

PROGRAMS OF STUDY

ALLIED HEALTH

Addiction Treatment (LOR)
Dental Hygiene (AAS)
Human Service Associate (AAS)
Integrative Health (LOR)
Integrative Wellness (LOR)
Massage Therapy (AAS)
Massage Therapy (CERT)
Medical Assistant (AAS)
Medical Laboratory Technology (AAS)
Med Lab Tech - Biotechnology (CERT)
Nursing (AS)
Nursing - LPN to RN Online (AS)
Nursing - Practical Nursing (CERT)
Nursing Assistant/Geriatric Aide (CERT)
Occupational Therapy Assistant (AAS)
Pharmacy Technician (CERT)
Phlebotomy/EKG Technician (CERT)
Physical Therapist Assistant (AAS)
Radiologic Technology (AAS)
Respiratory Therapist (AAS)

ARTS & SCIENCES

Arts & Sciences - AOC Art (AA)
Arts & Sciences - AOC Athletic Training/Fitness (AS)
Arts & Sciences - AOC Biology (AS)
Arts & Sciences - AOC Business Accounting (AS)
Arts & Sciences - AOC Chemistry (AS)
Arts & Sciences - AOC Economics (AS)
Arts & Sciences - AOC English (AA)
Arts & Sciences - AOC Health/Physical Education (AS)
Arts & Sciences - AOC History (AS)
Arts & Sciences - AOC Nanotechnology (AS)
Arts & Sciences - AOC Physics (AS)
Arts & Sciences - AOC Psychology (AS)
Arts & Sciences - AOC Social Work (AS)
Arts & Sciences - AOC Sociology (AS)

AUTOMOTIVE PROGRAMS

Automotive Technology (AAS)
Automotive Technology (CERT)
Automotive Service Attendant (CERT)

BUSINESS

Arts & Sciences - AOC Business Accounting (AS)
Arts & Sciences - AOC Economics (AS)
Business Administration (AS)
Business Management (AAS)
Business Accounting (CERT)
Business Entrepreneurship (CERT)
Business Marketing and Sales (CERT)
Business Supervision (CERT)
Business Accounting (LOR)
Business Entrepreneurship Training (LOR)
Business First Line Supervision (LOR)
Business Marketing and Sales Training (LOR)

COMPUTER SCIENCE & TECHNOLOGY

Computer Science/Cybersecurity/Information Systems (AS)
Computer Technology - AOC Cybersecurity (AAS)
Computer Technology - AOC Programming (AAS)
Computer Technology - AOC Technical Support (AAS)
Computer Technology - AOC Web Development (AAS)
Computer Technology - Applications User Specialist (CERT)
Computer Technology - Cybersecurity (CERT)
Computer Technology - Technical Support (CERT)
Computer Technology - Web Page Development (LOR)

CRIMINAL STUDIES

Criminal Justice (AAS)
Criminal Justice - AOC Transfer (AAS)
Paralegal (AAS)
Criminal Justice (CERT)
Corrections (LOR)

CULINARY ARTS

Culinary Arts (AAS)
Dietary Manager (CERT)
Baking Essentials (LOR)
Cooking Essentials (LOR)

FOREST TECHNOLOGY

Forest Technology (AAS)
Forest Technology - Tree Care Technician (CERT)

GENERAL PROGRAMS

Applied Technical Studies (AAS)
General Studies (AS)
General Studies (CERT)

HOSPITALITY MANAGEMENT

Hospitality Mgmt - AOC Hotel & Restaurant Mgmt (AAS)
Hospitality Mgmt - AOC Professional Golf Mgmt (AAS)
Hospitality Mgmt - Food Service Supervision (LOR)
Hospitality Mgmt - Lodging Supervision (LOR)
Professional Golf Management (CERT)

HUMANITIES

Arts & Sciences - AOC Art (AA)
Arts & Sciences - AOC English (AA)
Leadership Development (LOR)
Spanish (CERT)

MEDICAL ADMINISTRATIVE ASSISTANT

Medical Administrative Assistant (AAS)
Medical Administrative Assistant - Medical Coding & Billing (CERT)

MULTIMEDIA STUDIES

Multimedia Technology (AAS)
Graphic Design (CERT)
Photography (LOR)

NON-DEGREE

Early College
Non-degree
Transient

SCIENCES

Arts & Sciences - AOC Biology (AS)
Arts & Sciences - AOC Chemistry (AS)
Arts & Sciences - AOC Nanotechnology (AS)
Arts & Sciences - AOC Physics (AS)

SOCIAL & BEHAVIORAL SCIENCES

Arts & Sciences - AOC Economics (AS)
Arts & Sciences - AOC History (AS)
Arts & Sciences - AOC Psychology (AS)
Arts & Sciences - AOC Social Work (AS)
Arts & Sciences - AOC Sociology (AS)
Peace and Conflict Studies (LOR)

TEACHER EDUCATION

Teacher Education - AOC Early Childhood (AS)
Teacher Education - AOC Elementary (AS)
Teacher Education - AOC Secondary (AS)
Teaching - Elementary Education (AAT)



ALLEGANY COLLEGE
— *of* MARYLAND —
ENGAGE YOUR FUTURE

2017-2018
CATALOG
CUMBERLAND | EVERETT



ALLEGANY COLLEGE *of* MARYLAND

12401 Willowbrook Road, SE
Cumberland, MD 21502-2596
(301) 784-5000
(301) 784-5005 – Information Center
www.allegany.edu

BEDFORD COUNTY CAMPUS
18 North River Lane
Everett, PA 15537-1410
(814) 652-9528

BEDFORD COUNTY TECHNICAL CENTER
195 Pennknoll Road
Everett, PA 15537-6946
(814) 623-2760

**SCHOOL OF HOSPITALITY
MANAGEMENT AND CULINARY ARTS**
The Culinaire Café/Gateway Center
110-114 Baltimore Street
Cumberland, MD 21502-2302
(301) 784-5410

GARRETT COUNTY NURSING SITE
317 Pythian Avenue
Oakland, MD 21550-5111
(301) 334-0530

Contents

| | |
|--|-----|
| Academic Calendar | 3 |
| General Information | 10 |
| Admissions..... | 22 |
| Tuition and Fees..... | 28 |
| Financial Aid | 34 |
| Programs of Study | 40 |
| Articulation Agreements and Partnerships | 164 |
| Course Descriptions..... | 168 |
| Academic Information | 298 |
| Student Affairs and Services | 312 |
| Board of Trustees, Administration, Faculty and Staff | 322 |
| Program Advisory Committees | 348 |
| Index | 354 |
| Cumberland Campus Map | 357 |

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, page 22, for more information.

Allegany College of Maryland is accredited by the Commission on 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 12.)

Allegany College of Maryland does not discriminate against any individual for reasons of race, ethnicity, color, sex, religion or creed, sexual orientation, gender identity or expression, national origin, age, genetic information, familial status, disability or veteran status in the admission and treatment of students, educational programs and activities, scholarship and loan programs, or to terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training. Allegany College of Maryland complies with applicable state and federal laws and regulations prohibiting discrimination and Maryland prohibits retaliation in any form against any person who reports discrimination or who participates in an investigation.

Allegany College of Maryland prohibits sexual misconduct and sex discrimination by or against all students, employees, and campus guests. If you have any questions or concerns or if you need to make a complaint, contact ACM's Title IX Coordinator, Dr. Renee Conner in CC-152, by email at rconner@allegany.edu, or by phone at (301) 784-5206. For detailed information about policy, procedures, and prevention education, see www.allegany.edu/titleIX.

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 on all College properties. Allegany College of Maryland is a tobacco free institution. 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 a 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 are found in the "Student Handbook" on the College's website under "Student Affairs" or a copy can be obtained in the Office of the Dean of Student and Legal Affairs (College Center, room CC-152). If help is needed, the College's Alcohol and Drug Resource Manual can be obtained from the Office of the Dean of Student and Legal Affairs or from the College's website at www.allegany.edu. Students and employees at the Pennsylvania campus may contact the Student Services Office for resources specific to Bedford county.

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 Dean of Student and Legal Affairs (College Center, room CC-152) or through the College's website at www.allegany.edu.

FALL SEMESTER 2017

| TERM | START DATE | END DATE |
|-----------------------------|--------------------|------------------|
| Full-Term (15 weeks) | August 21, 2017 | December 8, 2017 |
| Delayed Start (12 weeks) | September 18, 2017 | December 8, 2017 |

| | | |
|-----------------------------|------------------------|---|
| August 18 | Friday | Full-Term Last Day for Full Refund upon Withdrawal (Less Nonrefundable Fees) |
| August 21 | Monday | Full-Term Classes Begin |
| August 25 | Friday | Full-Term Last Day to Enroll in Classes (Instructor Approval Required) |
| September 4 | Monday | Labor Day; College Closed |
| September 11 | Monday | Full-Term Last Day for 80% Refund upon Withdrawal (Less Nonrefundable Fees) |
| September 15 | Friday | Delayed Start Last Day for Full Refund upon Withdrawal (Less Nonrefundable Fees) |
| September 18 | Monday | Delayed Start Classes Begin |
| September 21 | Thursday | Delayed Start Last Day to Enroll in Classes (Instructor Approval Required) |
| October 2 | Monday | Delayed Start Classes Last Day for 80% Refund upon Withdrawal (Less Nonrefundable Fees) |
| October 2 | Monday | Last Day to Change "I" grades from Spring and Summer |
| October 6 | Friday | Last Day to Apply for Fall Graduation |
| October 9-13 | Monday-Friday | Mid-Semester Evaluations |
| October 16 | Monday | Full-Term Mid-Term Grades Due (10:00 a.m.) |
| October 16 & 17 | Monday-Tuesday | Fall Break; No Classes |
| October 18 | Wednesday | Follow Monday Class Schedule |
| October 26 | Thursday | Last Day to Drop Full-Term Classes |
| November 6 | Monday | Advising and Early Registration Begins for Spring Semester 2017 |
| November 20 | Monday | Last Day to Drop Delayed Start Classes |
| November 23 & 24 | Thursday-Friday | College Closed |
| November 27 | Monday | Classes Resume |
| December 8 | Friday | Full-Term and Delayed Start Classes End |
| December 11 | Monday | All Final Grades Due (10:00 a.m.) |
| December 15 | Friday | Commencement Cumberland Campus (7:00 p.m.) |
| December 20 | Wednesday | College Closed (December 20 – January 2) |

SPRING SEMESTER 2018

| TERM | START DATE | END DATE |
|-----------------------------|-------------------|--------------|
| Full-Term (15 weeks) | January 22, 2018 | May 11, 2018 |
| Delayed Start (12 weeks) | February 14, 2018 | May 9, 2018 |

| | | |
|----------------------|------------------------|--|
| January 3 | Wednesday | College Open – Late Registration Resumes for Spring Semester |
| January 19 | Friday | Full-Term Last Day for Full Refund upon Withdrawal (Less Nonrefundable Fees) |
| January 22 | Monday | Full-Term Classes Begin |
| January 26 | Friday | Full-Term Last Day to Enroll in Classes (Instructor Approval Required) |
| February 9 | Friday | Full-Term Last Day for 80% Refund upon Withdrawal (Less Nonrefundable Fees) |
| February 9 | Friday | Last Day to Apply for Spring Graduation |
| February 13 | Tuesday | Delayed Start Classes Last Day for Full Refund upon Withdrawal (Less Nonrefundable Fees) |
| February 14 | Wednesday | Delayed Start Classes Begin |
| February 19 | Monday | Delayed Start Classes Last Day to Enroll in Classes (Instructor Approval Required) |
| February 20 | Tuesday | Last Day to Change “I” grades from Fall |
| February 28 | Wednesday | Delayed Start Classes Last Day for 80% Refund upon Withdrawal (Less Nonrefundable Fees) |
| March 5-9 | Monday-Friday | Mid-Semester Evaluations |
| March 12 | Monday | Full-Term Mid-Term Grades Due (10:00 a.m.) |
| March 26 – 30 | Monday-Friday | Spring Break; No Classes |
| March 29 – 30 | Thursday-Friday | College Closed |
| April 2 | Monday | Last Day to Drop Full-Term Classes |
| April 9 | Monday | Advising and Early Registration Begins for Summer and Fall Semesters |
| April 9 | Monday | Last Day to Drop Delayed Start Classes |
| May 9 | Wednesday | Delayed Start Classes End |
| May 11 | Friday | Full-Term Classes End |
| May 14 | Monday | All Final Course Grades Due (10:00 a.m.) |
| May 19 | Saturday | Commencement Cumberland Campus (11:00 a.m. & 2:00 p.m.) |
| May 21 | Monday | Commencement Bedford County Campus (7:00 p.m.) |

SUMMER SESSION 2018

| TERM | START DATE | END DATE |
|--------------------------|--------------|-----------------|
| Restrictive Program Term | May 14, 2018 | August 10, 2018 |
| Summer Term | June 4, 2018 | July 13, 2018 |

| | | |
|------------------|------------------|---|
| May 11 | Friday | Restrictive Program Term Last Day for Full Refund upon Withdrawal (Less Nonrefundable Fees) |
| May 14 | Monday | Restrictive Program Term Classes Begin |
| May 18 | Friday | Restrictive Program Term Last Day to Enroll in Classes (Instructor Approval Required) |
| May 28 | Monday | Memorial Day; College Closed |
| May 31 | Thursday | Restrictive Term Last Day for 80% Refund upon Withdrawal (Less Nonrefundable Fees) |
| June 1 | Friday | Summer Term Last Day for Full Refund upon Withdrawal (Less Nonrefundable Fees) |
| June 4 | Monday | Summer Term Classes Begin |
| June 8 | Friday | Summer Term Last Day to Enroll in Classes (Instructor Approval Required) |
| June 8 | Friday | Last Day to Apply for Summer Graduation |
| June 11 | Monday | Delayed Start Last Day for 80% Refund upon Withdrawal (Less Nonrefundable Fees) |
| June 22 | Friday | Practical Nursing Diplomas Available |
| June 27 | Wednesday | Summer Term Last Day to Drop |
| July 4 | Wednesday | Independence Day Holiday; College Closed |
| July 13 | Friday | Summer Term Classes End |
| August 1 | Wednesday | Late Registration Begins for Fall 2018 |
| August 10 | Friday | Restrictive Program Term Classes End |
| August 13 | Monday | All Final Grades Due (10:00 a.m.) |
| August 17 | Friday | Summer Graduation |

FALL SEMESTER 2018

| TERM | START DATE | END DATE |
|-----------------------------|--------------------|-------------------|
| Full-Term (15 weeks) | August 20, 2018 | December 10, 2018 |
| Delayed Start (12 weeks) | September 17, 2018 | December 10, 2018 |

| | | |
|-------------------------|-------------------------|---|
| August 17 | Friday | Full-Term Last Day for Full Refund Upon Withdrawal (Less Nonrefundable Fees) |
| August 20 | Monday | Full-Term Classes Begin |
| August 24 | Friday | Full-Term Last Day to Enroll in Classes (Instructor Approval Required) |
| September 3 | Monday | Labor Day; College Closed |
| September 10 | Monday | Full-Term Last Day for 80% Refund Upon Withdrawal (Less Nonrefundable Fees) |
| September 14 | Friday | Delayed Start Last Day for Full Refund Upon Withdrawal (Less Nonrefundable Fees) |
| September 17 | Monday | Delayed Start Classes Begin |
| September 20 | Thursday | Delayed Start Last Day to Enroll in Classes (Instructor Approval Required) |
| October 1 | Monday | Delayed Start Classes Last Day for 80% Refund Upon Withdrawal (Less Nonrefundable Fees) |
| October 1 | Monday | Last Day to Change "I" grades from Spring and Summer |
| October 8 - 12 | Monday-Friday | Mid-Semester Evaluations |
| October 15 | Monday | Full-Term Mid-Term Grades Due (10:00 a.m.) |
| October 25 | Thursday | Last Day to Drop Full-Term Classes |
| November 1 | Thursday | Delayed Start Mid-Term Grades Due (10:00 a.m.) |
| November 5 | Monday | Advising and Registration Begins for Spring Semester |
| November 19 | Monday | Last Day to Drop Delayed Start Classes |
| November 19 - 21 | Monday-Wednesday | Fall Break; No Classes |
| November 22 - 23 | Thursday-Friday | College Closed |
| November 26 | Monday | Classes Resume |
| December 10 | Monday | Full-Term and Delayed Start Classes End |
| December 12 | Wednesday | All Final Grades Due (10:00 a.m.) |
| December 14 | Friday | Commencement Cumberland Campus (7:00 p.m.) |
| December 19 | Wednesday | College Closed (December 19 – January 1) |

SPRING SEMESTER 2019

| TERM | START DATE | END DATE |
|-----------------------------|-------------------|-------------|
| Full-Term (15 weeks) | January 14, 2019 | May 8, 2019 |
| Delayed Start (12 weeks) | February 11, 2019 | May 8, 2019 |

| | | |
|----------------------|------------------------|--|
| January 2 | Wednesday | College Open – Late Registration Resumes for Spring Semester |
| January 11 | Friday | Full-Term Last Day for Full Refund Upon Withdrawal (Less Nonrefundable Fees) |
| January 14 | Monday | Full-Term Classes Begin |
| January 18 | Friday | Full-Term Last Day to Enroll in Classes (Instructor Approval Required) |
| January 21 | Monday | Observance Dr. Martin Luther King, Jr. Day; No Classes |
| February 1 | Friday | Full-Term Last Day for 80% Refund Upon Withdrawal (Less Nonrefundable Fees) |
| February 8 | Friday | Delayed Start Classes Last Day for Full Refund Upon Withdrawal (Less Nonrefundable Fees) |
| February 11 | Monday | Delayed Start Classes Begin |
| February 18 | Monday | Delayed Start Classes Last Day to Enroll in Classes (Instructor Approval Required) |
| February 19 | Tuesday | Last Day to Change “I” grades from Fall |
| February 25 | Monday | Delayed Start Classes Last Day for 80% Refund Upon Withdrawal (Less Nonrefundable Fees) |
| March 4 - 8 | Monday-Friday | Mid-Semester Evaluations |
| March 11 | Monday | Full-Term Mid-Term Grades Due (10:00 a.m.) |
| March 11 - 15 | Monday-Friday | Spring Break; No Classes |
| March 25 | Monday | Last Day to Drop Full-Term Classes |
| March 25 | Monday | Delayed Start Mid-Term Grades Due (10:00 a.m.) |
| April 8 | Monday | Last Day to Drop Delayed Start Classes |
| April 8 | Monday | Advising and Early Registration Begins for Summer and Fall Semesters |
| April 18 - 19 | Thursday-Friday | College Closed |
| May 7 | Tuesday | Follow Thursday Class Schedule |
| May 8 | Wednesday | Follow Friday Class Schedule |
| May 8 | Wednesday | Full-Term and Delayed Start Classes End |
| May 13 | Monday | All Final Course Grades Due (10:00 a.m.) |
| May 18 | Saturday | Commencement Cumberland Campus (11:00 a.m. & 2:00 p.m.) |
| May 20 | Monday | Commencement Bedford County Campus (7:00 p.m.) |

