cultural contexts.

*Prerequisite: English 101.*

**251 Creative Writing**

**3 credit hours**

Offered spring semester. Three hours lecture and discussion a week.

An introduction to many forms of creative writing, including the short story, the poem, and the one-act play. The student is encouraged to attempt original work in these and other forms.

*Prerequisite: English 101 or consent of instructor.*

**299 English Reading Project**

**3 credit hours**

This course is designed to facilitate the student's individual reading and research in the field of English. The student may choose to concentrate on one particular genre, author, period, or topic. Extensive reading will be required, with periodic discussions and examinations, oral and written, during the semester. May be repeated for credit.

*Prerequisite: English 101 and consent of instructor.*

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**FORESTRY (FOR)**

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**101 Introduction to Forestry**

**2 credit hours**

Offered fall semester. Two hours lecture a week.

Includes the study of the historical development of forestry and forest policy in the United States and its relation to the welfare of the people and the national economy. Private and public forestland management and an introduction to the several fields of forestry will be examined.

**103 Tree Climbing**

**1 credit hour**

Offered fall semester. Five hours lecture and thirty hours laboratory a semester. Fee: \$70.00.

This course will teach the skills needed by the urban tree care professional in order to efficiently and safely work within the tree canopies of the urban forest. Professional arborist from the tree care industry will teach specific equipment use, techniques and skills beyond those expected of entry-level employees.

*Prerequisite: Consent of instructor.*

**112 Forestry Software Applications**

**2 credit hours**

Offered spring semester. One-hour lecture and three hours laboratory a week. Fee: \$95.00.

The personal computer has become a major tool in the forestry profession. This course will introduce the student to the use of the hardware and software packages commonly used within forestry today with primary emphasis placed on the use of programs such as Geographic Information Systems and mapping software. Cruise analysis, forest management programs and other specialized forestry software and hardware will be introduced.

*Prerequisite: Forestry 101.*

*Corequisite: Mathematics 102 or consent of instructor.*

**120 Land Surveying**

**3 credit hours**

Offered spring semester. Two hours lecture and three hours laboratory a week. Fee: \$95.00.

Theory and practice of plane surveying. Lecture and field problems in established procedure of locating and designating property lines and boundaries, differential and profile leveling, open and closed traverses, map drafting, and computation of land areas.

*Prerequisite: Forestry 101.*

*Corequisite: Mathematics 102 or consent of instructor.*

**122 Forest Measurements**

**3 credit hours**

Offered spring semester. Two hours lecture and three hours laboratory a week. Fee: \$95.00.

The basics of measuring forest products, grading and scaling techniques, log rules and volume tables; the measurement of the diameter, height, and volume of individual trees and stands. Estimating or "cruising" timber volumes, with emphasis on reliable and consistent field practices.

*Prerequisite: Forestry 101.*

*Corequisite: Mathematics 102 or consent of instructor.*

**221 Forest Products**

**3 credit hours**

Offered fall semester. Two hours lecture and three hours laboratory a week. Fee: \$95.00.

Wood properties and products will be examined extensively, including wood identification and mechanical and physical properties of wood. Products that are made from wood will be studied from the standing tree, through the various manufacturing processes, to the finished product.

*Prerequisite: Forestry 101 or consent of instructor.*

**222 Advanced Forest Measurements****2 credit hours**

Offered fall semester. One-hour lecture and three hours laboratory a week. Fee: \$95.00.

An extension of the basic forest measurement course including statistical determination of cruising accuracy and the use of aerial photos for forestry purposes. The aerial photos portion will include stereoscopic viewing, identification of natural and man-made features, type mapping, area determination, boundary location, estimates of timber volume, and the use of aerial photos for planning purposes.

*Prerequisite: Forestry 120 and 122.*

**223 Wildlife Management****2 credit hours**

Offered fall semester. One-hour lecture and three hours laboratory a week. Fee: \$95.00.

Principles of managing wildlife as a forest crop, habitat requirements of wildlife, and manipulation of forest habitat for wildlife improvement. Basic stream management. Emphasis on effects of forest management practices on wildlife.

*Prerequisite: Forestry 101 or consent of instructor.*

**224 Forest Recreation and Human Resource Management****2 credit hours**

Offered fall semester. One-hour lecture and one three-hour laboratory a week. Fee: \$95.00.

This course will examine the historical development of forest recreation as an integral consideration of forest management within private industry, state and local governments, and federal land management agencies such as the US Forest Service and the US Park Service. Management practices, that enhance recreational use of the forest, will be studied and implemented. Field trips will be taken to recreational facilities that depend on a natural environment. Additionally, various methods of dealing with the human resource will be examined. Personnel supervision and leadership styles will be presented which will enable the graduate to progress more naturally into a supervisory position.

*Prerequisite: Forestry 101 or consent of instructor.*

**225 Forest Insects and Diseases****3 credit hours**

Offered fall semester. Two hours lecture and three hours laboratory a week. Fee: \$95.00.

A study of common forest insects and diseases; identification of the organisms and the damage that they cause, as well as control measures, are emphasized.

*Prerequisite: Biological Science 110 and Forestry 101, or consent of instructor.*

**226 Forest Management and Field Trip****3 credit hours**

Offered spring semester. One-hour lecture and three hours laboratory a week, plus one-week field trip. Fee: \$95.00.

This course covers principles of forest management, including inventory, sustained yield, cost of forest management, silvicultural systems, regulation of cut, and problems of multiple-use forestry. Field trip will consist of observation and study of forest management and wood-using industries in the Southern Pine Region.

*Prerequisite: Forestry 120, 122, 221, and 229.*

**227 Forest Fire Control**

**2 credit hours**

Offered spring semester. One-hour lecture and three hours laboratory a week. Fee: \$95.00.

Causes, character, and effects of forest fires; forest fire prevention, including educational campaigns, laws, and law enforcement; forest fire suppression activities, including detection, communication, and transportation systems, equipment, fuel reduction and fuel mapping, and fire danger rating; fire suppression, including methods and tactics, control line building, and use of water and chemicals.

*Prerequisite: Forestry 101 or consent of instructor.*

**228 Urban Forestry**

**3 credit hours**

Offered spring semester. Two hours lecture and three hours laboratory a week. Fee: \$95.00.

A study of trees and tree communities in urban situations including shade, ornamental and street side trees. Tree inventory, valuation, selection, planting, climbing, pruning, maintenance and care and diagnosis of problems will be covered. This course is intended to give additional skills to individuals who are serious about becoming a part of the urban tree care industry as well as those more traditional forestry students. It should provide skills as well as professional credentials that will enhance employment opportunities for students enrolled in the Tree Care Technician Certificate program as well as the Forest Technology Curriculum.

*Prerequisite: Forestry 101 or consent of instructor.*

**229 Silviculture**

**4 credit hours**

Offered fall semester. Two hours lecture and one six-hour laboratory a week. Fee: \$105.00.

Introduction to climactic, soil, and biotic factors affecting the composition and growth of forest stands; development of trees and stands with respect to height, diameter, volume growth, and reproduction; improvement and reproduction of forest stands, employing basic silvicultural practices of weeding and improvement cuttings, thinnings, pruning, reproduction cuttings, and marking of stands prior to logging; principles of artificial establishment of forest plantations, including site evaluation, selection of species, nursery production and management, and seeding and planting methods.

*Prerequisite: Forestry 101 and Biological Science 108.*

**250 Harvesting and Primary Manufacturing**

**3 credit hours**

Offered summer session. Five eight-hour days for four weeks. Fee: \$105.00.

Instruction and participation in timber harvesting operations, including timber purchase and contracts, planning the harvest, methods of harvesting, operation of logging equipment, business methods, and sales. Experience will be gained in various primary wood manufacturing methods.

*Prerequisite: Forestry 101, 120, and 122.*

**251 Forest Measurement and Surveying Field Practices**

**4 credit hours**

Offered summer session. Five eight-hour days for four weeks. Fee: \$105.00.

Office procedures and field techniques in surveying forest areas. Emphasis placed on the use of instruments for forest mapping. Fieldwork is designed to familiarize the student with basic techniques as well as practical application of topographic and GPS mapping and forest road layout. Introduction to field methods of forest stand and tree measurement as used in forestry. Emphasis given to use of instruments, necessary standards of fieldwork, and presentation of data.

*Prerequisite: Forestry 101, 120, and 122.*

**254 Urban Forestry Internship**

**2 credit hours**

Offered spring semester. Forty hours a week for four weeks. Fee: \$45.00.

This experience is intended to present most of the activities associated with being a professional within the urban tree care industry. The student is expected to fully participate in activities that may include customer relations, contracts and sales, Integrated Pest Management, right-of-way clearing, landscape development, tree pruning, fertilization, maintenance and removal as well as an understanding of the maintenance, management and safety issues involved in the operation of a successful tree care company or department. This position may be undertaken on a volunteer or a for-pay basis and must encompass at least 160 hours of documented work with an approved private tree care company or urban tree care division within state, federal or city government.

*Prerequisite: Forestry 103 and Biological Science 107.*

**299 Forest Special Topics**

**1-4 credit hours**

Offered as demand warrants.

Study or field project in forestry under the supervision of a staff member. This course is intended for qualified sophomore standing students with special interest in a forestry topic. Any unusual costs, travel, and special supplies, will be borne by the student.

*Prerequisite: Forestry 101, sophomore standing, and consent of instructor.*

**GEOGRAPHY (GEOG)**

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**102 Cultural Geography**

**3 credit hours**

Offered fall and spring semesters. Three hours lecture and discussion a week.

The elements of geography are studied through regional delineation to understand utilization of one's surroundings. Geographical interpretations of international relationships are emphasized.

**HISTORY (HIST)**

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**101 History of Western Civilization I**

**3 credit hours**

Offered fall semester. Offered spring semester as demand warrants. Three hours lecture and discussion a week.

The development of Western civilization and its worldwide influence. Emphasis on the evolution of military, political, social, and economic institutions, as well as the cultivation of arts (prehistory to 1500).

**102 History of Western Civilization II**

**3 credit hours**

Offered spring semester. Offered fall semester as demand warrants. Three hours lecture and discussion a week.

The contest for world empire, liberal and national movements, revolutions, economic, social, and scientific changes, imperialism, First World War, Soviet Russia, the rise of fascism, and the Second World War and its aftermath (1500 to the present).

**103 United States History I**

**3 credit hours**

Offered fall semester. Offered spring semester as demand warrants. Three hours lecture and discussion a week.

A survey of the impact of various forces on American life, ranging from European background to the close of Reconstruction.

**104 United States History II**

**3 credit hours**

Offered spring semester. Offered fall semester as demand warrants. Three hours lecture and discussion a week.

A study of industrial, economic, and social developments in the United States from the end of Reconstruction to modern times, including an analysis of conflicts, which have shaped contemporary events.

**105 Contemporary World History**

**3 credit hours**

Offered fall and spring semesters as demand warrants. Three hours lecture and discussion a week.

A survey of the major forces and events, which have shaped the modern world. Topics treated include the causes and results of the world wars, the rise of communism, the development of fascism and nazism, the decline of colonialism and the emergence of the third world, the Cold War, the impact of technology and science on twentieth century man, and prospects for the future. History 105 is designed to meet the specialized needs of the career and transfer student.

**178 Local History**

**3 credit hours**

Offered as demand warrants. Three hours lecture and discussion a week.

A survey of the development of Allegany County and surrounding area from earliest times to the present. All aspects of the story of regional development will be examined, including social, economic and architectural history. Emphasis will be placed on ways in which local development mirrored the major themes of national history and the ways in which the region was affected by national events.

*Prerequisite: History 103 and 104 are recommended.*

**298 Special Topics in History**

**3 credit hours**

Offered as demand warrants.

This course is designed to address a range of historical topics in the field of history. The format and content will vary depending on the course topic. The course will cover topics that are otherwise beyond the scope of a 100 level history course. This course is repeatable for up to 6 credits.

*Prerequisite: One History course or consent of instructor.*

**299 History Reading Project**

**3 credit hours**

Offered as demand warrants. Individual reading and periodic discussions.

This course is designed to allow the student to do individual reading in topics of interest in history under the guidance of an instructor. The reading of approximately fifteen books will be required, with periodic written reports, discussions, and examinations throughout the semester.

*Prerequisite: Sophomore standing with 2.00 average or higher and consent of instructor. Priority will be given to history majors.*

**HOSPITALITY MANAGEMENT (HRMG)**

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**101 Introduction to Hospitality**

**3 credit hours**

Offered fall semester. Three hours lecture and discussion a week.

A survey of the history, organization, opportunities, and problems of the hospitality industry. Includes departmental functions, personnel practices, and typical job requirements. Emphasis will be on current trends and developments in the industry. The nature and scope of management functions in the industry will be discussed with emphasis on operation practices and problems.

**110 Food Service Sanitation**

**1 credit hour**

Offered fall semester. One-hour lecture a week.

This course emphasizes principles of safe food handling and preparation. Topics include: causes of food borne illness; safe food purchasing, storage and preparation; insect and rodent control; and government regulations pertaining to food service sanitation. Upon completion of the course, students will take the national ServSafe examination offered by the National Restaurant Association.

**160 Quantity Food Production**

**3 credit hours**

Offered spring semester. Two hours lecture and fifty hours practicum a semester. Fee: \$100.00.

A course designed to provide students with skills necessary to effectively supervise a food production and/or service operation. Topics include: planning production of a menu; scheduling employees and assigning food production tasks; menu forecasting and pre-costing; evaluating food items for flavor and quality characteristics; training food production personnel; hands-on experience with a variety of quantity food production techniques.

*Prerequisite: Hospitality Management 101, 110, or consent of instructor.*

**203 Hospitality Purchasing, Inventory, and Cost Control**

**3 credit hours**

Offered summer session. Two hours lecture and five hours practicum a week for ten weeks. Fee: \$80.00.

Topics include selections, procurement, and inventory procedures for foods, supplies, and services in the hospitality industry. Special emphasis is placed on determining correct order sizes and times, security procedures, and quality control.

*Prerequisite: Hospitality Management 101, concurrent registration, or consent of instructor.*

**204 Menu Planning and Food Merchandising**

**3 credit hours**

Offered summer session. Two hours lecture and five hours practicum a week for ten weeks. Fee: \$80.00.

A course designed to interrelate nutrition, cost, personnel, equipment, and customer appeal in menu development. Includes discussions of food presentation and actual practice in preparing and costing a menu.

*Prerequisite: Hospitality Management 101, 160, 203, or consent of instructor.*

**205 Food and Beverage Cost Control**

**3 credit hours**

Offered spring semester. Two hours lecture and fifty hours practicum a semester. Fee: \$80.00.

A course to examine, with examples and applications, the process of forecasting, budgeting, staffing, and purchasing. Emphasis is placed on the check and balances necessary to achieve and continue to improve business profitability.

**209 Front Office Management**

**3 credit hours**

Offered fall semester. Three hours lecture a week.

An examination of lodging and resort organization and services. Emphasis is placed on front office procedures such as reservations and registrations, accounting principles, salesmanship, operating systems, and human relations.

*Prerequisite: Hospitality Management 101, Office Technologies 109, Mathematics 105, or consent of instructor.*

**210 Internship I**

**5 credit hours**

Offered summer session. Two hours lecture and ten hours practicum a week for ten weeks.

Supervised on-the-job training in approved hospitality businesses. Placement and supervision is coordinated by the College.

*Prerequisite: Hospitality Management 101, 204, and Business Administration 101, or consent of instructor.*

**211 Hospitality Supervision**

**3 credit hours**

Offered fall semester. Three hours lecture a week.

Human resources management in foodservice operations presents special challenges. This course will review supervision, leadership, staffing, performance evaluations, delegation, and diversity. In addition, students will develop job-seeking skills in their career field of interest.

*Prerequisite: Hospitality Management 210 or Culinary Arts 250 or concurrent registration.*

**215 Hotel/Motel Property Management**

**3 credit hours**

Offered spring semester. Three hours lecture a week.

A course designed to interrelate the functions of the housekeeping, security, engineering, and maintenance department as related to the management of the lodging property. Special emphasis is placed on scheduling, payroll control, business forecasting, and budgets.

*Prerequisite: Hospitality Management 101 and 209 or consent of instructor.*

**218 Hospitality Marketing**

**3 credit hours**

Offered spring semester and as demand warrants. Three hours lecture a week.

Elements of marketing as applied to the hospitality industry. Topics include the analysis of marketing opportunities, fundamentals of advertising and promotion, feasibility studies, and public relations. The differences between marketing products and services will be stressed.

*Prerequisite: Hospitality Management 101 and 203.*



**220 Internship II**

**5 credit hours**

Offered spring semester. Two hours lecture and one hundred hours practicum a semester.

Supervised on-the-job training in approved hospitality businesses. Placement and supervision is coordinated by the College. Contact hours at the placement site increase in this second internship.

*Prerequisite: Hospitality Management 210 or consent of instructor.*

**HUMAN SERVICE ASSOCIATE (HSRV)**

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**103 Group Processes**

**3 credit hours**

Offered fall semester. Two hours lecture and two hours laboratory a week. Fee: \$60.00. Learning Harbor Fee: \$16.00.

This course introduces basic concepts and skills needed to lead task, education, growth, support, and therapeutic groups. An experiential lab enables students to practice goal setting as well as basic group work and counseling skills. Self-awareness regarding interpersonal style and communication patterns is stressed and training provided in mind/body/spirit skills for personal renewal and professional practice.

*Prerequisite: Sociology 104 and approval of Human Service Admissions Committee, or consent of instructor.*

**123 Introduction to Counseling and Interviewing**

**3 credit hours**

Offered fall semester. Two hours lecture and two hours laboratory a week. Fee: \$50.00.

An examination of and practice with the techniques of psychological interviewing for the purpose of gathering data and/or modifying human behavior. Current theories and techniques of counseling and psychotherapy will be studied, and experience with interviewing and counseling techniques will be gained under professional consultation and supervision. During laboratory sessions students will also relate professional learnings to their own personal development.

*Prerequisite: Sociology 104 and approval of Human Service Admissions Committee, or consent of instructor.*

**170 Helping Techniques I**

**3 credit hours**

Offered spring semester. Two hours lecture and two hours laboratory a week. Fee: \$60.00.

An exposure to and awareness of contemporary helping techniques and strategies. Attention is given to specific therapeutic approaches such as: Adlerian Therapy, Person Centered Therapy, Gestalt Therapy, Reality Therapy, Behavior Therapy, and Cognitive-Behavior Therapy. The laboratory activities will demonstrate how these techniques can be applied in the helping process.

*Prerequisite: Human Service 103 and 123, or consent of instructor.*

**190 Human Service Practicum I**

**4 credit hours**

Offered spring semester. Two hours lecture and minimum ten hours field work a week. Fee: \$50.00.

The techniques of objective observation, the recording of data, behavior modification, and the duties of helping personnel are studied. Ethical considerations, and the role of the human service associate in various settings are explored. Students will be assigned to a semester of fieldwork at one placement site. Participation in fieldwork will be supervised by the instructor of the course and the cooperating agency, institution, or school.

*Prerequisite: Human Service 103 and 123, or consent of instructor.*

**201 Helping Techniques II**

**3 credit hours**

Offered fall semester. Two hours lecture and two hours laboratory a week. Fee: \$60.00.

An exposure to and awareness of additional contemporary helping strategies that build on Helping Techniques I course content. The focus for this advanced course will be Marital Therapy, Family Therapy, Solution-Oriented Therapy, Ericksonian Therapy, and Narrative Therapy. The laboratory activities will demonstrate how these therapeutic approaches can be applied in the helping process.

*Prerequisite: Human Service 170 and 190, or consent of instructor.*

**207 Human Service Practicum II**

**5 credit hours**

Offered fall semester. Two hours lecture and minimum twelve hours field work a week. Fee: \$50.00.

Students will develop basic crisis intervention skills and examine the role of the family in a crisis situation. Knowledge of specific service populations (battered women, suicide victims, substance abusers, bereaved individuals and victims of sexual assault) will be acquired. Client assessment techniques will also be examined and utilized in a case study and in client record keeping. In preparation for graduation, future career directions that build on the human service degree will be explored. Students will be assigned to one placement site for the entire semester. Participation in fieldwork will be supervised by the instructor of the course and the cooperating agency, institution, or school.

*Prerequisite: Human Service 170 and 190, or consent of instructor.*

**210 Human Service Practicum III**

**5 credit hours**

Offered spring semester. Two hours lecture, two hours small group laboratory and ten hours practicum a week. Fee: \$50.00.

Students will examine and practice theories and techniques in organizational development, supervision, stress management, project planning and program evaluation. A basic knowledge of ethical issues related to human service work will be acquired and personal values examined. Professional ethical codes will also be studied and applied to work situations. Students will also receive exposure to a career-planning unit in preparation for employment. A major project is assigned in which the student designs and implements an educational, clinical or community service program. Participation in fieldwork will be supervised by the instructor of the course and the cooperating agency, institution, or school.

*Prerequisite: Human Service 201 and 207, or consent of instructor.*

**298 Special Topics in Human Service**

**1-4 credit hours**

Offered fall and spring semesters, and summer session as demand warrants.

This course is designed to address a range of topics and emerging areas of evidence-based best practices in the field of human service. The format and credits offered vary depending on the course content.

**299 Independent Study**

**1-4 credit hours**

Offered fall and spring semesters, and summer session as demand warrants.

This course is designed to allow students in the Clinical Phase of the Human Service Program the opportunity to pursue advanced study or research on topics of individual interest related to the helping professions. Approval by the Human Service Program Coordinator to pursue Independent Study Program is required. This course may be repeated for credit (up to a maximum of 8 credits), based upon approval of the Human Service Coordinator.

**HUMANITIES (HUM)**

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**100 Mini-Civilizations**

**3 credit hours**

Offered as demands warrants. Two hours lecture a week and one-hour discussion.

A survey of the major art forms and cultural epochs of the western world, exploring the idea that the arts reflect the work in which they are produced. The course ties together worldviews, philosophical schools, historical events, and major art forms, including painting, sculpture, architecture, and music in different eras. Included are the epochs of the Greeks, Romans, Middle Ages, Renaissance, Baroque, Enlightenment, Romanticism, Early Industrial Era, and the modern world. The course includes an introduction to major art forms.

**101 Humanities**

**1 credit hour**

Offered in summer session as demand warrants.

This course will revolve around selected overseas educational tours, which have been arranged through ACIS, an educational travel agency. Areas to be explored include (1) technological advances in foreign countries, (2) art history, (3) literature, and (4) education. Educational experiences include, but are not limited to, visitations and consultations with schools and/or universities, art museums and/or historic sites, as well as business enterprises utilizing technology. In addition, students will visit the birthplaces of noted authors and/or attend appropriate theater performances.

**110 Interdisciplinary Leadership I**

**3 credit hours**

Offered fall semester. Offered spring semester and summer session as demand warrants. Meets forty-five hours a semester. Meeting times vary. Please check the semester schedule. Fee: \$125.00 (Non-refundable).

This interdisciplinary course focuses on the development of leadership ability. Using classic films, literature, contemporary essays, and experiential activities, the course provides participants with a basic understanding of leadership and group dynamics theory, assists in identifying a personal leadership philosophy and style, creates an awareness of the moral and ethical responsibilities of leadership, and provides the opportunity to practice essential leadership skills. Readings are drawn from the works of classic writers as well as contemporary experts from the fields of business, human resources, political science, history, sociology, psychology, and the humanities.

**210 Interdisciplinary Leadership II**

**3 credit hours**

Offered spring semester and as demand warrants. Meets forty-five hours a semester. Meeting times vary. Please check the semester schedule. Fee: \$700.00 (Non-refundable).

This course will emphasize the application of Leadership skills learned in Leadership I and explore emerging issues in the field of Leadership. Additional discussions and experiential activities will include topics in creativity and risk taking, conflict resolution, cultural diversity, appropriate use of humor and changes in leadership context and its consequences. Analysis of contingency models and different leadership styles will also be included.

*Prerequisite: Humanities 110 or consent of instructor.*

**IN-HOME NURSING ASSISTANT (IHNR)**

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**101 In-Home Nursing Assistant**

**6 credit hours**

Offered as demands warrants. Six hours of lecture and half an hour of lecture/lab a week. Fee: \$65.00.

This course is designed to prepare current Maryland Board of Nursing Certified Nursing Assistants with the classroom theory and skills essential in providing care in the home environment. This course also includes basic concepts pertinent to the emotional, mental, and spiritual well-being of both the patient and the caregiver. Students will be required to demonstrate competency in communication, basic human needs, and management. Students will become familiar with the care of clients with disabilities, older clients, clients with mental illness, and clients with a variety of health issues.

*Prerequisite: Student must be a current and active Maryland Board of Nursing Certified Nursing Assistant with a current, unencumbered certification and provide proof of current Healthcare Provider CPR certification.*

**INTEGRATIVE HEALTH (IHLT)**

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NOTE: Students interested in this field should consider the following courses, which are offered by other departments. (Refer to the course description sections.)

- Biological Science 114, Fundamentals of Nutrition and 150, Medicinal Botany
- Physical Education 120, Water Aerobics and 155, Mind-Body Movement Stress Reduction Techniques
- Therapeutic Massage 101, Introduction to Therapeutic Massage

**101 Mind/Body Skills for Health and Healing**

**1 credit hour**

Offered as demand warrants. Meets fifteen hours a semester. Meeting times vary. Please check the semester schedule.

This course will provide an experiential introduction and appreciation of the relationship among Mind/Body skills, group processes, and healing. Students will develop self-awareness about their unique response to stress and relaxation, the connection between this response and wellness, and the healing power of relationships. Utilizing a variety of Mind/Body skills such as meditation, biofeedback, breathing and imagery, students will acquire basic skills essential to personal health and professional practice.

**106 Introduction to Energy Healing**

**1 credit hour**

Offered as demand warrants. Meets fifteen hours a semester. Meeting times vary. Please check the semester schedule.

This course introduces basic components of evidence based energy healing. Students learn the anatomy of subtle body energies and acquire an overview of various types of energy healing and the research that supports their effectiveness in health care settings. Reiki, Chi Gong, thought field analysis and other energy-based approaches will be covered.

**107 Energy Healing II**

**1 credit hour**

Offered as demand warrants. Meets fifteen hours a semester. Meeting times vary. Please check the semester schedule.

This course builds on the basics taught in Introduction to Energy Healing. Students continue their learning of energy systems through working with the chakras and reiki in connection with evidenced based research.

*Prerequisite: Integrative Health 106.*

**109 Becoming A Healing Presence**

**2 credit hours**

Offered as demand warrants. Two hours lecture a week.

This course equips students with the knowledge and tools to be a healing presence in any situation whether professional or personal. Students will explore empirical evidence from the healthcare perspective of the meaning of presence and of healing. Practice logs, group discussions, and experiential exercises will be used to deepen understanding of what it means to be present to another person.

**110 Tai Chi**

**1 credit hour**

Offered as demand warrants. Two and a half hours of lecture, demonstration, and participation a week.

This course will provide students with the knowledge and skills to perform Tai Chi, a Chinese martial art and meditation that combines a series of movements with mental concentration and coordinated breathing. Topics to be discussed are: Tai Chi movements, the history of Tai Chi, and how to incorporate Tai Chi into your lifestyle.

**111 Introduction to Qigong**

**2 credit hours**

Offered as demand warrants. Two hours lecture and experiential learning activities each week.

This course provides an introduction to the ancient Chinese mind/body/spirit practice of Qigong. Through a combination of lecture and experiential learning, the class will provide an overview of the research on health applications of Qigong, a foundational understanding of the philosophy and historical development of Qigong, and an introduction to the basic practice of this ancient form of "moving meditation".

**112 Spirituality and Healing Traditions**

**1 credit hour**

Offered as demand warrants. Meets fifteen hours a semester. Meeting times vary. Please check the semester schedule.

This course explores the many facets of the world's wisdom and healing traditions in order to apply diverse spiritual approaches to personal health and professional practice. Emphasis will be upon developing an understanding of one's own spiritual beliefs and resources within the multi-cultural context of the world's spiritual traditions. Students will utilize research, self-reflection, and practical application to identify the unique aspects of each tradition as well as the commonalities which underlie all of the areas studied. This course is especially appropriate for students entering the healthcare, social service, or education professions.

**114 Integrative Approaches to Health and Healing**

**2 credit hours**

Offered fall and spring semesters and summer session as demand warrants. Two hours lecture a week.

This course provides an overview of the philosophy, principles, and practices of integrative health care - holistic (mind/body/spirit) approach to health and healing based on a partnership between the health care provider and the patient in which conventional, complementary, and self-care strategies are used to stimulate and support the body's natural healing potential. Students will examine current research on such complementary and self-care practices including massage, meditation, imagery, prayer, yoga, tai chi, acupuncture, humor, expressive arts, and others. The role of relationships, self-awareness, beliefs, spirituality, and emotions in health and healing will also be examined. Field trips, lecture, film, demonstration, and experiential activities enable the student to apply course content to personal and professional practice.

**115 Yoga for Wellness I**

**1 credit hour**

Offered spring semester and as demand warrants. Two hours a week.

This course includes the history, basic skills, principles, and Yoga postures to develop a personal routine for mental, physical, and spiritual training. Students will develop an understanding of how Yoga can improve physical flexibility and control relaxation to harmonize the body, mind, and spirit.

**116 Yoga for Wellness II**

**1 credit hour**

Offered as demand warrants. Two hours a week.

This class will build on the skills learned in Integrative Health 115 and will also focus on the healing benefits of Asana (posture), Pranayama (breathework), and Meditation. More advanced asanas will also be explored, including inversions.

*Prerequisite: Integrative Health 115.*

**230 Introduction to Health Psychology (Psychology 230)**

**3 credit hours**

Offered spring semester. Offered in summer session as demand warrants. Three hours lecture and discussion a week.

This course provides an introduction to the field of health psychology. Course content includes an overview of scientific principles and current research findings; applications to specific diseases, stress management, and to health promotion; demonstration of the most widely used and effective intervention strategies; and the role of health psychology and mind/body medicine in health care practice. Experiential learning, lecture, and a case-based approach are the primary teaching learning approaches.

*Prerequisite: Psychology 101 or consent of instructor.*

**298 Special Topics in Integrative Health**

**1-4 credit hours**

Offered fall and spring semesters, and summer session as demand warrants.

This course is designed to address a range of topics and emerging areas of evidence-based practice in the field of integrative health. The format and credits offered varies depending on the course content and will be of special interest to allied health, education, and human service professionals and students.