SUMMER SESSION 2019

| TERM | START DATE | END DATE |
|--------------------------|--------------|----------------|
| Restrictive Program Term | May 13, 2019 | August 9, 2019 |
| Summer Term | June 3, 2019 | July 12, 2019 |

| | | |
|----------------|-----------------|---|
| May 10 | Friday | Restrictive Term Last Day for Full Refund Upon Withdrawal (Less Nonrefundable Fees) |
| May 13 | Monday | Restrictive Term Classes Begin |
| May 17 | Friday | Restrictive Term Last Day to Enroll in Classes (Instructor Approval Required) |
| May 27 | Monday | Memorial Day; College Closed |
| May 29 | Wednesday | Restrictive Term Last Day for 80% Refund Upon Withdrawal (Less Nonrefundable Fees) |
| May 31 | Friday | Summer Term Last Day for Full Refund Upon Withdrawal (Less Nonrefundable Fees) |
| June 3 | Monday | Summer Term Classes Begin |
| June 7 | Friday | Summer Term Last Day to Enroll in Classes (Instructor Approval Required) |
| June 10 | Monday | Summer Term Last Day for 80% Refund Upon Withdrawal (Less Nonrefundable Fees) |
| June 21 | Friday | Practical Nursing Diplomas Available |
| June 26 | Wednesday | Summer Term Last Day to Drop |
| July 4 | Thursday | Independence Day Holiday; College Closed |
| July 5 | Friday | No Classes |
| July 12 | Friday | Summer Term Classes End |
| August 1 | Thursday | Late Registration Begins for Fall 2019 |
| August 12 | Monday | All Final Grades Due (10:00 a.m.) |
| August 16 | Friday | Summer Graduation |



General Information

THE COLLEGE

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

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

We will be the college of choice that transforms lives, strengthens communities, and makes learners the center of everything we do.

MISSION

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

| | |
|-------------|--------------------------------|
| 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. |

GUIDING PRINCIPLES

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.

GENERAL EDUCATION GOALS FOR STUDENTS

Allegany College of Maryland's General Education Goals and Outcomes have been developed in conjunction with Allegany College of Maryland's mission, vision, values and goals. Updated in 2013, these goals and outcomes are based on the Code of Maryland (COMAR) and on *Middle States Characteristics of Excellence*, Standard 12. All degree graduates of Allegany College of Maryland will be able to demonstrate proficiency at the time of graduation (or at other key points) in each of the following Goals and Outcomes:

- **Written and Oral Communication** – Use reading, writing, speaking, and listening to communicate effectively.
- **Scientific and Quantitative Reasoning** – Use fundamentals of scientific investigation and/or mathematical concepts to explain or to solve problems.
- **Critical Analysis and Reasoning** – Analyze, synthesize, and evaluate data and text.
- **Technological Competency** – Use discipline-specific technologies effectively.
- **Information Literacy** – Locate, evaluate, and use information ethically and effectively.
- **Personal and Civic Responsibility** – Explore and develop understanding for oneself and others, the community, and other cultures, and engage with issues of local, national, and global significance.
- **Arts and Humanities Inquiry** – Explore and interpret expressions of human ideals, values, and creativity across cultures.

ACCREDITATION

Allegany College of Maryland is accredited by the Middle States Commission on Higher Education, 3624 Market Street, 2nd Floor West, Philadelphia, PA 19104-2680; 267-284-5000. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. The College is also accredited and approved for operation by the Maryland Higher Education Commission, 6 North Liberty Street, Baltimore, MD 21201; 1-800-974-0203. The Pennsylvania Department of Education has granted certification to the Allegany College of Maryland campus in Bedford county and to the academic programs offered.

CUMBERLAND CAMPUS

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 14 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, Advising Center, Instructional Affairs, 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 Information Technology 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 health programs are 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 ACM Foundation office, public relations, marketing departments, and bookstore.

BEDFORD COUNTY CAMPUS

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, three distance learning classrooms, 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

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 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.

ALLEGANY COLLEGE OF MARYLAND FOUNDATION, INC.

Board of Directors

| | | |
|-------------------------|------------------------|---------------------------|
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President, Allegany College of Maryland

David R. Jones
*Vice President of Advancement and Community Relations 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.

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, INC.

The Bedford County Regional Education Foundation 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;
- Management and investment of funds; and
- Development of campus facilities and infrastructure.

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 Director of PA Advancement and Community Relations. Inquiries concerning the Bedford County Regional Education Foundation may be made by calling or writing:

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

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

| | | |
|-------------------|--------------------------|----------------|
| Lynn Ashe | Meredith Hendershot | Kirt Morris |
| Dirk Barkman | Bill Higgins | Ralph Scott |
| Todd Beatty | Steve Howsare | Dr. Dan Webb |
| Craig Cutchall | Dan Koontz, <i>Chair</i> | Brad Will |
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| Merle Helsel | Mike Miller | |

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

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

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 Burtnett-Myers | Shane Imler | Dr. Allen Sell |
| Marty Culp | Melissa Jacobs | Bette Slayton |
| David DiPasquale | Dan Koontz | Denise Steele |
| Karen Everhart | Doug Lingsch | Paula Thomas |
| Kellie Goodman Shaffer | Eric May | Larry Williams |
| Jim Hollis | Larry Myers, <i>Chair</i> | Pamela Wilt |

SOMERSET COUNTY ADVISORY COMMITTEE

The purpose and function of the Somerset County Advisory Committee is to provide assistance and recommendations to the Board of Trustees and ACM administration.

| | | |
|------------------------------|-----------------------------|-----------------|
| Ron Aldom | Mark P. Frick | Mindy Platt |
| Scott Ash | Eileen Itell | Gloria Pritts |
| Michele Beener | Nina Johnson | Karen Remick |
| Mark Bower | Shawn Kaufman | Tim Resh |
| Sharon Clapper, <i>Chair</i> | Lladel Lichty | Kirk Sherbine |
| Tina Devers | Sally McClintock | Heidi Sroka |
| Gary DuFour | Hank Parke, <i>Co-Chair</i> | Carol Stern |
| Paula Eppley-Newman | Heidi Petrosky | Pam Tokar-Ickes |

DONALD L. ALEXANDER LIBRARY

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, has 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 24-station computer lab and a lounge where students can take refreshments and have wireless Internet via their laptop computers.

The library includes the 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.

Cumberland Campus library resources include a collection of 70,000 print volumes; a periodicals collection of approximately 100; a large selection of non-print materials such as DVDs, eBooks, videotapes, CDs, and audio cassettes; 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 online 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 faculty, staff, and students. 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.

Library resources can also be found at the Bedford County Campus. The Bedford County Campus library offers computer stations that give access to the library online catalog and databases, and electronic resources, which are accessible through the college library webpage, <http://library.allegany.edu/polaris/>. These databases, online books, and select websites have thousands of periodical articles, books, and other forms of information on a wide variety of topics from nursing, psychology, science, and other disciplines. Training on use of these databases and other library resources is available from the professionally trained librarian assigned to the campus.

CENTER FOR CONTINUING EDUCATION

The mission of the Allegany College of Maryland Center for Continuing Education cultivates lifelong learners by providing superior, flexible and relevant workforce education, professional development training and personal enrichment opportunities to enhance economic advancement and quality of life for our students, partners, and communities.



ALLEGANY COLLEGE
of MARYLAND
CENTER FOR CONTINUING EDUCATION
& WORKFORCE DEVELOPMENT

Last year 13,792 registrations were received in 1,160 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. Fun and exciting healthy living activities include; swimming, water aerobics, SCUBA, Pilates, Cardio, and Zumba that improve strength, tone, flexibility and cardiovascular and respiratory fitness. Beginning and practicing crafters can join and learn new skills in a variety of courses and related activities including; painting, drawing, knitting, sewing, and quilting. Students can also develop their culinary skills by participating in single evening classes taught by a professional local chef or culinary expert. Other personal enrichment classes include foreign and sign languages, history, cake decorating, digital photography, writing, beekeeping, antiquing, cryptozoology, and small engine maintenance. Lunch with the Arts exposes participants to an informal demonstration/discussion pertaining to the presenter's individual art form and includes a delicious lunch at ACM's Culinaire Café. Open to the community at large. Community Services offers cultural development excursions including metropolitan theatre trips and museum tours, promotion of local theatre, world travel, and a wide variety of artistic experiences and events. All of these offerings encourage new students participation in an established learning environment.

Health & Human Services

Health & Human Services provides training to a wide variety of regional health and human service professionals and organizations, local employers, and the general public. Courses cover an expansive range of current topics allowing an extensive array of area providers to maintain competency and certification. Competency-based health career training also prepares individuals for immediate employment in entry-level health occupations. Pre-service, in-service, and specialized job training helps employers maintain a highly-skilled workforce. The staff works closely with multiple community partners to enhance local training opportunities and is always happy to customize training to meet virtually any need. In addition, Community Health and Wellness courses provide information on healthy living as well as fitness opportunities. Health & Human Services is also home to ACM's American Heart Association Training Center. The Center offers CPR Certification and Renewal for health care providers, students, businesses, and the general public.

Professional Development

Professional Development offers both open enrollment and customized training for local employers for a wide range of occupations including; Advanced Manufacturing, Real Estate Sales and Appraisal, Insurance, Construction, Financial/Legal, Leadership/Management, and Small Business/Entrepreneurial trainings. In addition, partnership agreements include trainings for Maryland State and Federal correctional facilities, law enforcement agencies, building and trades unions, court mandated training, Lifeskills/Essential Skills Training, and the Community Based Transition Program.

Workforce Development

Delivering customized training programs for local and regional employers, our Workforce Development team enables businesses to target specific skill development for entry-level hires, experienced workers, middle management and senior management professionals. This approach to training allows us to deliver quality services that exceed our clients' expectations.

Diverse workforce development classes for the community range from short term classes to intensive, semester long traditional and online offerings. Our current courses range from basic computer technology to welding certification training.

Workforce Development & Training for Pennsylvania

Allegheny College of Maryland's Pennsylvania Center for Workforce Development and Continuing Education provides 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 center works 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 setting of the Southern Alleghenies region. To begin services or receive our latest training catalog, please contact Wayne Blue, at wblue@allegheny.edu.

Services – Center for Continuing Education

Workforce training: Continuing education courses, seminars and workshops are offered on the campus of Allegheny 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 Center works cooperatively with a variety of associations, institutions, and agencies to provide a wide variety of high-quality training opportunities.

Online courses: Designed to address the learning needs of customers at times appropriate to their schedules through partnerships with Ed2Go, Careershorts, and Alleghenytech-gbc.com.

Computer labs: State of the art computer labs are available for custom-designed training at the campus. Mobile computer labs are also available at the Center 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.allegheny.edu.

ART GALLERY

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

DR. ROBERT ZIMMER COLLEGE THEATRE

The Dr. Robert Zimmer College Theatre, named for its first president, is located in the College Center. Seating four hundred, it will accommodate a variety of cultural programs and activities.

PARKING

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 Permit is necessary and may be obtained at the Business Office. Violators will be fined. Parking fines are considered financial obligations to the College.

SECURITY

Allegany 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 campus 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 campus 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.

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 Director of Security is located in the College Center, room CC-190.

STUDENT POPULATION

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 the two 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

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.



Admissions

ADMISSIONS AND ENROLLMENT

Any person sixteen years or older will be accepted for admission to Allegany College of Maryland. For early admission of high school students, see section titled Early College Status on the following page.

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

All applicants must file a formal 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 VA Certifying Official located in the Admissions/Registration Office for information regarding veterans' educational benefits and assistance.

Program areas of concentration 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.

SELECTIVE ADMISSION HEALTH PROGRAMS

Allegany College of Maryland offers several selective admission health programs*. Students typically begin the program by completing one or more semesters taking preparatory courses to become eligible for admission to the “clinical phase” of the program of their choice. Preparatory courses include general education courses, developmental courses, and other courses recommended to prepare students for the “clinical phase” of their program.

The courses in the “clinical phase” 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 “clinical phase” of each program must be completed to earn a degree or certificate.

Students who are not admitted to the “clinical phase” are considered in a pre-phase of the designated program. Students in a pre-phase who meet the minimum requirements for the “clinical phase” of the program of their choice are admitted, as space is available, competing for limited spaces. **Students are not guaranteed a space in any “clinical phase” merely on the basis of having achieved minimum eligibility requirements.** Students that are in a pre-phase will follow the General Studies program requirements.

*Dental Hygiene, Human Service Associate, LPN-RN Online, Massage Therapy, Medical Assistant, Medical Laboratory Technology, Nursing, Occupational Therapy Assistant, Physical Therapist Assistant, Practical Nursing, Radiologic Technology, and Respiratory Therapist.

ADMISSION AS A NON-DEGREE STUDENT

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

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 or guidance counselor, if the college class of choice is a daytime class, and (2) completed all normal college admission requirements, including the College Placement Assessment or proper SAT/ACT scores.
- 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 at the completion of the fall semester. The student may however provide documentation from his/her high school verifying graduation and may participate in the spring commencement ceremony prior to the high school graduation date.

SPECIAL GIFTED AND TALENTED

In special circumstances, Allegany College of Maryland can accept, with approval from high school officials and the student's parent or guardian, a student who has completed seventh grade and who 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

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

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

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

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

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

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, good academic standing, and financial clearance.

ADMISSION WITH ADVANCED STANDING (TRANSFER CREDIT)

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 educational 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 consistent with state minimum requirements 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 cumulative GPA 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 total credit hours allowable in transfer and/or credit by examination to Allegany College of Maryland may not exceed one half the total number of semester hours required in the student’s curriculum or 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 Senior Vice President of Instructional and Student Affairs and the Director of Admissions and Registration.
- For more information, please contact the Admissions Office at 301-784-5199 or go to www.allegany.edu/admissions.

COURSE LOAD STATUS

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

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

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 final decision in these cases of readmission will rest with the Admissions Committee.



**Tuition
and Fees
(Expenses)**

SEMESTER TUITION, FEES, AND OTHER CHARGES

All tuition, fees, and other applicable charges not covered by student financial aid are due in full to Allegany College of Maryland at the time of registration. Payment can be made by cash (Cumberland Campus), check, or money order. Credit card payments can be made online through our website (www.allegany.edu) by clicking on WebAdvisor and following the instructions or onsite at the Cumberland Campus. The College accepts VISA, Master Card, and Discover payments. A payment plan is available with NelNet Business Solutions. There is a \$25 fee per semester to sign up for the payment plan. If payment arrangements are not made by the posted dates, students will be deregistered from classes.

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 2017 and summer session 2017. Tuition and subsidy rates may change for the 2017-2018 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 2017-2018. 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 |
|--------------------------------|--|--|--|-----------------------|
| Standard Rates | \$117 | \$225 | \$270 | \$270 |
| Subsidies: PA State Subsidy | | | | TBD |
| Student Pays | \$117 | \$225 | \$270 | \$270 |

*For process used for determination of legal residence, see Academic Information section, pages 304-307.

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

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 are charged the out-of-county tuition rate. However, these students may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Funding availability for these programs is based on funding from the State of Maryland and is thus subject to change each semester. Some restrictions apply. For more information, see the Programs of Study portion of the catalog, pages 43-44.

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:

| | | |
|--------------------------------|----------------------------------|-------------------------------|
| Dental Hygiene* | Medical Laboratory Technology - | Phlebotomy/EKG Technician |
| Human Service Associate* | Biotechnology* | Physical Therapist Assistant* |
| Massage Therapy* | Nursing* | Practical Nursing* |
| Medical Assistant* | Nursing Assistant/Geriatric Aide | Radiologic Technology* |
| Medical Coding and Billing | Occupational Therapy Assistant* | Respiratory Therapist* |
| Medical Laboratory Technology* | Pharmacy 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 |
| 1 | \$ 117 | \$ 225 | \$ 270 | \$ 270 |
| 2 | \$ 234 | \$ 450 | \$ 540 | \$ 540 |
| 3 | \$ 351 | \$ 675 | \$ 810 | \$ 810 |
| 4 | \$ 468 | \$ 900 | \$ 1,080 | \$ 1,080 |
| 5 | \$ 585 | \$ 1,125 | \$ 1,350 | \$ 1,350 |
| 6 | \$ 702 | \$ 1,350 | \$ 1,620 | \$ 1,620 |
| 7 | \$ 819 | \$ 1,575 | \$ 1,890 | \$ 1,890 |
| 8 | \$ 936 | \$ 1,800 | \$ 2,160 | \$ 2,160 |
| 9 | \$ 1,053 | \$ 2,025 | \$ 2,430 | \$ 2,430 |
| 10 | \$ 1,170 | \$ 2,250 | \$ 2,700 | \$ 2,700 |
| 11 | \$ 1,287 | \$ 2,475 | \$ 2,970 | \$ 2,970 |
| 12 | \$ 1,404 | \$ 2,700 | \$ 3,240 | \$ 3,240 |
| 13 | \$ 1,521 | \$ 2,925 | \$ 3,510 | \$ 3,510 |
| 14 | \$ 1,638 | \$ 3,150 | \$ 3,780 | \$ 3,780 |
| 15 | \$ 1,755 | \$ 3,375 | \$ 4,050 | \$ 4,050 |
| 16 | \$ 1,872 | \$ 3,600 | \$ 4,320 | \$ 4,320 |
| 17 | \$ 1,989 | \$ 3,825 | \$ 4,590 | \$ 4,590 |
| 18 | \$ 2,106 | \$ 4,050 | \$ 4,860 | \$ 4,860 |
| 19 | \$ 2,223 | \$ 4,275 | \$ 5,130 | \$ 5,130 |

OTHER FINANCIAL ASSISTANCE

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 Bedford County Regional Education Foundation | (814) 652-9528, ext. 6223 |

SEMESTER FEE SCHEDULE

| | |
|--|---------|
| Registration Fee (non-refundable) | \$35.00 |
| Student Fee per Semester Hour | \$5.00 |
| Technology Fee per Semester Hour | \$5.00 |
| Placement Test (first-time students only; non-refundable) | \$20.00 |
| Orientation Fee (first-time students only) | \$5.00 |
| Transcripts (official copy) | \$5.00 |
| Automotive Technology Tool Usage Fee | \$50.00 |
| Departmental Challenge Examination | \$25.00 |
| Late Payment Fee (assessed on any balances owed after last payment plan date) | \$50.00 |
| Criminal Background Check Fee (Required for certain courses; check course description) | |

- 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

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

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



**Financial
Aid**

PURPOSE OF FINANCIAL AID PROGRAM

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, eighty-four percent of all enrolled students at Allegany College of Maryland receive some form of financial aid.

AVAILABLE FINANCIAL AID RESOURCES

In addition to having its own funds, Allegany College of Maryland participates in most federal programs. Residents of Maryland and Pennsylvania are also eligible to receive state scholarships from their respective states. Last year, Allegany College of Maryland disbursed more than \$19,000,000 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, scholarship, 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

Students need only to complete the FAFSA (Free Application for Federal Student Aid) to apply for federal financial aid. The FAFSA for 2017-2018 became available October 1, 2016 and is available at www.fafsa.gov. In order for students to receive the maximum amount of federal and state financial aid monies, students should complete the FAFSA before March 1, 2017.

Students are encouraged to complete the FAFSA on the WEB Worksheet (FOTW) to assist them in completing the online application (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.

After the FAFSA is processed, students selected for verification by the federal government will receive an email notification of additional documents that are required to complete the financial aid process.

A Financial Aid Award Letter detailing all award decisions and giving additional information and instructions about the aid offered is sent to each applicant and can also be viewed on the student's WebAdvisor account. Allegany College of Maryland also provides to students via the WebAdvisor Account the Federal Shopping Sheet, which is a comparative consumer tool designed by the federal government to simplify and standardize financial aid information.

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

Admissions Status - Only students classified as "degree-seeking" or "certificate-seeking" are eligible for financial aid, except for the General Studies Certificate program which is not eligible for any type of Title IV Federal Financial Aid. "Non-degree" students, such as those classified as Early College, Transient, or Letter of Recognition, 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 under Student Information.

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 and select Student Information.

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.

Pennsylvania Students - Students receiving a Pennsylvania State Grant, administered by the Pennsylvania Higher Education Assistance Agency (PHEAA), who are enrolled for more credits in web courses than for credits in in-classroom based courses will not be eligible to receive any PA State Grant funds. This rule is effective on a semester basis; students will be evaluated each semester. In addition, in order for hybrid or blended course credits to count as in-classroom, the online instruction component cannot exceed 50 percent of the combined online and in-classroom contact hours. The actual eligibility requirements can be found online at: www.pheaa.org/funding-opportunities/state-grant-program/prepare.shtml.

In addition, PA students must be enrolled on at least a half-time basis (6 credit hours) in a PHEAA approved undergraduate program of study which is at least 2 academic years in length and seeking a first bachelor’s degree. Credits required for minimum enrollment must count toward the student’s degree/program for which he/she is enrolled. If a student is taking remedial courses, he/she must also take at least 3 non-remedial credits. If total remedial credits are more than non-remedial credits, the student’s grant amount may be reduced. A student can only receive this “combined credit” payment, called “Remedial Exception,” for 2 full-time or 4 part-time semesters.

For more information on these policies, contact the Student Financial Aid Office.

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

ALLEGANY COLLEGE OF MARYLAND GRANTS (ACM GRANT)

ACM Grants are institutional funds awarded by the Student Financial Aid Office to students showing high financial need. Students must complete a FAFSA (www.fafsa.gov) and enroll for a minimum of 6 credits per semester for consideration.

NON-MARYLAND RESIDENT TUITION REDUCTION FOR COMMUNITY COLLEGE NURSING STUDENTS

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.

Additional information and the application are available at <http://www.mhec.state.md.us> under Financial Aid Resources – Financial Aid – State Financial Assistance Programs and Applications.

SCHOLARSHIPS

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, which can be found online at www.allegany.edu/scholarships.

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 each semester in the Admissions Office and provide a copy of the final official high school transcript.

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, 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.

Allegany County Opportunity Scholarship Program

The Allegany County Opportunity Scholarship Program has been established by the Allegany County Commissioners. This opportunity is only available to residents of Allegany County (minimum three years residency requirement). For additional information about the scholarships below or to inquire about the Allegany County Opportunity Continuing Education and Workforce Development Scholarship or the Allegany County Opportunity Jump Start Early College Scholarship, please contact the Allegany College of Maryland Foundation Office at (301) 784-5200.

1) Allegany County Opportunity Tuition Subsidy for Credit Students

Tuition subsidies will be provided to help support the cost of tuition that is not covered by federal or state aid and scholarship support. Up to 50% of the in-county tuition rate per credit hour will be provided through this scholarship fund. At least a 2.0 grade point average is required to receive the tuition subsidy. To apply for this award, you must complete the FAFSA and apply for ACM Foundation Scholarships.

2) Allegany County Opportunity Merit Scholarship Award

Merit scholarships in the amount of \$1,000 or more will be awarded each academic year. Students must have at least a 3.0 grade point average and meet all other eligibility criteria. Special consideration will be given to students who express their intention to transfer to Frostburg State University upon graduation from Allegany College of Maryland.

Allegany 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 Allegany College of Maryland. Student must have a GPA of at least 3.0 at the end of first semester at Allegany College of Maryland in order to continue the award for the second semester.

Altoona Area High School
Bedford County Technical Center
Bedford High School
Berlin Brothers Valley High School
Central High School, Pennsylvania
Chestnut Ridge High School
Claysburg-Kimmel High School
Everett Area High School
Forbes Road High School
Frankfort High School
Hancock High School
Hope for Hyndman Charter School

Keyser High School
McConnellsburg High School
Meyersdale Area High School
Mineral County Technical Center
North Star High School
Northern Bedford High School
Northern Garrett High School
Paw Paw High School
Rockwood Area High School
Salisbury-Elk Lick High School
Shade Central City High School


Shanksville Stoneycreek High School
Somerset Area High School
Somerset County Technical Center
Southern Fulton High School
Southern Garrett High School
Turkeyfoot Valley High School
Tussey Mountain High School
Washington County Technical High School
Windber Area 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 Allegany 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.



**Programs of
Study**

BEDFORD COUNTY CAMPUS

Programs of Study Offered in the Following Areas:

- Applied Technical Studies
- Business
- Computer Technology
- Criminal Justice
- General Studies
- Hospitality Management
- Nursing

BEDFORD COUNTY TECHNICAL CENTER

Degree and Certificate Programs Offered in the Following Areas:

- Articulated Programs
 - Automotive Technology
 - Culinary Arts
 - Hospitality Management
 - Selected Allied Health Programs
- Nursing (program clinicals)

NOTE: Pennsylvania campus students should note that certain academic programs are made possible through a combination of course-delivery methods which include the use of distance-learning technology as well as the traditional classroom setting. To complete these programs, students should anticipate taking online courses offered via Internet, distance-learning courses that connect the instructor and two or more classrooms through teleconferencing, and/or courses by directed study. Certain programs may require that a small number of courses be taken at the Cumberland Campus. Please speak with an academic advisor for specific course scheduling.

CUMBERLAND CAMPUS

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 | Massage Therapy |
| Business Management | Medical Administrative Assistant |
| Child Care Professional* | Medical Assistant |
| Computer Technology | Medical Laboratory Technology |
| • Cybersecurity AOC | Multimedia Technology |
| • Programming AOC | Nursing |
| • Technical Support AOC | Occupational Therapy Assistant |
| • Web Development AOC | Office Technologies** |
| Criminal Justice | Paralegal |
| Culinary Arts | Physical Therapist Assistant |
| Dental Hygiene | Radiologic Technology |
| Forest Technology | Respiratory Therapist |
| Hospitality Management | |
| • Hotel and Restaurant Management AOC | |
| • Professional Golf Management AOC | |

**This program temporarily suspended - see page 66.*

***This program temporarily suspended - see page 134.*

2. Certificate Programs***:

| | |
|------------------------------|------------------------------|
| Applications User Specialist | Business Marketing and Sales |
| Automotive Service Attendant | Business Supervision |
| Automotive Technology | Criminal Justice |
| Business Accounting | Cybersecurity |
| Business Entrepreneurship | Dietary Manager |

2. Certificate Programs*: (continued)**

| | |
|--|------------------------------|
| General Studies | Pharmacy Technician |
| Graphic Design | Phlebotomy/EKG Technician |
| Massage Therapy | Practical Nursing |
| Medical Coding and Billing | Professional Golf Management |
| Medical Laboratory Technology - Biotechnology | Spanish |
| Nursing Assistant/Geriatric Aide | Technical Support |
| | Tree Care Technician |

***For more reported information about these programs, visit our website at www.allegany.edu/gainfulemploymentdisclosure/.

3. Letter of Recognition Programs:

| | |
|------------------------------|------------------------------|
| Accounting | Integrative Health |
| Addiction Treatment | Integrative Wellness |
| Baking Essentials | Leadership Development |
| Cooking Essentials | Lodging Supervision |
| Criminal Justice/Corrections | Marketing and Sales Training |
| Entrepreneurship Training | Peace and Conflict Studies |
| First-Line Supervision | Photography |
| Food Service Supervision | Web Page Development |

TRANSFER PROGRAMS (first two years of a bachelor’s degree)

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.

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.

Transfer Programs:

| | | |
|---------------------------------|---------------------------------|--|
| Arts and Sciences (Arts) | • Health/Physical Education AOC | Computer Science/ Cybersecurity/Information Systems |
| • Art AOC | • History AOC | |
| • English AOC | • Nanotechnology AOC | Criminal Justice |
| Arts and Sciences (Sciences) | • Physics AOC | General Studies |
| • Athletic Training/Fitness AOC | • Psychology AOC | Teacher Education |
| • Biology AOC | • Social Work AOC | • Early Childhood AOC |
| • Business Accounting AOC | • Sociology AOC | • Elementary AOC |
| • Business Economics AOC | Business Administration | • Secondary AOC |
| • Chemistry AOC | | Teaching - Elementary (AAT) |

NOTE: Not all degrees/AOC’s in all areas of study are offered at both campuses. Students should consult their advisors for specific information.

AOC = Area of Concentration

DISTANCE LEARNING PROGRAM

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 both of our campus locations.

Minimum Computer Requirements: Modern PC or laptop with at least 2 GB of RAM, a broadband Internet connection, and Windows 7 or Windows 8.

Recommended: Modern PC or laptop with at least 4 GB of RAM, a broadband Internet connection, and Windows 8 or 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 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 at <http://www.marylandonline.org/students> or by contacting the coordinator of distance learning at 301-784-5376.

Interactive Video Classroom Courses

Allegany College of Maryland offers a number of courses which are linked to distance learning classrooms at our 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 our campuses—Cumberland (MD), Gateway Center (MD), and Bedford County (PA). In these two-way interactive video classrooms, you will interact with students and faculty at the other site. You will see and be seen, hear and be heard—in real time—by class members at the participating site. Your instructor may teach from the site you attend or from a remote site. Many course offerings are available to you through this interactive system. By giving students at our campuses the option to participate in these interactive video classroom courses, we are able offer additional courses to students at all campuses.

HEALTH MANPOWER SHORTAGE PROGRAMS

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. Maryland residents from counties other than Allegany who register in these eligible programs are charged the out-of-county tuition rate. However, these students may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. 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.

Note: The list of programs eligible for the Health Manpower Shortage Program changes periodically. In addition, funding availability for this program is based on funding from the State of Maryland and is thus subject to change. Please contact the Admissions/Registration Office for more information.

Certificate:

- Medical Coding and Billing
- Medical Laboratory Technology - Biotechnology*
- Nursing Assistant/Geriatric Aide
- Pharmacy Technician
- Phlebotomy/EKG Technician
- Practical Nursing*

*Selective Admission

Associate Degree:

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

*Selective Admission

For a list of other Health Manpower Shortage Programs available at other Maryland public community colleges, contact the Admissions Office or visit the Maryland Higher Education Commission's website at <http://www.mhec.state.md.us/>.

STATEWIDE DESIGNATED PROGRAMS

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. Maryland residents from counties other than Allegany who register in these eligible programs are charged the out-of-county tuition rate. However, these students may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates.

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: The list of eligible programs changes periodically for this program. In addition, funding availability for this program is based on funding from the State of Maryland and is thus subject to change. Please contact the Admissions/Registration Office for more information.

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 or visit the Maryland Higher Education Commission’s website at <http://www.mhec.state.md.us/>.

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

The Letter of Recognition in Addictions Services (LOR) provides students with knowledge that is essential for the field of addictions. When combined with other requirements of the Maryland State Addictions Licensing Board, these courses will also meet the required addictions specific courses for the Maryland Addictions Counselor Certification.

The Letter of Recognition in Addiction Services is intended primarily for students enrolled in Allegany College of Maryland's Human Service Associate degree program or another Maryland State-approved addictions preparation degree. Students interested in a career in addictions counseling should refer to the Human Service Associate Degree program for a description of this curriculum or consult with the Advising Center for other options. However, while 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.

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

All courses are offered as demand warrants.

| | Credit Hours |
|---|--------------|
| Allied Health 127 (Ethical and Legal Issues in Health Care) | 3 |
| Psychology 286 (Drugs and Human Behavior) | 3 |
| Psychology 287 (Addictions Treatment Delivery) | 3 |
| Total Credit Hours: | 9 |

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. 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 Applied Technical Studies.

COMPUTER TECHNOLOGY Credit Hours

Computer Technology 101
(Computer Literacy)3

GENERAL EDUCATION

English 101 (Freshman English I)3
① English Elective3
Humanities Elective3
Mathematics Elective3
Natural Science Elective3
Social and Behavioral Science
Elective3
Subtotal: 18
② Restricted ElectivesSubtotal: 9
③ ElectivesSubtotal: 30
Total Credit Hours: 60

-
- ① English 112 (*Business and Technical Communications*) is recommended.
 - ② Students may take additional courses in any of the General Education categories and/or electives in *Business Administration, Computer Technology, Medical Administrative Assistant, or Physical Education (up to a maximum of three Physical Education credits)*.
 - ③ Students 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
AREA OF CONCENTRATION
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 – Area of Concentration in Art.

| FIRST SEMESTER | Credit Hours |
|--|--------------|
| Art 111 (Design I) | 3 |
| Art 121 (Drawing I) | 3 |
| Computer Technology 101 (Computer Literacy) | 3 |
| English 101 (Freshman English I) | 3 |
| ①② Social and Behavioral Science Elective | 3 |
| Total: 15 | |
| | |
| SECOND SEMESTER | |
| Art 112 (Design II) | 3 |
| Art 221 (Drawing II) | 3 |
| ① English Elective | 3 |
| ① Mathematics Elective | 3 |
| Physical Activity | 1 |
| ①② Social and Behavioral Science Elective | 3 |
| Total: 16 | |

| THIRD SEMESTER | Credit Hours |
|---|--------------|
| Art 101 (Art Appreciation)..... | 3 |
| ① Elective..... | 3 |
| ① Laboratory Science Elective..... | 4 |
| Multimedia Technology 207 (Graphics) | 3 |
| Speech 101 (Speech Communication I) | 3 |
| Total: 16 | |
| | |
| FOURTH SEMESTER | |
| Art 223 (Painting I) | 3 |
| ① Elective..... | 3 |
| ① Elective..... | 3 |
| ① Laboratory Science Elective..... | 4 |
| Total: 13 | |
| Total Credit Hours: 60 | |

- ① Students transferring to other institutions should check with their advisor, Advising Center, or Student Success Center for appropriate electives.
- ② Social and Behavioral Science electives must be from two different disciplines.

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

ATHLETIC TRAINING/FITNESS AREA OF CONCENTRATION

Students successfully completing this program are awarded an Associate of Science Degree in Arts and Sciences in the Athletic Training and Fitness area of concentration. In order to become an athletic trainer students must complete a bachelor's degree in athletic training or exercise science at a four-year university.

Successful completion of this program qualifies the student to apply for an Associate of Science degree in Arts and Sciences – Area of Concentration in Athletic Training/Fitness.

| FIRST SEMESTER | Credit Hours | THIRD SEMESTER | Credit Hours |
|---|--------------|--|--------------|
| Biological Science 101 (General Biology I) | 4 | Biological Science 207 (Anatomy and Physiology of the Human I) | 4 |
| ① Elective | 1 | Physical Education 109 (Basketball and Volleyball) | 1 |
| English 101 (Freshman English I) | 3 | Physical Education 122 (Fitness Center) | 1 |
| Physical Education 104 (Swimming) | 1 | Physical Education 209 (Foundations of Training I) | 3 |
| Physical Education 145 (Personal Wellness) | 2 | ① Social and Behavioral Science Elective | 3 |
| Physical Education 155 (Mind-Body Movement Stress Reduction Techniques) | 1 | Speech 101 (Speech Communication I) | 3 |
| Psychology 101 (General Psychology) | 3 | Total: 15 | |
| Total: 15 | | | |
| SECOND SEMESTER | | FOURTH SEMESTER | |
| Biological Science 114 (Fundamentals of Nutrition) | 3 | Biological Science 208 (Anatomy and Physiology of the Human II) | 4 |
| English Elective | 3 | ① Humanities Elective | 3 |
| ① Humanities Elective | 3 | Physical Education 153 (Cardiopulmonary Resuscitation and First Aid) | 2 |
| Mathematics 109 (Probability and Statistics) | 3 | Physical Education 210 (Foundations of Training II) | 3 |
| Physical Education 201 (Outdoor Education) | 3 | ① Social and Behavioral Science Elective | 3 |
| Total: 15 | | Total: 15 | |
| | | Total Credit Hours: 60 | |

① Consult your advisor, the Advising Center or Student Success Center for appropriate courses.