**LANGUAGES (LANG)**

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Students may earn credits for previous experiential learning of Spanish in the following manner: If the student and the instructor judge that the student has adequate preparation from high school or from other exposure to the Spanish language, and the student elects to enter a higher level Spanish course than Spanish 103, and if the student completes that course with a grade of "C" or better, the student will obtain additional credits (three, six, or nine) for all lower level Spanish courses that the student has elected to waive. In order to receive official credit for the lower level course(s), the student must fill out a credit-by-exam form in the Registration Office. The credit-by-exam fee will be waived.

**103 Introductory Spanish I**

**3 credit hours**

Offered fall semester. Three hours lecture.

Develops speaking and understanding skills through a conversational approach.

**104 Introductory Spanish II**

**3 credit hours**

Offered spring semester. Three hours lecture.

Further develops aural-oral skills; elementary reading and writing exercises. This course will acquaint the student with various aspects of Spanish culture.

*Prerequisite: Spanish 103 or consent of instructor.*

**203 Intermediate Spanish I**

**3 credit hours**

Offered fall semester. Three hours lecture, discussion and drill a week.

Advanced conversational practice and an introduction to reading modern Spanish prose (short stories, news reports, magazine articles).

*Prerequisite: Spanish 104 or consent of instructor.*

**204 Intermediate Spanish II**

**3 credit hours**

Offered spring semester. Three hours lecture, discussion, and drill a week.

A continuation of Spanish 203, involving the writing of short papers.

*Prerequisite: Spanish 203 or consent of instructor.*

**299 Independent Study**

**3 credit hours**

This independent study course allows students to pursue their particular foreign language interest. Among the possibilities are business Spanish, practical Spanish, and Spanish literature.

*Prerequisite: Consent of instructor.*

## LEADERSHIP (HUM)

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See "Humanities"

## MATHEMATICS (MATH)

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### 83 Pre-Algebra

**3 credit hours**

Offered fall and spring semesters and summer session as demand warrants. Three hours lecture and discussion a week.

This course is intended to prepare students to be successful in Beginning Algebra (Mathematics 90) or Beginning and Intermediate Algebra (Mathematics 96). The emphasis of this course is on the understanding and application of the following topics: operations on signed numbers, fractions, decimals, ratios, proportions, percents, and the English and Metric systems of measurement. This course will also include perimeter, area, and volume of geometric figures. The final portion of the course is an introduction to Beginning Algebra topics such as solving linear equations and an introduction to graphing. This course does not meet associate degree graduation requirements.

### 90 Beginning Algebra

**3 credit hours**

Offered fall and spring semesters and summer session as demand warrants. Three hours of lecture and discussion a week.

The emphasis of this course is on the understanding and application of the following topics: evaluating algebraic expressions, solving and graphing linear equations, solving literal equations, calculating slope, finding equations of lines, and performing operations with exponents, scientific notation, and polynomials including factoring. This course does not meet associate degree graduation requirements.

*Prerequisite: Appropriate Placement Assessment score or grade of "C" or better in Mathematics 83.*

### 91 Pre-Algebra and Beginning Algebra

**5 credit hours**

Offered fall and spring semesters and summer session as demand warrants. Five hours of lecture and discussion a week. This course will cover the topics in Mathematics 83 and Mathematics 90. This course does not meet associate degree graduation requirements.

### 93 Intermediate Algebra

**3 credit hours**

Offered fall and spring semesters and summer session as demand warrants. Three hours lecture and discussion a week.

Begins with a review of beginning algebra, and continues with polynomials, factoring, linear and quadratic equations, graphs of functions, systems of equations, integer and rational exponents, and radicals. Not designed as a first course in Algebra. Calculators or computers as computational aids will be used in this course. This course does not meet associate degree graduation requirements.

*Prerequisite: Appropriate Placement Assessment score or grade of "C" or better in Mathematics 90 or Mathematics 91, or students who have had a grade of "D" in Mathematics 96.*



**96 Beginning and Intermediate Algebra****6 credit hours**

Offered fall and spring semesters and summer session as demand warrants. Six hours of lecture and discussion a week.

This course is designed for those students who wish to complete the 90-93 sequence of courses during a single semester. It will meet every day of the week and cover all topics listed in Mathematics 90 Beginning Algebra and Mathematics 93 Intermediate Algebra. Calculators or computers as computational aids will be used in this course. This course does not meet associate degree graduation requirements.

*Prerequisite: Appropriate Placement Assessment score or grade of "C" or better in Mathematics 83.*

**102 College Algebra****3 credit hours**

Offered fall and spring semesters. Offered as demand warrants in summer session. Three hours lecture and discussion a week.

This course includes the study and applications of functions including Polynomial, Rational, Exponential, Logarithmic, Logistic, Trigonometric, Parametric and Inverse functions. Applications of systems of equations, inequalities and matrices will also be covered. This course focuses on the importance of thinking, problem solving and application and requires that students engage in solving realistic problems using technological tools. A graphing calculator, such as a TI-83, may be required.

*Prerequisite: Appropriate Placement Assessment score or grade of "C" or better in Mathematics 93 or 96.*

**105 Elements of Mathematics****3 credit hours**

Offered fall and spring semesters. Offered as demand warrants in summer session. Three hours lecture and discussion a week.

This course is designed to acquaint the student with the utility of mathematics. The course includes applications and problem solving through the development of critical thinking and reasoning skills, set theory, elements of logic, counting methods and an introduction to probability and statistics. Students will also investigate applications of exponential functions. Graph theory is an optional topic in this course. A scientific calculator is required.

*Prerequisite: Appropriate Placement Assessment score or grade of "C" or better in Mathematics 90 or Mathematics 91 and high school Algebra II.*

**119 Pre-Calculus I****4 credit hours**

Offered fall and spring semesters. Four hours lecture and discussion a week.

This course begins with a review of algebra. The course progresses through the study of operations with exponents and radicals; solutions of equations and inequalities; mathematical expressions, functions and solving and graphing linear, quadratic, polynomial, rational and exponential and logarithmic functions; and solutions to systems of equations and matrices. This course is designed as a first course in analysis for those planning to study mathematics 201 and a basic course for those planning to enroll in mathematics 200. A graphing calculator, such as a TI-83, may be required.

*Prerequisite: Appropriate Placement Assessment score or grade of "C" or better in Mathematics 93 or 96.*

**120 Pre-Calculus II**

**4 credit hours**

Offered spring semester and as demand warrants. Four hours lecture and discussion a week.

This course is a continuation of Mathematics 119. It progresses through an analytical study of the trigonometric and reverse trigonometric functions, trigonometry equations, trigonometric identities, applications of trigonometry, mathematical induction, and conic sections. A graphing calculator, such as a TI-83, may be required.

*Prerequisite: Appropriate Placement Assessment score, Mathematics 119, or consent of instructor.*

**200 Calculus for Applications**

**4 credit hours**

Offered spring semester. Offered fall semester as demand warrants. Four hours lecture and discussion a week.

An introductory one-semester calculus course with emphasis on business, economics, and life science applications. The course begins with a review of needed topics in algebra, graphing, and functions. Limits and continuity are treated intuitively. The major task of the course is an investigation of the derivative and integral for applications. Technology is utilized as a tool for problem solving. A graphing calculator, such as a TI-83, may be required.

*Prerequisite: Mathematics 102 or 119 or consent of the instructor. Students who have completed Mathematics 201 may not take 200 for credit.*

**201 Calculus I**

**4 credit hours**

Offered fall semester. Four hours lecture and discussion a week.

Includes study of limits, continuity, and differentiation of algebraic and trigonometric functions; chain rules; maximum-minimum problems: curve plotting; Rolle's and mean value theorems; and definite and indefinite integration of these functions and applications. A graphing calculator, such as a TI-83, may be required.

*Prerequisite: Appropriate Placement Assessment score or successful completion of Mathematics 120.*

**202 Calculus II**

**4 credit hours**

Offered spring semester. Four hours lecture and discussion a week.

Includes a continuation of application of the definite and indefinite integral along with transcendental and hyperbolic functions, further techniques of integration, polar coordinates, parametric equations, and infinite series. A graphing calculator, such as a TI-83, may be required.

*Prerequisite: Mathematics 201.*

**203 Calculus III**

**4 credit hours**

Offered fall semester as demand warrants. Four hours lecture and discussion a week.

This course includes a study of vectors in n-space and their applications, partial derivatives, multiple integrals and line integrals. A graphing calculator, such as a TI-83, may be required.

*Prerequisite: Mathematics 202.*

**206 Differential Equations****4 credit hours**

Offered spring semester as demand warrants. Four hours lecture and discussion a week.

Includes solution of equations of order one with elementary applications; linear differential equations - homogeneous and nonhomogeneous equations; variation of parameters; inverse differential operators; and Laplace transforms. A graphing calculator, such as a TI-83, may be required.

*Prerequisite: Mathematics 203.*

**216 Mathematics for Elementary Education I****3 credit hours**

Offered fall and spring semesters. Three hours lecture and discussion a week.

This course is a program requirement designed specifically for students majoring in Elementary Education and is a parallel course to Frostburg State University's mathematics requirement for Elementary Education. It is intended to enhance and broaden the students' mathematical knowledge. Cooperative learning and collaborative group investigations will be utilized to solve problems, conduct mathematical experiments, formulate mathematical models, make predictions, and other related learning activities. Topics in the course include problem solving and reasoning, set theory, functions, estimation, numeration and mathematical systems, the real number system and elementary number theory. Mastery of basic communication skills is required to successfully complete this course. Students will be required to make both oral and written reports as they communicate mathematics. Students not planning to transfer to Frostburg State University should see their advisor for appropriate mathematics course selection. Mathematics 216 does not meet the general education requirement for an Associate Degree.

*Prerequisite: Appropriate Placement Assessment score or grade of "C" or better in Mathematics 93 or 96.*

**217 Mathematics for Elementary Education II****3 credit hours**

Offered fall and spring semesters. Three hours lecture and discussion a week.

This course is a continuation of the program requirement specifically for students majoring in Elementary Education and is a parallel course to Frostburg State University's mathematics requirement for Elementary Education. Cooperative and collaborative group activities will be utilized in the investigation of topics in basic geometry, measurement techniques, introductory probability and elementary statistics. Communicating mathematics, utilizing technology as a tool for problem solving, basic experimentation and data collecting, and connections between mathematical concepts, patterns and models to real world applications are activities stressed in this course. Students not planning to transfer to Frostburg State University should see their advisor for the appropriate mathematics course selection.

This course may be used to meet General Education Requirements.

*Prerequisite: Mathematics 216 or appropriate Placement Assessment score or grade of "C" or better in Mathematics 93 or 96.*

**221 Elements of Statistics (Statistics 221)**

**3 credit hours**

Offered fall and spring semesters. Offered as demand warrants in the summer session. Three hours lecture and discussion a week.

Organization and analysis of data, frequency distribution, average, measures of variability, probability, normal distribution, sampling, estimation, hypothesis, quality testing control, significance levels, t test, z test, chi square test, regression and correlation index numbers. This course includes the use of computers to analyze statistical data. Prior experience with computers is not necessary.

*Prerequisite: Appropriate Placement Assessment score or grade of "C" or better in Mathematics 93 or 96 or a grade of "D" or better in Mathematics 105.*

**MEDICAL ASSISTANT (MDAS)**

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**101 Introduction to Medical Assistant**

**3 credit hours**

Offered fall semester and spring semester as demand warrants. Three hours lecture a week. Fee: \$40.00.

This course is designed to provide information on the responsibilities of the Medical Assistant. Topics to be discussed are: present and future of Medical Assistants; certification examination; legal and ethical issues in Medical Assisting; delivery of healthcare; specialties in healthcare; diversity in healthcare and the workplace; communication skills, professionalism, confidentiality, handwashing and aseptic techniques, and wellness. Basic administrative transdisciplinary, and clinical competencies will be covered.

**102 Introduction to Health Records**

**3 credit hours**

Offered fall semester or as demand warrants. Three hours lecture a week. Fee: \$65.00.

This course will introduce students to the health record. Students will learn the content and format of the basic health record, various healthcare delivery systems, and data quality control. Storage of health information, confidentiality, release of information, indices, and registers are also studied. Legal and ethical issues relating to confidentiality and release of information are emphasized.

**201 Clinical Medical Assistant I**

**2 credit hours**

Offered summer session. Fifteen hours of lecture, laboratory and demonstration a week. Fee: \$65.00. Learning Harbor Fee: \$16.00.

This course is designed to provide students with basic clinical medical assisting skills. Topics to be discussed are: age specific competencies for vital signs, obtain and record patient history, prepare and maintain treatment areas, documentation, and confidentiality.

*Prerequisite: Medical Assistant 101 and acceptance into the clinical phase of the program.*

**203 Pharmacology for the Medical Assistant**

**3 credit hours**

Offered fall semester. Three hours of lecture, laboratory and demonstration a week. Fee: \$65.00.

This course is designed to provide medical assisting students with the basic understanding of pharmacology. Topics to be discussed are: mathematics and dosage calculations, medication errors, medication orders, drug sources, schedules and dosages, forms of drugs and their actions, proper charting for medication preparation and administration, administration of nonparenteral medications, parenteral equipment and supplies, allergies, legal and liability issues in administering medications, administration of parenteral medications, immunizations, drug identification, medications used for the body systems, age specific considerations in pharmacology, and substance abuse.

*Prerequisite: Office Technologies 132, Mathematics elective, and Medical Assistant 102 and 201.*

**205 Clinical Medical Assistant II**

**3 credit hours**

Offered fall semester. Three hours of lecture and demonstration, and four hours of clinic/externship a week. Fee: \$65.00.

This course is designed to refine basic clinical and patient care skills as well as develop more advanced skills to assist in the ambulatory care community. Topics include: patient education techniques, physical examinations and minor surgery assistance, instrument identification, medical and immunization records maintenance, identification of community resources, emergency procedures, electrocardiography; and other related skills.

*Prerequisite: Medical Assistant 201.*

**206 Medical Assistant Externship**

**4 credit hours**

Offered spring semester. One-hour of lecture a week and ten hours of clinic a week. Fee: \$55.00.

This course will provide students with 150 hours of unpaid administrative and patient care experience in an ambulatory care setting. The course will also provide information on employment preparation, patient education, and review for the certification examination.

*Prerequisite: Medical Assistant 203, 205, 207, 209 and Office Technologies 132, 213.*

*Corequisite: Medical Assistant 210 and Office Technologies 200.*

**207 Laboratory Procedures for Medical Assistant**

**3 credit hours**

Offered fall semester. Three hours of lecture, laboratory and discussion a week. Fee: \$75.00.

This course is designed to discuss the role of the medical assistant in the clinical laboratory. Topics to be discussed are: the role of the medical assistant in coordinating laboratory tests and results, CLIA regulations, quality assurance, urinalysis, hematology, serology, basic chemistry and microbiology.

*Prerequisite: Medical Assistant 201.*

**209 Administrative Medical Assistant**

**3 credit hours**

Offered fall semester. Three hours lecture a week. Fee: \$65.00.

This course will introduce students to administrative assisting skills that are required in the medical office. Topics include scheduling methods, telephone skills, written communications, patient reception, transcription, banking and payroll. Students will also explore emerging technologies including electronic health records, PDAs and voice recognition.

*Prerequisite: Medical Assistant 201 and Computer Technology 101.*

**210 Clinical Medical Assistant III**

**3 credit hours**

Offered spring semester. Two hours lecture and two hours laboratory a week. Fee: \$65.00

Student will learn to prepare patients for and assist with specialty exams including but not limited to pediatric, obstetric, eye and ear. The student will understand the role of the Medical Assistant in preparing patients and assisting with diagnostic imaging procedures. Student will also discuss current issues and trends in medical assisting such as safety and emergency practices, community resources, and IV therapy concepts.

*Prerequisite: Medical Assistant 205.*

**299 Special Topics for Medical Assistants**

**1-4 credit hours**

Offered as demand warrants.

This course focuses on current topics in medical assisting and allows students to pursue advanced study on topics of interest within the medical assistant profession, as well as allowing students to meet new or updated competency requirements for the national certification examination. The student will be supervised by an instructor and required to attain a pre-determined competency level. Approval by the Medical Assistant Program Director to pursue Special Topics is required. This course may be repeated for credit up to a maximum of 4 credits, based upon approval of the Medical Assistant Program Director.

*Prerequisites: Signature of the Program Director.*

**MEDICAL LABORATORY TECHNOLOGY (MLT)**

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**101 Introduction to Medical Laboratory Science**

**3 credit hours**

Offered fall semester. Two hours lecture and two hours laboratory a week. Fee: \$85.00.

Medical ethics and conduct, curriculum goals and objectives, job opportunities, and employment trends are discussed. Instruction in basic techniques in urinalysis and clinical microscopy, including a discussion of the anatomy and physiology of the urinary system and body fluids are included. Guest lectures, films and field trips.

*Prerequisite: Consent of instructor.*

**102 Hematology**

**4 credit hours**

Offered spring semester. Two hours lecture and four hours laboratory a week. Fee: \$85.00.

This course is designed to provide theory in normal blood cell production or hematopoiesis, and blood dyscrasias such as leukemia/anemia. In addition, the coagulation of blood is discussed. Practical experience in performing the complete blood count and coagulation tests is provided.

*Prerequisite: Medical Laboratory Technology 101 and Biological Science 101.*

**104 Applied Immunology**

**3 credit hours**

Offered spring semester. Three hours lecture and application a week. Fee: \$85.00.

Analyze the basic principles of human immunity system. Role of the immune system in health and disease. Evaluation of the parameters affecting the specific and non-specific reactions in cells immunity system. Examine and evaluate techniques and applications of immunochemistry to medical diagnostics and biotechnology.

*Prerequisite: Consent of instructor.*

**114 Medical Laboratory Techniques**

**2 credit hours**

Offered fall semester. Two hours lecture/laboratory a week. Fee: \$85.00.

Designed to provide the student with instruction in essential laboratory skills such as pipet techniques, proper safety and protective equipment procedures, operating a centrifuge, preparing reagents and solutions, laboratory mathematics and measurement, identification of glassware, infectious disease precautions, and isolation techniques. An introduction to medical terminology is included. In addition, students will receive instruction and operate a balance, autoclave, spectrophotometer, and microscope.

*Prerequisite: Consent of instructor.*

**199 Phlebotomy Training**

**3 credit hours**

Offered as demand warrants. Forty hours lecture, 14 hours laboratory, and 120 hours clinical practicum (optional). Fee: \$85.00.

This course is designed to provide instruction and practical experience in routing phlebotomy practices in order to prepare competent individuals to work in hospitals, doctor's offices, clinical sites, and nursing homes as entry-level phlebotomists. This instruction will include such topics as proper phlebotomy techniques, orientation to the laboratory environment, preparation of specimens for laboratories, testing, transportation of specimens to reference laboratories, laboratory safety, and an understanding of the circulatory system.

**200 Clinical Microbiology I**

**2 credit hours**

Offered summer only. Five hours lecture and ten hours laboratory a week for three weeks. Fee: \$85.00.

A study of the principles and methods in medical microbiology, including techniques for handling and inoculating pathogenic specimens. Etiologic agents recovered from clinical materials and methods for identification of these etiologic agents of infectious disease are discussed. The student receives practical experience in identifying microorganisms by use of differential media and biochemical determinations.

*Prerequisite: Biological Science 204, Medical Laboratory Technology 101, 102, 114, and concurrent registration in Medical Laboratory Technology 201 or consent of instructor.*

**201 Immunohematology**

**4 credit hours**

Offered summer session. Five hours lecture and ten hours laboratory a week. Fee: \$85.00.

A thorough investigation into the nature of antigens and antibodies is undertaken before applying the techniques required for studying their formation, behavior, and reaction properties. Blood banking procedures, including ABO grouping, Rh-Hr typing, detection and identification of antibodies, antiglobulin testing, and compatibility testing are performed. Serological tests for syphilis, C reactive protein, Streptococcus antistreptolysin O, febrile disease, infectious mononucleosis, and rheumatoid arthritis are studied and performed.

*Prerequisite: Medical Laboratory Technology 101, 102, 114, and concurrent registration in Medical Laboratory Technology 200 or consent of instructor.*

**203 Clinical Biochemistry**

**4 credit hours**

Offered fall semester. Three hours lecture and three hours laboratory a week. Fee: \$85.00.

The chemistry that deals with the chemical components and processes occurring in man will be studied. Clinical application of the methods used to measure these chemical compounds in body fluids is investigated. Automated methodology is included.

*Prerequisite: Medical Laboratory Technology 101, 102, 104, 114, 200, 201, 203, 207, concurrent registration in Medical Laboratory Technology 208, or consent of instructor.*

**205 Clinical Microbiology II**

**4 credit hours**

Offered spring semester. Two hours lecture and four hours laboratory a week. Fee: \$85.00.

A study of the medically important fungi and parasites. Miscellaneous and unclassified bacteria, mycobacteria and virology studies are included. Antimicrobial susceptibility testing, anaerobic bacteria studies and automated techniques utilized in microbiology are included. Parasitic identification is studied by observing prepared slides of ova, cysts proglottias and mature parasites.

*Prerequisite: Medical Laboratory Technology 101, 102, 104, 114, 200, 201, 203, 207, and concurrent registration in Medical Laboratory Technology 208.*

**206 Biotechnology (Biological Science 206)**

**4 credit hours**

Offered fall semester. Three hours lecture and three hours laboratory a week. Fee: \$85.00.

Theory and techniques commonly used in biotechnology will be explored. Theory topics include structure, function, and synthesis of DNA, RNA, and protein and the conceptual bases of molecular biology techniques, including gel electrophoresis, plasmid preparation, transformation of cells, nucleic acid manipulation, blotting and probing techniques, polymerase chain reaction, and protein purification.

*Prerequisite: Medical Laboratory Technology 114, Biological Science 101, Chemistry 100 or 101, and Mathematics 102 or 119, or consent of instructor.*

**207 Clinical Practice I**

**6 credit hours**

Offered fall semester. Sixteen hours clinical practice a week. Fee: \$85.00.

Study and supervised practice in affiliated clinical pathology laboratories. Pass-fail grading.

*Prerequisite: Medical Laboratory Technology 101, 102, 104, 114, 200, 201, and concurrent registration in Medical Laboratory Technology 203, or consent of instructor.*



**208 Clinical Practice II**

**6 credit hours**

Offered spring semester. Sixteen hours clinical practice a week. Fee: \$85.00.

Study and supervised practice in affiliated clinical pathology laboratories. Pass-fail grading.

*Prerequisite: Medical Laboratory Technology 101, 102, 104, 114, 200, 201, 203, 207, and concurrent registration in Medical Laboratory Technology 205, or consent of instructor.*

**209 Clinical Practice III**

**3 credit hours**

Offered summer sessions as demand warrants.

The Medical Laboratory Technology student will obtain practical experience in an 8-week clinical rotation in a histology laboratory. Staining procedures, specimen preparation, tissue embedding and tissue preparation techniques are studied. Clinical practice will be performed under the direct supervision of a histologic technician or cytotechnologist.

*Prerequisite: Associate of Applied Science degree in Medical Laboratory Technology and an overall GPA of 2.5.*

**210 Clinical Practice IV**

**12 credit hours**

Offered summer session as demand warrants. 448 hours of clinic/practicum. Fee: \$85.00.

Study and supervised practice in affiliated clinical pathology laboratories. Pass-fail grading.

*Prerequisite: Medical Laboratory Technology 101, 102, 104, 114, 200, 201, 203, and 205.*

**220 Biotechnology Internship**

**11 credit hours**

Offered as demand warrants. Two internship sites of two hundred clock hours each and one internship site of one hundred twenty clock hours. Fee: \$85.00.

An internship of 450 clock hours in supervised scientific experiences in biotechnology production, manufacturing, environmental or research. The internship is customized to match the students' interests.

**299 Independent Study in Medical Laboratory Technology**

**1-4 Credit Hours**

Offered as demand warrants.

This course is designed to allow the student to do independent research in the field of Medical Laboratory Technology under the guidance of a certified Medical Laboratory Scientist, Histologist, or Pathologist and supervised by an MLT faculty member. May be repeated for up to 4 credits.

**MUSIC (MUS)**

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**112 Music Appreciation**

**3 credit hours**

Offered fall and spring semesters. Three hours lecture and discussion a week.

Principal music forms and historical development. Intensive listening experiences with commentary. A foundation course for an understanding of the cultural contribution of music as an art form. The attending of concerts is planned as field experience.

**250 Choir (Allegany College of Maryland Singers) 1 credit hour**

Offered as demand warrants. Two hours lecture and discussion a week.

The course may be taken without credit at the discretion of the student and/or instructor. Performance on and off campus of a wide range of choral music and material, with instruction in music fundamentals. May be repeated for up to 4 credit hours.

**252 Music and Creative Interaction for the Elementary Teacher 3 credit hours**

Offered spring semester. Three hours lecture, discussion, and demonstration a week.

Classroom use of music for children from pre-school through sixth grade. Emphasizes the elements and skills of music and provides the opportunity to develop and apply teaching strategies to the teaching of music through moving, singing, listening, playing, reading, creating and creative interaction. Designed for elementary and early childhood education major.

Students will need to complete the fingerprint and background clearance process and be issued the appropriate identification prior to being scheduled for a field experience or school-site assignment.

**NANOTECHNOLOGY (NANO)**

**(Capstone Semester at The Pennsylvania State University, University Park Campus)**

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The following are courses offered at The Pennsylvania State University, University Park Campus. Course descriptions can be viewed at [www.cneu.psu.edu/edAcademicCap.html](http://www.cneu.psu.edu/edAcademicCap.html).

|   |                       |
|---|-----------------------|
| <b>NANO0211 Material Safety and Equipment Overview, Nanotechnology</b>                        | <b>3 credit hours</b> |
| <b>NANO0212 Basis Nanotechnology Processes</b>  | <b>3 credit hours</b> |
| <b>NANO0213 Materials in Nanotechnology</b>   | <b>3 credit hours</b> |
| <b>NANO0214 Patterning for Nanotechnology</b>   | <b>3 credit hours</b> |
| <b>NANO0215 Materials Modification in Nanotechnology</b>                                      | <b>3 credit hours</b> |
| <b>NANO0216<br/>Characterization &amp; Testing of Nanofabricated Structures and Materials</b> | <b>3 credit hours</b> |

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**NURSING (NURS)**

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**120 Nursing I****9 credit hours**

Offered fall and spring semesters. On average, four hours lecture and fifteen hours seminar/campus laboratory/clinical laboratory a week. Fee: \$150.00. Test/Software Fee: \$120.00. Learning Harbor Fee: \$16.00.

Nursing I is designed to assist the student with learning the fundamentals of nursing care of adults with special emphasis on the care of the elderly. This course is based on the two major concepts: the nursing process and man's eight basic needs. The nursing process is introduced as a basis for all nursing practice. Man's eight basic needs are introduced as part of the organizing framework. This course also introduces the core components of professional behaviors, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration and managing care. Fundamental nursing skills common to the care of the adult client are developed through guided campus laboratory and clinical experiences in various health care settings. Nursing roles are defined.

*Prerequisite: Admission to the Nursing curriculum and Biological Science 207 with a grade of "C" or better.*

*Corequisite: Biological Science 208.*

**150 Nursing II****9 credit hours**

Offered fall and spring semesters. On average, four hours lecture and fifteen hours seminar/campus laboratory/clinical laboratory a week. Fee: \$150.00. Test/Software Fee: \$120.00.

Nursing II considers the needs of adult clients across the health care continuum experiencing common medical/surgical and/or select mental health conditions. The nursing process, basic needs and core components are applied as a foundation of the course into classroom, campus laboratory, and planned clinical experiences in a variety of health care settings. Students are required to assimilate a broad base of knowledge, which enables them to begin to apply and analyze content related to the care of the client. The course prepares the student to begin to function in a variety of nursing roles. The course prepares students to promote personal and professional growth.

*Prerequisite: Nursing I with a grade of "C" or better and Biological Science 208 with a grade of "C" or better.*

**151 Nutrition in Health Care and Diet Therapy****1 credit hour**

Offered as demand warrants. One-hour lecture and discussion a week.

This one-credit elective nutrition course is designed to provide the nursing student with a basic understanding of diet therapy; the role of therapeutic diets as part of the treatment regimen of common diseases or health problems; and the responsibilities of the nurse in teaching, supporting compliance with and evaluating outcomes of therapeutic diet therapy.

*Prerequisite: Nursing 120 or consent of the instructor.*

**204 Nursing in Society**

**1 credit hour**

Offered fall and spring semesters. Two hours seminar a week. Fee: \$50.00.

This course reviews the relationship of nursing history to present day nursing practice. Current trends are considered in terms of their impact on roles and practices. Problems, roles, and responsibilities of graduate nurses are discussed. Consideration is given to the ethical and legal responsibilities of nurses in today's world. The changing health care system, current issues, and future trends are discussed. Management/leadership concepts are discussed and concurrent selected clinical experiences are provided in Nursing 215.

*Requisite: Must be taken in the last semester of the Nursing Program.*

**205 Nursing III**

**6 credit hours**

Offered fall and spring semesters. This course is taught concurrently with Nursing 206. On average, for both courses, four hours lecture and fifteen hours seminar/campus laboratory/clinical laboratory a week. Fee: \$110.00. Test/Software Fee: \$120.00.

Nursing III is designed to provide the student with the opportunity to learn basic principles in caring for the childbearing and child rearing family according to eight basic needs. Needs are considered in terms of the organizing framework as introduced in previous nursing courses. The nursing process is the tool used to provide care as the student addresses the needs of the family. Specialized fundamental skills, legal aspects, pharmacology, human growth and development, management-organizations skills and self-evaluation are included in the course. The core components of nursing practice are emphasized. Clinical and campus laboratory experiences are selected to provide opportunities for students to increase assessment skills and make appropriate nursing decisions using the nursing process in caring for the childbearing and child rearing family.

*Prerequisite: Nursing 150 with a grade of "C" or better.*

*Corequisite: Biological Science 204.*

**206 Nursing IV**

**3 credit hours**

Offered fall and spring semesters. This course is taught concurrently with Nursing 205. On average, for both courses, four hours lecture and fifteen hours seminar/campus laboratory/clinical laboratory a week. Fee: \$55.00. Test/Software Fee: \$120.00.

Nursing IV considers the needs of clients across the healthcare continuum experiencing mental health conditions. The nursing process, basic needs and core components are applied as a foundation of the course in the classroom, campus laboratory and planned clinical experiences in a variety of healthcare settings. The students are required to assimilate a broad base of knowledge, which enables them to apply and analyze content related to the care of clients with specialized mental health care needs. The course prepares the student to function in a variety of nursing roles. The course prepares students to promote personal and professional growth.