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). Additional charges for automotive technology students will include a \$50 replacement tool fee. The Automotive Technology program at Allegany College of Maryland has been designated as a Statewide Program by the Maryland Higher Education Commission. Maryland residents from counties other than Allegany County who register in this eligible program will be charged the out-of-county tuition rate. However, these students may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Funding availability for this program is based on funding from the State of Maryland and is thus subject to change each semester. Some restrictions apply. More information can be obtained by contacting the Admissions Office. 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.

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

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

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

| FOURTH SEMESTER | Credit Hours |
|--|--------------|
| Automotive Technology 203 (Engine Testing) | 4 |
| Automotive Technology 206 (Air Conditioning) | 2 |
| Automotive Technology 216 (Automotive Electricity II) | 4 |
| Physical Education 152 (Industrial Safety) | 2 |
| Science Elective | 3-4 |
| Total: | 15-16 |
| Total Credit Hours: | 68-69 |

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). Additional charges for automotive technology students will include a \$50 replacement tool fee. The Automotive Technology program at Allegany College of Maryland has been designated as a Statewide Program by the Maryland Higher Education Commission. Maryland residents from counties other than Allegany County who register in this eligible program will be charged the out-of-county tuition rate. However, these students may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Funding availability for this program is based on funding from the State of Maryland and is thus subject to change each semester. Some restrictions apply. More information can be obtained by contacting the Admissions Office. 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 (Internal Combustion Engines I) | 4 |
| Automotive Technology 103 (Automotive Electricity I) | 4 |
| Automotive Technology 105 (Related Technical Automotive) | 2 |
| Automotive Technology 114 (Automotive Brakes I) | 2 |
| Automotive Technology 215 (Steering and Suspension) | 4 |
| Total: | 16 |

SECOND SEMESTER

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

SUMMER SESSION Credit Hours

(following second semester)

| | |
|--|---|
| Automotive Technology 210 (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/.

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

**AUTOMOTIVE TECHNOLOGY
 AUTOMOTIVE SERVICE ATTENDANT
 ONE-SEMESTER CAREER PROGRAM
 PREPARATION FOR EMPLOYMENT**

The Automotive Service Attendant (ASA) Certificate is a program offered to anyone wishing to gain basic knowledge of automotive systems and service. This program is designed for those wishing to enhance current knowledge, or to gain employment in the automotive service industry as an entry-level technician. It is structured to take advantage of evening meeting times to assist those currently employed. Automotive systems and the service of those systems are covered. The course content consists of all automotive material in an abbreviated format. The equipment available in our state-of-the-art automotive lab facility provides the opportunity for thorough hands-on training. This certificate program can be completed during the fall or spring semesters of the regular academic year. Students may attend courses out of sequence. There are no prerequisites for any of the courses, but a minimum grade of “C” is required to pass. This is a career program and is designed to enable students to seek employment at the program’s completion. Any student completing the Automotive Service Attendant Certificate program can receive credit for Automotive Technology 105 when registering for the Certificate, or the A.A.S. Degree. 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). Students completing this curriculum will be prepared to take the ASE G1 (Maintenance and Light Repair) exam. Additional charges for automotive technology students will include a \$50 replacement tool fee. The Automotive Technology program at Allegany College of Maryland has been designated as a Statewide Program by the Maryland Higher Education Commission. Maryland residents from counties other than Allegany County who register in this eligible program will be charged the out-of-county tuition rate. However, these students may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Funding availability for this program is based on funding from the State of Maryland and is thus subject to change each semester. Some restrictions apply. More information can be obtained by contacting the Admissions Office. Successful completion of this program qualifies a student to apply for a certificate in Automotive Service Attendant.

| | Credit Hours |
|--|--------------|
| Automotive Technology 107 (Basic Automotive Service) | 4 |
| Automotive Technology 109 (Basic Engine Service) | 4 |
| Automotive Technology 110 (Basic Transmission and Driveline Service) | 4 |
| Automotive Technology 112 (Basic Chassis and Brakes Service) | 4 |
| 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/.

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

BIOLOGY
AREA OF CONCENTRATION
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 – Area of Concentration in Biology.

| FIRST SEMESTER | Credit Hours |
|--|--------------|
| Biological Science 101 (General Biology I) | 4 |
| Chemistry 101 (General Chemistry I) .. | 4 |
| English 101 (Freshman English I) | 3 |
| Mathematics 119* or 201 (Pre-Calculus I or Calculus I) | 4 |
| Total: 15 | |
| | |
| SECOND SEMESTER | |
| Biological Science 102 (General Biology II) | 4 |
| Chemistry 102 (General Chemistry II) | 4 |
| ① English 103* (Introduction to Literature) or Arts and Humanities Elective | 3 |
| Mathematics 109 (Probability and Statistics) | 3 |
| Total: 14 | |

| THIRD SEMESTER | Credit Hours |
|--|--------------|
| <i>Select 2 of the following Biological Sciences:</i> | |
| Biological Science 103, 204, or 206 (General Botany, Microbiology, or Biotechnology) | 8 |
| Chemistry 203 or Physics 101 (Organic Chemistry I or Introductory Physics I) | 4 |
| ② Psychology 101 (General Psychology) or Social and Behavioral Science Elective | 3 |
| Total: 15 | |

| FOURTH SEMESTER | |
|--|---|
| ① Arts and Humanities Elective | 3 |
| Chemistry 204 or Physics 102 (Organic Chemistry II or Introductory Physics II) | 4 |
| Elective | 2 |
| Laboratory Science Elective..... | 4 |
| ② Social and Behavioral Science Elective | 3 |
| Total: 16 | |
| Total Credit Hours: 60 | |

* Depends on transfer institution. Consult advisor.

① Arts and Humanities elective must be from two different disciplines.

② Social and Behavioral Science elective must be from two different disciplines.

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

**BUSINESS ACCOUNTING
AREA OF CONCENTRATION
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. The courses included in this program closely parallel the first two years of an accounting major at many four-year institutions. Allegany College of Maryland has formal agreements with select colleges and universities that allow the courses to be easily transferred, but most other colleges and universities readily accept most or all of the courses. 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 – Area of Concentration in Business Accounting.

| FIRST SEMESTER | Credit Hours | THIRD SEMESTER | Credit Hours |
|--|--------------|---|--------------|
| Business Administration 215 (Financial Accounting)..... | 3 | Economics 201 (Principles of Macroeconomics) | 3 |
| Computer Technology 101 (Computer Literacy) | 3 | English Elective | 3 |
| English 101 (Freshman English I) | 3 | Mathematics 109 (Probability and Statistics) | 3 |
| Laboratory Science Elective..... | 4 | ③ Social and Behavioral Science Elective | 3 |
| Mathematics 102 (College Algebra)..... | 3 | Speech 101 (Speech Communication I) | 3 |
| Total: 16 | | Total: 15 | |
| SECOND SEMESTER | | FOURTH SEMESTER | |
| Business Administration 207 (Managerial Accounting) | 3 | Business Administration 213 (Principles of Management) | 3 |
| Business Administration 216 (Principles of Marketing) | 3 | Economics 202 (Principles of Microeconomics) | 3 |
| Laboratory Science Elective..... | 4 | ④ Elective..... | 3 |
| ① Mathematics 200 (Calculus for Applications) or Elective | 3 | Humanities Elective | 3 |
| ② Physical Activity | 1 | ③ Social and Behavioral Science Elective | 3 |
| Total: 14 | | Total: 15 | |
| | | Total Credit Hours: 60 | |

- ① *Mathematics 200 (Calculus for Applications) is a required course for many transfer institutions. Consult with your advisor.*
- ② *Students should consult with their advisor or the Student Success Center in selecting the most appropriate Physical Education course.*
- ③ *Courses must be completed from two different Social and Behavioral Science disciplines.*
- ④ *Consult with your advisor, Student Success Center, or Advising Center on an appropriate elective course.*

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 (Introduction to Business) | 3 |
| Business Administration 215 (Financial Accounting)..... | 3 |
| Computer Technology 101 (Computer Literacy) | 3 |
| English 101 (Freshman English I) | 3 |
| Mathematics 102 (College Algebra) | 3 |
| Total: | 15 |

SECOND SEMESTER

| | |
|--|-----------|
| Business Administration 207 (Managerial Accounting) | 3 |
| Business Administration 213 (Principles of Management) | 3 |
| English Elective | 3 |
| Humanities Elective | 3 |
| ① Mathematics 200 (Calculus for Applications) or Elective | 3 |
| Total: | 15 |

THIRD SEMESTER Credit Hours

| | |
|---|-----------|
| Economics 201 (Principles of Macroeconomics) | 3 |
| Laboratory Science Elective | 4 |
| ② Physical Activity | 1 |
| Social and Behavioral Science Elective | 3 |
| Mathematics 109 (Probability and Statistics) | 3 |
| Total: | 14 |

FOURTH SEMESTER

| | |
|--|-----------|
| Business Administration 210 (Business Law) | 3 |
| Business Administration 216 (Principles of Marketing) | 3 |
| Economics 202 (Principles of Microeconomics) | 3 |
| Laboratory Science Elective | 4 |
| Speech 101 (Speech Communication I) | 3 |
| Total: | 16 |
| Total Credit Hours: | 60 |

- ① *Mathematics 200 (Calculus for Applications) is a required course for many transfer institutions. Consult with your advisor.*
- ② *Students should consult with their advisor or the Student Success Center in selecting the most appropriate Physical Education courses.*

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

**BUSINESS ECONOMICS
AREA OF CONCENTRATION
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. The courses included in this program closely parallel the first two years of an economics major at many four-year institutions.

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 – Area of Concentration in Business Economics.

| FIRST SEMESTER | Credit Hours | THIRD SEMESTER | Credit Hours |
|--|--------------|---|--------------|
| Computer Technology 101 (Computer Literacy) | 3 | Business Administration 216 (Principles of Marketing) | 3 |
| ① Elective | 3 | Economics 201 (Principles of Macroeconomics) | 3 |
| English 101 (Freshman English I) | 3 | ③ Humanities Elective | 3 |
| Mathematics 102 (College Algebra) | 3 | Laboratory Science Elective | 4 |
| ② Social and Behavioral Science Elective | 3 | Mathematics 109 (Probability and Statistics) | 3 |
| Total: 15 | | Total: 16 | |
| SECOND SEMESTER | | FOURTH SEMESTER | |
| ① Elective | 3 | Business Administration 213 (Principles of Management) | 3 |
| ① English Elective | 3 | Economics 202 (Principles of Microeconomics) | 3 |
| ③ Humanities Elective | 3 | ① Elective | 3 |
| Mathematics 200 (Calculus for Applications) | 3 | Laboratory Science Elective | 4 |
| ② Social and Behavioral Science Elective | 3 | ④ Physical Activity | 1 |
| Total: 15 | | Total: 14 | |
| | | Total Credit Hours: 60 | |

- ① Consult with your advisor, the Advising Center, or the Student Success Center on an appropriate elective.
- ② Courses must be completed from two different Social and Behavioral Science disciplines.
- ③ Courses must be completed from two different Humanities disciplines.
- ④ 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.

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.

| FIRST SEMESTER | Credit Hours | THIRD SEMESTER | Credit Hours |
|---|--------------|--|--------------|
| Business Administration 101 (Introduction to Business) | 3 | Business Administration 206 (Entrepreneurship) | 3 |
| Business Administration 215 (Financial Accounting) | 3 | Business Administration 219 or 108 (Income Tax Accounting or Personal Finance) | 3 |
| Computer Technology 101 (Computer Literacy) | 3 | Economics Elective | 3 |
| English 101 (Freshman English I) | 3 | English 112 (Business and Technical Communications) | 3 |
| Mathematics Elective | 3 | Humanities 110 or Speech 101 (Interdisciplinary Leadership I or Speech Communication I) | 3 |
| Total: 15 | | Total: 15 | |
| SECOND SEMESTER | | FOURTH SEMESTER | |
| Business Administration 104 (Sales and Customer Service) | 3 | Business Administration 210 (Business Law) | 3 |
| Business Administration 110 (Business Professionalism and Ethics) | 2 | Business Administration 213 or 209 (Principles of Management or Human Resources and Supervision) | 3 |
| Business Administration 207 (Managerial Accounting) | 3 | Business Administration 216 or 214 (Principles of Marketing or Principles of Advertising) | 3 |
| Computer Technology 221 (Office Applications I) | 3 | Business Administration 270 (Field Placement) | 3 |
| ① Physical Activity | 1 | ② Social and Behavioral Science Elective | 3 |
| Science Elective | 3 | Total: 15 | |
| Total: 15 | | Total Credit Hours: 60 | |

① Students should consult with their advisor or the Student Success Center in selecting the most appropriate Physical Education course.

② Course must be from a different discipline other than economics.

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 Business Accounting.

| FIRST SEMESTER | Credit Hours |
|---|--------------|
| Business Administration 101 (Introduction to Business) | 3 |
| Business Administration 108 (Personal Finance) | 3 |
| Business Administration 215 (Financial Accounting)..... | 3 |
| Computer Technology 101 (Computer Literacy) | 3 |
| English 101 (Freshman English I) | 3 |
| Total: | 15 |

| SECOND SEMESTER | |
|--|----|
| Business Administration 207 (Managerial Accounting) | 3 |
| Business Administration 219 (Income Tax Accounting)..... | 3 |
| Business Elective or Computer Technology 221 (Office Applications I) | 3 |
| Economics Elective | 3 |
| Mathematics Elective | 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/.

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.

| FIRST SEMESTER | Credit Hours |
|---|--------------|
| Business Administration 101 (Introduction to Business) | 3 |
| Business Administration 108 (Personal Finance) | 3 |
| Business Administration 206 (Entrepreneurship) | 3 |
| Business Administration 215 (Financial Accounting)..... | 3 |
| English 101 (Freshman English I) | 3 |
| | Total: 15 |

| SECOND SEMESTER | |
|---|------------------------|
| Business Administration 104 (Sales and Customer Service) | 3 |
| Business Administration 210 (Business Law) | 3 |
| Business Administration 213 (Principles of Management) | 3 |
| Business Administration 216 (Principles of Marketing) | 3 |
| Computer Technology 101 (Computer Literacy) | 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/.

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 Business Marketing and Sales.

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

| | |
|---|-----------|
| SECOND SEMESTER | |
| Business Administration 104 (Sales and Customer Service) | 3 |
| Business Administration 213 (Principles of Management) | 3 |
| Business Administration 216 (Principles of Marketing) | 3 |
| Computer Technology 191 (Web Page Development)..... | 3 |
| Multimedia Technology 207 (Graphics) | 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/.

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.

| FIRST SEMESTER | Credit Hours |
|---|--------------|
| Business Administration 101 (Introduction to Business) | 3 |
| Business Administration 210 (Business Law) | 3 |
| Business Administration 215 (Financial Accounting)..... | 3 |
| Computer Technology 101 (Computer Literacy) | 3 |
| English 101 (Freshman English I) | 3 |
| Total: 15 | |

| SECOND SEMESTER | |
|---|---|
| Business Administration 110 (Business Professionalism and Ethics) | 2 |
| Business Administration 209 or 213 (Human Resources and Supervision or Principles of Management) | 3 |
| Business Administration 216 (Principles of Marketing) | 3 |
| Elective | 1 |
| English 112 (Business and Technical Communications) | 3 |
| Humanities 110 or Speech 101 (Interdisciplinary Leadership I) or Speech Communication I) | 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/.

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

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

The Accounting 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 Business Accounting and a two-year Associate of Applied Science degree in Business Management.

| | Credit Hours |
|--|--------------|
| Business Administration 101 (Introduction to Business) | 3 |
| Business Administration 108 or 219 (Personal Finance or Income Tax Accounting) | 3 |
| Business Administration 215 (Financial Accounting)..... | 3 |
| Total Credit Hours: | 9 |

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 Business Entrepreneurship and a two-year Associate of Applied Science degree in Business Management.

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

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 Business Supervision and a two-year Associate of Applied Science degree in Business Management.

| | Credit Hours |
|---|--------------|
| Business Administration 101 (Introduction to Business) | 3 |
| Business Administration 110 (Business Professionalism and Ethics) | 2 |
| Business Administration 209 or 213 (Human Resources and Supervision or Principles of Management) | 3 |
| Elective | 3 |
| Total Credit Hours: 11 | |

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 Business Marketing and Sales and a two-year Associate of Applied Science degree in Business Management.

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

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

CHEMISTRY
AREA OF CONCENTRATION
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 – Area of Concentration in Chemistry.

| FIRST SEMESTER | Credit Hours | THIRD SEMESTER | Credit Hours |
|--|--------------|---|--------------|
| Chemistry 101 (General Chemistry I) ..4 | | Chemistry 203 (Organic Chemistry I)....4 | |
| English 101 (Freshman English I)3 | | Mathematics 203* or Biological | |
| Mathematics 201 (Calculus I)4 | | Science 101 (Calculus III* or | |
| ① Social and Behavioral Science | | General Biology I)4 | |
| Elective3 | | Physics 101 or 201 (Introductory | |
| | Total: 14 | Physics I or General Physics I)**4 | |
| | | ② Speech 101 (Speech Communication I) | |
| | | or Arts and Humanities Elective3 | |
| | | Total: 15 | |
| | | | |
| SECOND SEMESTER | | FOURTH SEMESTER | |
| Chemistry 102 (General Chemistry II) ..4 | | Chemistry 204 (Organic Chemistry II) ..4 | |
| Elective3 | | Elective2 | |
| ② English 103 (Introduction to Literature) | | Mathematics 206 (Differential | |
| or Arts and Humanities Elective3 | | Equations) or Laboratory | |
| Mathematics 202 (Calculus II)4 | | Science Elective.....4 | |
| ① Social and Behavioral Science | | Physics 102 or 202 (Introductory | |
| Elective3 | | Physics II or General Physics II)**4 | |
| | Total: 17 | Total: 14 | |
| | | Total Credit Hours: 60 | |

* Most 4-year institutions require Mathematics 203 (Calculus III) for their chemistry degree.

** Most 4-year institutions require Physics 201/202 (General Physics I & II) for their chemistry degree.

① Social and Behavioral Science elective must be from two different disciplines.

② Arts and Humanities elective must be from two different disciplines.

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

**CHILD CARE PROFESSIONAL
TWO-YEAR CAREER PROGRAM
PREPARATION FOR EMPLOYMENT**

**THIS PROGRAM IS SUSPENDED.
NEW STUDENTS WILL NOT BE ADMITTED TO THIS PROGRAM.**

The Child Care Professional program is designed to prepare a student for a career as a child care provider in licensed child-care facilities. Additionally, graduates may be eligible for positions in public schools as instructional aides or paraprofessionals, or in Head Start or Early Head Start programs. Much of the general education coursework will transfer to teacher preparation programs for students who may later wish to pursue teacher certification. Some of the education-specific classes—those classified as Education, ART 110, MUSIC 252, PHED 154 and MATH 217—may also meet course requirements for teacher-preparation programs at transfer institutions. Please consult your academic advisor or the College transfer advisor.

Coursework requirements, standards, indicators and learning outcomes within specific courses have been developed to align with the standards established by education organizations such as the National Association for the Education of Young Children (NAEYC), the Council for Exceptional Children (CEC), and Interstate New Teachers Assessment and Support Consortium (INTASC). Additionally adopted principles include Common Core State Standards (CCSS), Universal Design for Learning (UDL), Response to Intervention (RTI) and Direct Instruction (DI).

Students enrolled in this program must successfully complete the fingerprint and criminal background check process appropriate to the local school district in which the student will complete field placements. Additionally school districts have specific requirements regarding health screenings and immunizations, and students may be required to complete specified screenings or immunizations before participating in field experiences. Students should, at the minimum, complete a tuberculin skin test, also known as the PPD, during their first semester in this program.

Successful completion of this program qualifies a student to apply for an Associate of Applied Science degree in Child Care Professional.

(program continued on next page)

| FIRST SEMESTER | Credit Hours |
|---|--------------|
| Art 110 (Visual Imagery)..... | 3 |
| Education 100 (Career Analysis in Education)..... | 1 |
| Education 252 (Early Childhood Foundations)..... | 3 |
| English 101 (Freshman English I) | 3 |
| Physical Education 148 (Cardiopulmonary Resuscitation) | 1 |
| Psychology 101 (General Psychology) | 3 |
| Total: | 14 |

| SECOND SEMESTER | Credit Hours |
|--|--------------|
| Education 195 (Introduction to Emergent Literacy Skills) | 2 |
| Education 293 (Early Childhood Learning Environments) | 4 |
| English 103 or 112 (Introduction to Literature or Business and Technical Communications) | 3 |
| Physical Education 154 (Integrated Health and Physical Education) | 3 |
| Sociology 104 (Interdisciplinary Studies In Human Society) or History elective | 3 |
| Total: | 15 |

| THIRD SEMESTER | Credit Hours |
|--|--------------|
| Biological Science 101 (General Biology I) | 4 |
| Education 191 (Education Assistantship) | 1 |
| Education 295 (Processes and Acquisition of Reading)..... | 3 |
| Physical Education 151 (First Aid and Safety) | 2 |
| Psychology 207 (Child Psychology)..... | 3 |
| Speech 101 (Speech Communication I) | 3 |
| Total: | 16 |

| FOURTH SEMESTER | Credit Hours |
|---|--------------|
| Biological Science 114 (Fundamentals of Nutrition) | 3 |
| Music 252 (Music and Creative Interaction for the Elementary Teacher) | 3 |
| Education 296 (Special and Multicultural Education)..... | 3 |
| Education 191 (Education Assistantship) | 1 |
| Education 214 (Professional Practice and Classroom Management) | 2 |
| Mathematics 217 (Mathematics for Elementary Education II) | 3 |
| Total: | 15 |
| Total Credit Hours: | 60 |

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

COMPUTER SCIENCE/CYBERSECURITY/INFORMATION SYSTEMS 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, cybersecurity or information systems, this program of study will provide an appropriate preparation for such transfer. It must be noted that different colleges may require different coursework. Students should work closely with their advisor and a staff member in the Student Success Center to alter this program to meet the specific transfer requirements of the particular four-year institution. The Student Success Center is also equipped to work with students to help them 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.

| FIRST SEMESTER | Credit Hours | THIRD SEMESTER | Credit Hours |
|--|--------------|--|--------------|
| Computer Technology 101 (Computer Literacy) | 3 | Computer Technology 234 (Computer Science Programming I) ..4 | |
| Computer Technology 103 (Computer Logic) | 4 | Laboratory Science Elective..... | 4 |
| English 101 (Freshman English I) | 3 | Mathematics Elective | 4 |
| Social and Behavioral Science Elective | 3 | ③ Restricted Elective | 3 |
| Total: 13 | | Total: 15 | |
| SECOND SEMESTER | | FOURTH SEMESTER | |
| ① Computer Technology Elective..... | 3 | Computer Technology 238 (Computer Science Programming II) ..4 | |
| English Elective | 3 | ① Computer Technology Elective..... | 3 |
| ② Mathematics 200-Level Elective | 3 | Humanities Elective | 3 |
| ③ Restricted Elective | 3 | Laboratory Science Elective..... | 4 |
| Social and Behavioral Science Elective | 3 | Speech 101 (Speech Communication I) | 3 |
| Total: 15 | | Total: 17 | |
| | | Total Credit Hours: 60 | |

NOTE: Depending on a student's focus in cybersecurity, information technology, or computer science, many four-year institutions recommend specific electives and general education courses be taken to meet the requirements at that institution. Students are encouraged to work closely with their transfer advisor or transferring institution in order to meet these specific requirements.

- ① *Cybersecurity focus should take Computer Technology 107 (Introduction to Cybersecurity) and Computer Technology 216 (Cyber Law).*
- ② *Computer Science, Cybersecurity, and Information Systems focus may require 109 (Probability and Statistics) or Mathematics 200 (Calculus for Applications). Work closely with a transfer advisor for the specific math requirements depending on the four-year institution.*
- ③ *Restricted electives include Business Administration 215, Business Administration 216, or any course from the following departments: Computer Technology, Economics, Geography, History, Political Science, Psychology or Sociology. Work closely with a transfer advisor for specific requirements depending on the four year institution.*

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

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

This curriculum provides training that enables students to seek employment in areas such as cybersecurity, web development, programming, technical support, databases and network administration.

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 computer course.

This is a career program, designed to enable students to seek employment at the program’s completion.

| FIRST SEMESTER | Credit Hours |
|--|--------------|
| Computer Technology 101 (Computer Literacy) | 3 |
| Computer Technology 103 (Computer Logic) | 4 |
| Computer Technology 107 (Introduction to Cybersecurity) | 3 |
| English 101 (Freshman English I) | 3 |
| Mathematics Elective | 3 |
| | Total: 16 |

The first semester course requirements (left) apply to all program areas of concentration (see following pages).

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

(program continued on next page)

Cybersecurity Area of Concentration

This curriculum is designed for individuals interested in pursuing a career in cybersecurity, information assurance or network security and administration. Students completing this program should have the skills necessary for taking the appropriate Cisco and CompTIA industry certification exams.

Successful completion of this program qualifies a student to apply for an Associate of Applied Science degree in Computer Technology – Area of Concentration in Cybersecurity.

SECOND SEMESTER

| | Credit Hours |
|---|--------------|
| Computer Technology 219 (Operating Systems) | 3 |
| Computer Technology 225 (Introduction to Networking) | 3 |
| English 112 (Business and Technical Communications) | 3 |
| Social and Behavioral Science Elective | 3 |
| Speech 101 (Speech Communication I) | 3 |
| | Total: 15 |

THIRD SEMESTER

| | |
|---|-----------|
| Computer Technology 180 (PC Architecture)..... | 3 |
| Computer Technology 184 (Technical Support Operations) | 3 |
| Computer Technology 201 (Security +) | 3 |
| Computer Technology 239 (Cisco Networking 2) | 3 |
| Laboratory Science Elective..... | 4 |
| | Total: 16 |

FOURTH SEMESTER

| | |
|---|------------------------|
| Business Administration 110 (Business Professionalism and Ethics) | 2 |
| Computer Technology 188 (Certification Exam Review) | 1 |
| ① Computer Technology 200-Level Restricted Electives | 9 |
| Physical Activity | 1 |
| | Total: 13 |
| | Total Credit Hours: 60 |

① A student wishing to pursue his or her Cisco CCNA certification should take both Computer Technology 242 (Cisco Networking 3) and Computer Technology 244 (Cisco Networking 4). Otherwise take Computer Technology 216 (Cyber Law) and Computer Technology 202 (Digital Forensics). Work closely with an advisor for the specific requirements depending on your goals.

Computer Technology 240 (Field Placement) can be used as a computer technology restricted elective or substituted for any required 200-level computer technology course in the cybersecurity area of concentration.

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

(program continued on next page)

Programming Area of Concentration

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 Technology – Area of Concentration in Programming.

| SECOND SEMESTER | Credit Hours |
|--|--------------|
| Computer Technology 191 (Web Page Development)..... | 3 |
| Computer Technology 221 (Office Applications I) | 3 |
| Computer Technology 233 (Introduction to Programming) | 3 |
| English 112 (Business and Technical Communications) | 3 |
| Social and Behavioral Science Elective | 3 |
| Total: | 15 |

| THIRD SEMESTER | Credit Hours |
|---|--------------|
| Business Administration 110 (Business Professionalism and Ethics) | 2 |
| Computer Technology 114 (Mobile Application Development) | 3 |
| Computer Technology 234 (Computer Science Programming I) .. | 4 |
| Laboratory Science Elective..... | 4 |
| Total: | 13 |

| FOURTH SEMESTER | Credit Hours |
|--|--------------|
| Computer Technology 225 (Introduction to Networking) | 3 |
| Computer Technology 229 (Database Design and Implementation) | 3 |
| Computer Technology 236 (Web Programming) | 3 |
| Computer Technology 238 (Computer Science Programming II) .. | 4 |
| Speech 101 (Speech Communication I) | 3 |
| Total: | 16 |
| Total Credit Hours: 60 | |

Computer Technology 240 (Field Placement) can be used as a substitute for any required 200-level computer technology course in the programming area of concentration.

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

(program continued on next page)

Technical Support Area of Concentration

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 Technology – Area of Concentration in Technical Support.

| SECOND SEMESTER | Credit Hours |
|---|--------------|
| Computer Technology 219 (Operating Systems)..... | 3 |
| Computer Technology 221 (Office Applications I) | 3 |
| Computer Technology 225 (Introduction to Networking) | 3 |
| English 112 (Business and Technical Communications) | 3 |
| Social and Behavioral Science Elective | 3 |
| | Total: 15 |

| THIRD SEMESTER | |
|---|-----------|
| Computer Technology 180 (PC Architecture)..... | 3 |
| Computer Technology 184 (Technical Support Operations) | 3 |
| Computer Technology 239 (Cisco Networking 2) | 3 |
| ① Computer Technology 200-Level Elective | 3 |
| Speech 101 (Speech Communication I) | 3 |
| | Total: 15 |

| FOURTH SEMESTER | |
|---|------------------------|
| Business Administration 104 (Sales and Customer Service) | 3 |
| Computer Technology 188 (Certification Exam Review) | 1 |
| ① Computer Technology Electives..... | 6 |
| Laboratory Science Elective..... | 4 |
| | Total: 14 |
| | Total Credit Hours: 60 |

① Computer Technology 240 (Field Placement) can be used as a substitute for any required 200-level computer technology course in the technical support area of concentration.

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

(program continued on next page)

Web Development Area of Concentration

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 Technology – Area of Concentration in Web Development.

| SECOND SEMESTER | Credit Hours |
|--|--------------|
| Computer Technology 191 (Web Page Development)..... | 3 |
| Computer Technology 225 (Introduction to Networking) | 3 |
| Computer Technology 233 (Introduction to Programming) | 3 |
| English 112 (Business and Technical Communications) | 3 |
| Social and Behavioral Science Elective | 3 |
| Total: | 15 |

| THIRD SEMESTER | Credit Hours |
|--|--------------|
| Computer Technology 114 (Mobile Application Development) | 3 |
| Computer Technology 234 (Computer Science Programming I) .. | 4 |
| ① Computer Technology or Multimedia Technology Elective | 3 |
| Laboratory Science Elective..... | 4 |
| Total: | 14 |

| FOURTH SEMESTER | Credit Hours |
|--|--------------|
| Business Administration 104 (Sales and Customer Service) | 3 |
| Computer Technology 224 (Advanced Web Page Development) | 3 |
| Computer Technology 229 (Database Design and Implementation) | 3 |
| Computer Technology 236 (Web Programming) | 3 |
| Speech 101 (Speech Communication I) | 3 |
| Total: | 15 |
| Total Credit Hours: | 60 |

① *Computer Technology 240 (Field Placement) can be used as a substitute for any required 200-level computer technology course in the web development area of concentration.*

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

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

This certificate program is designed to 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.

| | Credit Hours |
|--|--------------|
| Computer Technology 101 (Computer Literacy) | 3 |
| Computer Technology 103 (Computer Logic) | 4 |
| Computer Technology 107 (Introduction to Cybersecurity) | 3 |
| Computer Technology 114 (Mobile Application Development) | 3 |
| Computer Technology 191 (Web Page Development)..... | 3 |
| Computer Technology 219 (Operating Systems)..... | 3 |
| Computer Technology 221 (Office Applications I) | 3 |
| Computer Technology 229 (Database Design and Implementation) | 3 |
| ① Computer Technology 200-Level Elective | 3 |
| Total Credit Hours: 28 | |

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/.

① *Computer Technology 240 (Field Placement) can be used as a substitute for any required 200-level computer technology course in the applications user specialist certificate.*

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

**COMPUTER TECHNOLOGY
CYBERSECURITY
ONE-YEAR CAREER PROGRAM
PREPARATION FOR EMPLOYMENT**

This certificate program is designed to prepare students for a career in cybersecurity, information assurance or network security and administration. Students completing this program should have the skills necessary for taking the appropriate Cisco and CompTIA industry certification exams. 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. All credits are transferable to the Computer Technology associate degree program. 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 Cybersecurity.

BUSINESS ADMINISTRATION

Credit Hours

| | |
|--|---|
| Business Administration 110 (Business Professionalism and Ethics) | 2 |
|--|---|

COMPUTER TECHNOLOGY

| | |
|--|---|
| Computer Technology 101 (Computer Literacy) | 3 |
| Computer Technology 107 (Introduction to Cybersecurity) | 3 |
| Computer Technology 180 (PC Architecture)..... | 3 |
| Computer Technology 188 (Certification Exam Review) | 1 |
| Computer Technology 201 (Security +) | 3 |
| Computer Technology 219 (Operating Systems) | 3 |
| Computer Technology 225 (Introduction to Networking) | 3 |
| Computer Technology 239 (Cisco Networking 2) | 3 |
| ① Computer Technology 200-Level Restricted Electives | 6 |
| 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/.

① A student wishing to pursue his or her Cisco CCNA certification should take both Computer Technology 242 (Cisco Networking 3) and Computer Technology 244 (Cisco Networking 4). Otherwise take Computer Technology 216 (Cyber Law) and Computer Technology 202 (Digital Forensics). Work closely with an advisor for the specific requirements depending on your goals.

Computer Technology 240 (Field Placement) can be used as a computer technology restricted elective or substituted for any required 200-level computer technology course in the cybersecurity certificate.

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

**COMPUTER 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 Technology associate degree program 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 107
(Introduction to Cybersecurity)3
Computer Technology 180
(PC Architecture).....3
Computer Technology 184
(Technical Support Operations)3
Computer Technology 219
(Operating Systems)3
Computer Technology 225
(Introduction to Networking)3

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SPEECH

Speech 101
(Speech Communication I)3

Total Credit Hours: 28

Computer Technology 240 (Field Placement) can be used as a substitute for any required 200-level computer technology course in the technical support certificate.

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

**COMPUTER 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 (Computer Literacy) | 3 |
| Computer Technology 191 (Web Page Development)..... | 3 |
| Computer Technology 224 (Advanced Web Page Development) | 3 |
| Total Credit Hours: 9 | |

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, and should consider the criminal justice preparation for transfer area of concentration.

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

| FIRST SEMESTER | Credit Hours |
|--|--------------|
| Criminal Justice 101 (Introduction to Criminal Justice) | 3 |
| Criminal Justice 103 (Criminal Law) | 3 |
| English 101 (Freshman English I) | 3 |
| Mathematics Elective | 3 |
| Sociology 101 (Introduction to Sociology) | 3 |
| Total: | 15 |

| SECOND SEMESTER | Credit Hours |
|---|--------------|
| Criminal Justice 102 (Administration of Criminal Justice) .. | 3 |
| Criminal Justice 104 (Criminal Evidence and Procedure) .. | 3 |
| Criminal Justice 106 (Introduction to Corrections) | 3 |
| English Elective | 3 |
| Physical Education Elective or Physical Activity | 1 |
| Psychology 101 (General Psychology) | 3 |
| Total: | 16 |

| THIRD SEMESTER | Credit Hours |
|--|--------------|
| Criminal Justice 105 (Criminal Investigation) | 3 |
| Criminal Justice 111 (Criminology) | 3 |
| Criminal Justice Elective (200 Level Course) | 3 |
| Criminal Justice Elective (200 Level Course) | 3 |
| Speech 101 (Speech Communication I) | 3 |
| Total: | 15 |

| FOURTH SEMESTER | Credit Hours |
|---|--------------|
| Computer Technology 101 (Computer Literacy) | 3 |
| Criminal Justice Elective (200 Level Course) | 3 |
| Laboratory Science Elective..... | 4 |
| Political Science 101 (American National Government) | 3 |
| Physical Education Elective or Physical Activity | 1 |
| Total: | 14 |
| Total Credit Hours: | 60 |

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

**CRIMINAL JUSTICE
AREA OF CONCENTRATION
PREPARATION FOR TRANSFER**

This area of concentration provides a comprehensive approach to criminal justice education and is intended to prepare the student in the broad foundation of coursework for further study within the field of criminal justice.