*Prerequisite: Nursing 150 with a grade of "C" or better.*

*Corequisite: Biological Science 204.*

**215 Nursing V****9 credit hours**

Offered fall and spring semesters. On average, five hours lecture a week for twelve weeks and on average fifteen hours seminar/campus laboratory/clinical laboratory a week for fifteen weeks. Fee: \$150.00. Test/Software Fee: \$120.00.

Nursing V considers the needs of adult clients across the healthcare continuum with complex medical-surgical healthcare conditions. The nursing process, basic needs and core components are applied as a foundation of the course in the classroom, campus, laboratory and planned clinical experiences in a variety of health care settings. Students are required to integrate higher learning and new knowledge, which enables them to apply and analyze content related to the care of clients with complex health care needs. The course prepares the student to function in a variety of nursing roles. The course prepares students to promote personal and professional growth.

*Prerequisite: Nursing 205 and 206 with a grade of "C" or better and Biological Science 204 with a grade of "C" or better.*

**220 Applied Pharmacology for Nurses****1 credit hour**

Offered fall and spring semesters as demand warrants. One-hour lecture a week. Fee: \$50.00.

This one-credit elective pharmacology course is designed to provide the nursing student with a basic understanding of pharmacology and its role as part of the treatment regimen of common diseases or health problems. The nursing process is the tool used as the student addresses study of the classes of pharmacological agents learned throughout the program. They are applied to specific clinical situations.

**298 Nursing Bridge Courses****2-4 credit hours**

Offered summer session. Fee: \$45.00. Learning Harbor Fee: \$16.00.

This course is designed for students considering a career in nursing from a LPN path, students transferring with advanced standing, or to aid students obtain necessary knowledge and skills to effectively complete course requirements.

*Prerequisite: Consent of the Nursing Program Director.*

**299 Special Topics in Nursing****1-4 credit hours**

Offered fall and spring semesters as demand warrants. Fee: \$35.00

This course is designed to allow students in the clinical phase of the nursing program the opportunity to pursue advanced study/research on topics of individual interest in the field of nursing. May be repeated for credit.

*Prerequisite: Must be enrolled in the clinical phase of nursing to register for the course.*

**NURSING ASSISTANT/GERIATRIC AIDE (NAGA)**

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**101 Introduction to Health and Wellness**

**3 credit hours**

Offered fall and spring semesters as demand warrants. Three hours of lecture and discussion a week. Fee: \$30.00. Learning Harbor Fee: \$16.00.

This course includes curriculum goals and objectives, basic concepts needed in health care, and wellness issues for patients and the health care workers. An overview on medical ethics, professional conduct, infection control, communicating with the patients, body mechanics, working as a team, and other health profession concerns will be discussed. The dimensions of wellness, proper eating habits, principles of fitness, stress and time management, and teaching patient awareness of healthy life styles options to enhance recovery and their everyday life will also be discussed.

**102 Nursing Assistant/Geriatric Aide**

**7 credit hours**

Offered fall and spring semesters as demand warrants. Six hours lecture, one-hour laboratory, and three hours clinic/practicum a week. Fee: \$65.00. Test Fee: \$95.00. CNA Registration Fee: \$20.00.

This course is designed to provide students with the classroom theory and clinical skills essential in assisting nurses in delivering proper basic bedside care of patients across the life span. This program offers a broad foundation of knowledge and skills for the Certified Nursing Assistant and the Geriatric Nursing Assistant. Successful completion of the course qualifies the student to sit for the state certification examination. Students will be able to gain employment in a variety of health care settings. Course work emphasizes growth and development throughout the life span, basic personal care, vital signs, communication and interpersonal skills, nutrition, medical asepsis, legal and ethical responsibilities, safe and efficient work practices, and medical terminology.

*Prerequisite or Corequisite: Nursing Assistant 101 and Physical Education 153.*

**OCCUPATIONAL THERAPY ASSISTANT (OTA)**

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**101 Introduction to Occupational Therapy**

**3 credit hours**

Offered fall and spring semesters and summer session. Three hours lecture a week.

Through study, discussion, and field observation/participation, the student will: 1) investigate a career choice in Occupational Therapy; 2) describe the need for self-care, productivity and leisure; 3) compare and contrast community health-care services for pediatric, adult, and geriatric populations; 4) describe the history and philosophy of Occupational Therapy; and 5) explore topics related to integrative health and wellness.

**102 Dynamics of Human Motion**

**4 credit hours**

Offered fall semester. Two and a half hours lecture and three hours laboratory a week. Fee: \$90.00.

Through study, discussion, and field observation/participation, the student will: 1) identify major muscle groups and their effect on movement; 2) analyze movement activities according to joint movements, muscle groups involved, and type of contraction elicited; 3) be introduced to range of motion and body mechanics; and 4) perform basic manual muscle tests.

*Prerequisite: Admission to the OTA Program and completion of entire first semester.*

**103 Intervention Techniques I**

**2 credit hours**

Offered summer session. One-hour lecture and two and a half hours laboratory a week. Fee: \$90.00. Learning Harbor Fee: \$16.00.

Through study, discussion, and participation, the student will explore intervention methods and techniques focusing on minor crafts, play/leisure skills, and activity analysis.

*Prerequisite: Admission to the OTA Program.*

**105 Cultural Diversity and Treatment Planning**

**1 credit hour**

Offered fall and spring semesters and summer session. One hour lecture a week.

An introductory course in Occupational Therapy that explores how planning effective treatment is tied to understanding cultural differences. Introduction to basic values and customs associated with several different cultures is provided. Students will complete a research project and participate in small group activities designed to illustrate the importance of roles and values associated with different cultures.

**106 Intervention in Physical Rehabilitation**

**4 credit hours**

Offered summer session. Two and a half hours lecture and three hours laboratory week. Five (eight-hour) days of fieldwork a semester. Fee: \$90.00.

Through study and discussion the student will: 1) identify commonly seen medical and orthopedic conditions and 2) identify Occupational Therapy evaluation techniques and methods of intervention for these medical and orthopedic conditions. Through fieldwork observation/participation, the student will identify commonly seen physical disabilities, evaluation techniques, and methods of intervention for these conditions, including complementary and alternative methods.

*Prerequisite: Admission to the OTA Program.*

**113 Neuroscience Concepts**

**1 credit hour**

Offered summer session. One hour lecture a week.

This course is designed to provide students with the basic understanding of the human nervous system as it applies to patient treatment and assessment. Structure and function of sensory systems as well as conscious and unconscious brain mechanisms are covered.

*Prerequisite: Admission to the OTA Program.*

**201 Intervention in Psychosocial Conditions**

**3 credit hours**

Offered fall semester. Three hours lecture a week. Five (eight-hour) days of fieldwork a semester.

Through lecture and participation the student will identify commonly seen psychosocial conditions using Occupational Therapy. Psychosocial evaluation techniques and methods of intervention for these psychosocial conditions. Through fieldwork and observation/participation, the student will identify commonly seen psychosocial conditions using evaluation techniques and including methods of intervention for these psychosocial conditions.

*Prerequisite: Admission to OTA Program and completion of entire first semester.*

**203 Intervention Techniques II**

**2 credit hours**

Offered fall semester. Three and a half hours lecture and laboratory a week. Fee: \$90.00.

Through study, discussion, and participation, the student will explore the intervention methods and techniques focusing on adaptive equipment, specialized procedures of intervention such as prosthetics and orthotics, activities of daily living, transfer techniques, and specialized assessments and evaluation techniques.

*Prerequisite: Admission to OTA Program and completion of entire first semester.*

**204 Physical Agent Modalities**

**2 credit hours**

Offered in the spring semester as demand warrants. Meets thirty hours a semester. Meeting times vary. Fee: \$90.00.

Through lecture and instructor-student interaction, this course will cover all aspects of electrical stimulation and ultrasound. The student will learn the physics and basic principles of these two modalities, including definitions, terminology, and clinical examples. Students will be instructed in the appropriate parameters and methods of utilization to achieve client treatment goals.

*Prerequisite: Admission to OTA Program and completion of entire first and second semesters.*

**205 Group Dynamics**

**3 credit hours**

Offered fall semester. Two hours lecture and two hours laboratory a week. Fee: \$90.00.

Through study, discussion, and observation/participation, the student will: 1) practice observing and reporting group behaviors, 2) practice skills of assessing individual and group behavior, 3) practice planning and implementing strategy changes in a task group, 4) practice leadership skills, 5) identify attitudes which support the roles of group leader and follower, and 6) explore his/her own behavior in group situations.

*Prerequisite: Admission to OTA Program and completion of entire first semester.*

**207 Intervention with Children and Adolescents**

**4 credit hours**

Offered fall semester. Two and a half hours lecture and three hours laboratory a week. Five (eight-hour) days of fieldwork a semester.

Injuries, diseases and difficulties commonly encountered in individuals from birth through adolescence are covered. Application of Occupational Therapy Process is detailed for specific individual age and diagnostic categories.

*Prerequisite: Admission to OTA Program and completion of entire first semester.*

**209 Clinical Internship I**

**4 credit hours**

Offered spring semester. Offered summer session and fall semester as demand warrants. Eight to twelve forty-hour week sessions. Pass-fail grading.

Through participation, the student will complete a supervised clinical internship in an appropriate health care facility.

*Prerequisite: Admission to OTA Program and completion of entire first, second, and third semesters.*



**210 Clinical Internship II**

**4 credit hours**

Offered summer session. Offered fall semester as demand warrants. Eight to twelve forty-hour week sessions. Pass-fail grading.

Through participation, the student will complete a supervised clinical internship in an appropriate health care facility.

*Prerequisite: Admission to OTA Program and completion of entire first, second, and third semesters.*

**212 Specialty Skills Development**

**3 credit hours**

Offered spring semester. Two hours lecture and a minimum of 32 hours of fieldwork.

Occupational Therapy Assistant Capstone course. Student is guided through assessment of his/her own skills as they relate to specialty areas of interest. Course is designed collaboratively by student and instructor to include library and/or other research, fieldwork, and establishment of a mentor relationship with another professional. Goal setting and measurement are integral parts of this course. Identifying strengths and needs in job interviews and resume writing are examined.

*Prerequisite: Admission to OTA Program and completion of entire first and second semesters.*

**213 Clinical Application to Neuroscience**

**1 credit hour**

Offered spring semester. One-hour lecture a week.

This course provides a means for the student to understand the power of the nervous system in illness, disability, health promotion, self-healing and in treatment planning for both physically and psychologically involved individuals.

*Prerequisite: Admission to OTA program and completion of entire first and second semesters.*

**218 Intervention with the Older Adult**

**2 credit hours**

Offered spring semester. Two hours lecture a week and four (eight-hour) days of fieldwork a semester.

This course is designed to provide the student with entry-level knowledge in the Occupational Therapy specialty area of the older adult. Covered are various theories of aging, physical changes and psychosocial phenomena associated with aging, strategies for health and wellness in the later years, and intervention planning with the older adult. Individual and group interventions are covered. Through fieldwork and observations/participation, the student will identify commonly seen conditions of the older adult, evaluation techniques, and intervention methods for these conditions.

*Prerequisite: Admission to OTA Program and completion of entire first and second semesters.*

**220 OT Program Development**

**2 credit hours**

Offered spring semester. Two hours lecture a week.

This course is designed to allow the student to understand the steps in developing a program providing services to individuals in need of occupational therapy. The student will explore management and leadership styles, human resources issues, budgeting, supervision, organization, and planning as they relate to the provision of occupational therapy.

*Prerequisite: Admission to OTA Program and completion of entire first and second semesters.*

**229 Special Topics in Occupational Therapy**

**1-3 credit hours**

Offered as demand warrants fall and spring semesters.

This course is designed to allow the student to do individual research in the field of Occupational Therapy under the guidance of an OTA faculty member. The student may choose to pursue special interests beyond those available in course offerings. The course may be repeated for up to 3 credits.

**OFFICE TECHNOLOGIES (OFTE)**

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**101 Beginning Keyboarding**

**3 credit hours**

Offered fall and spring semesters. Offered as demand warrants in summer session. Three hours lecture, demonstrations, and applications a week. Fee: \$50.00.

This course is designed for the beginner who has little or no keyboarding experience. Emphasis is placed on learning the keyboarding using the touch system and applying these skills to the production of written communications.

**102 Document Processing**

**3 credit hours**

Offered fall and spring semesters. Offered as demand warrants in summer session. Three hours lecture, demonstrations, and applications a week. Fee: \$50.00.

This course is designed for the student to develop formatting skills in Microsoft Word to quickly and accurately accomplish realistic document processing tasks. Emphasis is placed on planning, keyboarding, and proofreading.

*Prerequisite: Office Technologies 101 or consent of instructor.*

**107 Medical Office Applications and Procedures I**

**3 credit hours**

Offered spring semester. Three hours lecture a week. Learning Harbor Fee: \$16.00.

This course will prepare students with administrative skills needed in the medical office. These skills include receptionist duties, telephone procedures, appointment scheduling, mail processing, and telecommunications skills. Students will also be introduced to medical office software packages, aseptic techniques and vital signs.

*Prerequisite: Computer Technology 101 and Office Technologies 110.*

**109 Practical Accounting/Bookkeeping**

**3 credit hours**

Offered spring semester and fall semester as demand warrants. Three hours lecture a week.

This one-semester course in accounting is designed for non-transfer students. Accounting/bookkeeping principles and procedures are presented. Students will learn to complete the accounting cycle for a business. Basic payroll and business taxes are introduced.

**110 Medical Terminology**

**3 credit hours**

Offered fall and spring semesters. Three hours lecture a week.

This course provides students with the knowledge of medical language needed to communicate with members of the healthcare team. Emphasis is placed on word analysis of anatomic structures, diseases and surgical procedures.

**112 Transcription Systems**

**3 credit hours**

Offered spring semester and fall semester as demand warrants. Three hours lecture a week. Fee: \$50.00.

This course provides students with entry-level skills in voice and handwriting recognition and traditional transcription. Document formatting, editing, and proofreading will be stressed. Various writing systems that are used in the office environment are discussed.

*Prerequisite: Office Technologies 102 or concurrent enrollment.*

**115 Fundamentals of Medical Transcription**

**3 credit hours**

Offered fall and spring semesters as demand warrants. Three hours lecture a week. Fee: \$70.00.

This is an introductory course covering the handling and processing of medical records and documents and the transcription of basic medical dictation. Productivity standards will be addressed as well as topics on trends and developments in transcription technology and their impact on medical transcription. Transcription of basic medical dictation, incorporating English usage and machine transcription skills, medical terminology, proofreading and editing skills, and meeting demanding accuracy and productivity standards will be emphasized.

*Prerequisite: Office Technologies 102 and 110, concurrent enrollment, or consent of instructor.*

**116 Introduction to Legal Assisting**

**3 credit hours**

Offered fall semester and as demand warrants. Three hours lecture a week. Fee: \$50.00.

This course is designed to provide the students with an overview of the legal assistant profession. Different legal structures and procedures used in law offices will be discussed. Ethical principles pertinent to attorneys and legal assistants will be emphasized.

**118 Introduction to Medical Coding**

**3 credit hours**

Offered spring semester and fall semester as demand warrants. Three hours lecture a week. Fee: \$70.00.

This course will address diagnostic and procedural coding. The course will broaden coding knowledge and enhance coding skills by covering a variety of medical specialties and coding issues encountered in healthcare providers' offices.

*Prerequisite: Office Technologies 110, concurrent enrollment, or consent of instructor.*

**119 Information Management**

**3 credit hours**

Offered fall semester and as demand warrants. Three hours lecture a week. Fee: \$50.00.

Emphasis is placed on information management through the use of e-mail, contact lists, calendars, task lists, journals and notes. Microsoft Office and Outlook will be used. Activities and discussions will also include personal digital information systems, internet and e-mail ethics/etiquette and other information management technology.

*Prerequisite: Computer Technology 101.*

**120 Legal Terminology**

**3 credit hours**

Offered fall semester and as demand warrants. Three hours lecture a week.

This course is designed to provide knowledge and understanding of terms commonly used in legal settings. Content of the course includes spelling and definitions of terms in the legal field. Students will gain practical knowledge of terms used daily on the television, radio, electronic media, and newspaper.

**122 Contracts**

**3 credit hours**

Offered spring semester or as demand warrants. Three hours lecture a week. Fee: \$50.00.

This course covers basic issues of the common law of contracts and the Uniform Commercial Code. Subjects covered include the creation and elements of a contract and remedies for breach of contract. Differences between the Uniform Commercial Code and the common law will be highlighted. Basic contract drafting will be taught and practiced.

**123 Litigation**

**3 credit hours**

Offered spring semester as demand warrants. Three hours lecture a week. Fee: \$50.00.

Examines stages of civil law suits, from pre-trial preliminaries through trial and post-trial procedures. Covers gathering information through client interviews; drafting of pleadings, motions, and other documents; discovery and disclosures; preparation of briefs and memoranda.

**124 Torts**

**3 credit hours**

Offered spring semester as demand warrants. Three hours lecture a week. Fee: \$50.00.

Introduces the elements of tort law; negligence, duty of care, foreseeability, proximate cause, breach, damages and recovery, specific torts, and their defense. Examines pre-trial, trial, and appellate procedures.

**126 Legal Research and Writing**

**3 credit hours**

Offered fall semester as demand warrants. Three hours lecture a week. Fee: \$50.00.

Surveys basic legal research techniques; examines judicial decisions, statutes, administrative regulations, digests, encyclopedias and other publications. Emphasizes legal writing and terminology, including legal forms and document formatting.

*Prerequisite: English 101.*

**130 Office Procedures and Communications**

**3 credit hours**

Offered fall semester and spring semester as demand warrants. Three hours lecture a week.

Students learn procedures for performing administrative support functions in the contemporary business office. Topics include professionalism, interpersonal communications, global/workplace diversity, telephone systems, records management, reprographics, and organizational skills.

**131 Acute Care Coding**

**3 credit hours**

Offered spring semester and fall semester as demand warrants. Three hours lecture a week.

Students will concentrate on coding practices in acute care hospitals and ambulatory surgery centers using nationally recognized diagnostic and procedural code sets.

*Prerequisite or Corequisite: Office Technologies 110 and 118 or consent of instructor.*

**132 Elements of Human Disease**

**3 credit hours**

Offered fall and spring semesters. Three hours of lecture a week.

Emphasis is placed on the disease processes affecting the human body. Included will be the study of causes, diagnosis and treatment of disease as well as an understanding of the basic principles of pharmacology.

*Prerequisite: Office Technologies 110.*

**200 Administrative Medical Software**

**3 credit hours**

Offered spring semester and fall semester as demand warrants. Three hours lecture a week. Fee: \$50.00.

This course provides a study of computer applications in administrative medical assisting. Students will learn the basics of practice management software and electronic health records.

*Prerequisite: Computer Technology 101.*

**201 Financial Office Software**

**3 credit hours**

Offered fall and spring semesters as demand warrants. Three hours lecture, demonstrations, and applications a week. Fee: \$50.00.

This course will equip today's professional with hands-on experience in manipulating financial office software. QuickBooks Pro, Database and spreadsheet software will be used. Emphasis is placed on developing accurate data entry skills. The teaching of accounting concepts will not be included.

*Prerequisite: Computer Technology 101.*

**210 Administrative Office Applications**

**3 credit hours**

Offered spring semester and fall semester as demand warrants. Three hours lecture and applications a week.

Students will integrate administrative concepts with office simulations. Emphasis is on the development of administrative decision-making and critical thinking skills. Topics include research, conferencing, global/workplace diversity, banking procedures, human resource management, conflict resolution, government regulations, and wellness.

*Prerequisite: Office Technologies 130.*

**211 Practical Medical Skills**

**3 credit hours**

Offered fall semester. Three hours lecture a week. Fee: \$70.00.

This course introduces the theory and practice of procedures commonly used in medical offices, including infection control, office emergencies, documentation, vital signs, and other basic functions.

*Prerequisite: Office Technologies 110.*

**212 Medical Office Applications and Procedures II**

**4 credit hours**

Offered spring semester and fall semester as demand warrants. Offered as demand warrants in the summer session. Ten hours laboratory a week and one-hour lecture.

Students spend ten hours each week in a hospital or other medical office receiving practical instruction and related experience in many phases of medical secretarial work. Students will be assigned to offices where experience will be gained under professional supervision.

*Prerequisite: Office Technologies 107 or consent of program director.*

**213 Principles of Medical Insurance**

**3 credit hours**

Offered fall semester and spring semester as demand warrants. Three hours lecture a week. Fee: \$70.00.

A study of managed healthcare and major medical insurance programs is the emphasis of this course. Topics discussed include insurance terminology, electronic and manual completion and processing of insurance claims, medicolegal issues and billing and collection procedures. Medical terminology and diagnostic and procedural coding will be reviewed.

*Prerequisite: Office Technologies 118.*

**219 Real Property and Title Examination**

**3 credit hours**

Offered spring semester or as demand warrants. Three hours lecture a week. Fee: \$40.00.

This course will examine the basic principles of real property law, including the creation of various estates and interests in land, shared ownership, easements, covenants, mortgages, and deeds of trust. Students will gain practice in the preparation of documents such as leases, sales contracts, settlement statements, deeds, notes, mortgages, and other documents. Students will also be exposed to the rudiments of title examination.

**226 Technology in the Law Office**

**3 credit hours**

Offered fall semester or as demand warrants. Three hours lecture a week. Fee: \$40.00.

Technology will be introduced to perform support functions in the law office. Topics include case management, docket control, timekeeping and billing practices, voice recognition, personal digital systems, and internet marketing.

*Prerequisite: Computer Technology 101, Office Technologies 102 and 120.*

**230 Legal Office Procedures**

**3 credit hours**

Offered spring semester or as demand warrants. Three hours lecture and four hours internship a week. Fee: \$40.00.

Students learn procedures common to law offices. They also complete a four-hour a week internship/practicum in a legal environment. Professionalism, ethics, and communication skills are reviewed.

*Prerequisite: Office Technologies 102 and 120.*

**231 Office Technologies Externship**

**3 credit hours**

Offered as demand warrants. One hour lecture and eight hours externship a week. Fee: \$40.00.

Students spend 8 hours each week in a business office setting receiving practical and skill-related experience in the many phases of office support and management. Students will have an opportunity to gain workplace experience under supervision at arranged business or office site. Students will not be paid for this externship experience.

*Prerequisite: Office Technologies 119, 130, or consent of instructor.*

**232 Intermediate Medical Coding**

**4 credit hours**

Offered spring semester and fall semester as demand warrants. Four hours lecture a week. Fee: \$70.00.

This course is designed to enhance CPT-4 and ICD-9-CM coding skills. Emphasis will be placed on assigning procedural and diagnostic codes to hospital and physician based records. Students will be made aware of the differences in payment systems for hospitals and physician offices including the use of Diagnosis Related Groupings (DRG) and Ambulatory Payment Classifications (APC). Students will also learn to assign procedural and diagnostic codes through the use of Encoding software.

*Prerequisite: Office Technologies 118 and 131.*

**234 Intermediate Medical Transcription**

**4 credit hours**

Offered spring semester and fall semester as demand warrants. Four hours lecture a week. Fee: \$70.00.

This course is designed to build on the skills learned in entry-level medical transcription. Students will continue to develop medical transcription skills by transcribing prerecorded dictation in a variety of medical specialties and dialects. Students will complete medical dictation using traditional techniques as well as speech recognition. Proofreading and editing skills will be emphasized. Students will also be introduced to specialized transcription software, keyboard shortcuts, transcription references and certification requirements as well as other technologies used in healthcare documentation.

*Prerequisite: Office Technologies 115.*

**236 Medical Coding Applications**

**3 credit hours**

Offered spring semester and fall semester as demand warrants. Two hours lecture and three hours laboratory a week. Fee: \$70.00.

This course will provide students with a simulated professional practice experience in medical coding. Students will assign diagnostic and procedural codes to sample records from a variety of healthcare settings. Students will also become familiar with diagnostic and procedural-based payment systems and emerging technology in the medical coding profession.

*Prerequisite: Office Technologies 232 or concurrent enrollment.*

**237 Medical Transcription Applications**

**3 credit hours**

Offered spring semester and fall semester as demand warrants. Two hours lecture and three hours laboratory a week.

In this course, students will work independently in a simulated office setting transcribing dictation using both traditional as well as speech recognition techniques and using all available references. Students will become familiar with the medicolegal aspects of transcription, the transcription code of ethics and new and advanced transcription technologies through research and discussion.

*Prerequisite: Office Technologies 234 or concurrent enrollment.*

**299 Independent Study in Office Technologies**

**3 credit hours**

Offered as demand warrants. Fee: \$40.00.

This course is organized on an individual basis for the student who wishes to pursue advanced study in the office technology skills. The student will be supervised by an instructor and required to attain a pre-determined competency level. Approval by the Office Technologies' Program Director to pursue Independent Study is required. This course may be repeated for credit up to a maximum of 6 credits, based upon approval of the Office Technologies' Director.

**PHARMACY TECHNICIAN (PHAR)**

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**101 Pharmacy Technician**

**6 credit hours**

Offered fall and spring semesters as demand warrants. Six hours lecture and one-hour clinical laboratory a week. Fee: \$65.00.

This course will cover knowledge areas and skills required and tested on the registry exam for the state of Maryland. Students will learn about drug classifications, generic and name brands, dosage calculations, and state and federal laws regarding working in a pharmacy. The student will work with analytical balances and compounding equipment that will prepare them for clinical application. A variety of measurement systems will be covered in the course, as the student will need to be able to apply conversions properly.

*Prerequisite or Corequisite: Nursing Assistant 101 and Physical Education 153.*

**102 Pharmacy Technician Internship**

**5 credit hours**

Offered fall and spring semesters as demand warrants. One-hour lecture and twelve hours clinical practicum a week. Fee: \$65.00.

Student will spend twelve hours each week in a retail pharmacy, a hospital pharmacy, or an institutional pharmaceutical setting receiving practice as a Pharmacy Technician, under the supervision of a registered pharmacist.

*Prerequisite or Corequisite: Nursing Assistant 101, Physical Education 153, and Pharmacy Technician 101.*



## **PHILOSOPHY (PHIL)**

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### **199 Thanatos - A Humanities Approach to Death and Dying (Psychology 199)**

**3 credit hours**

Offered fall and spring semesters. Offered as demand warrants in summer session. Three hours lecture and discussion a week.

A survey of the basic ideas about death, as revealed in works of literature, music, and art, and in the writings of religious and philosophical thinkers. It is designed to show how men have faced the ultimate questions in a variety of environments and historical contexts. The course deals with the practical problems of grief, hope for the future and adjustment to one's own approaching death and personal loss. Included will be various expressions in artistic form of attitudes about death, e.g., Verdi's and Mozart's requiems, "Death of Ivan Ilych" by Tolstoy, The Duino Elegies of Rilke, and other works.

### **201 Introduction to Philosophy**

**3 credit hours**

Offered fall and spring semesters. Three hours lecture and discussion a week.

The meaning and scope of philosophy, its typical problems and theories, its relations to sciences, morality, and religion. Essentials of representative types of philosophy, including naturalism, pragmatism, dualism, idealism, and mysticism.

### **202 Ethics**

**3 credit hours**

Offered spring semester. Three hours lecture and discussion a week.

An introduction to the meaning and method of ethics, with special emphasis on the problems of personal and social ethics. A special section of the course will deal with types of proposed solutions to ethical problems from the past. Emphasis will be placed on the ethics of both religion and humanism.

### **204 Comparative Religions**

**3 credit hours**

Offered as demand warrants. Three hours lecture and discussion a week.

An introductory study of man's religions. The course will begin with a study of ancient religions, including those of Greece and Rome. Its concentration will be on Hinduism, Buddhism, Taoism, Confucianism, Shintoism, Judaism, Christianity, and Islam. An effort will be made to stress the more ethical systems, which form an essential part of religion.

## **PHLEBOTOMY/EKG TECHNICIAN (PEKG)**

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### **101 Phlebotomy Technician**

**4 credit hours**

Offered fall and spring semesters as demand warrants. Four hours of lecture per week. Fee: \$65.00.

This course is designed to provide instruction and classroom laboratory experience in routine phlebotomy practices to prepare competent individuals to work in hospitals, doctor's offices, clinics, and a variety of other blood collection facilities. Students may choose to participate in an elective hands-on clinical experience through the Center for Continuing Education. Students who choose this option should consult with their advisor or a Continuing Education representative

*Prerequisite or Corequisite: Nursing Assistant 101 and Physical Education 153.*

**102 EKG Technician**

**4 credit hours**

Offered fall and spring semesters as demand warrants. Four hours lecture and one-hour laboratory a week. Fee: \$65.00.

This course is designed to provide information on the responsibilities of becoming an EKG Technician. This course will include instruction on: cardiovascular anatomy and physiology; electrophysiology; terminology and pharmacology; electrocardiography (EKG) testing and basic interpretation; and Holter monitoring.

*Prerequisite or Corequisite: Nursing Assistant 101 and Physical Education 153.*

**PHYSICAL EDUCATION (PHED)**

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All degree candidates are expected to enroll in physical activity courses as scheduled by the curriculum in which they are enrolled. Exemptions are granted only upon presentation of a certificate from a medical doctor.

**103 Bowling and Archery**

**1 credit hour**

Offered fall and spring semesters. Two meetings a week.

The bowling segment will consist of instruction in techniques and the rules. Actual practice takes place and class competition is set up in league form. Archery includes instruction in all the fundamental skills of handling and shooting a bow. Stress is placed on safety, rules, and accepted etiquette on a range.

Fee: Bowling first 8 weeks - 15 sessions - Student will be charged a fee by the bowling center for each bowling session.

**104 Swimming (Beginning and Intermediate)**

**1 credit hour**

Offered fall semester. Offered as demand warrants in spring semester and summer session. Fee: \$10.00.

This course is designed for both beginning and intermediate swimmers. Emphasis is placed upon teaching correct techniques in basic swim strokes, reviewing stroke fundamentals and water safety.

**105 Badminton and Tennis**

**1 credit hour**

Offered fall and spring semesters. Offered as demand warrants in summer session. Two meetings a week.

In both badminton and tennis, emphasis is placed on developing the skills of the individual in all of the strokes necessary to play the game. Rules, scoring, and court courtesy are a part of the instruction. Opportunities will be provided for competition within the class. It is suggested that only those who have played little or no tennis sign up for this course.

**106 Golf (Beginning and Intermediate)**

**1 credit hour**

Offered fall and spring semesters.

Instruction in basic rules, skills, etiquette and terminology of the game. This course is designed as an overview and introduction of the game as a whole.