Students choosing to transfer to further their education will have greater employment opportunities and will be more competitive for employment. Students planning to transfer should consult with their advisor or the Student Success Center regarding specific program and course transfer issues. Students intending to seek employment upon completion of the program should consider the two-year career program preparation for employment.

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

| FIRST SEMESTER | Credit Hours |
|--|--------------|
| Criminal Justice 101 (Introduction to Criminal Justice) | 3 |
| Criminal Justice 103 (Criminal Law) | 3 |
| English 101 (Freshman English I) | 3 |
| Mathematics Elective | 3 |
| Sociology 101 (Introduction to Sociology) | 3 |
| Total: 15 | |
| | |
| SECOND SEMESTER | |
| Criminal Justice 102 (Administration of Criminal Justice) .. | 3 |
| Criminal Justice 106 (Introduction to Corrections) | 3 |
| English Elective | 3 |
| Humanities Elective | 3 |
| Psychology 101 (General Psychology) | 3 |
| Total: 15 | |

| THIRD SEMESTER | Credit Hours |
|---|--------------|
| Criminal Justice 111 (Criminology) | 3 |
| Laboratory Science Elective..... | 4 |
| ① Social and Behavioral Science Electives | 6 |
| Speech 101 (Speech Communication I) | 3 |
| Total: 16 | |
| | |
| FOURTH SEMESTER | |
| Computer Technology Elective..... | 3 |
| ② Elective..... | 3 |
| Laboratory Science Elective..... | 4 |
| Physical Education Elective | 1 |
| Political Science 101 (American National Government) | 3 |
| Total: 14 | |
| Total Credit Hours: 60 | |

- ① Courses must be completed from two different Social and Behavioral Science disciplines.
- ② Consult your advisor, the Advising Center, or Student Success Center for appropriate courses.

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.

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

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

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/.

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

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. Maryland residents from counties other than Allegany County who register in this eligible program will be charged the out-of-county tuition rate. However, these students may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Funding availability for this program is based on funding from the State of Maryland and is thus subject to change each semester. Some restrictions apply. More information can be obtained by contacting the Admissions Office.

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)

| FIRST SEMESTER | Credit Hours |
|---|------------------|
| English 101 (Freshman English I) | 3 |
| Hospitality Management 101 (Introduction to Hospitality) | 3 |
| Hospitality Management 110 (Food Service Sanitation) | 1 |
| Mathematics Elective | 3 |
| Social and Behavioral Science Elective | 3 |
| | Total: 13 |

| SECOND SEMESTER | Credit Hours |
|---|------------------|
| Biological Science 114 (Fundamentals of Nutrition) | 3 |
| Culinary Arts 150 (Food Preparation I) | 3 |
| Culinary Arts 212 (Baking I) | 3 |
| Speech 101 (Speech Communication I) | 3 |
| | Total: 12 |

| SUMMER SESSION | Credit Hours |
|--|-----------------|
| <i>(following second semester)</i> | |
| Culinary Arts 213 (Baking II) | 3 |
| Culinary Arts 250 (Field Placement) | 5 |
| | Total: 8 |

| THIRD SEMESTER | Credit Hours |
|---|------------------|
| Culinary Arts 201 (Food Preparation II) | 3 |
| Culinary Arts 208 (International Cuisines)..... | 2 |
| Hospitality Management 204 (Menu Planning and Food Merchandising) | 3 |
| Hospitality Management 211 (Hospitality Supervision)..... | 3 |
| Humanities or Social and Behavioral Science Elective | 3 |
| | Total: 14 |

| FOURTH SEMESTER | Credit Hours |
|--|-------------------------------|
| Business Administration 110 (Business Professionalism and Ethics)..... | 2 |
| Culinary Arts 216 (Dining Room Management) | 3 |
| Culinary Arts 217 (Beverage Management) | 2 |
| Hospitality Management 203 (Hospitality Purchasing, Inventory, and Cost Control) | 3 |
| Hospitality Management 205 (Food and Beverage Cost Control) .. | 3 |
| | Total: 13 |
| | Total Credit Hours: 60 |

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.

| FIRST SEMESTER | Credit Hours |
|------------------------------------|--------------|
| (SPRING) | |
| Culinary Arts 212 (Baking I) | 3 |
| | Total: 3 |

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

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.

| FIRST SEMESTER | Credit Hours |
|---|--------------|
| (SPRING) | |
| Culinary Arts 150 (Food Preparation I) | 3 |
| | Total: 3 |

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

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 Accreditation, 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. Maryland residents from counties other than Allegany County who register in this eligible program will be charged the out-of-county tuition rate. However, these students may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Funding availability for this program is based on funding from the State of Maryland and is thus subject to change each semester. Some restrictions apply. More information can be obtained by contacting the Admissions Office.

To become eligible for the Dental Hygiene Program 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 have completed fifteen (15) or more semester hours of college level course work beyond required developmental courses with a minimum cumulative grade point average of 2.5 or better. Admission to the program is competitive; GPAs will be ranked.
2. These fifteen hours MUST include successful completion ("C" or better) of the following four courses.

| | |
|---|-----------|
| †Chemistry 100 or Chemistry 101* | 4 credits |
| †Biology 201 (Human Anatomy and Physiology) or (Biology 207 and Biology 208)* | 4 credits |
| †Biology 204 (Microbiology)* | 4 credits |
| English 101 | 3 credits |

*Please see course descriptions for prerequisites

† Laboratory science courses taken five or more years prior to application for admission will not be considered.

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.

Official midterm and final transcripts for all course work 'in progress' or completed after the date the student submits a program application must be submitted to be considered for admission. Students will be notified of acceptance throughout the month of June.

(program continued on next page)

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 Background 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 \$2,500 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.

PREREQUISITE COURSEWORK

Credit Hours

| | |
|---|---|
| Chemistry 100 or 101 (Elements of Chemistry or General Chemistry I) | 4 |
| Biological Science 201 (Human Anatomy and Physiology) or Biological Science 207 and 208 (Anatomy and Physiology of the Human I and II) | 4 |
| Biological Science 204 (Microbiology) | 4 |
| English 101 (Freshman English I) | 3 |
| Total: 15 | |

FIRST SEMESTER

| | |
|--|---|
| Dental Hygiene 101 (Introduction to Dental Health)..... | 2 |
| Dental Hygiene 103 (Oral Anatomy) | 4 |
| Dental Hygiene 107 (Dental Hygiene Techniques)..... | 4 |
| Mathematics 109 (Probability and Statistics) | 3 |
| Total: 13 | |

SECOND SEMESTER

| | |
|--|---|
| Dental Hygiene 102 (Dental Histology and Embryology) .. | 2 |
| Dental Hygiene 104 (Dental Materials) | 2 |
| Dental Hygiene 108 (Clinical Dental Hygiene I) | 2 |
| Dental Hygiene 109 (Radiology) | 3 |
| Dental Hygiene 213 (Nutrition)..... | 2 |
| Psychology 101 (General Psychology) | 3 |
| Total: 14 | |

SUMMER SESSION

Credit Hours

(following second semester)

| | |
|--|---|
| Dental Hygiene 199 (Clinical Dental Hygiene IA) | 1 |
| Total: 1 | |

THIRD SEMESTER

| | |
|--|---|
| Dental Hygiene 200 (Pharmacology and Pain Management) | 3 |
| Dental Hygiene 201 (Clinical Dental Hygiene II) | 4 |
| Dental Hygiene 203 (Oral Pathology) | 3 |
| Dental Hygiene 207 (Community Dental Education I)..... | 2 |
| Dental Hygiene 209 (Periodontics) | 2 |
| Total: 14 | |

FOURTH SEMESTER

| | |
|--|---|
| Dental Hygiene 202 (Clinical Dental Hygiene III) | 4 |
| Dental Hygiene 204 (Dental Office Management, Ethics, and Jurisprudence) | 1 |
| Dental Hygiene 208 (Community Dental Health Education II)..... | 2 |
| Sociology 101 (Introduction to Sociology) | 3 |
| Speech 101 (Speech Communication I) | 3 |
| Total: 13 | |
| Total Credit Hours: 70 | |

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 certificate in Dietary Manager. The student is then eligible to take the credentialing examination given by the Certifying Board for Dietary Managers of the Dietary Managers Association.

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

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

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

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/.

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

**ENGLISH
AREA OF CONCENTRATION
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 – Area of Concentration in English.

| FIRST SEMESTER | Credit Hours | THIRD SEMESTER | Credit Hours |
|--|--------------|---|--------------|
| ① Elective..... | 3 | English 213 (A Survey of American Literature) | 3 |
| English 101 (Freshman English I)..... | 3 | ① Humanities Elective..... | 3 |
| ① Mathematics Elective | 3 | ① Laboratory Science Elective..... | 4 |
| ①② Social and Behavioral Science Elective | 3 | Physical Activity..... | 1 |
| Spanish 103 (Introductory Spanish I) | 3 | Spanish 203 (Intermediate Spanish I) | 3 |
| Total: 15 | | Total: 14 | |
| SECOND SEMESTER | | FOURTH SEMESTER | |
| ① Elective..... | 3 | ① Elective..... | 3 |
| ① English Elective..... | 3 | ① Elective..... | 3 |
| ①② Social and Behavioral Science Elective | 3 | English 203 or 223 (A Survey of European and Neo-European Literature or A Survey of British Literature)..... | 3 |
| Spanish 104 (Introductory Spanish II) | 3 | ① Laboratory Science Elective..... | 4 |
| Speech 101 (Speech Communication I) | 3 | Spanish 204 (Intermediate Spanish II) | 3 |
| Total: 15 | | Total: 16 | |
| | | Total Credit Hours: 60 | |

① Students transferring to other institutions should check with their advisor, Advising Center, or Student Success Center for appropriate electives.

② Social and Behavioral Science electives must be from two different disciplines. Students transferring to a Maryland public institution should choose English 233. Students transferring to a Pennsylvania or West Virginia institution should choose English 102.

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

**FOREST TECHNOLOGY
TWO-YEAR CAREER PROGRAM
PREPARATION FOR EMPLOYMENT and/or RECOMMENDED TRANSFER**

This program also serves as the recommended transfer degree to our partner institutions offering a BS degree in Forestry. (Work with your forestry advisor to make slight variations to include proper math and chemistry coursework.) Graduates with this degree have options to enter the workforce or continue their education.

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. Maryland residents from counties other than Allegany County who register in this eligible program will be charged the out-of-county tuition rate. However, these students may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Funding availability for this program is based on funding from the State of Maryland and is thus subject to change each semester. Some restrictions apply. More information can be obtained by contacting the Admissions Office.

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 Forest Technology 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.

FIRST SEMESTER Credit Hours

| | |
|--|-----------|
| Biological Science 103 (General Botany)..... | 4 |
| Biological Science 213 (Dendrology I) | 2 |
| English 101 (Freshman English I)..... | 3 |
| Forest Technology 101 (Introduction to Forestry) | 2 |
| Mathematics 102 (College Algebra)..... | 3 |
| Physical Activity or Forest Technology 103 (Tree Climbing)..... | 1 |
| | Total: 15 |

SECOND SEMESTER

| | |
|--|-----------|
| Biological Science 110 (Forest Biology)..... | 3 |
| Biological Science 214 (Dendrology II) | 2 |
| Forest Technology 112 (Forestry Software Applications)..... | 2 |
| Forest Technology 120 (Land Surveying)..... | 3 |
| Forest Technology 122 (Forest Measurements)..... | 3 |
| Physical Education 151 or 153 (First Aid and Safety or Cardiopulmonary Resuscitation and First Aid)..... | 2 |
| | Total: 15 |

SUMMER SESSION

(following second semester)

| | |
|--|----------|
| Forest Technology 250 (Harvesting and Primary Manufacturing) | 3 |
| Forest Technology 251 (Forest Measurement and Surveying Field Practices) | 4 |
| | Total: 7 |

THIRD SEMESTER Credit Hours

| | |
|---|-----------|
| Forest Technology 221 (Forest Products) | 3 |
| Forest Technology 222 (Advanced Forest Measurements) | 2 |
| Forest Technology 223 (Wildlife Management) | 2 |
| Forest Technology 224 (Forest Recreation and Human Resource Management) | 2 |
| Forest Technology 225 (Forest Insects and Diseases)..... | 3 |
| Forest Technology 229 (Silviculture)..... | 4 |
| | Total: 16 |

FOURTH SEMESTER

| | |
|--|------------------------|
| English 112 (Business and Technical Communications) | 3 |
| Forest Technology 226 (Forest Management) | 3 |
| Forest Technology 227 (Forest Fire Control) | 2 |
| Forest Technology 228 (Urban Forestry)..... | 3 |
| Social and Behavioral Science Elective | 3 |
| Speech 101 (Speech Communication I) | 3 |
| | Total: 17 |
| | Total Credit Hours: 70 |

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. Maryland residents from counties other than Allegany County who register in this eligible program will be charged the out-of-county tuition rate. However, these students may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Funding availability for this program is based on funding from the State of Maryland and is thus subject to change each semester. Some restrictions apply. More information can be obtained by contacting the Admissions Office. 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 Tree Care Technician.

| FIRST SEMESTER | Credit Hours |
|---|--------------|
| Biological Science 103 (General Botany)..... | 4 |
| Biological Science 213 (Dendrology I) | 2 |
| English 101 (Freshman English I) | 3 |
| Forest Technology 101 (Introduction to Forestry) | 2 |
| Forest Technology 103 (Tree Climbing).... | 1 |
| | Total: 12 |

| SECOND SEMESTER | Credit Hours |
|---|------------------------|
| Biological Science 214 (Dendrology II).... | 2 |
| Forest Technology 228 (Urban Forestry) | 3 |
| Forest Technology 254 (Urban Forestry Internship)..... | 2 |
| Physical Education 153 (Cardiopulmonary Resuscitation and First Aid)..... | 2 |
| Speech 101 (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/.

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.

| FIRST SEMESTER | Credit Hours | THIRD SEMESTER | Credit Hours |
|---------------------------------------|--------------|------------------------------------|--------------|
| ① Elective..... | 3 | ① Elective..... | 3 |
| English 101 (Freshman English I)..... | 3 | ① Elective..... | 3 |
| ① Humanities Elective..... | 3 | ③ Laboratory Science Elective..... | 4 |
| Mathematics Elective | 3 | Physical Education Elective | 1 |
| ①② Social and Behavioral Science | | Speech 101 | |
| Elective | 3 | (Speech Communication I) | 3 |
| Total: 15 | | Total: 14 | |
| | | | |
| SECOND SEMESTER | | FOURTH SEMESTER | |
| ① Elective..... | 3 | ① Elective..... | 3 |
| ① Elective..... | 3 | ① Elective..... | 3 |
| ① Elective..... | 3 | ① Elective..... | 3 |
| ① English Elective | 3 | ③ Science Elective..... | 3 |
| ①② Social and Behavioral Science | | ①② Social and Behavioral Science | |
| Elective | 3 | Elective | 3 |
| Total: 15 | | Physical Education Elective | 1 |
| | | Total: 16 | |
| | | Total Credit Hours: 60 | |

-
- ① Consult your advisor, the Advising Center, or Student Success Center for appropriate courses.
 - ② Courses must be completed from two different Social and Behavioral Science disciplines.
 - ③ Students transferring to many four-year colleges and universities will be required to complete two or more lab science to meet bachelor's degree requirements.

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

GENERAL STUDIES CERTIFICATE PREPARATION FOR TRANSFER

The General Studies Certificate provides students with a general foundation course of study that can be used to transfer into a baccalaureate degree program or used for the associate degree program. This certificate will allow students to obtain recognition for completing a minimum set of general education courses while also allowing for easier transfer to four year institutions that may recognize and accept general education certificates. Students pursuing an associate degree should refer to the curriculum guide for the program of choice for appropriate course selection.

Successful completion of this program qualifies a student to apply for a certificate in General Studies.

| | Credit Hours |
|--|--------------|
| English 101 (Freshman English I) | 3 |
| ① Humanities Electives | 6 |
| Mathematics Elective | 3 |
| Science Elective | 3-4 |
| ② Social and Behavioral Science Electives | 6 |
| Elective..... | 9 |
| Total Credit Hours: 30-31 | |

This program is NOT eligible for Student Financial Aid.

-
- ① Students must take at least two classes from two different disciplines from approved list.
 - ② Students must take at least two classes from two different disciplines from approved list.

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

**HEALTH/PHYSICAL EDUCATION
AREA OF CONCENTRATION
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.

In order for a student to receive a degree in health and physical education, you must complete a bachelor's degree through a four-year university.

Successful completion of this program qualifies a student to apply for an Associate of Science degree in Arts and Sciences – Area of Concentration in Health/Physical Education.

FIRST SEMESTER Credit Hours

| | |
|---|-----------|
| Biological Science 101 (General Biology I) | 4 |
| English 101 (Freshman English I) | 3 |
| Mathematics Elective | 3 |
| Physical Education 145 (Personal Wellness) | 2 |
| Sociology 101 (Introduction to Sociology) | 3 |
| Total: | 15 |

SECOND SEMESTER

| | |
|--|-----------|
| Biological Science 114 (Fundamentals of Nutrition) | 3 |
| English Elective | 3 |
| Physical Education 154 (Integrated Health and Physical Education) | 3 |
| Psychology 101 (General Psychology) | 3 |
| Speech 101 (Speech Communication I) | 3 |
| Total: | 15 |

THIRD SEMESTER Credit Hours

| | |
|---|-----------|
| Biological Science 207 (Anatomy and Physiology of the Human I) | 4 |
| Humanities Elective | 3 |
| Physical Education 153 (Cardiopulmonary Resuscitation and First Aid)..... | 2 |
| Physical Education 204 (Introduction to Physical Education) | 3 |
| Physical Education 209 (Foundations of Training I) | 3 |
| Total: | 15 |

FOURTH SEMESTER

| | |
|--|-----------|
| Biological Science 208 (Anatomy and Physiology of the Human II) | 4 |
| Education 100 (Career Analysis in Education) | 1 |
| ① Elective..... | 1 |
| Physical Education 210 (Foundations of Training II)..... | 3 |
| Physical Education 212 (Fundamentals of Health and Physical Education) | 3 |
| ① Social and Behavioral Science Elective | 3 |
| Total: | 15 |
| Total Credit Hours: | 60 |

① Consult your advisor, the Advising Center or Student Success Center for appropriate courses.

PROGRAM NOTE: Students interested in teaching Physical Education should take Education 100, 201 and 204 as electives.

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

HISTORY
AREA OF CONCENTRATION
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.

In order for a student to receive a degree in history, you must complete a bachelor’s degree through a four-year university.

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

| FIRST SEMESTER | Credit Hours |
|--|--------------|
| ① Elective | 3 |
| English 101 (Freshman English I) | 3 |
| History 101 (History of Western Civilization I) | 3 |
| Mathematics Elective | 3 |
| ② Social and Behavioral Science Elective | 3 |
| Total: | 15 |

| SECOND SEMESTER | |
|--|-----------|
| ① Elective | 3 |
| ① English Elective | 3 |
| History 102 (History of Western Civilization II)..... | 3 |
| ③ Humanities Elective | 3 |
| Physical Activity | 1 |
| ② Social and Behavioral Science Elective | 3 |
| Total: | 16 |

| THIRD SEMESTER | Credit Hours |
|--|--------------|
| ① Elective | 3 |
| History 103 (United States History I) | 3 |
| ③ Humanities Elective | 3 |
| Laboratory Science Elective..... | 4 |
| Physical Activity | 1 |
| Total: | 14 |

| FOURTH SEMESTER | |
|---|-----------|
| ① Elective..... | 3 |
| History 104 (United States History II)..... | 3 |
| History 105 (Comtemporary World History) | 3 |
| Political Science 101 (American National Government) | 3 |
| ④ Science Elective..... | 3 |
| Total: | 15 |
| Total Credit Hours: | 60 |

- ① Consult your advisor, the Advising Center, or Student Success Center for appropriate courses.
- ② Courses must be completed from two different Social and Behavioral Science disciplines.
- ③ Courses must be completed from two different Humanities disciplines.
- ④ Students transferring to many four-year colleges and universities might be required to complete four credit hours to ensure transferability of this laboratory science course in order to meet bachelor’s degree requirements.

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 Area of Concentration 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 Area of Concentration 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.

The Hospitality Management Curriculum at Allegany College of Maryland has been designated as a Statewide Program by the Maryland Higher Education Commission. Maryland residents from counties other than Allegany County who register in this eligible program will be charged the out-of-county tuition rate. However, these students may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Funding availability for this program is based on funding from the State of Maryland and is thus subject to change each semester. Some restrictions apply. More information can be obtained by contacting the Admissions Office.

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, and/or Professional Golf 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.

(program continued on next page)

Hotel and Restaurant Management Area of Concentration

Successful completion of this program qualifies a student to apply for an Associate of Applied Science degree in Hospitality Management – Area of Concentration in Hotel and Restaurant Management.

| FIRST SEMESTER | Credit Hours |
|---|--------------|
| English 101 (Freshman English I) | 3 |
| Hospitality Management 101 (Introduction to Hospitality) | 3 |
| Hospitality Management 110 (Food Service Sanitation) | 1 |
| Mathematics Elective | 3 |
| Speech 101 (Speech Communication I) | 3 |
| Total: | 13 |

| SECOND SEMESTER | Credit Hours |
|---|--------------|
| Biological Science 114 (Fundamentals of Nutrition) | 3 |
| Culinary Arts 216 (Dining Room Management)..... | 3 |
| Hospitality Management 160 (Quantity Food Production)..... | 3 |
| Social and Behavioral Science Elective | 3 |
| Total: | 12 |

| SUMMER SESSION | Credit Hours |
|--|--------------|
| <i>(following second semester)</i> | |
| Hospitality Management 210 (Internship I) | 5 |
| Total: | 5 |

| THIRD SEMESTER | Credit Hours |
|---|--------------|
| Business Administration 110 (Business Professionalism and Ethics)..... | 2 |
| Hospitality Management 204 (Menu Planning and Food Merchandising) | 3 |
| Hospitality Management 209 (Front Office Management)..... | 3 |
| Hospitality Management 211 (Hospitality Supervision) | 3 |
| Humanities or Social and Behavioral Science Elective | 3 |
| Total: | 14 |

| FOURTH SEMESTER | Credit Hours |
|--|--------------|
| Culinary Arts 217 (Beverage Management) | 2 |
| Hospitality Management 203 (Hospitality Purchasing, Inventory, and Cost Control) | 3 |
| Hospitality Management 205 (Food and Beverage Cost Control)..... | 3 |
| Hospitality Management 218 (Hospitality Marketing) | 3 |
| Hospitality Management 220 (Internship II)..... | 5 |
| Total: | 16 |
| Total Credit Hours: | 60 |

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

(program continued on next page)

Professional Golf Management Area of Concentration

Successful completion of this program qualifies a student to apply for an Associate of Applied Science degree in Hospitality Management – Area of Concentration in Professional Golf Management.

FIRST SEMESTER Credit Hours

| | |
|---|----|
| English 101 (Freshman English I) | 3 |
| Hospitality Management 101 (Introduction to Hospitality) | 3 |
| Professional Golf Management 104 (Golf Mechanics and Teaching I) | 3 |
| Professional Golf Management 109 (Golf Operations I) | 3 |
| Total: | 12 |

SECOND SEMESTER

| | |
|--|----|
| Mathematics Elective | 3 |
| Professional Golf Management 110 (Golf Operations II) | 3 |
| Professional Golf Management 114 (Competition Management) | 3 |
| Speech 101 (Speech Communication I) | 3 |
| Total: | 12 |

SUMMER SESSION

(following second semester)

| | |
|--|---|
| Hospitality Management 210 (Internship I) | 5 |
| Total: | 5 |

THIRD SEMESTER

| | |
|--|----|
| Hospitality Management 211 (Hospitality Supervision) | 3 |
| Professional Golf Management 201 (Golf Mechanics and Teaching II) | 3 |
| Professional Golf Management 203 (Golf Operations III) | 3 |
| Social and Behavioral Science Elective | 3 |
| Total: | 12 |

FOURTH SEMESTER Credit Hours

| | |
|---|----|
| Biological Science Elective | 3 |
| Business Administration 110 (Business Professionalism and Ethics) | 2 |
| Hospitality Management 218 (Hospitality Marketing) | 3 |
| Professional Golf Management 204 (Golf Club Fitting) | 3 |
| Social and Behavioral Science Elective | 3 |
| Total: | 14 |

SUMMER SESSION

(following fourth semester)

| | |
|---|----|
| Hospitality Management 220 (Internship II) | 5 |
| Total: | 5 |
| Total Credit Hours: | 60 |

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.

| FIRST SEMESTER | 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 |

| SECOND SEMESTER | |
|--------------------------------------|------------------------|
| Hospitality Management 205 | |
| (Food and Beverage Cost Control).... | 3 |
| | Total: 3 |
| | Total Credit Hours: 10 |

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.

| FIRST SEMESTER | Credit Hours |
|---|--------------|
| Hospitality Management 101 (Introduction to Hospitality) | 3 |
| Hospitality Management 110 (Food Service Sanitation) | 1 |
| Hospitality Management 209 (Front Office Management)..... | 3 |
| | Total: 7 |

| SECOND SEMESTER | |
|--|------------------------|
| Hospitality Management 215 (Hotel/Motel Property Management) .. | 3 |
| | Total: 3 |
| | Total Credit Hours: 10 |

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, 3337 Duke Street, Alexandria, VA 22314-5219, (571) 257-3959. 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. Maryland residents from counties other than Allegany County who register in this eligible program will be charged the out-of-county tuition rate. However, these students may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Funding availability for this program is based on funding from the State of Maryland and is thus subject to change each semester. Some restrictions apply. More information can be obtained by contacting the Admissions Office.

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.

(program continued on next page)

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.

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.

FAST TRACK

Fast Track is intended for the academically strong student who has missed the May deadline to enroll in the required pre-requisite course offered in the summer session but who wants to be considered for acceptance into the Fall Clinical program. Students who are accepted for Fast Track must demonstrate excellent organizational skills, a strong work ethic, and the time availability to successfully enroll concurrently in 6 credits of clinical classes and the required 3 credit pre-requisite (Sociology 104) during the first semester (Fall) of the Clinical Phase. (Students would have the option to enroll in additional General Education classes, if needed to be full-time.)

Criteria for Application to Fast Track:

1. Overall GPA of 2.5
2. Core Mix GPA of 3.4 (all sociology, psychology, English writing, and Speech classes)
3. Minimum completion of 12 credits required by the degree
4. References from two Core Mix faculty who can document an above average level of skill in time management, organization, work ethic, written communication, teamwork, and interpersonal relationships (areas all screened in the Traditional Application process student performance in Sociology 104)

Application and interviews for Fast Track may begin after the deadline for enrollment in Summer Sociology 104, but the final review and conditional acceptance into the Clinical Phase occurs at the end of July when the traditional student admission process is completed and it has been determined that there are available seats in the class. For more information on the application process, please contact the Program Director, Cherie Snyder, at 301 784 5556.

(program continued on next page)

SUMMER OR PREVIOUS SEMESTER

Credit Hours

Sociology 104 (Interdisciplinary
Studies in Human Society)3

Total: 3

FIRST SEMESTER

English 101 (Freshman English I)3

Human Service 103
(Group Processes)3

Human Service 123 (Introduction to
Counseling and Interviewing)3

① Mathematics Elective3

Psychology 101
(General Psychology)3

Total: 15

SECOND SEMESTER

② English 102 or 112 (Freshman
English II or Business and
Technical Communications)3

Human Service 170
(Helping Techniques I)3

Human Service 190
(Human Service Practicum I)4

Political Science 101
(American National Government)3

Speech 101
(Speech Communication I)3

Total: 16

THIRD SEMESTER

Credit Hours

Human Service 201
(Helping Techniques II)3

Human Service 207
(Human Service Practicum II)5

Integrative Health 101 (Mind/Body
Skills for Health and Healing)1

Psychology 205 (Introduction
to Abnormal Psychology)3

Sociology 101
(Introduction to Sociology)3

Total: 15

FOURTH SEMESTER

Biological Science 116 (Human Biology
or Biological Science Elective)3

Human Service 210
(Human Service Practicum III)5

Physical Activity1

Psychology 230 (Introduction
to Health Psychology)3

③ Sociology Elective3

Total: 15

Total Credit Hours: 64

① *Mathematics 109 is recommended for students planning to transfer to Social Work or Psychology programs at a four-year school.*

② *English 112 is recommended for career preparation.*

③ *Sociology 203 or Sociology 250 is recommend 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.

**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 (Fundamentals of Nutrition) | 3 |
| Biological Science 150 (Medicinal Botany) | 3 |
| Integrative Health 114 (Integrative Approaches to Health and Healing) .. | 2 |
| Integrative Health 230 (Introduction to Health Psychology)..... | 3 |
| Total Credit Hours: | 11 |

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.

| CORE CLASSES <i>(required)</i> | Credit Hours | DESIGNATED ELECTIVES <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 |
| ① Restricted Elective | 1 | Integrative Health 106 (Introduction to Energy Healing) | 1 |
| Total: 3 | | 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 126 (Yoga for Wellness I) | 1 |
| | | Integrative Health 127 (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 |
| | | Massage Therapy 101 (Introduction to Massage Therapy) | 2 |
| | | Physical Education 155 (Mind-Body Movement Stress Reduction Techniques) | 1 |
| | | Total: 6 | |
| | | Total Credit Hours: 9 | |

① Students may choose from any physical activity course offered by the Physical Education department or Integrative Health 110, 126, or 127.

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.

| FIRST SEMESTER | Credit Hours |
|--|--------------|
| Humanities 110 (Interdisciplinary Leadership I) | 3 |
| Speech 101 (Speech Communication I) | 3 |
| | Total: 6 |

| SECOND SEMESTER | |
|--|-----------------------|
| Humanities 210 (Interdisciplinary Leadership II)..... | 3 |
| | Total: 3 |
| | Total Credit Hours: 9 |

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

MASSAGE THERAPY TWO-YEAR CAREER PROGRAM PREPARATION FOR EMPLOYMENT

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 two-year degree program is designed for those who wish to obtain an Associate of Applied Science degree and become a Licensed Massage Therapist. After graduating from our program, you will be prepared to sit for the Massage and Bodywork Licensing Examination (MBLEx) offered by the Federation of State Massage Therapy boards. Following the passing of this exam you may now apply for the Maryland State Jurisprudence examination.

The program is comprised of non-clinical and clinical courses. The clinical courses 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 in this two year degree program will also participate in a one semester internship, providing massages to the patients in the outpatient oncology department of our local hospital.

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 or General Biology I and Introduction to Massage Therapy 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 Massage Therapy 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.

Please contact the Massage Therapy office for an application package which will include details on admission criteria. Massage therapy students are required to be CPR certified, have a criminal background check, and a health record on file in the massage therapy office. The massage therapy students are also required to maintain the scholastic standard of the college and must receive a grade of "C" or better in all massage therapy and required biological science courses. Since the clinical classes are sequential in nature, they must be taken in order. Students may be dismissed from the program for unprofessional and/or inappropriate behavior in the classroom or clinical practice.

The Massage Therapy program at Allegany College of Maryland has been designated as a Health Manpower Shortage Program by the Maryland Higher Education Commission. Maryland residents from counties other than Allegany County who register in this eligible program will be charged the out-of-county tuition rate. However, these students may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Funding availability for this program is based on funding from the State of Maryland and is thus subject to change each semester. Some restrictions apply. More information can be obtained by contacting the Admissions Office.

(program continued on next page)

Programs of Study

Beyond tuition, fees and books, there will be an additional cost of approximately \$2,000.00 for a massage table, uniforms, linens, liability insurance, professional massages, national exam, and professional association student memberships.

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

SUMMER OR PREVIOUS SEMESTER
Credit Hours

| | |
|--|----------|
| Massage Therapy 101 (Introduction to Massage Therapy)....1 | |
| Biological Science 121 or 101 (Musculoskeletal Anatomy of the Human or General Biology I)4 | |
| | Total: 5 |

FIRST SEMESTER

| | |
|--|-----------|
| Massage Therapy 103 (Massage Anatomy, Physiology and Movement)3 | |
| Massage Therapy 113 (Principles of Massage Therapy I)4 | |
| Massage Therapy 201 (Legal and Ethical Topics in Massage Therapy)2 | |
| Mathematics Elective3 | |
| | Total: 12 |

SECOND SEMESTER

| | |
|--|-----------|
| Massage Therapy 104 (Anatomy and Physiology Interrelationships)2 | |
| Massage Therapy 108 (Clinical Practice I)1 | |
| Massage Therapy 110 (Holistic Approach to Wellness).1 | |
| Massage Therapy 120 (Principles of Massage Therapy II)....4 | |
| Massage Therapy 205 (Pathology for Massage Therapy)3 | |
| Massage Therapy 206 (Integrating Massage Therapy and Business Topics)2 | |
| English 101 (Freshman English I)3 | |
| | Total: 16 |

SUMMER SESSION Credit Hours
(following second semester)

| | |
|---|----------|
| Massage Therapy 118 (Clinical Practice II).....1 | |
| | Total: 1 |

THIRD SEMESTER

| | |
|---|-----------|
| Massage Therapy 207 (Principles of Massage Therapy III) ..4 | |
| Massage Therapy 209 (Clinical Practice III)1 | |
| ① Biological Science 201 (Human Anatomy and Physiology)4 | |
| Medical Administrative Assistant 110 (Medical Terminology).....3 | |
| | Total: 12 |

FOURTH SEMESTER

| | |
|--|------------------------|
| Massage Therapy 210 (Clinical Practice IV)2 | |
| Massage Therapy 218 (Current Trends in Massage Therapy)3 | |
| Massage Therapy 221 (Internship)1 | |
| Massage Therapy 222 (Medical Massage)2 | |
| Psychology 101 (General Psychology)3 | |
| Speech 101 (Speech Communication I)3 | |
| | Total: 14 |
| | Total Credit Hours: 60 |

① *Students 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.

**MASSAGE THERAPY
ONE-YEAR CAREER PROGRAM
PREPARATION FOR EMPLOYMENT**

The Massage Therapy certificate program, prepares students to work as a Registered Massage Practitioner (RMP). The program consists of lecture, laboratory, and clinical instruction and practice. Upon successful completion of the certificate program, the graduate will be prepared to apply for the Massage & Bodywork Licensing Examination, followed by the Maryland Massage Therapy licensure examination. Once the graduate has passed the examinations, he/she will then be eligible to use the designation of Registered Massage Practitioner (RMP). As a RMP the licensed graduate may now practice in the state of Maryland in all non-healthcare businesses such as health clubs and fitness centers.