**109 Basketball and Volleyball (Co-Ed)**

**1 credit hour**

Offered fall semester. Two meetings a week.

Instruction and competition in basketball and volleyball. Experience in team play is emphasized and the rules and history of the games are investigated.

**113 Beginning Weight Training (Co-Ed)**

**1 credit hour**

Offered fall semester. Offered as demand warrants in the summer session. Two meetings a week.

Practice in performing basic skills in weightlifting through use of a Universal Gym Machine. Emphasis is placed on safety, techniques, beginning training procedures, and body conditioning.

**117 Lifeguard Training**

**1 credit hour**

Offered spring semester. Two meetings a week. Fee: \$10.00.

This course is designed to develop the student's knowledge of aquatic hazards and to provide the individual with rescue skills, including speed and endurance, essential for lifeguards. Upon successful completion of the course, the student will receive a certificate in American Red Cross Lifeguard Training, which includes first aid certification and also a certificate in CPR: CPR for the Professional Rescuer.

**118 Aerobic Dancing (Co-Ed)**

**1 credit hour**

Offered spring semester.

This course is designed to improve students' cardiovascular system by means of aerobic dancing. Students will learn how to dance to aerobic music, while improving their condition level, and overall muscle tone.

**120 Water Aerobics**

**1 credit hour**

Offered spring semester. Fee: \$10.00.

This course is a water exercise program for women and men. Water aerobics will improve components of fitness such as cardiovascular endurance, flexibility, and strength. The student will learn a variety of water exercises and activities that they can use for a lifetime of fun and fitness. (You won't get your hair wet.)

**122 Lifetime Fitness & Wellness**

**1 credit hour**

Offered fall and spring semesters. Offered as demand warrants in summer session. Fee: \$37.00.

This course introduces the student to the fundamental relationships between the 7 Dimensions of Wellness and healthy lifestyle. The primary focus of the course is on the physical dimension of wellness using a variety of physical activities to give the student practical experiences with the ultimate goal of self-directed lifetime wellness. May be repeated for up to six credits.

**123 Individualized Conditioning for Adults**

**1 credit hour**

Offered fall and spring semesters. Offered as demand warrants in summer session.

This course is organized on an individual basis and is based upon general aerobic principles. Theory and facts of weight control, dieting, fads, cardiovascular fitness, and conditioning, equipment selection and exercise techniques, are discussed. Practice sessions comprise most of the class sessions and will include preconditioning testing, followed by a conditioning program. A physical examination and/or a doctor's clearance is strongly recommended. May be repeated for up to four credit hours.

**130 Intermediate Weight Training (Co-Ed)**

**1 credit hour**

Offered spring semester. Two meetings a week.

Practice and competition in performing skills in weight training for students with previous experience in weight training. Emphasis is placed on safety, techniques, advanced training procedures, and body conditioning.

**145 Personal Wellness**

**2 credit hours**

Offered fall and spring semesters. Offered as demand warrants in summer session. Two meetings a week.

This course will provide each student the opportunity to plan and implement personal fitness and wellness plan. This plan will include warm-up techniques, flexibility, muscular strength, cardiorespiratory health, weight control, stress management and nutrition components. Additional topics include dieting, body composition, lifetime activities, emotional health. The student's fitness/wellness will be assessed at the beginning and at the end of the course.

**148 Cardiopulmonary Resuscitation**

**1 credit hour**

Offered fall and spring semesters. Offered as demand warrants in summer session. One-hour lecture and discussion a week. Fee: \$22.00.

This instruction of cardiopulmonary resuscitation, as outlined by the American Heart Association. American Heart Association certification in CPR accompanies this course.

**151 First Aid and Safety**

**2 credit hours**

Offered fall and spring semesters. Two hours lecture and demonstration a week. Fee: \$10.00.

The First Aid portion of this course will be the Red Cross Standard First Aid and Personal Safety Course, as designed by the National Red Cross. The safety portion of this course is designed to cover the various situations that will be faced in the field. The areas to be specifically covered are those on safety policy, public safety, travel, forest activities, equipment, hand tools machine tools, and personal equipment. Upon successful completion, the student will be entitled to Standard Red Cross First Aid and safety certification.

**152 Industrial Safety**

**2 credit hours**

Offered spring semester. Two hours lecture and discussion a week.

This course is designed for the student who will work in an industrial setting. In addition to discussions on OSHA laws, standards, and regulations, the student will gain understanding of specific safety practices concerning tools, machine guarding, toxic chemicals, radiation, and asbestos. Treatment of specific injuries (bleeding, burns, toxic inhalation, traumatic shock, and heart stoppage) will be covered according to American Red Cross Standards. Physical Education 152 is required of all Automotive Technology Associate Degree students. The major areas of the Occupational Safety and Health Act (OSHA) will be dealt with throughout the course.

**153 Cardiopulmonary Resuscitation and First Aid**

**2 credit hours**

Offered fall and spring semesters. Offered as demand warrants in summer session. Two hours lecture and discussion a week. Fee: \$22.00.

The instruction of cardiopulmonary resuscitation is outlined by the American Heart Association and certification in CPR accompanies this course. The First Aid portion of this course will be the Red Cross Standard First Aid and Personal Safety Course, as designed by the National Red Cross. Upon successful completion, the student will be entitled to Standard Red Cross First Aid certification.

**154 Integrated Health and Physical Education**

**3 credit hours**

Offered fall and spring semesters. Offered as demand warrants summer session. Three hours lecture a week.

This course focuses on those aspects of health and physical education that are critical to personal wellness and professional practice. Course elements include: health information, physical activity, self-assessment, health action planning, and disease prevention all with application to learning environments. This course meets the outcomes and requirements for the Associate of Arts in Teaching degree.

**155 Mind-Body Movement Stress Reduction Techniques**

**1 credit hour**

Offered fall and spring semesters. Two hours a week.

This course is designed as a sampler class that will give the student an introduction to many stress reduction techniques such as: relaxation and breath work, tai chi, yoga, water aerobics, and drumming. Emphasis will be on the practice and exploration of each technique. Students will develop self-awareness about their unique response to stress and relaxation and about the connection between this response and wellness.

**201 Outdoor Education**

**3 credit hours**

Offered fall semester. Three hours lecture and discussion a week. Fee: \$22.00.

The place of outdoor living for school children during the regular school year is explored. Early experiments to the present status of the Outdoor School are discussed. All phases of planning, administration, and programming are explored. Laboratory experiences are provided in many areas of learning pursued while living in the open.

**203 Intramurals and Sports Officiating**

**3 credit hours**

Offered fall semester. Three hours lecture a week.

The philosophy, history, organization, and administration of intramural activities will be presented. The technique of officiating, rules of various activities, and in-service training will be included as part of the sports officiating.

**204 Introduction to Physical Education**

**3 credit hours**

Offered spring semester. Three hours lecture and discussion a week.

The course is a background course for all students who are going to major in physical education in a four-year college. The content will cover the cultural foundations, outstanding leaders, and changing aims and objectives of physical education through the ages. The contributions physical education has made to society, both past and present, are discussed.

**PHYSICAL THERAPIST ASSISTANT (PTA)**

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**201 Introduction to Physical Therapist Assistant**

**2 credit hours**

Offered fall semester. One hour lecture and two hours laboratory a week.

The student will learn: 1) the roles of the physical therapist (PT) and the physical therapist assistant (PTA) including the history, ethical, and legal aspects; 2) information regarding acquiring malpractice insurance; 3) structure and organization of the health care system in general and as it relates to the physical therapist assistant; 4) general information of the American Physical Therapy Association (APTA) as an organization and enrollment; 5) psychosocial aspects of the health care professional and the patient; 6) verbal and nonverbal communication; 7) principles of teaching and learning; 8) basic medical terminology and record keeping, including SOAP note documentation (subjective, objective, assessment and plan); 9) asepsis, sterile techniques, and hand washing; 10) body mechanics and lifting; and 11) vital signs. This course includes laboratory practicals on appropriate clinical topics.

*Prerequisite: Acceptance into Phase II of the PTA Program.*

**203 Pathology I**

**2 credit hours**

Offered fall semester. Two hours lecture a week.

This course describes the etiology, signs, symptoms and treatments of diseases, disorders, and injuries commonly requiring physical rehabilitation in a system approach.

*Prerequisite: Acceptance into Phase II of the PTA Program.*

**204 Pathology II**

**2 credit hours**

Offered spring semester. Two hours lecture a week.

This course describes the etiology, signs, symptoms and treatments of diseases, disorders, and injuries commonly requiring physical rehabilitation in a system approach.

*Prerequisite: Successful completion of all PTA third semester courses.*

**205 Modalities I**

**3 credit hours**

Offered fall semester. Two hours lecture and two hours laboratory a week. Fee: \$95.00.

This course provides: 1) introduction to patient treatment including patient preparation and positioning, draping, station and equipment preparation; 2) basic first aid procedures to common accidents; and 3) the study of inflammation and repair. The student will learn external vasocompression including intermittent vasocompression, ace wrap; CPM machines, heat and cold modalities with the physics, physiology, application, indications, contraindications, patient and environment preparation, draping, related medical terminology, and SOAP format documentation. Also, included is the paraffin bath, contrast bath, ultrasound, phonophoresis, and ultraviolet, and diathermy. In addition, students will have an introduction to electrical modalities including transcutaneous electrical nerve stimulation (TENS). Includes lab practicals on all topics.

*Prerequisite: Acceptance into Phase II of the PTA Program.*

**206 Modalities II**

**3 credit hours**

Offered spring semester. Two hours lecture and two hours laboratory a week. Fee: \$95.00.

Emphasis is placed on a continuation of electrical modalities including transcutaneous electrical nerve stimulation (TENS), high volt (HV), low volt (LV), interferential, biofeedback, iontophoresis, and microcurrent. The student will learn: 1) mechanical traction, both cervical and lumbar, home units and clinical; 2) hydrotherapy, including tanks and pool therapy; 3) basic physics, physiology, application, indications, contraindications, related medical terminology, SOAP format documentation, patient positioning, and draping for above. Includes lab practical on all of above.

*Prerequisite: Successful completion of all PTA third semester courses.*

**207 Procedures**

**3 credit hours**

Offered fall semester. Two hours lecture and two hours of laboratory a week. Fee: \$95.00.

This course includes: 1) wheelchair parts, use and adaptations; 2) basic movement patterns of the body as it relates to body mechanics including lifting, transfers, and the mechanically efficient body position of comfort; 3) basic activities of daily living; 4) massage, including effleurage, petrissage, tapotement, and friction, etc; 5) basic gait training technique and equipment for orthopedic adaptation; 6) the measurement of ROM (range of motion) including goniometric measurements and basic ROM techniques; and 7) body measurements and girth. Includes lab practicals on all topics.

*Prerequisite: Acceptance into Phase II of the PTA Program.*

**208 Principles of Rehabilitation**

**4 credit hours**

Offered spring semester. Three hours lecture and two hours laboratory a week. Fee: \$95.00.

The course includes advanced anatomy and physiology of the pediatric nervous system, wheelchair assessments, neurodevelopmental sequencing, treatment of the neurologically involved pediatric patient, pediatric orthotics and prosthetics, pediatric SOAP notes in the medical/educational setting, medical terminology and cultural differences. The student will also learn: 1) advanced anatomy and physiology of the adult nervous system; 2) assessment and treatment of the following rehabilitation areas: cerebral vascular accidents, cardiac rehabilitation, pediatric rehabilitation, traumatic brain injury, amputees, spinal cord injuries, burns; 3) orthotic and prosthetic considerations; and 4) related SOAP format documentation and medical terminology. Includes lab practicals on all topics.

*Prerequisite: Successful completion of all PTA third semester courses.*

**209 Clinical Kinesiology**

**4 credit hours**

Offered fall semester. Three hours lecture and two hours laboratory a week. Fee: \$95.00.

The student will learn: 1) advanced anatomy of the musculoskeletal system with special considerations of joints of the body; 2) movement analysis of the body with emphasis on osteokinematics and arthrokinematics; 3) gait analysis in the normal and involved patient; 4) gross muscle testing, basic understanding of manual muscle testing; 5) related medical and SOAP format documentation; and 6) palpation of bony and soft tissue structures. Includes laboratory practicals on all topics.

*Prerequisite: Acceptance into Phase II of the PTA Program.*

**210 Therapeutic Exercise**

**4 credit hours**

Offered spring semester. Two hours lecture and four hours laboratory a week. Fee: \$95.00.

This course provides an in depth study of therapeutic exercise with development of understanding in basic exercise physiology. The student will learn: 1) theory and practice of therapeutic exercise in a treatment and preventative role; 2) proper use of exercise equipment, mat activities etc. to address flexibility, strengthening, endurance, etc.; 3) measurement of endurance, flexibility and ROM including goniometric measurement; and 4) related medical terminology and SOAP format documentation.

*Prerequisite: Successful completion of all PTA third semester courses.*

**213 Clinical I**

**2 credit hours**

Offered fall semester. Ninety-six hours throughout the semester. Fee: \$95.00. Learning Harbor Fee: \$16.00.

This course consists of 96 hours of on-site clinical experience in local settings. The course involves mostly observation but may include some aide type patient set-up, and elementary application of hot and cold modalities, activities of daily living (ADL) and ROM activities as per Academic Coordinator of Clinical Education (ACCE) and Clinical Instructor (CI) discretion. Also includes weekly seminar on topics pertinent to the field of physical therapy including professionalism, ethics, reimbursement, etc., as well as an orientation to nursing and hospital equipment and techniques.

*Prerequisite: Acceptance into Phase II of the PTA Program.*

**214 Clinical II**

**2 credit hours**

Offered spring semester. One hundred twenty hours throughout the semester. Fee: \$95.00.

This course consists of 120 hours of on-site clinical experiences, The student will rotate to a different type of facility for each of the week sessions. Clinical sites are located in the region, which may require some travel. The students will participate in patient treatment skills mastered in PTA 205, 207, and 209 as well as clinical applications of the theory and techniques in PTA 206, 208, and 210 as per lab skill check-off sheet, Academic Coordinator of Clinical Education (ACCE) and Clinical Instructor (CI) discretion. All clinical competencies will be scored as per format in the PTA Student Handbook using the clinical assessment instruments. Also includes a weekly seminar on topic pertinent to the field of physical therapy including professionalism, ethics, reimbursement, etc.

*Prerequisite: Successful completion of all PTA third semester courses.*

**216 Trends**

**1 credit hour**

Offered summer session. Fifteen hours of lecture. Testing Fee: \$75.00.

This course is intertwined with Practicum I and II in which various aspects of physical therapy encountered clinically by the students are explored for relevancy and future professional implications. The course also includes the presentation of a paper on a topic selected and approved during Clinical I and compiled over the course of all clinicals, and a licensing exam preparation among other assignments.

*Prerequisite: Successful completion of all PTA fourth semester courses.*



**218 Practicum I**

**5 credit hours**

Offered summer session. Forty hours a week for six weeks.

The course consists of a six-week long, forty hours per week clinical rotation at one clinical site area. Experience will be assessed in relation to clinical skills check-off found in the clinical assessment instrument. Several experiences may be available in one area (i.e. several weeks at a hospital followed by several weeks at a clinical associated with the same clinical site). Student must be willing to commute for extended distances within the greater region during this time. Clinical competencies will be continued, oral presentation will be presented to the staff on a topic other than the topics presented in previous clinical rotations.

*Prerequisite: Successful completion of all PTA fourth semester courses.*

**219 Practicum II**

**5 credit hours**

Offered summer session. Forty hours a week for six weeks.

The course consists of a six-week long, forty hours per week clinical rotation at one clinical site area. Every effort will be made to accommodate site with the student clinical skills check-off needs and/or desires. All critical clinical skills must be completed at the end of this rotation. Several experiences may be available in one area (i.e. several weeks at a hospital followed by several weeks at a clinical associated with the same clinical site). Student must be willing to commute for extended distances within the greater region during this time. Clinical competencies will be completed, oral presentation will be presented to the staff on a topic other than the topics presented in previous clinical rotations.

*Prerequisite: Successful completion of all PTA fourth semester courses.*

**PHYSICS (PHYS)**

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**101 Introductory Physics I**

**4 credit hours**

Offered fall semester. Three hours lecture and three hours laboratory a week. Fee: \$60.00.

A non-calculus introduction to physics, covering the fundamentals of kinematics and dynamics, work and energy, momentum, equilibrium, fluids, vibration and sound and heat, and thermodynamics. Recommended for liberal arts, preprofessional, and general studies students.

*Prerequisite: Mathematics 119 or equivalent.*

**102 Introductory Physics II**

**4 credit hours**

Offered spring semester using alternative instructional delivery methods. Three hours lecture and three hours laboratory a week. Fee: \$60.00.

A continuation of Physics 101, covering electricity and magnetism, electromagnetic waves and optics, topics from modern physics, and nuclear physics.

*Prerequisite: Physics 101.*

**103 Meteorology**

**4 credit hours**

Offered spring semester. Three hours lecture and three hours laboratory a week. Fee: \$60.00.

This course presents a broad survey of the state of knowledge and problems of atmospheric science. Origin and structure of the atmosphere, meteorological observations, weather maps, forecasting, satellites, energetics, wind, general circulation, storms, severe weather, climate change, and air pollution are studied. This is a web course founded on the American Meteorological Society's "Online Weather Studies."

*Prerequisite: Mathematics 90 and Reading 93.*

**105 Physical Geology**

**4 credit hours**

Offered as demand warrants. Three hours lecture and discussion and three hours laboratory a week. Fee: \$60.00.

A study of the principles of dynamical and structural geology. Provides a general survey of the rocks and minerals composing the earth, the movement within the earth, and the surface features of the earth and the agents that form them. The laboratory provides practical exercises stressing familiarization with rocks and minerals, the use of geologic maps, and field experience.

*Prerequisite: A grade of "C" or better in Mathematics 90 and Reading 93.*

**106 Introductory Astronomy**

**4 credit hours**

Offered as demand warrants. Three hours lecture and three hours laboratory a week. Fee: \$60.00.

A descriptive course intended to familiarize students with various celestial bodies and to provide an understanding of the structure and the operating principles of the universe. As part of the laboratory sessions, students will be taught to distinguish planets and stars, identify the constellations, and use a star map. The course is designed for students who need a laboratory science to complete their curriculum as well as for students who wish a science elective.

*Prerequisite: Mathematics 90 and Reading 93.*

**130 Inquiries in Physical Science I**

**4 credit hours**

Offered fall and spring semesters, and as demand warrants in summer session. Three hours lecture and three hours laboratory a week. Fee: \$65.00.

This course provides an introduction to the fundamental concepts and basic scientific reasoning skills essential to the sciences. Laboratory experiments and observations help provide the basis on which students construct knowledge and increase their abilities in scientific reasoning. The topics to be included are the fundamentals of physics and chemistry.

*Prerequisite: Mathematics 90.*

**132 Inquiries in Physical Science II**

**4 credit hours**

Offered spring semester and as demand warrants in fall semester and summer session. Three hours lecture and three hours laboratory a week. Fee: \$65.00.

This course provides an introduction to the fundamental concepts and basic scientific reasoning skills essential to the sciences. Laboratory experiments and observations help provide the basis on which students construct knowledge and increase their abilities in scientific reasoning. The topics to be included are the fundamentals of earth science and space science and their relationships to living systems.

*Prerequisite: Physics 130.*

**201 General Physics I**

**4 credit hours**

Offered fall semester. Three hours lecture and three hours laboratory a week. Fee: \$60.00.

The first of a two-semester sequence that is a calculus based introduction to physics. The course is designed primarily for science and engineering majors. The topics to be studied include mechanics, work and energy, vibration and wave motion, and heat and thermodynamics.

*Prerequisite: Mathematics 201 or concurrent registration.*

**202 General Physics II**

**4 credit hours**

Offered spring semester using alternative instructional delivery methods. Three hours lecture and three hours laboratory a week. Fee: \$60.00.

A continuation of Physics 201 covering electricity, magnetism, electromagnetic waves, semiconductor theory, and optics. A necessary course for engineers and science students.

*Prerequisite: Physics 201.*

*Prerequisite or Corequisite: Mathematics 202.*

**297 Field Studies in Biology and Geology  
(Biological Science 297)**

**4 credit hours**

Offered summer session as demand warrants. Consult with instructor prior to registration. Fee: To be established based on location of field studies.

An interdisciplinary study of ecosystems in their natural settings. Emphasis will be placed on plant communities and key animal populations, geology, climate, and the influence of humans as they are related to one another. Studies, which will include lectures and laboratories, will be conducted in the field where specimens will be collected and catalogued. Course may be repeated one time for credit. Course may be taken again as audit status, but all fees and tuition will apply.

*Prerequisite: Biological Science 101 and 103, or 107, or Physics 105, or consent of instructors.*

**299 Special Problems in Physical Science**

**1-4 credit hours**

Offered as demand warrants fall and spring semesters. Fee: \$60.00.

Study projects under the direct supervision of the instructor. Library and laboratory research on selected problems. May be repeated for credit.

*Prerequisite: Physics 101, 201, 211, or consent of instructor.*

**POLITICAL SCIENCE (POSC)**

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**101 American National Government**

**3 credit hours**

Offered fall and spring semesters. Offered as demand warrants in summer session. Three hours lecture and discussion a week.

The structure and functions of American national government. The elements of the executive, legislative, and judicial processes, with emphasis upon the role of the voter. Particular attention to problems of civil liberties, responsible government, and efficient administration.

**102 State and Local Governments**

**3 credit hours**

Offered fall and spring semesters. Three hours lecture and discussion a week.

A study of American state and local governments, with special emphasis on the office of governor, the state legislatures, forms of city governments, state and local finance, voting and elections, and the judicial systems in the states.

**205 Introduction to American Constitutional Law  
(Criminal Justice 205)**

**3 credit hours**

Offered fall semester. Offered as demand warrants in summer session. Three hours lecture and discussion a week.

A topical study of the development of the U.S. Constitution through the interpretation by the Supreme Court. Subjects include judicial review, Federalism, Congressional and Presidential authority, the First Amendment, criminal rights, due process, and equal protection of the law.

**298 Special Topics in Political Science**

**3 credit hours**

Offered as demand warrants.

This course is designed to address a range of topics and emerging issues within the field of Political Science, beyond the scope of those Political Science courses already offered. The format of the courses offered will vary depending on the course content. This course is repeatable for up to 6 credits.

*Prerequisite: Political Science 101 or consent of the instructor.*

**299 Independent Study**

**1-6 credit hours**

Offered as demand warrants.

This course includes study projects related to political science.

**PRACTICAL NURSING (PNUR)**

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**106 Mental Health Concepts in Nursing**

**1 credit hour**

Offered summer session. Two hours lecture/seminar a week. Fee: \$21.00.

Introduces the practical nursing student to the basic knowledge and skills needed to function in the psychiatric setting. Mental health concepts are related to the care of persons in various clinical settings. Simulated experiences provide practice in communication skills.

*Prerequisite: Nursing II with a grade of "C" or better or consent of the instructor.*

**108 Nursing in Society**

**1 credit hour**

Offered summer session. Seminar totaling sixteen hours.

Focuses on the history of practical nursing, ethics, legal aspects, and the responsibilities of the licensed practical nurse as a member of the health team.

*Prerequisite: Nursing II with a grade of "C" or better.*

**110 Concepts in Maternal-Child Nursing**

**5 credit hours**

Offered summer session. Nine hours lecture and sixteen hours laboratory a week. Fee: \$61.00.

Focuses primarily on normal aspects of maternal and newborn care. Emphasis on normal patterns of growth and development. Common deviation from the normal are discussed. Clinical focus is on selected skills related to the care of mother, baby, children, and family in structured settings.

*Prerequisite: Nursing II with a grade of "C" or better.*

**PROFESSIONAL GOLF MANAGEMENT (GOLF)**

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**102 Golf Club Design and Repair**

**3 credit hours**

Offered spring semester and as demand warrants. Three hours lecture a week. Fee: \$55.00.

Golf Club Design and Repair is designed to enhance the student's knowledge of golf club design principles and to give the student practice in several key club repair procedures. The course also covers how to establish and manage a successful club repair business.

**103 Tournament Operations**

**3 credit hours**

Offered spring semester and as demand warrants. Three hours lecture a week. Fee: \$55.00.

Tournament Operations is part a comprehensive study of the Professional Golf Management Program. Tournament Operations will provide the student with the knowledge of successfully planning and running golf tournaments, outings, and member events. This course will provide the student with the awareness of establishing and improving a golf car fleet. The student will also be able to run a rental program that serves the interest of golfers, the golf facility, and the golf professional.

**104 Golf Mechanics and Teaching I**

**3 credit hours**

Offered fall semester and as demand warrants. Three hours lecture a week. Fee: \$55.00.

Golf Mechanics and Teaching is designed to give the student a methodology of teaching the golf swing. Through completion of this course the student will have a comprehensive knowledge of the mechanics of the golf swing. The student will also be equipped with a methodology of teaching the golf swing. Finally, the student will practice by giving lessons to other students.

**105 Rules of Golf**

**3 credit hours**

Offered fall semester and as demand warrants. Three hours lecture a week.

Students who complete this course will understand the USGA rules of golf, the USGA handicap system, the definitions and appendices in the USGA Rules of Golf, and the process by which the rules of golf are made and changed. They will be able to locate applicable rules for a given situation, work with rules and competitions committees, and create a plan for the instruction of etiquette and rules at a golf facility.

**108 Golf Shop Management**

**3 credit hours**

Offered spring semester and as demand warrants. Three hours lecture a week. Fee: \$55.00.

This course will provide the student with the basics of the operations and management of the golf shop. Topics include methods of merchandising, scheduling of play, implementing course regulations, development and management of the golf operations team, time management, and personnel management. Sub topics include how to increase rounds of golf and membership sales.

**200 Player Development**

**1 credit hour**

Offered summer session and as demand warrants. One hour lecture a week. Fee: \$55.00.

This course is designed to prepare the student for passing the PGA required "Playing Ability Test". Included are theoretical principles associated with proper golf swing technique, analysis of the individual student's golf game in relation to the principles, development of practice plans to overcome swing flaws, and student preparation for passing the "Playing Ability Test". How the mental aspect of the game relates to competitive play will also be discussed. This course can be repeated for credit for a total of 2 credits.

**201 Golf Mechanics and Teaching II**

**3 credit hours**

Offered fall semester and as demand warrants. Three hours lecture a week. Fee: \$55.00.

This course is designed to improve the golf instructional skills of golf professionals, especially those desiring to be quality coaches. Included in the course are such topics as teaching, coaching, training techniques, motivational strategies and the needs of special populations. Methods of recording student progress, management techniques for a successful instructional program, and the use of audio-visual and other electronic teaching tools are examined.

*Prerequisite: Professional Golf Management 104.*

**202 History of Golf**

**2 credit hours**

Offered spring semester and as demand warrants. Two hours lecture a week.

This course will provide a comprehensive look at how the history of golf has changed the industry and the culture of the game. Topics such as golf's expansion into different socio-economic backgrounds and geographic areas, and the evolution of golf equipment will serve as the basis of discussion.

**PSYCHOLOGY (PSYC)**

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The Psychology Department introduces students to the study of human behavior. Courses are at the 100 and 200 levels, with Psychology 101 being the prerequisite for all other departmental courses. Courses may be chosen as electives in any of the curricula and are required in a number of academic and career curricula and in the various certificate programs. Students contemplating advanced study in psychology are advised to consult current catalogs of four-year institutions so that their course selections will best prepare them for their professional careers.

**101 General Psychology**

**3 credit hours**

Offered fall and spring semesters and summer session. Three hours lecture and discussion a week.

A foundation course in psychology. Review of the nature and purpose of psychology, the dynamics of adjustment, sensory development, psychometry, and the application of psychological knowledge to practical problems.

**110 Introduction to Peace and Conflict Studies**

**3 credit hours**

Offered fall semester and spring semester as demand warrants. Three hours lecture and discussion a week.

This interdisciplinary course will provide an introduction and a foundation to the study of Peace and Conflict. Participants of this course will analyze the cultural, ethnic, historical, and religious roots of conflict and examine the types of war, types of violence-including economic and environmental violence, environmental instability, social injustice, gender inequity, positive and negative peace, and how to build a sustainable peace. Participants will understand and practice the principles of conflict resolution and will be required to perform a community service-learning project.

**199 Thanatos - A Humanities Approach to Death and Dying (Philosophy 199)**

**3 credit hours**

Offered fall and spring semesters. Offered as demand warrants in summer session. Three hours lecture and discussion a week.

A survey of the basic ideas about death, as revealed in works of literature, music, and art, and in the writings of religious and philosophical thinkers. It is designed to show how men have faced the ultimate questions in a variety of environments and historical contexts. The course deals with the practical problems of grief, hope for the future, and adjustment to one's own approaching death and personal loss. Included will be various expressions in artistic form of attitudes about death: e.g., Verdi's and Mozart's requiems, "Death of Ivan Ilych" by Tolstoy, The Duino Elegies of Rilke, and other works.

**202 Psychology of Human Adjustment**

**3 credit hours**

Offered as demand warrants. Three hours lecture and discussion a week.

A review of the dynamics of personal and social behavior, with emphasis on factors that favor prevention and resolution of behavior difficulties. Attention will be given to the problems and adjustment patterns of the normal personality in contemporary American society.

*Prerequisite: Psychology 101.*

**203 Human Growth and Development (Education 203)**

**3 credit hours**

Offered fall and spring semesters. Offered as demand warrants in the summer session. Three hours lecture and discussion a week.

The processes affecting and effecting human development, with implications for educational practices used by and in the family, school, and community. Attention given to measurements and evaluative techniques for assessing total growth. The case method will be used, with direct and recorded observation being required.

*Prerequisite: Psychology 101 or consent of instructor.*

**204 Psychology of Learning and Teaching (Education 204)**

**3 credit hours**

Offered fall and spring semesters. Three hours lecture and discussion a week.

A study of human development and its relationship to the theories and principles of learning and teaching. Topics investigated will include self-development, group functioning, individual learning alternatives, and teacher evaluative techniques as they affect learning.

Students will need to complete the fingerprint and background clearance process and be issued the appropriate identification prior to being scheduled for a field experience or school-site assignment.

*Prerequisite: Psychology 101 and Education 201.*

**205 Introduction to Abnormal Psychology**

**3 credit hours**

Offered fall and spring semesters. Offered as demand warrants in the summer session. Three hours lecture and discussion a week.

This course provides an introduction to and an understanding of behavior disorders and insight into the personality of the disturbed person. Historical perspective of changing attitudes and treatment of psychopathy and techniques of diagnosis, classification, and therapy are studied.

*Prerequisite: Psychology 101.*

**207 Child Psychology**

**3 credit hours**

Offered fall semester and as demand warrants. Three hours lecture and discussion a week.

This course studies child development from birth to 11 years. The physical, cognitive, emotional, social, inner processes, and the abnormal aspects of development are covered. The child in relationship to the family, school, and the community is also investigated.

*Prerequisite: Psychology 101.*

**208 Adolescent Psychology**

**3 credit hours**

Offered as demand warrants. Three hours lecture and discussion a week.

This course studies adolescent development from 12 to 19 years. Consideration is given to the physical, cognitive, moral, and social development as well as the hazards to adolescents. The family society, schools, and careers as they relate to the adolescent are also studied.

*Prerequisite: Psychology 101.*

**230 Introduction to Health Psychology (Integrative Health 230)**

**3 credit hours**

Offered spring semester. Offered in summer session as demand warrants. Three hours lecture and discussion a week.

This course provides an introduction to the field of health psychology. Course content includes an overview of scientific principles and current research findings; applications to specific diseases, stress management, and to health promotion; demonstration of the most widely used and effective intervention strategies; and the role of health psychology and mind/body medicine in health care practice. Experiential learning, lecture, and a case-based approach are the primary teaching learning approaches.

*Prerequisite: Psychology 101 or consent of instructor.*



**286 Drugs and Human Behavior**

**3 credit hours**

Offered fall and spring semesters, and summer session, as demand warrants. Three hours lecture and discussion a week.

This course will focus on psychoactive drugs and their use/abuse in social and historical contexts. In addition to surveying the pharmacology of alcohol, tobacco and other drugs, we will study the process of addiction. The physical, sociocultural, cognitive, emotional and spiritual aspects of drug use and abuse will be explored. Prevention education will be briefly surveyed.

*Prerequisite: Psychology 101.*

**287 Addictions Treatment Delivery**

**3 credit hours**

Offered fall semester, as demand warrants. Three hours lecture a week.

This course will include the eight-practice dimensions, identified in a collaborative effort, necessary for an addiction counselor (also described as the 12 core functions). Such dimensions include clinical evaluation, treatment planning, referral, service coordination, counseling, education, documentation, and ethical/professional responsibilities. Within each practice dimension, the student will be introduced to the knowledge, skills, and attitudes conducive to appropriate addiction service delivery. This course addresses the practice dimensions necessary for addiction counselors. Within each dimension, the student will be introduced to the knowledge, skills, and attitudes conducive to appropriate addiction service delivery. Required course for Maryland Addictions Counselor certification.

*Recommendation: Psychology 101.*

**288 Treatment Issues and Theory in Addictions**

**3 credit hours**

Offered spring semester, as demand warrants. Three hours lecture a week.

Application of a variety of treatment approaches which have been demonstrated to be effective. Survey of treatment-related issues including multicultural counseling issues and assessment and diagnosis of addiction and dual disorders. A holistic approach will be employed in so far as the biological, social, cognitive, emotional and spiritual aspects of addiction treatment will be explored. Practical application of research and theory to addiction counseling. Overview of treatment related issues, including assessment and diagnosis. Required course for Maryland Addictions Counselor certification.

*Prerequisite: Psychology 286.*

*Recommendation: Psychology 101.*

**289 Ethics for the Addiction Counselor**

**1 credit hour**

Offered fall and spring semesters, and summer session, as demand warrants. One-hour lecture a week.

This course will introduce the student to legal and ethical issues involved in the treatment of alcohol and other drug problems. Issues such as licensing, relationships, confidentiality, and crisis intervention will be addressed. The ethical standards of the National Association of Alcoholism and Drug Abuse Counselors (NAADAC) will be reviewed. This course will address legal and ethical considerations for counselors. Difference and similarities among addiction and other helping professionals will be discussed. Required course for Maryland Addictions Counselor certification.

*Recommendation: Psychology 101.*

**RADIOLOGIC TECHNOLOGY (RADT)**

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**101 Radiologic Technology I**

**3 credit hours**

Offered fall semester. Three hours of lecture and discussion a week. Fee: \$65.00. Learning Harbor Fee: \$16.00.

This course provides an introduction to radiologic technology as a career. Elementary patient care will be presented, including safety, asepsis, and emergency care. An introduction to the basic principles of radiographic exposure.

*Prerequisite: Permission of the program director.*

**102 Radiologic Technology II**

**3 credit hours**

Offered spring semester. Three hours of lecture and discussion a week.

This course provides a continuation of radiation safety and radiographic exposure techniques. Includes the principles of darkroom chemistry and sensitometry.

*Prerequisite: Radiologic Technology 101 with a grade of "C" or better or the permission of the program director.*

**111 Radiographic Positioning I**

**3 credit hours**

Offered fall semester. Two hours lecture and three hours of laboratory a week. Fee \$100.00.

This course provides an introduction to positioning terminology, along with the anatomy and positioning concepts of the chest, abdomen, and skeletal system, except vertebral column and cranium. Theoretical concepts are integrated with actual laboratory demonstration in order to develop psychomotor skills necessary for manipulating patients.

*Prerequisite: Permission of the program director.*

*Corequisite: Radiologic Technology 121 and 122.*

**112 Radiographic Positioning II**

**3 credit hours**

Offered spring semester. Two hours of lecture and three hours of laboratory a week. Fee: \$100.00.

This course provides students with positioning concepts of vertebral column, cranial radiography and abdominal procedures involving contrast media. A continuation in anatomy and practical application involving the evaluation of radiographs for diagnostic quality is included.

*Prerequisite: Radiologic Technology 111 with a grade of "C" or better or the permission of the program director.*

**121 Clinical Radiology I**

**1 credit hour**

Offered summer session. Clinical time will total 150 hours. Fee \$120.00.

Students are provided practical experience in the functioning of the radiology department. Included are basic radiology office skills, familiarizing students with the clinical affiliates and developing fundamental skills in radiologic technology, darkroom technique, equipment manipulation and patient interaction. The student will observe and participate in the completion of specific clinical objectives and begin the clinical competency program.

*Prerequisite: Permission of the program director.*

**122 Clinical Radiology II**

**3 credit hours**

Offered fall semester. Clinical time will total 200 hours. Fee \$120.00.

Students receive supervised experience in performing routine radiographic examinations. The clinical competency program is continued in the areas of diagnostic and fluoroscopic procedures.

*Prerequisite: Radiologic Technology 121 with a grade of "C" or better or the permission of the program director.*

**124 Clinical Radiology III**

**3 credit hours**

Offered spring semester. Clinical time will total 240 hours. Fee: \$120.00.

Students receive supervised experience in performing routine radiographic examinations. This course includes a critical analysis of the radiograph from technical, anatomical and pathological standards. The student continues to complete competency examinations through rotations at the different clinical affiliates.

*Prerequisite: Radiologic Technology 122 with a grade of "C" or better or the permission of the program director.*

**201 Radiologic Technology III**

**4 credit hours**

Offered fall semester. Four hours of lecture and discussion a week. Fee: \$120.00.

This course includes the study of the equipment, materials, and procedures for special radiographic studies including but not limited to, angiography, arthrography, myelography. Includes a brief review of concepts covered in Radiologic Technology 102, as well as the discussion of more advanced concepts in radiographic exposure. Also includes a study of the principles of radiation physics and tube circuitry.

*Prerequisite: Radiologic Technology 102 and Mathematics 105 with a grade of "C" or better or the permission of the program director.*

**202 Radiologic Technology IV**

**3 credit hours**

Offered spring semester. Three hours of lecture and discussion a week.

This course is designed to introduce students to the special modalities of radiology. A brief overview of commonly encountered disease processes are covered along with radiographic pathology, radiobiology and the concepts of quality assurance.

*Prerequisite: Radiologic Technology 201 with a grade of "C" or better or permission of the program director.*

**211 Radiographic Positioning III**

**2 credit hours**

Offered fall semester. One-hour of lecture and three hours of laboratory a week. Fee: \$100.00.

This course includes a brief review of the concepts covered in Radiologic Technology 111 and 112, as well as the discussion of special radiographic concepts of the entire human body.

A continuation of studies related to the cranium will be covered. Film critique and analysis will be integrated in the discussion along with a project.

*Prerequisite: Radiologic Technology 112 with a grade of "C" or better or the permission of the program director.*

*Corequisite: Radiologic Technology 222.*

**221 Clinical Radiology IV**

**4 credit hours**

Offered summer session between second and third semesters. Clinical time will total 308 hours. Fee: \$120.00.

Students receive supervised experience in performing routine radiographic examinations in fluoroscopy, diagnostic, and advanced radiography. This course includes a critical analysis of the radiograph from technical, anatomical, and pathological standards. The clinical competency program is continued in this course with an introduction to the special modalities.

*Prerequisite: Radiologic Technology 124 with a grade of "C" or better or the permission of the program director.*

**222 Clinical Radiology V**

**6 credit hours**

Offered fall semester. Clinical time will total 360 hours. Fee: \$120.00.

Students receive supervised experience in performing routine and special radiographic examinations. Students also receive supervised experience in the special modality areas. The clinical competency program is continued in the course.

*Prerequisite: Radiologic Technology 221 with a grade of "C" or better or the permission of the program director.*

**223 Clinical Radiology VI**

**4 credit hours**

Offered spring semester. Clinical time will total 360 hours. Fee: \$120.00.

Students receive supervised experience in performing routine and special radiographic examinations with continued experience in the special modalities. The clinical competency system should be completed as well as a final project required for graduation. This course provides a review of all concepts covered during the two-year program to help students prepare for the American Registry of Radiologic Technologists (ARRT) examinations.

*Prerequisite: Radiologic Technology 222 with a grade of "C" or better or permission of the program director.*

**299 Special Topics in Radiology**

**1-4 credit hours**

Offered as demand warrants.

This course is designed for students to allow specialization in areas of interest to the student. The student taking Special Topics will do so with the approval of the Program Director. Emphasis will be placed on specializing in an area unfamiliar to the student.

**READING (READ)**

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**90 Comprehensive Reading I**

**3 credit hours**

Offered fall and spring semesters. Three hours lecture and discussion a week.

Students will practice basic techniques of reading comprehension, methods of remembering information, and ways of expressing their understanding. Emphasis will be placed on picking out the main idea of paragraphs, distinguishing major ideas from supporting details, recognizing how details in a paragraph are organized and related, and improving vocabulary. Required of all students whose placement assessment scores indicate the need. (Exceptions can be made for students not pursuing a degree or certificate.) Open to all students. This course does not meet associate degree graduation requirements.

**91 Reading ESOL****3 credit hours**

Offered fall and spring semesters. Three hours lecture and discussion a week. Designed for students for whom English is a second language.

Students will practice basic techniques of reading comprehension, methods of remembering information, and ways of expressing their understanding. Emphasis will be placed on picking out the main idea of paragraphs, distinguishing major ideas from supporting details, recognizing how details in a paragraph are organized and related. Special emphasis will be given to develop vocabulary. Required of all students whose placement scores indicate the need. (Exceptions can be made for students not pursuing a degree or certificate.) Open to all students. The course does not meet associate degree graduation requirements.

**93 Comprehensive Reading II****3 credit hours**

Offered fall and spring semesters. Offered as demand warrants in summer session. Three hours lecture a week.

This course is designed to help students become more efficient, systematic readers and thinkers. Emphasis will be placed on improving vocabulary and building advanced levels of comprehension and inferential reading, including the ability to analyze, evaluate, and integrate information. Required of all students whose placement assessment scores indicate the need. (Exceptions can be made for students not pursuing a degree or certificate.) Open to all students. This course does not meet associate degree graduation requirements.

**95 Reading/Writing Workshop (English 95)****5 credit hours**

Offered fall semester and as demand warrants spring semester and summer session. Five hours lecture and discussion a week.

Students will engage in a variety of reading and writing activities, concentrating on logical interpretation of what they read and on clear expression of what they understand. Students will build their vocabularies as they encounter increasingly complex reading materials, and they will become more sophisticated writers and thinkers as they explore ideas through writing. This course fulfills the developmental requirement for students whose placement assessment scores indicate the need for Reading 93 and English 93. Open to all students. This course does not meet associate degree graduation requirements.

**97 Critical Reading****1 credit hour**

Offered fall and spring semesters. Offered as demand warrants in summer session. Offered two hours a week for seven and a half weeks.

This course is designed to address the last third of the course requirements for Reading 93. Students who score within ten points of the cut score for testing out of Reading 93 are eligible to take either Reading 93 or Reading 97. Reading 97 is designed to provide a condensed review for making students more efficient, systematic readers and thinkers. Emphasis will be placed on improving vocabulary and building advanced levels of comprehension and inferential reading, including the ability to analyze, evaluate, and integrate information. Required of all students whose placement assessment scores indicate the need. (Exceptions can be made for students not pursuing a degree or certificate.) This course does not meet associate degree graduation requirements.

*Prerequisite: Score on the Accuplacer Placement Assessment in Reading within 10 points of the cutoff to test out of a developmental reading requirement.*

## **RESPIRATORY THERAPIST (RESP)**

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### **101 Introduction to Respiratory Therapy**

**3 credit hours**

Offered fall semester. Three hours lecture and demonstration. Two, three-hour hospital orientation tours. Clinical time will total at least six hours. Fee: \$65.00. Learning Harbor Fee: \$16.00.

This course orients the student to the hospital environment and to the respiratory therapist practitioner's role on the health care team. Specific topics include the holistic concept of patient care; psychosocial, medico-legal, and ethical considerations in respiratory therapy; and professional interpersonal relations. Instruction is given in medical terminology, medical-surgical aseptic techniques, and physical assessment (inspection, palpation, percussion, and auscultation).

During the semester the student will be evaluated through interview, examination, and GPA to determine acceptance to the clinical component of respiratory care.

### **102 Pharmacology**

**3 credit hours**

Offered spring semester. Three hours lecture and demonstration a week.

This course will familiarize the student with the basic concepts of pharmacology, emphasizing those drugs utilized in the treatment of pulmonary diseases. Topics include drug development, indications, contraindications, administration, mechanism of action, side effects, metabolism, and excretion. Emphasis is placed on drug safety and dosage calculation.

*Prerequisite: Mathematics 102 or concurrent registration, Chemistry 100 or 101 or concurrent registration, and Biological Science 201 or 207 or concurrent registration.*

### **190 Clinical Practice I**

**5 credit hours**

Offered spring semester. Three hours of lecture, on average two hours of campus laboratory, and on average four hours of clinical per week. Clinical/lab time will total 90 hours. Fee: \$100.00.

This course covers oxygen and special gas therapy, principles of humidity and aerosol therapy and will acquaint students with techniques of chest physiotherapy, incentive spirometry, breathing exercises and pulmonary rehabilitation. The emphasis is on clinical application.

*Prerequisite: Mathematics 102 or concurrent registration, Chemistry 100 or 101 or concurrent registration, and Biological Science 201 or 207 or concurrent registration.*

*Corequisite: Respiratory Therapy 102 and 206.*

### **206 Cardiopulmonary Anatomy and Physiology**

**3 credit hours**

Offered spring semester. Three hours of lecture a week.

This course provides an in-depth examination of the normal structure and function of the pulmonary and cardiovascular systems. A discussion of the renal system and its effect on cardiopulmonary function is included. This course provides a physiological basis for the assessment, diagnosis, and treatment of the cardiopulmonary system.

*Prerequisite: Mathematics 102 or concurrent registration, Chemistry 100 or 101 or concurrent registration, and Biological Science 201 or 207 or concurrent registration.*

*Corequisite: Respiratory Therapy 102 and 190.*

**207 Community Health Education**

**3 credit hours**

Offered spring semester. Three hours lecture a week. Fee: \$65.00.

This course is designed for the last semester respiratory therapy student who is about to become a member of a respiratory care department. This course will cover knowledge area and skills required and tested on the registry exams. This class will also deal with wellness, health development, and awareness in the community. Furthermore, the student will understand the importance of resume writing and interviewing.

**210 Clinical Practice II**

**6 credit hours**

Offered summer session between second and third semesters. Five hours of lecture and, on average, 32 clinical hours a week. Clinical/lab hours will total 192. Fee: \$100.00.

The student will utilize and perfect skills developed in Respiratory Therapy 190. The emphasis is on clinical application. This course will introduce principles of positive pressure breathing, airway management, pulmonary rehabilitation and modes of mechanical ventilation.

*Prerequisite: Respiratory Therapy 101, 102, 190, and 206.*

**212 Cardiopulmonary Pathophysiology**

**3 credit hours**

Offered fall semester. Three hours of lecture a week.

This course will familiarize the student with commonly encountered diseases of the heart and lungs. Emphasis will be on deviations from normal functioning. Specific pathologies will include obstructive, restrictive, infectious pulmonary diseases, and respiratory failure. The pathophysiology of coronary artery disease, acute myocardial infarction, and post-infarction complications will be examined. Discussions will include disease etiology, pathology, diagnosis, prognosis, and treatment.

*Prerequisite: Respiratory Therapy 101, 102, and 206, or consent of instructor.*

*Corequisite: Respiratory Therapy 211.*

**213 Cardiopulmonary Assessment and Diagnostics**

**4 credit hours**

Offered fall semester. Three hours lecture and two hours laboratory a week. Fee: \$65.00.

This course will cover a variety of diagnostic testing procedures performed on respiratory care patients. The student will learn a systematic approach towards problem solving, analysis, and application of clinical data. There will be an emphasis on refining test taking skills, in order to prepare the students for NBRC examinations. Computer simulations, along with lab practicals will be utilized. ACLS guidelines and procedures will also be covered in the labs.

*Prerequisite: Biological Science 201, Mathematics 102, Respiratory Therapy 101, 102, and 206.*

*Corequisite: Respiratory Therapy 212 and 225, or consent of instructor.*

**225 Clinical Practice III**

**5 credit hours**

Offered fall semester. Five hours of lecture a week and, on average, 24 hours of clinical/lab a week. Clinical/lab time will total 360 hours. Fee: \$100.00.

This course focuses on airway management, intermittent positive pressure breathing (IPPB), continuous positive pressure ventilation (CPPV), positive end expiratory pressure (PEEP), continuous positive airway pressure (CPAP), and basic and advanced modes of ventilation. The student will be oriented to critical care units as well as the operating room. Instruction and clinical experience in arterial blood collection and pulmonary function testing will also be provided. Students must pass a secure CRT exam before moving into next sequence of coursework.

*Prerequisite: Respiratory Therapy 101, 102, 190, 206, and 210.*

*Corequisite: Respiratory Therapy 212 and 213.*

**240 Pediatrics & Neonatology**

**3 credit hours**

Offered spring semester. Three hours of lecture, demonstration, and campus laboratory a week. Clinical experiences will occur in Respiratory Therapy 250. Fee: \$65.00.

This course will provide the student with information on neonatal and pediatric care. The student will acquire a clinical knowledge of specialized perinatal equipment such as mechanical ventilators, medical gas administration devices, and transcutaneous oxygen monitors. The course will provide a working knowledge of the development of the prenatal to pediatric cardiopulmonary system and knowledge of neonatal and pediatric cardiopulmonary diseases, with the appropriate treatment regimen.

*Prerequisite: Respiratory Therapy 101, 102, 190, 206, 210, 211, 212, and 225.*

*Corequisite: Respiratory Therapy 250.*

**250 Clinical Practice IV**

**5 credit hours**

Offered spring semester. Four hours of lecture per week and, on average, 24 hours of clinical/lab time per week. Clinical/lab time will total 360 hours. Fee: \$100.00.

This course will expose the student to all areas of clinical practice in a respiratory care facility. Clinical rotations in neonatal and pediatric intensive care units will be provided. The course will focus on the concepts of hemodynamic monitoring, advanced modes of mechanical ventilation, and preparation for successful completion of the NBRC RRT exam. Students will be required to obtain a minimum score on a secure RRT exam in order to successfully complete the course.

*Prerequisite: Respiratory Therapy 101, 102, 190, 206, 210, 211, 212, and 225.*

*Corequisite: Respiratory Therapy 240.*

**297 Research Topics in Respiratory Care**

**1 credit hour**

Offered fall and spring semesters and summer session as demand warrants.

This course is designed to assist certified respiratory care technicians (CRTT) in the research and presentation of advanced scientific respiratory care topics. Each student will present a research paper and presentation on a topic related to respiratory care sciences and administration. The course will cover the necessary techniques and methods utilized in performing scientific research. Students will be encouraged to incorporate and develop computerized presentation media and research instructional materials. This class will be a required course for successful completion of the Registry Completion Program (RCP). Course eligibility is only open to those credentialed respiratory care technicians. The Registry Completion Program is an advanced level placement program for certified respiratory care technicians.



**298 Advanced Practitioner Completion Course**

**2 credit hours**

Offered fall and spring semesters and summer session as demand warrants.

This course is designed to prepare certified respiratory care technicians (CRT) for the NBRC advanced practitioner registry examination. This is a review and assessment type course that applies advanced registry level topics. It incorporates testing modules and standardized assessment exams as practice guides. The course is a pass/fail course and is a requirement of the Registry Completion Program (RCP). The Registry Completion Program is an advanced level placement program for certified respiratory care technicians. You must be a current CRT.

**299 Special Topics in Respiratory Therapy**

**1-4 credit hours**

Offered fall and spring semesters, and summer session as demand warrants. Fee: \$25.00.

This course is designed to allow students in the clinical component of the respiratory therapist program the opportunity to pursue advanced study or research on topics of individual interest within the field of respiratory therapy. Approval by the respiratory therapist program director is required.

**SOCIOLOGY (SOC)**

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The relationship between the individual and the community is objectively considered in the study of sociology. A variety of approaches and selective points of view are employed, including anthropology, criminology, marriage and the family, and the study of social change and disorganization.

The study of the human experience is not complete or valid without consideration of the profound impact that others have on our personal lives. Contacts and interaction with other people are the most powerful influences on what we are, what we become, and how we perceive ourselves.

The social sciences offer invaluable tools for understanding ourselves in the context of our relationships with others. This appreciation is crucial for members of Western societies, where our technologies and philosophies have bred dissonance and alienation by cutting us off from nature, from our communities, and, ultimately, from ourselves.

**101 Introduction to Sociology**

**3 credit hours**

Offered fall and spring semesters. Offered as demand warrants summer session. Three hours lecture and discussion a week.

A basic course in sociology. Overview of principles of sociology using empirical knowledge and the application of the scientific method. Review of basic principles of social interaction, social roles, organization, processes, stratification, social change, group dynamics, and valuation.

**102 Introduction to Anthropology**

**3 credit hours**

Offered fall semester, as demand warrants. Three hours lecture and discussion a week.

Review of basic principles of anthropology, with special consideration given to the application of social laws and principles as they have affected the development of different cultures. Selected representative cultures are studied with a view to analyzing and contrasting their differences. An examination of the dynamics of simple and complex cultures.

*Prerequisite: Sociology 101 or consent of instructor.*

**104 Interdisciplinary Studies In Human Society**

**3 credit hours**

Offered fall semester. Offered as demand warrants spring semester and summer session. Three hours lecture and discussion a week.

An introductory course which examines human society from an interdisciplinary and experiential perspective, utilizing concepts from psychology, sociology, social work, human services, criminal justice, and political science. It is intended for students interested in pursuing further studies in the social science disciplines. Topics include: personal self-assessment, human relationships, group interaction, cultural diversity, value clarification, workforce trends, and historical and contemporary forces that shape human society. Basic interpersonal teamwork skills are studied and practiced and opportunities for workplace observation provided.

**203 Social Problems**

**3 credit hours**

Offered fall semester. Three hours lecture and discussion a week.

The analysis of problems growing out of group conflicts, population growth and distribution, ecological structure, the impact of changing technologies, and the impact of these matters on social and cultural patterns. Emphasis is placed upon possible solutions.

*Prerequisite: Sociology 101 or consent of instructor.*

**205 Marriage and the Family**

**3 credit hours**

Offered fall and spring semesters. Three hours lecture and discussion a week.

The family as a biological, psychological, and cultural unit. A review of the problems associated with courtship and marriage, the changing function of the parent-child relationship, divorce, and second marriage. Family interaction, adjustment, and stability, with emphasis on the contemporary and historical setting.

*Prerequisite: Sociology 101 or consent of the instructor.*

**207 The Sociology of Gender Roles**

**3 credit hours**

Offered spring semester. Three hours lecture and discussion a week.

This course explores sex-roles from a sociological perspective in order to improve our awareness and understanding of this important area of human existence. It will examine such topics as the origins of sex-roles, male and female scripts, romantic love, socialization of males and females, social class and role expectations, and other related topics.

*Prerequisite: Sociology 101.*

**211 Introduction to Gerontology**

**3 credit hours**

Offered spring semester. Three hours lecture and discussion a week.

A general course, which provides an overall perspective of the field of gerontology. In addition to examining population trends and demographic information, the course examines the process of aging from psychological and sociological points of view. A first course in the study of the elderly in our social system.

**215 Crime and Delinquency**

**3 credit hours**

Offered spring semester. Three hours lecture and discussion a week.

An introduction to the sociology of criminal and delinquent behavior. Emphasis will be placed on the theories of the causes of such behavior, the legal differences between them, and the responses of the criminal justice system to them.

*Prerequisite: Sociology 101.*

**250 Introduction to Social Work**

**3 credit hours**

Offered spring semester. Three hours lecture and discussion a week.

A study of the history, philosophy, objectives, and social work methods in the United States. A beginning study of social welfare and social work policy and services, and the activities and perceptions of social workers and others in the human services. This is the first course in social work, which is intended as an introduction to the field. The role of the social work professional in the development and delivery of services, and the structure of the personal social services in the community will be examined.

**298 Special Topics in Sociology**

**3 credit hours**

Offered as demand warrants.

This course is designed to address a range of topics and emerging issues within the field of Sociology. This course will cover topics beyond the scope of those already offered in other Sociology courses. The format of the courses offered will vary depending on the course content. This course is repeatable for up to 6 credits.

*Prerequisite: Sociology 101 or consent of instructor.*

**SPANISH (LANG)**

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See "Languages"

**SPEECH (SPCH)**

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**101 Speech Communication I**

**3 credit hours**

Offered fall and spring semesters and summer session. Three hours lecture a week.

A survey course incorporating intrapersonal, interpersonal, and public speaking. A student will acquire theory and develop skills in interviewing, small group discussion, and informative/persuasive speaking.

## STATISTICS (STAT)

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### 221 Elements of Statistics (Mathematics 221)

3 credit hours

Offered fall and spring semesters. Offered summer session as demand warrants. Check with advisor regarding department designation and transfer information. Three hours lecture and discussion a week.

Organization and analysis of data, frequency distribution, average, measures of variability, probability, normal distribution, sampling, estimation, hypothesis, quality testing control, significance levels, t test, z test, chi square test, regression and correlation index numbers. This course includes the use of computers to analyze statistical data. Prior experience with computers is not necessary.

*Prerequisite: Appropriate Placement Assessment scores or grade of "C" or better in Mathematics 93 or 96 or a grade of "D" or better in Mathematics 105.*

## STUDENT DEVELOPMENT (SDEV)

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Student Development courses are electives offered with the central purpose of assisting students in their efforts to integrate past and new knowledge and attitudes in a way that enhances their problem-solving, communication, and goal-attaining skills. It is stressed that courses in this area are not intended to replace electives in curricular programs, but are offered to supplement educational and personal growth.

### 103 Habits for Success

1 credit hour

Offered as demand warrants. Fifteen hours lecture and discussion a semester.

This course will emphasize the study skills and habits for success in college that also form the foundation for achieving success on the job, such as becoming an active learner and team worker. Instruction is designed to help students improve academic skills in listening, notetaking, time management, textbook study, and test taking. Activities will include application of study techniques to courses in which students are concurrently enrolled. Open to all students as an elective.

### 104 Exploring Health Care Careers

2 credit hours

Offered fall and spring semesters. Two hours lecture and discussion a week.

This course will guide students interested in health care occupations through career exploration and planning activities. Specific topics include the career development process, evaluation of experience, self-management skills, practical decision-making techniques, occupational outlook, and assessment of interests, personality styles, strengths, values, needs, and career goals. Students will have the opportunity to explore various health care careers through job shadowing. Other topics to be discussed will include alternatives to health care including complementary medicine, holistic health and self-care strategies. Open to all students as an elective.

**106 Connections for College and Career Success**

**3 credit hours**

Offered fall and spring semesters. Offered summer session as demand warrants. Three hours lecture and discussion a week.

To do well in college or on the job, individuals must understand their own strengths, interests, and priorities and be able to adjust to specific academic or occupational demands. This course is designed to equip students with the skills, strategies, and coping mechanisms necessary to take control of their academic lives, to help students develop a better understanding of themselves, and to guide them through the career development process. Topics will include familiarization with campus services, the social conventions of an academic setting, study strategies and learning aids, test anxiety reduction techniques, goal setting, decision making, and career exploration. Open to all students as an elective.

**THERAPEUTIC MASSAGE (THMA)**

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**101 Introduction to Therapeutic Massage**

**2 credit hours**

Offered summer session. Offered fall and spring semesters as demand warrants. Six hours lecture and discussion a week in summer session. Fee: \$25.00.

This course will provide an overview of the history of touch and massage. The benefits and effects of touch will be explored through experiential learning and literary searches. The various modalities, cultural diversities and professional ethics of massage will be addressed.

**103 Massage Anatomy, Physiology and Movement**

**3 credit hours**

Offered fall semester. Two hours lecture and three hours laboratory a week. Fee: \$75.00.

This course will build on the basic anatomy and physiology concepts. It is an in-depth study of the musculoskeletal system specific to massage, and functional movement as it applies to massage.

*Prerequisite: Successful completion of Therapeutic Massage 101 and Biological Science 121.*

**104 Anatomy and Physiology Interrelationships**

**2 credit hours**

Offered spring semester. Two hours lecture a week. Fee: \$75.00.

This course will explore the structure and function the various systems of the body. Classes will address the interrelationship of the mind body connection. Energy anatomy will also be examined.

*Prerequisite: Successful completion of first semester Therapeutic Massage courses.*

**108 Clinical Practice I**

**1 credit hour**

Offered spring semester. Three hours of clinical a week. Fee: \$150.00. Pass-fail grading.

This course will provide clinical experience for students in therapeutic massage and advanced massage techniques. Students will spend three hours each week in the clinical setting performing therapeutic massage on clients under professional supervision of a massage therapist.

*Prerequisite: Successful completion of first semester Therapeutic Massage courses.*

**110 Holistic Approach to Wellness**

**1 credit hour**

Offered spring semester. Meets 15 hours a semester. Meeting times vary. Please check semester schedule. Fee: \$50.00.

This course will address self-care as it relates to therapeutic massage. Students will explore wellness by examining levels of health including, but not limited to, such issues as self responsibility, eating, exercise, play, movement, work, stress, and transcendence from the holistic perspective.

*Prerequisite: Consent of instructor.*

**111 Principles of Therapeutic Massage I**

**9 credit hours**

Offered fall semester. Nine hours lecture, discussion, and application a week. Fee: \$150.00.

This course will provide experiential learning for students in Swedish massage. Students will spend nine hours each week learning principles and application of components of Swedish massage.

*Prerequisite: Successful completion of Therapeutic Massage 101 and Biological Science 121.*

**116 Principles of Therapeutic Massage II**

**6 credit hours**

Offered spring semester. Six hours lecture, discussion, and application a week. Fee: \$150.00. Insurance Fee: \$90.00.

This course will provide experiential learning for students in Deep Tissue massage. Students will spend six hours each week learning principles and application of components of Deep Tissue massage specific to the appendicular regions.

*Prerequisite: Successful completion of first semester Therapeutic Massage courses.*

**118 Clinical Practice II**

**1 credit hour**

Offered summer session. Four hours two days a week for six weeks. Fee: \$150.00. Pass-fail grading.

The student will use and perfect skills developed during the first year of the program.

*Prerequisite: Successful completion of second semester Therapeutic Massage courses.*

**121 Introduction to the Spa Industry**

**2 credit hours**

Offered fall semester and as demand warrants. Two hours lecture a week.

This course explores the evolution of the Spa Industry. Students will examine various aspects of the industry defining categories of spas such as day spas, medical, resort, destination, lifestyle and hospital.

**122 Spa Policies and Procedures**

**3 credit hours**

Offered spring semester and as demand warrants. Three hours lecture a week.

The course provides the opportunity to learn how to create the general policies and procedures that are required to run a successful spa. Students will examine what information and materials are required to be addressed as part of policies and procedure manuals. Some of these issues include learning about various compensation packages, standard operating procedures, and processes and procedures for documentation for the flow of the business. They will also gain experience in addressing some of the challenges that may arise when following the various policies and procedures.

**201 Legal and Ethical Topics in Therapeutic Massage**

**2 credit hours**

Offered fall semester. Two hours lecture a week. Fee: \$50.00.

This is an introduction to the legal and ethical issues of the professional practice of therapeutic massage including the role of the practitioner, relationships with other health care providers, privacy and confidentiality. Other topics to be included are liability, malpractice, and negligence. This course is designed to provide information about legal and ethical research topics and new developments in Therapeutic Massage.

*Prerequisite: Successful completion of second semester Therapeutic Massage courses.*

**205 Pathology for Therapeutic Massage**

**2 credit hours**

Offered fall semester. Two hours lecture a week. Fee: \$50.00.

This course will cover etiology, signs, symptoms, and treatments of diseases, disorders, and injuries commonly requiring special considerations in a massage practice.

*Prerequisite: Successful completion of second semester Therapeutic Massage courses.*

**206 Integrating Therapeutic Massage and Business Topics**

**2 credit hours**

Offered spring semester. Two hours lecture a week. Fee: \$50.00.

This course is designed to provide an overview of operating a therapeutic massage business. Business structure, functions, and past business problems will be explored. Practical application for massage therapists is the focus. This course will also provide research on business topics within the field of Therapeutic Massage.

*Prerequisite: Successful completion of third semester Therapeutic Massage courses.*

**207 Principles of Therapeutic Massage III**

**5 credit hours**

Offered fall semester. Five hours lecture, discussion, and application a week. Fee: \$125.00.

This course will provide experiential learning for students in Deep Tissue massage and myofascial release work. Students will spend five hours each week learning principles and application of components of Deep Tissue massage specific to the axial regions. Students will also learn principles and application of Myofascial Release work.

*Prerequisite: Successful completion of second semester Therapeutic Massage courses.*

**208 Principles of Alternative Therapies**

**4 credit hours**

Offered spring semester. Four hours lecture, discussion, and application a week. Fee: \$100.00. Mock Exam Fee: \$49.00.

Alternative therapies in therapeutic massage will be explored. Possible topics to be included are Reiki, Polarity Therapy, energy work, lymphatic drainage, neuromuscular, and aromatherapy. Guest lecturers will present relevant therapies.

*Prerequisite: Successful completion of third semester Therapeutic Massage courses.*

**209 Clinical Practice III**

**1 credit hour**

Offered fall semester. Three hours clinical a week. Fee: \$150.00. Pass-fail grading.

This course will provide clinical experience for students in therapeutic massage and advanced massage techniques. Students will spend three hours each week in the clinical setting performing therapeutic massage with the client.

*Prerequisite: Successful completion of third semester Therapeutic Massage courses.*

**210 Clinical Practice IV**

**2 credit hours**

Offered spring semester. Six hours of clinical a week. Fee: \$150.00. Pass-fail grading.

This course will provide clinical experience for students in therapeutic massage, advanced deep tissue work, and medical massage. Students will spend six hours each week in the clinical setting performing therapeutic massage with a variety of techniques and manipulations on clients under professional supervision of a massage therapist.

*Prerequisite: Successful completion of third semester Therapeutic Massage courses.*

**212 Spa Management**

**3 credit hours**

Offered fall semester and as demand warrants. Three hours lecture a week.

This course provides the opportunity to learn about the overall management of the Spa. Students will explore such topics as product planning, client management, menu development, and client scheduling. This course will also examine the various professions and ethical responsibilities within the Spa Industry.

**214 Spa Technique**

**3 credit hours**

Offered spring semester and as demand warrants. Three hours lecture a week. Fee: \$100.00.

This course provides the opportunity to learn practical spa techniques. Students will learn about the various types of spa techniques such as exfoliation, body and herbal wraps, scrubs, and mud-clay treatments and their benefits. They will also learn about the various spot treatments as well as home care for basic body needs as well as when some techniques may be contraindicated.

**221 Internship**

**1 credit hour**

Offered spring semester. One hour lecture and fifteen hours practicum a week.

This course is designed to offer students on-the-job experience in an accredited medical settings. Placement and supervision is coordinated by the College.

*Prerequisite: Successful completion of third semester Therapeutic Massage Courses.*



**222 Medical Massage**

**2 credit hours**

Offered spring semester. Two hours of lecture a week. Fee: \$50.00.

This course will emphasize the specialized needs of massage clients in long-term home care, hospitals, hospice and nursing homes. Some components to be addressed may include pain assessment, aging, death and dying,

*Prerequisite: Successful completion of third semester Therapeutic Massage courses.*

## TRIAL COURSES

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Academic departments may offer courses on a trial basis for a limited period of time. Trial courses are numbered on the college schedule as 265, 266, or 267. Descriptive information on trial courses does not appear in the catalog, but is on file in the Office of the Vice President of Instructional Affairs and the Office of Associate Registrar.

## GRADUATION REQUIREMENTS

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An Associate of Applied Science (AAS) degree program shall include not less than 20 semester hours of required General Education arts and sciences courses, with at least one three-credit course from each of the following five areas: arts and humanities, English composition, social and behavioral sciences, mathematics, and biological and physical sciences. Students may take courses from a sixth category, Interdisciplinary and Emerging Issues, but this category is not required. The Associate of Arts (AA), Associate of Science (AS), and the Associate of Arts in Teaching (AAT) degrees require 30 semester hours from the same five categories.

Students are urged to consult with their academic advisor on the selection of electives, which should be carefully chosen in light of the student's desire to transfer to a four-year college or university or in consideration of his/her career goals. It is the student's responsibility to be aware of and to meet all graduation (or curriculum) requirements.

### Arts and Humanities Electives (General Education Courses)

| Subject Code | Course Number | Title   | Credit Hours |
|--------------|---------------|---|--------------|
| (ART)        | 101           | Art Appreciation  | 3            |
| (ART)        | 103 *         | Introduction to Art Techniques                            | 3            |
| (ART)        | 110 *         | Visual Imagery  | 3            |
| (ART)        | 111 *         | Design I  | 3            |
| (ART)        | 112 *         | Design II   | 3            |
| (ART)        | 114 *         | Printmaking   | 3            |
| (ART)        | 121 *         | Drawing I   | 3            |
| (ART)        | 221 *         | Drawing II  | 3            |
| (ART)        | 223 *         | Painting I  | 3            |
| (ART)        | 224 *         | Painting II   | 3            |
| (ART)        | 231 *         | Ceramics I  | 3            |
| (ENG)        | 103           | Introduction to Literature                                | 3            |
| (ENG)        | 170           | College Vocabulary  | 3            |
| (ENG)        | 203           | Survey of European and Neo-European Literature            | 3            |
| (ENG)        | 213           | Survey of American Literature                             | 3            |
| (ENG)        | 223           | Survey of British Literature                              | 3            |
| (ENG)        | 233           | African American Literature                               | 3            |
| (HUM)        | 100           | Mini-Civilizations  | 3            |
| (HUM)        | 110           | Interdisciplinary Leadership I                            | 3            |
| (HUM)        | 210           | Interdisciplinary Leadership II                           | 3            |
| (LANG)       | 103           | Introductory Spanish I                                    | 3            |
| (LANG)       | 104           | Introductory Spanish II                                   | 3            |
| (LANG)       | 203           | Intermediate Spanish I                                    | 3            |
| (LANG)       | 204           | Intermediate Spanish II                                   | 3            |
| (MUS)        | 112           | Music Appreciation  | 3            |
| (MUS)        | 252 *         | Music and Creative Interaction for the Elementary Teacher | 3            |
| (PHIL)       | 199           | Thanatos  | 3            |
| (PHIL)       | 201           | Introduction to Philosophy                                | 3            |
| (PHIL)       | 202           | Ethics  | 3            |
| (PHIL)       | 204           | Comparative Religions                                     | 3            |
| (SPCH)       | 101           | Speech Communication I                                    | 3            |

Courses marked with an asterisk (\*) are studio art courses or skill related music courses. Students who need two or more humanities electives for an associate degree may use only one such course as a humanities elective. The second humanities elective must not be a studio art course or skill related music course.

**Mathematics and Biological/Physical Sciences Electives (General Education Courses)**

Mathematics - All courses listed under the heading of Mathematics (MATH) in the course description section of the catalog, except developmental mathematics courses and mathematics 216, are acceptable mathematics electives.

Sciences - All courses listed under the heading of Physics (PHYS), Chemistry (CHEM), and Biological Science (BIO), in the course description section of the catalog, are acceptable science electives. Students whose scores on the placement tests in reading and/or mathematics are below college level must complete all required developmental courses prior to enrolling in physics, chemistry, or biology.

Since not all courses in these departments are transferable to all colleges and universities, students should check with their advisors about the appropriateness of their selections.

**Physical Activity Electives**

| <u>Subject Code</u> | <u>Course Number</u> | <u>Title</u>                                       | <u>Credit Hours</u> |
|---------------------|----------------------|--|---------------------|
| (PHED)              | 103                  | Bowling and Archery                                | 1                   |
| (PHED)              | 104                  | Swimming (Beginning and Intermediate)              | 1                   |
| (PHED)              | 105                  | Badminton and Tennis                               | 1                   |
| (PHED)              | 106                  | Golf (Beginning and Intermediate)                  | 1                   |
| (PHED)              | 109                  | Basketball and Volleyball                          | 1                   |
| (PHED)              | 113                  | Beginning Weight Training and Conditioning (Co-Ed) | 1                   |
| (PHED)              | 117                  | Lifeguard Training                                 | 1                   |
| (PHED)              | 118                  | Aerobic Dancing (Co-Ed)                            | 1                   |
| (PHED)              | 120                  | Water Aerobics                                     | 1                   |
| (PHED)              | 122                  | Lifetime Fitness and Wellness                      | 1                   |
| (PHED)              | 123                  | Individualized Conditioning for Adults (ICA)       | 1                   |
| (PHED)              | 130                  | Weight Training (Intermediate)                     | 1                   |
| (PHED)              | 145                  | Personal Wellness                                  | 2                   |
| (PHED)              | 154                  | Integrated Health and Physical Education           | 3                   |
| (PHED)              | 155                  | Mind-Body Movement Stress Reduction Techniques     | 1                   |

**English Composition Electives (General Education Courses)**

| <u>Subject Code</u> | <u>Course Number</u> | <u>Title</u>                          | <u>Credit Hours</u> |
|---------------------|----------------------|---------------------------------------|---------------------|
| (ENG)               | 101                  | Freshman English I                    | 3                   |
| (ENG)               | 102                  | Freshman English II                   | 3                   |
| (ENG)               | 112                  | Business and Technical Communications | 3                   |
| (ENG)               | 251                  | Creative Writing                      | 3                   |

**Social and Behavioral Sciences Electives (General Education Courses)**

| <u>Subject Code</u> | <u>Course Number</u> | <u>Title</u>                       | <u>Credit Hours</u> |
|---------------------|----------------------|------------------------------------|---------------------|
| (ECON)              | 103                  | Contemporary Economic Problems     | 3                   |
| (ECON)              | 201                  | Principles of Macroeconomics       | 3                   |
| (ECON)              | 202                  | Principles of Microeconomics       | 3                   |
| (GEOG)              | 102                  | Cultural Geography                 | 3                   |
| (HIST)              | 101                  | History of Western Civilization I  | 3                   |
| (HIST)              | 102                  | History of Western Civilization II | 3                   |
| (HIST)              | 103                  | United States History I            | 3                   |
| (HIST)              | 104                  | United States History II           | 3                   |
| (HIST)              | 105                  | Contemporary World History         | 3                   |
| (HIST)              | 178                  | Local History                      | 3                   |
| (HIST)              | 298                  | Special Topics in History          | 3                   |

**Social and Behavioral Sciences Electives (General Education Courses) (cont.)**

| <u>Subject Code</u> | <u>Course Number</u> | <u>Title</u>                                | <u>Credit Hours</u> |
|---------------------|----------------------|---|---------------------|
| (POSC)              | 101                  | American National Government                | 3                   |
| (POSC)              | 102                  | State and Local Governments                 | 3                   |
| (POSC)              | 205                  | Introduction to American Constitutional Law | 3                   |
| (POSC)              | 298                  | Special Topics in Political Science         | 3                   |
| (PSYC)              | 101                  | General Psychology                          | 3                   |
| (PSYC)              | 110                  | Introduction to Peace and Conflict Studies  | 3                   |
| (PSYC)              | 199                  | Thanatos                                    | 3                   |
| (PSYC)              | 202                  | Psychology of Human Adjustment              | 3                   |
| (PSYC)              | 203                  | Human Growth and Development                | 3                   |
| (PSYC)              | 204                  | Psychology of Learning and Teaching         | 3                   |
| (PSYC)              | 205                  | Introduction to Abnormal Psychology         | 3                   |
| (PSYC)              | 207                  | Child Psychology                            | 3                   |
| (PSYC)              | 208                  | Adolescent Psychology                       | 3                   |
| (PSYC)              | 230                  | Introduction to Health Psychology           | 3                   |
| (PSYC)              | 286                  | Drugs and Human Behavior                    | 3                   |
| (PSYC)              | 287                  | Addictions Treatment Delivery               | 3                   |
| (PSYC)              | 288                  | Treatment Issues and Theory in Addictions   | 3                   |
| (SOC)               | 101                  | Introduction to Sociology                   | 3                   |
| (SOC)               | 102                  | Introduction to Anthropology                | 3                   |
| (SOC)               | 104                  | Interdisciplinary Studies in Human Society  | 3                   |
| (SOC)               | 203                  | Social Problems                             | 3                   |
| (SOC)               | 205                  | Marriage and the Family                     | 3                   |
| (SOC)               | 207                  | The Sociology of Gender Roles               | 3                   |
| (SOC)               | 211                  | Introduction to Gerontology                 | 3                   |
| (SOC)               | 215                  | Crime and Delinquency                       | 3                   |
| (SOC)               | 250                  | Introduction to Social Work                 | 3                   |
| (SOC)               | 298                  | Special Topics in Sociology                 | 3                   |

**Interdisciplinary and Emerging Issues (General Education Courses)**

| <u>Subject Code</u> | <u>Course Number</u> | <u>Title</u>                                 | <u>Credit Hours</u> |
|---------------------|----------------------|--|---------------------|
| (IHLT)              | 101                  | Mind/Body Skills for Health and Healing      | 1                   |
| (IHLT)              | 114                  | Integrative Approaches to Health and Healing | 2                   |
| (BIO)               | 297                  | Field Studies in Biology and Geology         | 4                   |
| (BUAD)              | 108                  | Personal Finance                             | 3                   |
| (BUAD)              | 110                  | Business Professionalism and Ethics          | 2                   |
| (BUAD)              | 206                  | Entrepreneurship                             | 3                   |
| (COMP)              | 101                  | Computer Literacy                            | 3                   |
| (COMP)              | 221                  | Microcomputer Applications I                 | 3                   |
| (HUM)               | 101                  | Humanities                                   | 1                   |
| (HUM)               | 110                  | Interdisciplinary Leadership I               | 3                   |
| (HUM)               | 210                  | Interdisciplinary Leadership II              | 3                   |
| (PHED)              | 154                  | Integrated Health and Fitness                | 3                   |
| (PHYS)              | 297                  | Field Studies in Biology and Geology         | 4                   |
| (PSYC)              | 110                  | Introduction to Peace and Conflict Studies   | 3                   |
| (SOC)               | 104                  | Interdisciplinary Studies in Human Society   | 3                   |

### **Developmental Education Courses**

In keeping with our policy to provide quality educational opportunities, the College requires placement evaluation for degree-seeking students in essential skill areas, including reading, English, and mathematics. For those who need development in these subjects, the College offers courses designed to prepare students to function comfortably at the college level.

Developmental education courses offer special instruction designed to develop skills, which are prerequisite to high academic achievement. Placement in developmental English, mathematics, and reading courses is determined by a college-administered placement exam and writing sample. Each of these courses is offered for a specific number of credit hours (ranging from 1 to 6 credits). However, these credits do not meet graduation requirements, and the grades will not be used in GPA calculations.

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## **Academic Information**

## **HOURS OF INSTRUCTION AND ADMINISTRATION**

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During the academic year, college classes are conducted between the hours of 7:40 a.m. to 10:15 p.m., Monday through Thursday, and 7:40 a.m. to 4:50 p.m. on Friday. The College maintains a day and evening schedule of classes and publishes a detailed schedule of classes for the Fall Semester, Spring Semester and the Summer Session.

The administrative offices are open from 8:30 a.m. to 4:30 p.m., Monday through Friday during the regular academic year and from 8:00 a.m. to 4:00 p.m. during the summer. As needed, evening hours are scheduled.

## **DEGREE/CERTIFICATE REQUIREMENTS**

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Each course of study, or curriculum, leading to the Associate degree shall include not less than 60 or more than 70 hours of academic credit. To qualify as a candidate for the Associate degree, a student must:

1. Have earned the total number of credit hours required by the curriculum or program from which the student intends to graduate. A student is responsible for selecting courses required for graduation in consultation with his/her advisor;
2. Include all courses required in the curriculum or program or such alternate courses as are either approved by the student's advisor and Division Chairman or approved by the Academic Standards Committee; and
3. Have a minimum cumulative grade point average of 2.00 (average grade of "C") and be in good academic standing.

A student who has transferred to a 4-year college, has completed 60 credit hours of required course work at Allegany College of Maryland, and wants to be admitted to candidacy for the Associate degree from Allegany College of Maryland, can transfer back to Allegany College of Maryland the remaining required coursework. A student should contact the Director of Admissions and Registration to ascertain the transferability of coursework. The Director may specify the particular courses, the college(s) from which the credits will be accepted, and the length of time for completing the work. The Director of Admissions and Registration will consider each request individually.

Students expecting to receive an Associate degree or Certificate must complete an application for graduation. These applications are available in the Registration Office during the period shown on the College calendar.

Candidates for graduation are encouraged to participate in the commencement ceremony at the end of the Fall/Spring semesters. However, if unable to attend, arrangements can be made through the Office of the Vice President of Instructional Affairs to grant the degree/certificate in absentia.

## **CREDIT HOUR VALUE**

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An institution shall award one semester hour of credit for:

1. A minimum of fifteen (15) hours of instruction of fifty (50) minutes each of actual class time;
2. A minimum of thirty (30) hours of fifty (50) minutes each of supervised laboratory or studio time;
3. A minimum of forty-five (45) hours of fifty (50) minutes each of instructional situations such as practica, internships, or clinicals.

## **GENERAL EDUCATION REQUIREMENTS**

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The Allegany College of Maryland General Education program is in compliance with the Code of Maryland Regulations (COMAR) Chapter 13 B, as created, compiled, and published by the Maryland Division of State Documents and as directed by the Maryland Higher Education Commission. This General Education program is designed to do the following:

1. To introduce undergraduate students to fundamental knowledge, skills, and values that are essential to the study of academic disciplines.
2. To encourage the pursuit of life-long learning.
3. To foster the development of educated members of the community and the world.

Areas of the General Education Program at ACM are:

1. Arts and Humanities includes courses that examine aesthetics and the development of the aesthetic form and explore the relationship between theory and practice and courses that examine the values and cultural heritage that establish the framework for inquiry into the meaning of life.
2. Biological and Physical Science includes 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.
3. English Composition includes courses that provide students with communication knowledge and skills appropriate to various writing situations, including intellectual inquiry and academic research.
4. Mathematics includes courses that provide students with numerical, analytical, statistical, and problem-solving skills.
5. Social and Behavioral Sciences includes courses that examine the psychology of individuals and the ways in which individuals, groups, or segments of society behave, function, and influence one another.
6. Interdisciplinary and Emerging Issues may include courses that provide an interdisciplinary examination of issues across Areas 1 through 5, or courses that address other categories of knowledge, skills, and values that lie outside of the five areas. This area is not required.

## **ACADEMIC ADVISING**

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Advising ensures that students are aware of the comprehensive educational opportunities offered, and that they acquire the knowledge and skills needed for their career choices. Each student, upon entering Allegany College of Maryland, is assigned an academic advisor who is familiar with academic information necessary for that student to successfully reach academic success. Students who have identified specific career or transfer programs are generally assigned faculty members of that program area. Professional advisors are available to those students who are undecided about career choices. Faculty members participate in the advising process in the Admissions Office during periods of time when school is not in session. It is the student's responsibility to be aware of and to meet all graduation (or curriculum) requirements.

## **CREDIT BY EXAMINATION**

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Students interested in credit-by-examination should consult their advisor and the Admissions Office. Applications for departmental exams are available in the Admissions Office. Departmental examinations are administered by the department concerned. Credit is awarded after the matriculated student passes the examination. The faculty member who administers the departmental examination is responsible for reporting the results of the exam to the Registration Office. Only credits are awarded and thus there is no affect on grade point average.



## ADVANCED PLACEMENT PROGRAM

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The Advanced Placement Program is sponsored nationwide by the College Board. Advanced Placement courses are available to high school students who achieve exceptional classroom grades and have the endorsement of a previous teacher. Students may enroll in these courses to expand their knowledge and experience in various subjects and also to prepare for Advanced Placement exams given nationwide every May. Colleges and Universities that choose to participate in the Advanced Placement Program grant college credit to high school students who score well on the Advanced Placement exams. An examinee may score between 1 and 5 inclusive on an AP examination. Most participating colleges award credit for an AP score of 5, 4, or 3. Allegany County currently offers AP coursework in a variety of subject areas where appropriate scores have been reached.

## COLLEGE LEVEL EXAMINATION PROGRAM

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College credit for learning acquired outside the traditional classroom setting may be obtained by taking the CLEP (College Level Examination Program) exams. Before taking these exams for credit, students planning to transfer to other schools should contact those schools to determine whether or not the exams will provide acceptable credit. For information go online to [www.collegeboard.com/clep](http://www.collegeboard.com/clep). In addition to the fees paid to College Board, individuals who are not currently registered as ACM credit students will be assessed a test proctoring fee. The minimum score for tests listed below is 50, except the following: French Language, Level 2, score 59; German Language, Level 2, score 63; and Spanish Language, Level 2, score 66.

### General Examinations and Subject Tests

#### Composition and Literature

American Literature  
Analysis & Interpretation of Literature  
English Composition  
English Composition with Essay  
English Literature  
Humanities

### ACM Equivalent

English 213 (3 cr.)  
Un-translated English (3 cr.)  
No credit  
English 101 (3 cr.)  
English 223 (3 cr.)  
Un-translated Humanities (6 cr.)

#### Foreign Language

French Language (level I)  
(level II)  
German Language (level I)  
(level II)  
Spanish Language (level I)  
(level II)

Un-translated Human. (6 cr.)  
Un-translated Human. (12 cr.)  
Un-translated Human. (6 cr.)  
Un-translated Human. (12 cr.)  
Language 103 & 104 (6 cr.)  
Language 203 & 204 (12 cr.)

#### History and Social Science

American Government  
Human Growth & Development  
Introduction to Educational Psychology  
Introductory Psychology  
Introductory Sociology  
Principles of Macroeconomics  
Principles of Microeconomics  
Social Science & History  
U.S. History I: Early Colonization to 1877  
U.S. History II: 1855 to Present  
Western Civilization I: Ancient Near East to 1648  
Western Civilization II: 1648 to present

Political Sci. 101 (3 cr.)  
Psychology 203 (3 cr.)  
Psychology 204 (3 cr.)  
Psychology 101 (3 cr.)  
Sociology 101 (3 cr.)  
Economics 201 (3 cr.)  
Economics 202 (3 cr.)  
Un-translated Social Science (6 cr.)  
History 103 (3 cr.)  
History 104 (3 cr.)  
History 101 (3 cr.)  
History 102 (3 cr.)

**General Examinations  
and Subject Tests (cont.)**Science and Mathematics

Biology, General  
 Calculus with Elem. Functions  
 Chemistry, General  
 College Algebra  
 College Mathematics  
 Natural Science  
 Pre-Calculus

Business

Financial Accounting  
 Introductory Business Law  
 Principles of Management  
 Principles of Marketing

**ACM Equivalent (cont.)**

Biological Science 101 & 102 (8 cr.)  
 Mathematics 201 (4 cr.)  
 Chemistry 101 & 102 (8 cr.)  
 Mathematics 102  
 Mathematics 105 (3 cr.)  
 Un-translated Science Elec (8 cr.)  
 Mathematics 119 (4 cr.)

Business Admin. 215 (3 cr.)  
 Business Admin. 210 (3 cr.)  
 Business Admin. 213 (3 cr.)  
 Business Admin. 216 (3 cr.)

SPECIAL NOTE: The list of course equivalences and minimum scores is based on the Allegany College of Maryland catalog. Students may not repeat an examination of the same title within six months of the initial testing date.

**GRADES**

Midsemester progress reports are available to students online through Student Web Services (WebAdvisor). Final grades are mailed to the student's permanent address. For students not meeting all financial obligations to the College, final grades and transcripts may be withheld. Grades officially recorded are:

| Grade | Interpretation   | Points |
|-------|--|--------|
| A     | Academic achievement of outstanding quality                    | 4      |
| B     | Academic achievement of high quality                           | 3      |
| C     | Academic achievement of average quality                        | 2      |
| D     | Academic achievement below average quality                     | 1      |
| F     | Failure (credit and non-credit courses)                        | None   |
| P     | Passed (non-credit courses and designated credit courses only) | None   |
| I     | Incomplete   | None   |
| R     | Registered to Audit  | None   |
| W     | Withdrawn  | None   |
| X     | Deferred   | None   |

The minimum cumulative grade point average for graduation is a 2.00.

The "C" grade or better is the minimum acceptable level of achievement for course work within certain specialized programs. Refer to the description of your curriculum information on minimum grade requirements.

The grade of "I" (Incomplete) will be granted only upon written request stating the student's reasons why an extension of time is necessary to complete the work. The request should be submitted to the Registration Office no later than the day of the final examination in the course and is subject to the approval of both the Director of Admissions and Registration and the instructor in the course. In the event that a student is physically unable to initiate the request, the instructor may initiate action with the concurrence of the Director of Admissions and Registration. If the student's request is granted, the work must be completed within 30 days after the onset of the following semester, unless a later date is specified by the instructor with the concurrence of the Vice President of Instructional Affairs, and the Registration Office. When the work is completed, the permanent grade will be recorded in the Registration Office; if the work is not completed by the specified date, the grade of "F" will be recorded.

## *Academic Information*

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The grade of "R" (Registered to Audit) will be recorded if the student so requests (a) at the time of registration; (b) before the end of the 10th week; or, (c) any time prior to the end of the semester if approved by the Academic Standards Committee, providing that the procedures for making an official change in schedule have been fulfilled. To have a grade of "R" recorded, the student is expected to meet the requirements for Audit as outlined by the instructor in the course syllabus.

The grade of "X" (Deferred) will be awarded at the instructor's discretion to those students whom the instructor feels have, through reasonably diligent efforts, made some progress but have not attained proficiency sufficient for a passing grade. Such students would be eligible to re-enroll at the beginning of any subsequent semester and continue to work toward proficiency. The final grade would, of course, be given at the end of the semester in which the student has reached minimum course objectives. The "X" grade is a permanent grade and will remain on the student's official transcript.

Specialized grading systems are employed in certain curricula, particularly those in the career areas. Please consult the appropriate curriculum director for information on specialized grading systems.

### **GRADE POINT AVERAGE**

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Only final credit course grades are used to compute the grade point average. No average will be computed for a student while any course remains marked "I" (Incomplete). The cumulative grade point average does not change at any time except at the close of a semester. Grades of "W", "P", "R", or "X" are not included in any grade point average. If a student repeats a course, only the later grade will be used in computing the grade point average. However, the earlier grade will remain listed on the official transcript and will be included in all transcripts of credits.

Quality points can be earned only in courses taken at Allegany College of Maryland. While credits earned at other institutions may be acceptable in transfer, quality points will not transfer. The Allegany College of Maryland grade point average will not be affected by credits transferred.

To compute a grade point average, multiply the point value of the grades received by the number of semester credit hours. Divide the sum of points by the number of semester hours attempted.

### **GRADE POINT AVERAGE FOR PASS-FAIL COURSES**

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A grade of "F" carries no credit hours or grade points, regardless of whether or not the course is offered for credit.

A grade of "P" in a credit course awards the student the appropriate number of credit hours but does not award grade points. The semester grade point average (GPA) is determined on the basis of the grades earned that semester in other credit courses. The cumulative GPA is calculated on the basis of all other credit courses. The cumulative hours earned include the hours earned in a credit course in which a grade of "P" was awarded.

### **REGISTRATION**

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All students are expected to register for classes within the registration dates listed in the College calendar. All students are requested to make appointments with their advisors prior to beginning the registration process. On occasions when academic advisors are not available, students may complete the process in the Admissions Office.

Courses added after the first week of classes require the written permission of the instructor and the approval of the Academic Standards Committee. To Add or Withdraw from a course(s), the student must prepare a Change of Schedule Form, have it signed by the advisor and the instructor(s), and have it recorded in the Registration Office.

The College reserves the right to cancel a course in which there is insufficient enrollment.

## WITHDRAWAL

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A student withdrawing from any course(s) up to the tenth week of the semester must complete a Change of Schedule form. This form must be filed before adding or dropping any course(s) becomes final. Except by written approval of the Academic Standards Committee, a course may not be officially dropped or changed to an audit after the tenth week of the semester.

If a student neglects to follow the official withdrawal procedure and merely ceases to attend classes, a grade of "F" will be recorded at the end of the semester. The official date of withdrawal is the date on which the completed Change of Schedule form is filed with the Registration Office, or the date of the Academic Standards Committee's action. The student is responsible for all assigned course work up to this date.

Students indebted to the College at the time of withdrawal will be obligated to fulfill the financial obligation. Extenuating circumstances, such as illness, must be documented and will be reviewed individually.

## HONORS PROGRAM

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Graduates of accredited high schools and transfer students who have achieved a grade point average of 3.50 or above have an exciting and challenging opportunity available to them at Allegany College of Maryland. The Allegany College of Maryland Honors Program includes honors-by-contract courses and special activities, such as receptions, conferences, cultural affairs, and travel. Since the Honors Program is not a separate curriculum, the student may major in any Allegany College of Maryland one-year or two-year program and still participate in the Honors Program.

Students who are members of the Honors Program and are enrolled in Honors course(s) will be eligible for a reimbursement of one-half of the in-county tuition for that course(s) paid by the Allegany College of Maryland Foundation. Students in the Honors Program are required to complete a minimum of 12 hours of honors courses with a grade of "B" or better, must maintain a 3.5 GPA, and must provide three hours of service to the college or the community per semester.

Please contact Melody Gaschler, Honors Director, for additional information and application process.

NOTE: If total scholarship awards exceed the overall semester cost to attend the college, the Honors Program tuition payment will be reduced and will thus be less than 50% of the in-county semester tuition.

## DEAN'S LIST

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To be eligible for the Dean's List, a student must have a semester grade point average of 3.80 or higher for course work totaling 5 or more semester hours. The Dean's List will be divided into full-time and part-time students.

To be eligible for the Honors List, a student must have a semester grade point average of 3.30 but less than 3.80 for course work totaling 5 or more semester hours. The Honors List is divided into full-time and part-time students.

## GRADUATION HONORS

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Students receiving an associate degree or a certificate under one of the several certificate programs will be graduated Summa Cum Laude if their cumulative grade point average is at least 3.80. Those whose cumulative grade point average is between 3.51 and 3.79, inclusive, will be graduated Magna Cum Laude. Those students whose cumulative grade point average is between 3.30 and 3.50, inclusive, will be graduated Cum Laude.

## **CREDITS TRANSFERRED FROM ANOTHER COLLEGE**

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Allegany College of Maryland students attending another college and wishing to transfer credits to Allegany College of Maryland must receive prior written approval from the Registration Office.

## **ATTENDANCE**

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When the number of a student's absences is such that the instructor believes that the student cannot successfully complete the course in the time remaining, the instructor may drop the student from the class roll. If the student is dropped after the tenth week of the course, a grade of "F" will be recorded. If the student has registered in an audit status, a grade of "W" will be recorded.

## **FINAL EVALUATIONS**

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Every student participates in an end-of-semester final evaluation in each course. Credit usually will not be granted if a student does not participate in the final evaluation program.

## **PROBATIONARY STATUS**

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To be removed from probational status, a full-time student must attain a semester grade point average of at least 1.75. Part-time students will continue on probation until they have earned 12 credit hours. If at that point the grade point average for those 12 credit hours is 1.75 or above, the student will be removed from probationary status. If the average is below 1.75, the student will be suspended.

A student's probational status will not be changed by grades in course work taken at another college or university.

## **SUSPENSION FOR POOR SCHOLARSHIP**

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A student on probation will be suspended from the College after attempting 12 credit hours when the semester grade point average falls below 1.75 and the cumulative grade point average falls below 1.90.

## **REPEATED COURSES**

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Students may repeat courses up to three times for credit, except in specific programs where noted. If a student repeats a course, only the later grade shall be applied toward credits earned or in determining grade point averages. However, the earlier grade and record shall remain listed on the student's permanent transcript and shall be included in all transcripts of credits. "W" and "R" grades will not be used to replace grades of "D", "F", or "X" earned in previous attempts.

To receive quality points for any course previously taken at Allegany College of Maryland, that course must be repeated and passed at this institution.

## **STUDENT RESIDENCY CLASSIFICATIONS FOR TUITION PURPOSES**

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For purposes of assessing tuition charges, Allegany College of Maryland follows residency guidelines established by the Maryland Higher Education Commission. Tuition charges vary according to whether a student is a resident of Allegany County, a resident of Maryland, but from a county outside Allegany, or a resident of another state. At the time of initial admission or enrollment for credit courses, each student shall sign a statement affirming his or her residence. This information is then crosschecked with demographic information submitted by the student, i.e. permanent/local address, telephone numbers, high school location for those just graduating. In subsequent semesters, students must declare whether residency status has changed.

To qualify as a resident for in-county or in-state tuition purposes, the financially independent individual must have maintained his or her legal domicile in the county or state for a period of at least ninety (90) days before the first day of class of the semester. A financially dependent individual's domicile is considered to be the parents' (or guardians' or spouse's) domicile; therefore, the student's parents must have maintained their legal domicile in the county or state for a period of at least ninety (90) days before the first day of class of the semester. ("Domicile" means a person's permanent place of abode, where one's physical presence and possessions are maintained, and where s/he intends to remain indefinitely.) Only one permanent residence may be maintained at a given time. A student may not claim residency exclusively for the purpose of obtaining in-state or in-county tuition.

A student may request a review of his/her residency status at any time; any student or prospective student in doubt of his/her status may seek a ruling from the Residency Classification Officer through the Office of the Vice President of Student and Legal Affairs by filing a petition for change of residency. This form is available from the Administrative Assistant to the Vice President of Student and Legal Affairs. The student should come to the residency hearing prepared to prove his/her permanent domicile or his/her parents' (or guardians' or spouse's) permanent domicile. Acceptable documentation includes, but is not limited to, driver's license or state identification card (required), motor vehicle registration, voter registration, lease agreement, mortgage, consecutive rental receipts (with the address on the receipt), notarized statement from landlord or lessee/landowner, public assistance records, and completed income tax return from the most recent tax year. The student must also prove if s/he is financially dependent or independent. Generally, the federal government considers any student under age twenty-four (24) to be financially dependent, regardless of how long the student has lived apart from his/her parents, paid his/her own bills, or other customary indicia of adulthood. The Maryland Higher Education Commission (MHEC) follows federal guidelines, and Allegany College of Maryland is required to adhere to MHEC regulations. Therefore, a student who is less than twenty-four (24) years of age is considered financially dependent unless s/he qualifies for one of six (6) exceptions: the student is married, the student provides more than half the support for his/her children (or other dependants); the student's parents are deceased; the student is a ward of the court; the student is an armed forces veteran; or the student is working on a masters or doctorate program.

A student who is deemed financially dependent but whose parents/guardians are divorced or separated must use the domicile of the parent/guardian who contributed the greatest proportion of the student's support.

A student under the age of eighteen (18) must use the domicile of his/her parent/guardian.

A student who wishes to appeal the Residency Classification Officer's decision may contact MHEC's Director of the Office of Student Financial Assistance at (410) 260-4558.

**Military Personnel.** Military personnel and their dependents who were domiciled in Maryland at the time of entrance into the armed forces and who are stationed outside Maryland may retain in-state status for tuition purposes as long as they do not establish domicile elsewhere. Military personnel stationed in Maryland may be considered as residents for tuition purposes as long as they remain on active duty in the State.

**United States Citizenship.** An individual's immigration status does not preclude award of Maryland residency if the person has the legal capacity to establish domicile in the State.

**Special Arrangements for Business, Industry, Agencies.** Allegany College of Maryland can enter into a contract with a business or industry that does business in the State to provide education or training for company employees for a set contractual fee in place of tuition payments if (1) the employee is enrolled in credit or non-credit courses which benefit the employer; (2) the employer pays the fee charged by the College; (3) the fee reasonably reflects the usual costs borne by students in the same or similar courses; and (4) the employees enrolled in the program are treated as any other students in accordance with college policies with the exception of payment of tuition.

**Reciprocity Agreements and Special Programs.** Students from outside Maryland who enroll as part of a reciprocity agreement negotiated between Maryland and another state or who enroll under a special program established by the Maryland Legislature or the Maryland Higher Education Commission may be considered an in-state resident for tuition purposes.

**Financial Aid.** A person who is a Maryland resident under this policy is eligible to be considered for Maryland state aid.

## **RELEASE OF INFORMATION REGARDING STUDENTS**

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(In compliance with the Family Educational Rights and Privacy Act – FERPA.)

(This section refers to institutional policy regarding records of students enrolled in credit course work only, and is not intended to apply to students enrolled in non-credit continuing education or community services programs.)

The Family Educational Rights and Privacy Act of 1974 is a federal law, which states (a) that a written institutional policy must be established; and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

Allegany College of Maryland accords all the rights under the law to all students in credit courses. No one outside the institution shall have access to, nor will the institution disclose, any information from students' education records without the written consent of students except to personnel within the institution, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All of these exceptions are permitted under the Act.

Within the College community, only those members individually or collectively acting in the students' educational interest are allowed access to student education records. These members include part- and full-time personnel in the offices of the President, the Vice President of Instructional Affairs, the Admissions, Business, Counseling, Data Processing, Financial Aid, Institutional Research, Registration and Student Activities, and academic personnel within the limitations of their need to know.

At its discretion, the institution may provide directory information, in accordance with the provisions of the Act, to include: student name, address, major field of study, attendance dates, and degrees and awards received. Students may withhold directory information by notifying the Director of Admissions and Registration in writing within two weeks after the first day of class for the fall semester. Forms for this purpose are available in the Registration Office.

Request for nondisclosure will be honored by the institution for only one academic year; therefore, authorization to withhold directory information must be filed annually in the Registration Office.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels to be unacceptable. The Director of Admissions and Registration at Allegany College of Maryland has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, and financial files and records. Students wishing to review their education records must make written requests to the Director of Admissions and Registration.

Only records covered by the Act will be made available within thirty days of the request. Students may have copies made of their records, with certain exceptions (e.g., a copy of the academic record for which a financial “hold” exists, or a transcript of an original or source document that exists elsewhere). These copies would be made at the students’ expense at prevailing rates, which are listed in the current catalog. Education records do not include records of instructional, administrative, and educational personnel that are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute.

Students may not inspect and review the following, as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors, to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student. The institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may discuss their problems informally with the Director of Admissions and Registration. If the Director determines that the student’s record should be amended, appropriate action will be taken. If not, the students will be notified within a reasonable period of time that the records will not be amended; and they will be informed by the Director of their right to a formal hearing. Student requests for a formal hearing must be made in writing to the Director of Admissions and Registration who, within a reasonable period of time after receiving such requests, will inform students of the date, place and time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the student’s expense. The hearing panel that will adjudicate such challenges will consist of the Director of Admissions and Registration, the dean having jurisdiction over the student’s curriculum, the chairman of the Faculty Senate, and the president of the Student Council.

Decisions of the hearing panel will be final, will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. If the decisions are in favor of the students, the education records will be corrected or amended in accordance with the decisions of the hearing panels. If the decisions are unsatisfactory to the students, the students may place with the education records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panel. The statements will be placed in the education records, maintained as part of the students’ records, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair, or not in keeping with the provisions of the Act, may request, in writing, assistance from the president of the institution. Further, students who believe that their rights have been abridged may file complaints with the Family Educational Rights and Privacy Act Office (FERPA), Department of Education, Washington, D.C. 20201, concerning the alleged failures of Allegany College of Maryland to comply with the Act.

Revisions and clarifications will be published as experience with the law and the College’s policy warrants.



## MARYLAND HIGHER EDUCATION COMMISSION (MHEC)

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### Student Transfer Policies

#### I. Policies

The fair and equal treatment of “native” and “transfer” students is the fundamental principle of these policies.

##### A. Admission of Transfer Students

###### 1. Associate Degree Holders (or those with 56 or more credit hours)

- a. Students who have completed the associate degree or students who have completed 56 semester hours of credit with a cumulative grade point average (GPA) of 2.0 or higher on a scale of 4.0, in either case in college and university parallel courses, shall not be denied direct transfer to an institution.

(Only the last grade received in a course repeated by the student shall be used in computing a cumulative grade point average.)

If the number of students seeking admission exceeds the number that can be accommodated in a particular professional or specialized program, or certain circumstances exist which limit the size of an upper division program or the total enrollment, admission decisions will be based on criteria developed and published by the receiving institution, providing fair and equal treatment for native and transfer students.

- b. Courses taken at a Maryland community college as part of a recommended transfer program oriented toward a baccalaureate degree shall be applicable to related programs at a Maryland public institution granting the baccalaureate degree.
  - c. The Associate degree (or those with 56 or more credit hours) shall meet the lower level general education requirements at the receiving institution. In cases where the general education requirements at the receiving institution exceed those of the sending institution, the transfer student will be required to take no more than the same number of lower division general education credits than those required of the native student.
  - d. The determination of the major program requirements for a baccalaureate degree, including courses in the major taken in the lower division, shall be the responsibility of the faculty of the institution awarding the degree. The receiving institution may set major requirements, which may fulfill general education requirements simultaneously. However, in developing its lower division course work, the degree-granting institution would be expected systematically to exchange information with the community college to assure the transferability of credits into that program.
- ###### 2. Transfer Without an Associate Degree (or fewer than 56 credit hours)
- a. Students from Maryland community colleges who were admissible to the four-year institution as high school seniors, and who have attained a cumulative 2.00 average in college/university parallel courses shall be eligible for transfer to the institution regardless of the number of credits.

- b. Students who were not admissible as high school seniors, but who have earned sufficient credits to be classified by the receiving institution as sophomores, must meet the stated admission criteria of the receiving institution. Such requirements for admission may vary by program, according to criteria developed and published by the receiving institution. Such admission criteria shall provide for equal access for native and transfer students.
- c. If the student has attended more than one institution, the cumulative GPA for admission purposes will be computed on grades received in courses at all institutions attended.

B. Transfer of General Education

1. Students transferring with the Associate degree shall have met the lower level general education requirements at the receiving institution. In cases where the general education requirements at the receiving institution exceed those of the sending institution, the transfer student will be required to take no more than the same number of lower division general education credits than those required of the native student. The additional courses should be according to the distribution requirements of the receiving school.
2. Students transferring without an Associate degree, who have satisfied all of the lower-level general education requirements of the sending institution, shall have met the lower level general education requirements at the receiving institution. In cases where the general education requirements at the receiving institution exceed those of the sending institution, the transfer student will be required to take no more than the same number of lower division general education credits than those required of the native student. The additional courses should be according to the distribution required by the receiving institution.
3. Students transferring without an Associate degree who have completed only a portion of the lower-level general education requirements at the sending institution will need to take only the balance of the general education courses, according to the distribution required by the receiving institution.
4. Transferable courses defined as meeting the general education requirements at the sending institution shall be applicable to the general education requirements of the receiving institution and shall be assigned a specific general education area designation at the receiving institution.
5. This assumes that the sending institution will identify on the transcript all general education credits earned by the student at that institution and whether the student has satisfied the general education requirements of the sending institution.

C. Credit Transferability

1. Traditional Credit
  - a. Credit earned at any public institution in Maryland shall be transferable to any other public institution provided:
    - (1) the credit is from a college or university parallel course or program;
    - (2) the grades in the block of courses transferred average 2.0 or higher; and

- (3) the acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. (For example, if a “native” student’s “D” grade in a specific course is acceptable in a program, then a grade of “D” earned by a transfer student in the same course is also acceptable in the same program.)
  - b. Credit earned in or transferred from a community college normally shall be limited to half the baccalaureate degree program requirement, but in no case more than 70 credits, and to the first two years of the undergraduate educational experience.
2. Non-Traditional Credit
  - a. The assignment of credit for AP, CLEP, or other nationally recognized, standardized examination scores presented by transfer students will be determined according to the same regulations that apply to native students in the receiving institution, and such assignment must be consistent with the State minimum requirements.
  - b. Transfer of credit from the following areas shall be consistent with the State minimum standards and shall be evaluated by the receiving institution on a course-by-course basis:
    - (1) technical courses from career programs;
    - (2) course credit awarded through articulation agreements with other segments or agencies;
    - (3) credit awarded for clinical practice or cooperative education experiences; and
    - (4) credit awarded for life and work experiences.

The basis for the awarding of the credit shall be indicated on the student’s transcript.
  - c. The baccalaureate degree granting institution shall inform transfer students of the procedures through which coursework for which there is no clear equivalency can be validated, such as ACE recommendations, portfolio assessment, credit through challenge examinations and satisfactory completion of the next course in sequence in the academic area.
  - d. The baccalaureate degree-granting institution shall use validation procedures when a transferring student successfully completes a course at the lower division level, which the degree-granting institution offers at the upper division level, and once validated, the credits earned for the course shall be substituted for the upper division course.

#### D. Program Articulation

Recommended transfer programs will be developed through consultation between the sending and receiving institutions. As such, each recommended transfer program represents an agreement between the two institutions that allow students aspiring to the baccalaureate degree to plan their programs. These programs will constitute freshman/sophomore level coursework to be taken at the community college in fulfillment of the receiving institution’s lower division coursework requirement.

## **II. Policies to Promote the Academic Success and General Well-Being of Transfer Students**

### **A. By the Sending Institutions**

1. Students who enroll at Maryland community colleges shall be encouraged 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. Sending institutions shall provide to community college students information about the specific transferability of courses at four-year colleges.
4. Information about transfer students who are capable of honors work or independent study shall be transmitted to the receiving institution.
5. The sending institution should promptly supply the receiving institution with all the required documents provided the student has met all requirements of the sending institution for transfer.

### **B. By the Receiving Institutions**

1. Admission requirements and curriculum prerequisites shall be stated explicitly in institutional publications.
2. Transfer students from newly established public colleges, which are functioning with the approval of the Maryland Higher Education Commission, shall be admitted on the same basis as applicants from regionally accredited colleges.
3. The receiving institution shall evaluate the transcripts of degree seeking transfer students as expeditiously as possible, and shall notify students of the results no later than at the completion of the students' first semester of enrollment at the receiving institution. Students shall be informed both of which courses are acceptable for transfer credit and which of those are applicable to the student's intended program of study.
4. Transfer students shall be given the option of satisfying institutional graduation requirements, which were in effect at the receiving institution at the time they enrolled as freshmen at the sending institution. In the case of major requirements, the transfer student has the option of satisfying 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 the student who has been continuously enrolled at the community college by completing a minimum of 12 hours within the calendar year.

## **III. Maintaining Programmatic Currency, Student Appeals, and Periodic Review**

### **A. Programmatic Currency**

1. Receiving institutions 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.

2. Recommended transfer programs will be developed with each community college whenever new baccalaureate programs are approved by the degree-granting institution.
3. 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 two- and four-year public colleges provide input or comments to the institution proposing the change. Sufficient lead-time shall be provided to affect the change with minimum disruption. Transfer students shall not be required to repeat equivalent coursework successfully completed at the community college.

#### B. Appeal Process

1. Notification of denial of transfer credit by the receiving institution.  
A receiving institution must inform a transfer student in writing of the denial of transfer credit no later than mid-semester of the transfer student's first semester provided that all official transcripts have been received at least 15 working days before mid-semester. If transcripts are submitted after 15 working days before mid-semester of the student's first semester, the receiving institution must inform the student of credit denied within 20 working days of receipt of the official transcript. A statement of the student's right to appeal the denial and a notification that this appeal process is available in the institution's catalog shall accompany the notification of denial of transfer credit.
2. Student appeal to receiving institution.  
If a student believes she/he has been denied transfer credits in violation of the State Student Transfer Policy, s/he must initiate an appeal by contacting the receiving institution's Transfer Coordinator or other responsible officials of the receiving institution within 20 working days (4 weeks) of receiving notice of the denial of credit. The receiving institution shall inform the student of this time limitation at the same time as the transfer of credit is denied.
3. Response by receiving institution.  
The receiving institution must respond to the student appeal within 10 working days (2 weeks). The institution may either grant or deny the appeal. The institution's reasons for denying an appeal must be conveyed to the student in written form.
4. Appeal by sending institution.  
If the student has been denied transfer credit after an appeal to the receiving institution, the student may request the sending institution to intercede on his/her behalf by contacting the Transfer Coordinator of the sending institution. The student must make this appeal to the sending institution within 10 working days (2 weeks) of having received the decision of the receiving institution.
5. Consultation between sending and receiving institutions.  
Representatives of the two institutions shall have 15 working days (3 weeks) to resolve the issues involved in the appeal. The sending institution will inform the student of the result of the consultation.
6. Appeal to the Student Transfer Advisory Committee.  
If the transfer of credit is still denied after consultations between the sending and receiving institutions, and the sending institution considers the student's appeal to have sufficient merit, the sending institution may appeal in writing to the Secretary of Higher Education to request that the Student Transfer Advisory Committee review the student's appeal and make a ruling on the merit of the appeal. The sending institution must make this appeal to the Secretary within 10 working days

(2 weeks) of having informed the student of the result of the consultation between the two institutions. In the absence of an appeal to the Secretary by the sending institution, if the credit is still denied, the student may appeal in writing to the Secretary to request that the Student Transfer Advisory Committee review the student's appeal and make a ruling on the merit of the appeal. The student must make this appeal to the Secretary within 10 working days (2 weeks) of the expiration of the time period of the sending institution's right to appeal.

7. **Consideration and action by the Student Transfer Advisory Committee.**  
The Student Transfer Advisory Committee shall receive relevant documentation, opinions, and interpretations in writing from the sending and receiving institutions and from the student at its next regularly scheduled meeting after the Secretary has received an appeal from a sending institution or from a student.
  8. **Advisory opinion of the Secretary.**  
After receiving testimony on the merits of the appeal from the sending and receiving institutions, the Student Transfer Advisory Committee shall render an advisory opinion on the merits of the appeal to the Secretary of Higher Education. The Secretary will then convey the opinion of the Student Transfer Advisory Committee to the appropriate segmental chief executive for disposition.
- C. **Periodic Review**
1. The progress of students who transfer from two- and four-year institutions within the State shall be reported annually by the receiving institution to each community college and to the Secretary of the Maryland Commission of Higher Education. Such information shall include longitudinal reports on the subsequent academic success of enrolled transfer students, including graduation rates, by major subject areas. Comparable information on the progress of native students shall be included.
  2. Each 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, and who is responsible for overseeing the application of the policies and procedures outlined in this plan. The Transfer Coordinator shall also assist in interpreting transfer policies to the individual student and to the institution.
  3. The Maryland Higher Education Commission shall establish a permanent Transfer Advisory Committee that meets regularly to review transfer issues and recommend policy changes as needed. The Committee shall also arbitrate disagreements as necessary and receive written appeals as described in the "student appeals" section above.
  4. The Transfer Advisory Committee shall review these transfer policies at least every five years and recommend changes as necessary.

#### IV. Definitions

- A. **Native Student:** A student whose initial college enrollment was at a given institution of higher education and who has not transferred to another institution of higher education since that initial enrollment.
- B. **Parallel Programs:** The program of study (or courses) at one institution of higher education which has comparable objectives as those at another higher education institution, e.g. a transfer program in psychology in a community college is definable as a parallel program to a baccalaureate psychology program at a four-year institution of higher education.

- C. Receiving Institution: The institution of higher education at which a transfer student currently desires to enroll.
- D. Recommended Transfer Program: A planned program of courses, including both general education and courses in the major, taken at the community college which is applicable to a baccalaureate program at a receiving institution; ordinarily the first two years of the baccalaureate degree.
- E. Sending Institution: The institution of higher education of most recent previous enrollment by a transfer student at which transferable academic credit was earned.
- F. Transfer Student: A student entering an institution for the first time with academic credit earned at another institution, which is applicable for credit at the institution the student, is entering.

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# **Student Affairs**



## **STUDENT AFFAIRS**

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Allegheny College of Maryland believes that the educational experience is an ongoing process in which spiritual, cultural, social, athletic, and interpersonal opportunities are as important as the purely academic pursuits. The College is a continually evolving community in which students may realize and develop their creative potential. The College provides opportunities for the student to make responsible choices contributing to a total educational experience. The wide variety of career and transfer programs offered and the open door policy bring students of diverse interests and characteristics to this small campus.

Student Affairs encourages students' growth by assisting them to understand themselves, others, and their relationship to society. Evaluation, planning, remediation, formal and informal group participation, group and individual counseling, and experience in social institutions are techniques used to achieve this objective.

Through Student Affairs, students obtain valuable services, participate in extracurricular activities, discover their leadership potential, and receive professional support in dealing with personal problems.

## **HOUSING SERVICES**

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Student housing is available for Allegheny College of Maryland students at Willowbrook Woods, located adjacent to the Cumberland Campus. Housing is managed by the College and was created in response to the increasing number of Allegheny College of Maryland students from other counties and states. Willowbrook Woods accommodates 236 students in an apartment style atmosphere. Each apartment includes a kitchen, living room, balcony, four private bedrooms and two bathrooms. To receive more information, please contact the Director of Residence Life at (301) 784-5368.

Allegheny College of Maryland also maintains a list of off-campus housing options, which is mailed, e-mailed, or faxed to prospective students upon request. For further information on off-campus housing, please contact the Office of the Vice President of Student and Legal Affairs at (301) 784-5206.

For more information regarding Student Housing, log onto [www.allegheny.edu/housing](http://www.allegheny.edu/housing), or see the "Student Handbook". A copy is available through the Office of the Vice President of Student and Legal Affairs, and on the College's homepage under "Student Affairs".

## **COUNSELING SERVICES**

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Allegheny College of Maryland offers comprehensive counseling for any mental health issue for its students – free of charge. The College has contracts with local professionals and will pay for up to three counseling sessions per semester for any registered credit student. All counseling services provided are completely confidential and provided by qualified, licensed mental health professionals.

Students who need the service may obtain a brochure from one of the many displays on campus with detailed information and contact numbers. Students may also contact any of the following Student and Legal Affairs personnel for help: Student Affairs at (301) 784-5206, Student Life at (301) 784-5205, or Residence Life at (301) 784-5368. Our contracted provider(s) will schedule sessions with ACM students at its off-campus office(s) or on campus. As always, the Student and Legal Affairs Office provides convenience, privacy, and comfort in the Diversity Center (lower level College Center, CC-41, next to the Student Life Office).

ACM's counseling services are three-tiered: Standard, Urgent, and Crisis. Accessing Standard Service, any eligible student is entitled to receive up to three (3) hours of counseling per semester for any mental health issues with which s/he needs assistance. The student is

responsible for making counseling arrangements. Urgent and Crisis Services may be accessed by an appropriate College official in consultation with the student who is in immediate distress; in Urgent cases, the student will get an appointment within 72 hours, while students in Crisis will meet with a counselor within a half an hour.

Additionally, the College maintains a list of mental health providers in the Student and Legal Affairs Office for students who prefer not to use our free service or who want a different provider. The student is responsible for payment to these alternate providers.

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## **CHILD CARE**

Campus Kids is licensed to provide scheduled hourly child care in an educational environment with a certified director and a comprehensive program of activities for children ages 3-6. Services are limited to times when the parent is in class. Student study time coverage may be arranged if space allows. The Center's program includes activities that foster sound social, intellectual, emotional and physical growth.

Each child, upon entry, is required to have a Health Inventory, an Immunization Certificate, and a completed application form, which provides emergency information. Please apply early since space is limited.

For costs, information, and/or forms, contact the Child Care Center at (301) 784-5236.

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## **STUDENT LIFE**

Participation in extracurricular activities encourages personal growth, develops leadership skills, widens social circles, and enhances resumes. Student Life offers a variety of extracurricular opportunities from the Student Government Association to clubs/organizations, recreational events, special interest programs diversity, more. The Student Life program is developed according to student interest and available resources.

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## **ORIENTATION**

All incoming first semester students are expected to participate in an orientation program. The purpose of these orientations is to inform students about academic, social, and general College policies affecting their growth and success at the College. Orientation is hands-on, interactive, and conducive to making new connections. Interested students may register by phone or online; additionally, orientation programs are available to students attending Somerset County or Bedford County Campuses.

For more information regarding Orientation, log onto [www.allegany.edu/orientation](http://www.allegany.edu/orientation), or see the "Student Handbook". A copy is available through the Office of the Vice President of Student and Legal Affairs, and on the College's homepage under "Student Affairs".

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## **STUDENT GOVERNMENT ASSOCIATION**

At Allegany College of Maryland, the Student Government Association (SGA) functions as the governing organization of the student body. It serves as a means of participation in College governance with the faculty and administration, and it acts on behalf of the students. Additionally, SGA allocates student activity funds, supervises elections, coordinates campus social activities, and approves new campus student organizations.

Any student of Allegany College of Maryland who plans to seek office or serve on the Student Council must maintain a cumulative grade point average of 2.0. In addition, a minimum of six hours of credit instruction must be attempted and successfully completed each semester in order to serve.

A student on academic probation may not hold appointive or elective offices in any student organization. During the period of probation and unless the grade point average was at least 1.50 for the preceding semester, a student may not perform any task in an extracurricular activity which requires more than three hours during any one week.

A person on non-academic probation (social probation) may attend but may not practice or participate in college-sponsored functions, intramurals, or intercollegiate athletics. He or she may not hold appointive or elective offices in any student organization and will have his or her membership in clubs suspended as specified by the Student Government Association.

## **CLUBS/ORGANIZATIONS**

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The SGA funds a wide variety of student organizations/clubs. Groups that been funded in the past include Choir, Dance Team, Golf Association, Christian Fellowship, Communications, Criminal Justice, Delta Epsilon Chi, Forestry, Heifer International Support Club, Hospitality, Human Services, International Travelers, Massage Therapy, Medical Assistants of ACM, Med Lab Tech, Mu Alpha Theta, Multi-Cultural, Peace Studies, Phi Beta Lambda, Phi Theta Kappa, Physical Therapist Assistants, Radiology, Respiratory Therapy, Student American Dental Hygienists Association (SAHDA), Student Nurses Association, Student Occupational Therapy, Trojan Auto, and The Turning Point Program Club. New groups are welcomed, too!

For more information regarding Student Life, log onto [www.allegany.edu/studentlife](http://www.allegany.edu/studentlife), or see the "Student Handbook". A copy is available through the Office of the Vice President of Student and Legal Affairs, and on the College's homepage under "Student Affairs".

## **ATHLETICS**

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Allegany College of Maryland offers an athletic program of intercollegiate and intramural sports activities. Allegany College of Maryland is a member of the Maryland JUCO Conference, which is composed of member institutions of junior and community colleges throughout the State and Region XX, which comprises Maryland, West Virginia, and western Pennsylvania junior colleges. Allegany College of Maryland plays a full schedule of intercollegiate competition in basketball (men's and women's), volleyball, baseball, softball, soccer, and golf. The newly remodeled and expanded Physical Education Building provides excellent facilities in support of athletics and physical education instruction. Bob Kirk Arena is the home court for basketball and volleyball teams. The large swimming pool is the site of aquatics activities. The Wellness Center holds a full complement of cardio equipment, such as treadmills, stair climbers and elliptical trainers, as well as free weights and a complete circuit of Nautilus machines. Outdoor on the Cumberland campus are tennis courts, running/walking tracks, and playing fields for intramural sports. The College provides a variety of competitive athletic activities and encourages student participation in its sports programs.

For information regarding the graduation rate of student athletes, see "Admissions and Enrollment" in the front of this catalog. Additional information can also be found in the "Student Handbook". A copy is available through the Office of the Vice President of Student and Legal Affairs, and on the College's homepage under "Student Affairs".

## **DIVERSITY CENTER**

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Allegany College of Maryland educates students from all walks of life, and we appreciate the richness that differences in cultures, ideas, backgrounds, and dreams bring to our learning environment.

Thanks to the work of the Diversity Task Force, Allegany College of Maryland now has a Diversity Center located in Room 40 of the College Center. All students are urged to (1) use the Center for diversity-oriented activities, (2) befriend students who are different from you, (3) help organize

programs, and (4) attend diversity programs. For more information, please contact Director of Student Life, or log onto [www.allegany.edu/student](http://www.allegany.edu/student), or see the “Student Handbook”. A copy is available through the Office of the Vice President of Student and Legal Affairs, and on the College’s homepage under “Student Affairs”.

## **TURNING POINT PROGRAM**

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The Turning Point program provides services for non-traditional learners as they begin their journey into college. Non-traditional learners are adult students who are 24 years of age or older and have been out of school for more than five years. All services are provided through the Turning Point Program Coordinator/Student Advocate. The coordinator recognizes that non-traditional students have different needs than students coming straight from high school and that taking college courses after being away from school for a time can be intimidating. Services provided by the Turning Point program through the coordinator/student advocate include orientation to college and community resources, advising, career exploration, workshops, mentoring, and advocacy. The Turning Point Program Coordinator/Student Advocate is located in the Humanities Building, room 49, on the Cumberland campus and works closely with the Director of Student Services at both the Bedford County Campus and Somerset County Campus to ensure support to non-traditional students at all locations.

## **STUDENT PHOTO IDENTIFICATION (ID) CARDS**

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A photo identification card system was instituted several years ago to create identification cards for resident students living at Willowbrook Woods Student Apartments. Distinctive cards were created as a security measure to help control traffic on the apartment complex and are required to enter the property.

In some instances, students may be required to show a photo identification card to obtain services at the various campuses of the College. For access to student activities, sporting events, testing services, etc., a College photo ID card will be required. As a way to accommodate students by providing a photo ID for College services, photo IDs are made available to all credit students at each of the three campuses at the beginning of both the Fall and Spring Semesters.

## **STUDENT HEALTH CARE**

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While Allegany College of Maryland offers a variety of resources related to student health/wellness, the College does not offer a clinic or other on-campus health care. Students are encouraged to use the many off-campus medical facilities – including the new Western Maryland Regional Medical Center located across the street from the Cumberland Campus. Student and Legal Affairs maintains a list of local emergency and urgent medical care providers. Student and Legal Affairs stock multiple first aid kits on campus; additionally, the College has multiple Automated External Defibrillators (AED) on campus, and many College employees have been trained in their use. For mental health needs, see Counseling Services in this section.

## **CODE OF STUDENT CONDUCT**

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Allegany College of Maryland has a comprehensive Code of Student Conduct that is designed not only to preserve a safe living and learning environment but also to guarantee due process to students accused of misconduct on or off-campus. All disciplinary matters are handled in Student and Legal Affairs. Students are expected to be familiar with the Code prior to or soon after registering for classes. The complete Code may be read online at [www.allegany.edu/student](http://www.allegany.edu/student), or in the “Student Handbook”. A copy is available through the Office of the Vice President of Student and Legal Affairs, and on the College’s homepage under “Student Affairs”.

## **JAMES ZAMAGIAS STUDENT SUCCESS CENTER**

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The James Zamagias Student Success Center is dedicated to providing academic support services for students enrolled in credit courses who are attending the Cumberland Campus. The Center works closely with staff of the Bedford County and Somerset County Campuses' Student Services offices to provide similar support to all Allegany College of Maryland credit students. The three offices share the common mission to assist students in achieving their educational goals by providing support services in a nurturing and respectful environment, thereby helping them to become successful, life-long learners in a diverse world.

|  |                |
|--|----------------|
| Student Success Center (Cumberland Campus) | (301) 784-5551 |
| Bedford County Campus Student Services     | (814) 652-9528 |
| Somerset County Campus Student Services    | (814) 445-9848 |

### **Assessment/Testing**

As part of the registration process, all freshmen planning to pursue a degree and any students wishing to take an English or mathematics course are required to take the Allegany College of Maryland Placement Assessment, ACCUPLACER, a computer-based system. The assessment consists of three sections: English, mathematics, and reading. Students for whom English is their second language will be requested to take the ESL English and Reading sections. Results of the placement evaluation are used to determine a student's readiness for college-level coursework and to increase the student's opportunity for academic success. All students take the assessment after completing the admissions application, but before registering for classes.

### **Placement Exemptions**

Students who have successfully completed a college-level English composition course or a college-level algebra course at an accredited college/university are exempt from taking the respective portion of the assessment. Students transferring in more than 12 credits of general education courses are exempt from taking the reading portion. Students with a score of 550 or higher on the Writing, Mathematics, or Reading section of the SAT or a score of 21 or higher on the English, Mathematics, or Reading section of the ACT do not need to take the respective portion of the placement assessment if they submit an official grade report to the Admissions and Registration Office.

### **Classroom Testing**

Individual classroom testing is available through the Testing Lab of the Student Success Center. Often students find that taking tests in the lab setting relieves some of the tension associated with testing. The comfortable atmosphere and the opportunity to take exams without time restrictions are additional advantages of the testing lab concept. Students who require special assistance while taking tests are asked to notify the Testing Lab in advance.

### **Tutoring**

A variety of tutorial services is offered to assist students who are experiencing academic difficulties. Individual peer tutors are available for most credit classes. Students are encouraged to apply early in the semester for this service. In addition, walk-in tutoring labs are available in a variety of subjects such as writing, mathematics, and science.

Tutoring services are intended to provide a review of subject matter and to assist the students' improvement of study skills and self-confidence resulting in a more independent learner. Students interested in serving as tutors are requested to file an application with the Student Success Center. Tutors must demonstrate excellent academic and communication skills. The Tutoring Program is accredited by the College Reading and Learning Association.

### **Transfer Advising**

Students, who plan to transfer to other institutions, should consult their advisor and Student Success Center or Pennsylvania Student Services personnel during their first semester at Allegany College of Maryland. Information regarding the specific steps involved when transferring to other colleges is available to students interested in transfer.

Once students have chosen prospective colleges, they should visit the Center for transfer advice. An academic program may be developed to ensure that a maximum number of credits will transfer and that the courses are appropriate for the transfer institute. Credit transferability to other colleges or universities is determined by consulting the admissions office of that college or existing articulation agreements. Throughout the academic year and during the Transfer Days activities, representatives from four-year colleges are available on campus to discuss college transfer.

### **Career Advising**

Career Advising assists students in the process of developing, evaluating, and implementing their career plans. The staff of the Student Success Center promotes career development as a lifelong learning process with an emphasis on:

- Self awareness (assessment of interests, values, personality)
- Career and occupational exploration

### **DISABILITY SERVICES AND LEARNING SUPPORT**

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Students with special needs who provide appropriate documentation of their disability are eligible for services through the Disability Services Office. Students requiring assistance or accommodations should contact the Director of Learning Support and Disability Services at the Cumberland Campus or the Director of Student Services at the Bedford County Campus or Somerset County Campus. To assure timely acquisition of services, students should contact Disability Services at least six to eight weeks prior to the start of the semester. Maryland residents who are retired from the workforce by reason of total and permanent disability as defined by the Social Security or Railroad Retirement Act may be eligible for a disability-based tuition waiver and should contact the Disability Services Office in Cumberland, room H-54, or by calling (301) 784-5112.

### **PATHWAYS FOR SUCCESS PROGRAM (TRIO/STUDENT SUPPORT SERVICES)**

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The Pathways For Success Program at Allegany College of Maryland (ACM) is a TRIO Student Support Services project funded through a grant from the U.S. Department of Education. Pathways For Success provides a supportive environment on campus for first-generation, income-eligible students and students with disabilities. To assist Pathways For Success students in achieving their academic goals, the program offers services such as academic advising, tutoring, career advising, and financial aid advising/literacy, among other services. Pathways For Success serves 140 eligible, enrolled students annually at the Cumberland Campus.

To be eligible for Pathways For Success, a student must

1. Possess a high school diploma or equivalency (e.g. GED);
2. Be a citizen or national of the United States OR meet residency requirements for federal student financial aid;
3. Be a first-generation, income-eligible student, OR a student with documented disabilities.
4. Be a full-time (12 credits or more per semester) student attending the Cumberland Campus; and
5. Have a need for academic support as determined by the program.

Please check with the Pathways For Success office for additional eligibility and participation criteria.

The Pathways For Success program office is located in Room 57 of the Humanities Building on the Cumberland Campus. For more information, please contact the Pathways For Success office at 301-784-5630.

In its second year, the Pathways For Success program, with an annual budget of \$222,224, is funded through a grant from the U.S. Department of Education TRIO Student Support Services initiative in the amount of \$212,675, accounting for approximately 96% of the total annual budget. Remaining resources are provided by Allegany College of Maryland.

## **VETERANS' AFFAIRS**

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Veterans, veterans' widows, and war orphans should contact the Associate Registrar in the Admissions/Registration Office for information and assistance related to educational benefits to which they are entitled. Assistance may be obtained regarding the appropriate channels through which problems unique to veterans may be approached and resolved.

## **CAMPUS COMPUTER LABS**

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The Information Technology Department supports fifty-three computer laboratories spread across the college campuses. The main campus labs are located in the following campus buildings: Technologies, Sciences, Allied Health, Humanities, Library, Automotive Technologies, Turning Point Center, Gateway Center and Continuing Education. Although priority is given to scheduling labs in accordance with the courses taught in the respective buildings, any lab can be scheduled for use by any department. Internet access is available in all computer labs and in each Library. In addition to the computer laboratories noted above, the Library, the Student Success Center and various academic departments have personal computers used by students as an integral part of their services and programs.

Additional information on lab locations and availability can be found at <http://labs.allegany.edu>.

### **Wireless Network Access**

Students may access wireless network services at the Bedford County Campus, Cumberland Campus, Gateway Center, and Somerset County Campus. Students connect via the "ACM" wireless SSID and must login using their student email address and password. Additional information on accessing the wireless network can be found at <http://student.allegany.edu>.

### **Student Email**

Students can access their student email accounts by visiting <http://student.allegany.edu>. Lost or forgotten email addresses and passwords can be retrieved by contacting the Student Help Desk at (301) 784-4357.

### **Student Helpdesk**

Students from all campuses can call the Student Help Desk using the ACM Technology Help Line.

The Technology Help Line can be reached in the following ways:

- By dialing extension HELP (4357) from any on-campus phone
- By dialing 301-784-5000 ext. 4357 from cell phones or
  - Bedford County Campus (814) 652-9528 ext. 5000 and then ext. 4357
  - Somerset County Campus (814) 445-9848 ext. 5000 and then ext. 4357

For on-campus assistance, students can visit the T2B computer lab on the Cumberland Campus from 8:00am until 8:00pm (Monday through Friday) or you can send an email to [studenthelpdesk@allegany.edu](mailto:studenthelpdesk@allegany.edu).

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**Board of  
Trustees,  
Administration,  
Faculty and  
Staff**



## THE BOARD OF TRUSTEES

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Barry P. Ronan  
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## FULL-TIME FACULTY

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A'HEARN, BETTIE C. (1988)  
PHYSICS  
B.S., Ed.D., West Virginia University; M.S.,  
Marshall University. Professor.

BAKER, MICHAEL L. (1979)  
PHYSICAL EDUCATION  
B.S., M.S., Frostburg State University.  
Associate Professor.

BARMOY, MICHELE (2011)  
BIOLOGICAL SCIENCES  
B.A., University of Maryland at Baltimore;  
M.S., Frostburg State University.  
Instructor.

BAZARNIC, STEVE G. (1971)  
PHYSICAL EDUCATION  
B.S., M.S., Pennsylvania State University.  
Professor.

BEHRENDT, THOMAS A. (2010)  
POLITICAL SCIENCE/PARALEGAL  
ASSISTANT  
B.A. Rutgers College; J.D., Seton Hall  
University. Assistant Professor.

BLANK, CATHY R. (1973)  
DENTAL HYGIENE  
A.A., Allegany College of Maryland; B.S.,  
University of Maryland; M.Ed., Frostburg  
State University. R.D.H. Professor.

BOGGS, STACEY L. (2001)  
MATHEMATICS  
A.A., Potomac State College; B.A., M.Ed.,  
Frostburg State University; additional  
graduate study at West Virginia University.  
Associate Professor.

BOHNERT, DAVID (2007)  
ENGLISH/SPEECH  
B.A., Ball State University; M.S., Syracuse  
University; M.Ed., Cleveland State University.  
Assistant Professor.

BOWMAN, LYNN (2006)  
ENGLISH/SPEECH  
B.A., St. Mary's College of Maryland; M.A.,  
University of Maryland, College Park;  
additional graduate studies at University of  
Maryland, College Park. Assistant Professor.

BRACKEN, JUNE E. (1996)  
ENGLISH/READING  
B.A., Gordon College; M.Ed., University of  
Virginia; Ed.D., West Virginia University.  
Professor.

BRANSON, REGINA (2009)  
NURSING  
A.A., Allegany College of Maryland; B.S.N.,  
University of Maryland; M.S.N., Mountain  
State University. R.N. Associate Professor.

BRIDGES, CINDY (2012)  
NURSING  
A.A., Allegany College of Maryland; B.S.N.,  
M.S.N., University of Maryland; additional  
graduate studies at University of Maryland.  
R.N. Instructor.

BROWN, MAUREEN M. (2001)  
EDUCATION  
B.S., M.Ed., Frostburg State University;  
additional graduate study at West Virginia  
University and Frostburg State University.  
Associate Professor.

BRUNELLI, DONNA M. (2003)  
BIOLOGICAL SCIENCES  
B.S., Wilkes University; D.O., Philadelphia  
College of Osteopathic Medicine.  
Associate Professor.

BUSKIRK, DENNIS (1995)  
COMPUTER TECHNOLOGY  
A.A., Allegany College of Maryland; B.S.,  
M.B.A., Frostburg State University; additional  
graduate study at West Virginia University.  
Associate Professor.

CAMPBELL, SHERRY W. (2001)  
NURSING  
A.A., Allegany College of Maryland; B.S.N.,  
M.S.N., University of Maryland. R.N.  
Professor.

CLARK, SANDY (2008)  
NURSING  
A.A., Allegany College of Maryland;  
B.S.N., University of Phoenix; M.S.N.,  
Phoenix University. R.N. Instructor.

COLEMAN, ROBERT M. (1996)  
COMPUTER TECHNOLOGY  
B.S., University of Pittsburgh; M.B.A.,  
Pennsylvania State University. Professor.

COOPER, PAUL E. (RICKY) (1994)  
NURSING  
A.A. in Mental Health and A.A. in Nursing,  
Allegany College of Maryland; B.S.N., M.S.N.,  
West Virginia University. R.N. Professor.

COSTELLO, DEBORAH A. (1980)  
NURSING  
A.A., Allegany College of Maryland; B.S.N.,  
M.S.N., University of Maryland. R.N.  
Professor.

CRABLE, CYNTHIA A. (2006)  
ENGLISH/READING  
B.S., M.Ed., Frostburg State University.  
Assistant Professor.

DULL, TRINA C. (2005)  
RADIOLOGIC TECHNOLOGY  
A.A.S., Allegany College of Maryland; B.S.,  
Geneva College. Instructor.

ELBIN, ROBERT J. (2003)  
COMPUTER TECHNOLOGY  
B.S., Lock Haven University; graduate study  
at Shippensburg University.  
Assistant Professor.

EVANS, MARILYN L. (1979)  
NURSING  
A.A., Allegany College of Maryland; B.S.,  
M.S., University of Maryland. R.N.  
Professor.

FAIRGRIEVE, STEVEN C. (2001)  
MATHEMATICS  
B.S., Frostburg State University; M.S., West  
Virginia University. Assistant Professor.

FECK, TERRY L. (1975)  
COMMUNICATION ARTS TECHNOLOGY  
A.B., Fairmont State College; M.A., East  
Tennessee State University.  
Assistant Professor.

FERTIG, TAMICA A. (2011)  
DENTAL HYGIENE  
A.A., Allegany College of Maryland; R.B.A.,  
West Virginia University. Assistant Professor.

FISCUS, LAURA N. (2009)  
DEVELOPMENTAL ENGLISH  
B.A., University of Pittsburgh;  
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FRANK, DEBRA L. (1986)  
HOTEL AND RESTAURANT MANAGEMENT  
B.S., Pennsylvania State University; R.D.,  
Shadyside Hospital Pittsburgh; Dietetic  
Internship program, Pittsburgh, Pennsylvania;  
additional graduate study, University of  
Nebraska, Lincoln; Certified Hospitality  
Educator with the American Hotel and Motel  
Association. Assistant Professor.

FREDERICK, SHARON (2003)  
BIOLOGICAL SCIENCES  
A.A., Allegany College of Maryland;  
B.S., Charter Oak State College;  
M.S. American Intercontinental University.  
Instructor.

FRIEND, DIANE (2009)  
NURSING  
B.S.N., University of Maryland; graduate  
studies University of Maryland. R.N.  
Associate Professor.

FULLER, PAULA A. (1988)  
RESPIRATORY THERAPIST  
A.A., Allegany College of Maryland; B.S.,  
Salisbury University; M.Ed., Frostburg State  
University; R.R.T. Associate Professor.

GALLION, JENNA L. (2000)  
ENGLISH/SPEECH/READING  
B.S., Frostburg State University; M.A.,  
Oklahoma State University.  
Assistant Professor.

GASCHLER, MELODY A. (2002)  
MUSIC  
B.S., Indiana University of Pennsylvania;  
M.Ed., Frostburg State University. Instructor.

- GIBSON, STEPHEN (2007)  
HISTORY  
B.A., Illinois College; M.A., University of Illinois at Springfield; Ph.D., St. Louis University. Associate Professor.
- GLADWIN, CHRISTINA (2007)  
OFFICE TECHNOLOGIES  
R.H.I.T., American Health Information Management Association; A.A.S., B.S., Fairmont State College; Certificate, United Technical Center. Instructor.
- HAGER, FRANK J. (1973)  
PSYCHOLOGY  
Honors Diploma in Industrial Management, Industrial Management Institute; B.A., M.S., Millersville University; additional graduate study at Frostburg State University; Carnegie Fellow, Lehigh University; Ed.D., University of Maryland. Professor.
- HAND, WILLIAM M. (2004)  
CULINARY ARTS  
Certificate, Los Angeles Trade Technology Center. Instructor.
- HAY, VICKI (2010)  
NURSING  
B.S.N., M.S.N., Waynesburg University. R.N. Assistant Professor.
- HELSEL, MERLE W. (2001)  
BUSINESS ADMINISTRATION  
B.S., The Pennsylvania State University; J.D., Dickinson School of Law. Professor.
- HENINGER, STEVEN G. (1992)  
CHEMISTRY  
B.A., University Connecticut; M.S., Pennsylvania State University. Professor.
- HOFFMAN, KURT W. (2000)  
PSYCHOLOGY  
A.A., Scottsdale Community College; B.S., Arizona State University; M.A., Sonoma State University. Assistant Professor.
- HOSSELRODE, THEA J. (1997)  
OFFICE TECHNOLOGIES  
A.A., Allegany College of Maryland; B.S., M.Ed., Frostburg State University. Associate Professor.
- HOSTON, LISA A. (2010)  
CRIMINAL JUSTICE  
B.S., Syracuse University; M.A., George Washington University; M.B.A., DeVry University. Associate Professor.
- HOUSE, JAMES E. JR. (1996)  
COMPUTER TECHNOLOGY/  
COMMUNICATION ARTS  
A.A., Potomac State College; B.S., Frostburg State University. Assistant Professor.
- HOWELL, JAMES A. (1977)  
BIOLOGICAL SCIENCES  
B.A., M.S., Ph.D., Miami University of Ohio; additional graduate study at Frostburg State University and West Virginia University. Professor.
- HUGHES, PEGGY J. (1993)  
OFFICE TECHNOLOGIES/  
MEDICAL ASSISTANT  
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- HUNT, DENISE I. (1989)  
BUSINESS ADMINISTRATION  
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- HUNT, RAY (2006)  
AUTOMOTIVE TECHNOLOGY  
A.A., Allegany College of Maryland. Instructor.
- IMGRUND, ROBIN L. (1994)  
BUSINESS ADMINISTRATION  
B.S., Frostburg State University; M.S., University of Maryland. Professor.
- JASTRZEMBSKI, JOHN P. (1994)  
FORESTRY  
A.S., Nassau Community College; B.S., State University of New York; M.S., University of New Hampshire. Professor.
- JENKINS, RONALD (2007)  
ENGLISH  
B.A., University of Tennessee; M.A., M.F.A., University of Memphis; Ph.D., Florida State University. Associate Professor.
- JILANIS, PAULA K. (2000)  
THERAPEUTIC MASSAGE  
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KIRK, ROBERT D. (1971)  
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KREIGER, GEORGIA R. (2004)  
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KRUG, RONALD W. (2006)  
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NURSING  
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LEIBFREID, JOSHUA (2007)  
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MARAFINO, MATHEW R. (1995)  
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MELVIN, THOMAS P. (1984)  
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NELSON, CHERYL (2008)  
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Associate Professor.

OBERT, SHERRY (2009)  
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PHYSICAL THERAPIST ASSISTANT  
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A.S., Allegany College of Maryland; B.S., Geneva College.
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MARKETING CONTENT EDITOR  
B.A., Frostburg State University.
- SIVIC, JOHN R. (2000)  
ACADEMIC LAB COORDINATOR  
A.A., Allegany College of Maryland.
- SLEEK, ANDREA (2007)  
LIBRARIAN FOR PENNSYLVANIA CAMPUSES  
B.A., Central College; M.L.S., Syracuse University.
- SMITH, TERRI A. (1997)  
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B.A., Potomac State College.
- SMITH, VICKI A. (1985)  
DIRECTOR OF STUDENT FINANCIAL AID PROGRAMS  
A.A., Allegany College of Maryland; B.S., Shepherd College; M.Ed., Frostburg State University.
- SNIDER, JAMES M. (1979)  
VICE PRESIDENT OF PENNSYLVANIA CAMPUSES  
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- SNYDER, CHRISTA A. (2001)  
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- SODERMAN, RICHARD J. (2010)  
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ADMINISTRATIVE ASSISTANT TO THE PRESIDENT  
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DIRECTOR OF THE BEDFORD COUNTY CAMPUS AND STUDENT SERVICES  
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WEB TECHNICAL SERVICES SPECIALIST  
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- TRAIL, LARRY (1987)  
DATACENTER ADMINISTRATOR  
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- WHITMAN, JAMES (1988)  
DIRECTOR OF TRANSPORTATION  
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- WILES, RHONDA (1974)  
DIRECTOR OF HUMAN RESOURCES  
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BUDGET COORDINATOR  
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PENNSYLVANIA CURRICULUM SUPPORT  
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Book Sales, Somerset County Campus

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DANIEL R. BEACHY (Part-time)  
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Assistant Women's Volleyball Coach

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Campus Technician/Carpentry

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Office Manager, Science and Forestry  
Division

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Custodian

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KEN MORGART  
Custodian

VON MOSSER  
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Somerset County Campus

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Willowbrook Woods On-Call Incident  
Manager

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Technician, Bus Driver

PAT PHILLIPS (Part-time)  
Cafeteria

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Public Relations Assistant/Advancement  
Computer Specialist

PAULETTE PORTER (Part-time)  
Vending

LEANDRA PORTMESS  
Library Assistant

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BISMARCK QUARTEY (Part-time)  
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Business Administration, Computer  
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Nursing

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SHAUN RODAHAVER  
Datacenter Support Specialist

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Administrative Assistant

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Gateway Center

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DIANE SMITH (Part-time)  
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Campus Security

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Technical Services

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Switchboard

MARSHA STAGGS (Part-time)  
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Education

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Aid Office

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of Advancement and Enrollment Management

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Custodian Supervisor First Shift

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Lab Technician I

DANIELLE STONESTREET (Part-time)  
Office Assistant, Automotive Technology and  
Transportation

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Program Specialist, Allied Health Technician  
Programs

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Custodian

KRISTA THOMPSON  
Lab Technician I

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Library Assistant

LAURA TURNER (Part-time)  
Foundation and Advancement Assistant

ANJANETTE VANCE  
Front Office Manager, Print Shop

PATRICK VANCE  
Multi-Media and Distance Learning  
Technician

LONALD R. VANMETER  
Grounds Custodian

DEBRA WAGELEY (Part-time)  
Cafeteria

DAVE WALKER, SR.  
Campus Technician

MOLLIE WALKER  
Office Assistant, Instructional Affairs/Student  
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Distance Learning Lab Assistant/  
Lab Technician I  
Bedford County Campus

SAUNDRA WARE (Part-time)  
Evening Registration Assistant, Continuing  
Education

AMY WEICHT (Part-time)  
Administrative Secretary for Workforce  
Development and Training (Bedford),  
Continuing Education

JOSH WEIST  
IT Specialist, Bedford County Campus

RALPH WELSH  
Custodian

DALE WERNER (Part-time)  
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Administrative Secretary, Workforce  
Development, Continuing Education

DAVID WILEY  
Custodian

LARRY O. WILHELM  
Campus Technician

KATHY WILSON  
Faculty/Administrative Secretary Respiratory  
Therapy, Leadership Development

LISA WILSON  
Records Manager

SHIRLEY WILSON  
Office Manager, Student Success Center

STEVEN YODER  
Custodian, Willowbrook Woods Apartments

STACY WILSON (Part-time)  
Culinary Café Manager

DEBORAH D. YONKER  
Office Manager, Student Financial Aid Office

HAROLD WINTERS (Part-time)  
Security, Willowbrook Woods Apartments

LUCY J. YUTZY (Part-time)  
Assistant Payroll Officer

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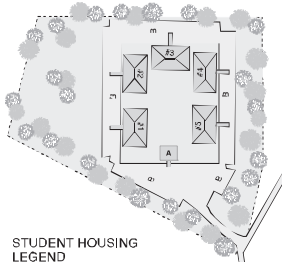
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# ALLEGANY COLLEGE of MARYLAND

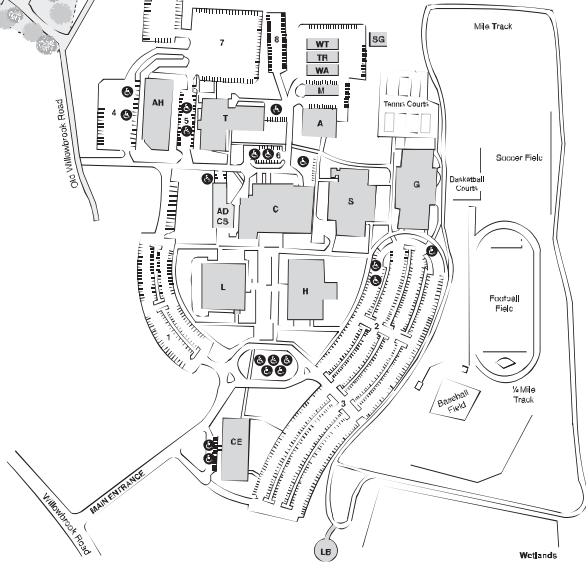
## Cumberland Campus Map



Willowbrook Woods  
Student Housing Complex

### STUDENT HOUSING LEGEND

- 1 - 48 UNIT STUDENT HOUSING BUILDING
- 2 - 48 UNIT STUDENT HOUSING BUILDING
- 3 - 48 UNIT STUDENT HOUSING BUILDING
- 4 - 48 UNIT STUDENT HOUSING BUILDING
- 5 - 48 UNIT STUDENT HOUSING BUILDING
- A - FLUID HOUSE
- B - PARKING



\*THIS MAP NOT TO SCALE

### LEGEND

- |    |   |    |                             |     |                    |
|----|---|----|-----------------------------|-----|--------------------|
| A  | Administrative Technology                             | G  | Gymnasium (Bob Kirk Arena)  | T   | Tutoring/Help      |
| AD | Advancement (Foundation, Public Relations, Marketing) | H  | Humanities                  | TR  | Transportation     |
| AH | Allied Health   | L  | Donald L. Alexander Library | WA  | Writing & Editing  |
| C  | College Center  | LB | Labyrinth                   | WT  | Workforce Training |
| CE | Continuing Education (Information Center)             | M  | Multimedia                  | I-B | Parking            |
| CS | Campus Store  | S  | Services                    | ⊙   | Hardship Parking   |
|    |   | SG | Storage                     |     |                    |

Financial Aid, Admissions/Registration Offices are located in the College Center (C). Ample parking is available, with reserved parking identified for the handicapped.

## IMPORTANT

The provisions of this publication are not to be regarded as an irrevocable contract between the student and Allegany College of Maryland. The College reserves the right to change any provision or requirement at any time within the student's term of enrollment.

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