Successful completion of this program qualifies a student to apply for a certificate in Massage Therapy.

| SUMMER OR PREVIOUS SEMESTER | Credit Hours | SECOND SEMESTER | Credit Hours |
|---|--------------|---|------------------------|
| | | Massage Therapy 104 (Anatomy and Physiology Interrelationships) | 3 |
| Massage Therapy 101 (Introduction to Massage Therapy) | 1 | Massage Therapy 108 (Clinical Practice I) | 1 |
| ① Biological Science 116 (Human Biology) | 3 | Massage Therapy 120 (Principles of Massage Therapy II) | 4 |
| | Total: 4 | Massage Therapy 205 (Pathology for Massage Therapy) | 3 |
| FIRST SEMESTER | | Massage Therapy 206 (Integrating Massage Therapy and Business Topics) | 2 |
| Massage Therapy 103 (Massage Anatomy, Physiology and Movement) | 3 | Integrative Health 110 (Tai Chi) | 1 |
| Massage Therapy 113 (Principles of Massage Therapy I) | 4 | | Total: 14 |
| Massage Therapy 201 (Legal and Ethical Topics in Massage Therapy) | 2 | SUMMER SESSION <i>(following second semester)</i> | |
| Medical Administrative Assistant 110 (Medical Terminology) | 3 | Massage Therapy 118 (Clinical Practice II) | 1 |
| | Total: 12 | | Total: 1 |
| | | | Total Credit Hours: 31 |

① Students who have had Biological Science 101 and 121 may substitute them for Biological Science 116.

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

MEDICAL ADMINISTRATIVE ASSISTANT TWO-YEAR CAREER PROGRAM PREPARATION FOR EMPLOYMENT

The Medical Administrative Assistant program is designed to prepare students for administrative and technology skills necessary to pursue careers in current and emerging positions in the medical field. The program develops administrative and technical competencies essential for performing administrative support and managing the day-to-day operations of various medical office environments. Course work emphasis is on administrative practices including document preparation, appointment scheduling, medical coding, billing and insurance verification, financial management of the office and electronic health records. Communications and patient relationship techniques are emphasized. Classroom skills and knowledge are refined through practicum experience at a college-approved medical facility. Upon completion of this plan of study, students will be qualified for medical administrative assistant positions in ambulatory and acute care settings.

The Medical Administrative Assistant program is designed to be completed in four college semesters.

A satisfactory health record must be on file prior to the practicum experience. Students must obtain a Criminal Record Check prior to entrance into the Medical Administrative Assistant practicum. If participating in practicum 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 Medical Administrative Assistant program.

Graduates of the Medical Administrative Assistant program will have the knowledge and competencies required to take the National Healthcareer Association's Certified Medical Administrative Assistant (CMAA) certification examination.

Students must achieve a "C" or better in any medical coding course before being advanced to any subsequent coding course in the curriculum progression. In order to graduate from the Medical Administrative Assistant program, the students must meet all college academic requirements plus achieve a grade of "C" or better in each Medical Administrative Assistant and Medical Assistant course.

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 Medical Administrative Assistant.

(program continued on next page)

| FIRST SEMESTER | Credit Hours |
|--|--------------|
| Computer Technology 101 (Computer Literacy) | 3 |
| English 101 (Freshmen English I) | 3 |
| ① Mathematics Elective | 3 |
| Medical Administrative Assistant 111 or 112 (Beginning Keyboarding or Document Processing) | 3 |
| Medical Administrative Assistant 110 (Medical Terminology) | 3 |
| Total: | 15 |

| SECOND SEMESTER | |
|---|-----------|
| Computer Technology 221 (Office Applications I) | 3 |
| Medical Administrative Assistant 132 (Elements of Human Disease) | 3 |
| Medical Administrative Assistant 133 (Basic Disease Coding) | 3 |
| Medical Administrative Assistant 135 (Basic Procedural Coding) | 3 |
| Medical Assistant 101 (Introduction to Medical Assistant) | 3 |
| Total: | 15 |

| THIRD SEMESTER | Credit Hours |
|--|--------------|
| Integrative Health 101 (Mind/Body Skills for Health and Healing) | 1 |
| Medical Assistant 102 (Introduction to Health Records) | 3 |
| Medical Assistant 209 (Administrative Medical Assistant) | 3 |
| Medical Administrative Assistant 232 (Intermediate Medical Coding) | 3 |
| Medical Administrative Assistant 236 (Medical Coding Applications) | 3 |
| Physical Education 153 (Cardiopulmonary Resuscitation and First Aid) | 2 |
| Total: | 15 |

| FOURTH SEMESTER | |
|---|-----------|
| ① Biological Science Elective | 3 |
| Medical Administrative Assistant 213 (Principles of Medical Insurance) | 3 |
| Medical Administrative Assistant 214 (Medical Administrative Assistant Practicum) | 3 |
| Psychology 101 (General Psychology) | 3 |
| Speech 101 (Speech Communication I) | 3 |
| Total: | 15 |
| Total Credit Hours: | 60 |

① Consult your advisor, the Advising Center, or Student Success Center for appropriate courses.

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

**MEDICAL ADMINISTRATIVE ASSISTANT
MEDICAL CODING AND BILLING
ONE-YEAR CAREER PROGRAM
PREPARATION FOR EMPLOYMENT**

The Medical Coding and Billing certificate program is designed to prepare graduates for employment as medical coders and billers 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, and process payments. Students will also be prepared to perform entry-level front office skills including patient registration and scheduling, mail processing and patient communication. Graduates of the Medical Administrative Assistant Medical Coding and Billing Certificate will have the knowledge required to take the nationally recognized coding certification exams. These exams are not entry-level and work experience is recommended.

Because of the nature of the program, students must meet the Reading requirements of the Placement Test. Students must achieve a “C” or better in any medical coding course before being advanced to any subsequent coding course in the curriculum progression. In order to graduate with the Medical Coding and Billing Certificate, the students must meet all college academic requirements plus achieve a grade or “C” or better in each Medical Administrative Assistant and Medical Assistant course.

The Medical Coding and Billing curriculum at Allegany College of Maryland has been designated as a Health Manpower Shortage Program by the Maryland Higher Education Commission. Maryland residents from counties other than Allegany County who register in this eligible program will be charged the out-of-county tuition rate. However, these students may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Funding availability for this program is based on funding from the State of Maryland and is thus subject to change each semester. Some restrictions apply. More information can be obtained by contacting the Admissions Office.

Successful completion of this program qualifies a student to apply for a Certificate in Medical Administrative Assistant — Medical Coding and Billing.

SUMMER OR PREVIOUS SEMESTER

Credit Hours

| | |
|--|----------|
| Medical Administrative Assistant 110 (Medical Terminology)..... | 3 |
| Total: | 3 |

FIRST SEMESTER

| | |
|--|-----------|
| Computer Technology 101 (Computer Literacy) | 3 |
| Medical Administrative Assistant 111 or 112 (Beginning Keyboarding or Document Processing) | 3 |
| Medical Administrative Assistant 133 (Basic Disease Coding) | 3 |
| Medical Administrative Assistant 135 (Basic Procedural Coding) | 3 |
| Medical Assistant 102 (Introduction to Health Records)..... | 3 |
| Total: | 15 |

SECOND SEMESTER

Credit Hours

| | |
|---|-----------|
| Integrative Health 101 (Mind/Body Skills for Health and Healing) | 1 |
| Medical Administrative Assistant 132 (Elements of Human Disease) | 3 |
| Medical Administrative Assistant 213 (Principles of Medical Insurance) | 3 |
| Medical Administrative Assistant 232 (Intermediate Medical Coding) | 3 |
| Medical Administrative Assistant 236 (Medical Coding Applications) | 3 |
| Medical Assistant 209 (Administrative Medical Assistant) | 3 |
| Total: | 16 |
| Total Credit Hours: | 34 |

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/.

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 in outpatient or ambulatory care facilities. Medical Assistants are cross-trained and assist in keeping 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, and maintaining 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 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 submits 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) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756. Phone: 727-210-2350, www.caahep.org.

This program is comprised of clinical and non-clinical components. Practicum 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 220 hours of unpaid practicum experience during the clinical phase of the Medical Assistant program. In order to participate in practicum experiences, a satisfactory health record must be on file in the Medical Assistant office prior to the practicum experience. Students must obtain a Criminal Record Check prior to entrance into the Medical Assistant Clinical phase. If participating in practicums at a Pennsylvania clinical site, the student must obtain a Child Abuse History Clearance and a State Police and FBI background check. 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. Maintain a minimum overall college grade point average of 2.0.
3. Successfully complete a minimum of 12 semester hours of college-level course work chosen from the following list:

| | |
|--|----------------|
| English 101 (Freshman English I) | 3 credit hours |
| Mathematics Elective | 3 credit hours |
| Medical Administrative Assistant 110 (Medical Terminology) | 3 credit hours |
| Medical Assistant 101 (Introduction to Medical Assistant) | 3 credit hours |

Students must first complete the above noted 12 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 fall semester. Applications for the program must be received in the Medical Assistant Office between October 1 and October 20 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

(program continued on next page)

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 Medical Administrative Assistant and Medical Assistant courses. A current CPR Health Care Provider card is a prerequisite to the practicum 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. Maryland residents from counties other than Allegany County who register in this eligible program will be charged the out-of-county tuition rate. However, these students may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Funding availability for this program is based on funding from the State of Maryland and is thus subject to change each semester. Some restrictions apply. More information can be obtained by contacting the Admissions Office. The college reserves the right to revise course and admission requirements as appropriate. Students not admitted into the clinical phase of the Medical Assistant program should refer to the Selective Admission Health Programs section.

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

| FIRST SEMESTER | Credit Hours | THIRD SEMESTER | Credit Hours |
|---|--------------|---|--------------|
| Computer Technology 101 (Computer Literacy) | 3 | Medical Administrative Assistant 213 (Principles of Medical Insurance) | 3 |
| English 101 (Freshman English I) | 3 | Medical Assistant 209 (Administrative Medical Assistant) | 3 |
| ① Mathematics Elective | 3 | Medical Assistant 212 (Medical Assistant Clinical III) | 3 |
| Medical Administrative Assistant 110 (Medical Terminology) | 3 | Medical Assistant 213 (Medical Assistant Pharmacology) | 3 |
| Medical Assistant 101 (Introduction to Medical Assistant) | 3 | Medical Assistant 215 (Medical Assistant Laboratory Procedures) | 3 |
| Total: 15 | | Total: 15 | |
| SECOND SEMESTER | | FOURTH SEMESTER | |
| Medical Administrative Assistant 133 (Basic Disease Coding) | 3 | ① Biological Science Elective | 3 |
| Medical Administrative Assistant 135 (Basic Procedural Coding) | 3 | Medical Assistant 214 (Medical Assistant Practicum)..... | 3 |
| Medical Assistant 102 (Introduction to Health Records)..... | 3 | Psychology 101 (General Psychology) | 3 |
| Medical Assistant 208 (Medical Assistant Clinical I) | 3 | Speech 101 (Speech Communication I) | 3 |
| Total: 12 | | Total: 12 | |
| SUMMER SESSION (following second semester) | | Total Credit Hours: 60 | |
| Medical Administrative Assistant 132 (Elements of Human Disease) | 3 | | |
| Medical Assistant 211 (Medical Assistant Clinical II) | 3 | | |
| Total: 6 | | | |

① Consult your advisor, the Advising Center, or Student Success Center for appropriate courses.

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 Technologist 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. The program consists of clinical and non-clinical components. Clinical experiences necessary to gain knowledge and clinical competency for employment are obtained at: University of Pittsburgh Medical Center – Bedford Memorial; Trivergent Health Alliance – Western Maryland Health System; Somerset Hospital, Somerset, PA; Trivergent Health Alliance – Meritus Medical Laboratory, Hagerstown, MD; Garrett County Memorial Hospital, Oakland, MD; Gonzaga Pain Management, Lavale, MD; Grant Memorial Hospital, Petersburg, WV, and JC Blair Health System, Huntingdon, PA. MLT students work under the supervision of clinical staff to develop competencies. Students complete clinical training under the supervision of clinical staff and MLT department faculty members.

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) a minimum ACT score of 21 in each section.

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) have a minimum overall college grade point average of 2.0;
- 3) and successfully complete 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 credit courses:
 - Principles of Biology 100, General Biology 101 (preferred),
 - 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.

An application for the MLT program is required and must be completed by April 1st to be considered for priority acceptance. 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. If seats are available after the initial selection is made, additional applications will be accepted until the seats

(program continued on next page)

are filled. Applications are available on the MLT website or in the MLT office. 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 may 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 or consent of instructor

The MLT program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences. The National Accrediting Agency for the Clinical Laboratory Sciences has offices at 5600N. River Road Suite 720, Rosemont, IL 60018-5119, (847) 939-8880. Graduates receive an Associate in Applied Science degree and are eligible to take the Medical Laboratory Technician certification examination administered by the American Society for Clinical Pathology. Attainment of this degree and ASCP certification enable graduates to seek employment in healthcare laboratories.

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. Maryland residents from counties other than Allegany County who register in this eligible program will be charged the out-of-county tuition rate. However, these students may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Funding availability for this program is based on funding from the State of Maryland and is thus subject to change each semester. Some restrictions apply. More information can be obtained by contacting the Admissions Office.

Additional costs to the student beyond tuition, fees, books, etc., are estimated to be approximately \$500 for uniforms, health assessment, background check and vaccinations which are all required prior to beginning clinical rotations.

This is a career program and is designed to enable students to seek employment at the program’s completion. Some four-year Medical Technology also known as or Clinical Laboratory Science 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.

Successful completion of this program qualifies a student to apply for an Associate of Applied Science degree in 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. Upon completion of the A.A.S. degree, the graduate will be qualified to seek employment in a healthcare laboratory and also to take the MLT certification examination offered by the American Society for Clinical Pathology.

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.

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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. Maryland residents from counties other than Allegany County who register in this eligible program will be charged the out-of-county tuition rate. However, these students may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Funding availability for this program is based on funding from the State of Maryland and is thus subject to change each semester. Some restrictions apply. More information can be obtained by contacting the Admissions Office. Program requirements that must be met before acceptance into the “Fast Track” pattern of the MLT curriculum includes:

| | | | |
|--|---------------|--|-------------|
| Biological Science 101 | (4 credits) | English 101 | (3 credits) |
| Biological Science 116, 201, or 207 | (3-4 credits) | Humanities Elective | (3 credits) |
| Biological Science 204 | (4 credits) | Mathematics 102 | (3 credits) |
| Chemistry 100 or 101 | (4 credits) | or higher-level mathematics course | |
| | | Social and Behavioral 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 April 1 to be eligible to start in the summer “Fast Track” sequence. “Fast Track” MLT students may be accepted other semesters on a case by case basis and if slots are available.

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

FIRST SEMESTER Credit Hours

| | |
|--|-----------|
| Biological Science 101 (General Biology I) | 4 |
| Chemistry 100 or 101 (Elements of Chemistry or General Chemistry I) | 4 |
| Mathematics 102 or 109 (College Algebra or Probability and Statistics) | 3 |
| Medical Laboratory Technology 101 (Introduction to Medical Laboratory Science) | 3 |
| Medical Laboratory Technology 114 (Medical Laboratory Techniques) | 2 |
| Total: | 16 |

SECOND SEMESTER

| | |
|--|-----------|
| Allied Health 113 (Phlebotomy for Health Professionals) | 1 |
| Biological Science 204 (Microbiology) | 4 |
| English 101 (Freshman English I) | 3 |
| Medical Laboratory Technology 102 (Hematology) | 4 |
| Medical Laboratory Technology 104 (Applied Immunology) | 3 |
| Total: | 15 |

SUMMER SESSION

(following second semester)

| | |
|--|----------|
| Medical Laboratory Technology 200 (Clinical Microbiology I) | 2 |
| Medical Laboratory Technology 201 (Immunohematology) | 4 |
| Total: | 6 |

THIRD SEMESTER Credit Hours

| | |
|--|--------------|
| Biological Science 116, 201, or 207 (Human Biology, Human Anatomy and Physiology, or Anatomy and Physiology of the Human I) | 3-4 |
| Medical Laboratory Technology 203 (Clinical Biochemistry) | 4 |
| ① Medical Laboratory Technology 207 (Clinical Practice I) | 6 |
| Total: | 13-14 |

FOURTH SEMESTER

| | |
|---|--------------|
| Humanities Elective | 3 |
| Medical Laboratory Technology 205 (Clinical Microbiology II) | 4 |
| ① Medical Laboratory Technology 208 (Clinical Practice II) | 6 |
| Social and Behavioral Science Elective | 3 |
| Total: | 16 |
| Total Credit Hours: | 66-67 |

① Credit by examination is available in Medical Laboratory Technology 207 and 208 for those persons having previous laboratory training. Medical Laboratory Technology 210 can be substituted for Medical Laboratory Technology 207 and 208.

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 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. Maryland residents from counties other than Allegany County who register in this eligible program will be charged the out-of-county tuition rate. However, these students may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Funding availability for this program is based on funding from the State of Maryland and is thus subject to change each semester. Some restrictions apply. More information can be obtained by contacting the Admissions Office.

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

| FIRST SEMESTER | Credit Hours |
|--|--------------|
| ① Biological Science Elective | 3 |
| Medical Laboratory Technology 206 (Biotechnology) | 4 |
| Total: 7 | |

This program is **NOT** eligible for Student Financial Aid.

| SECOND SEMESTER | |
|--|---|
| Biological Science 220 (Essentials of Cell Biology and Genetics) | 4 |
| Medical Laboratory Technology 104 (Applied Immunology) | 3 |
| Total: 7 | |
| Total Credit Hours: 14 | |

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/.

| OPTIONAL SUMMER SESSION | |
|---|----|
| <i>(following second semester)</i> | |
| <i>(This course is not required but is offered to give the student the option for biotechnology work related experience.)</i> | |
| Medical Laboratory Technology 220 (Biotechnology Internship) | 11 |

① Environmental Science Elective is highly recommended.

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

MULTIMEDIA TECHNOLOGY TWO-YEAR CAREER PROGRAM PREPARATION FOR EMPLOYMENT

Students in the Multimedia Technology program are given the unique blend of four major multimedia fields: Television/Video Production, Photography, Radio/Audio Production, and Graphic Design. Graduates of this program will have the knowledge and skills in the development, production and utilization of materials in the multimedia field. This hands-on, practical experience gives students the skills to seek employment in such fields as education, government, industry, advertising, radio, television, film and just about any field in the public relations department. Students will also acquire the skills to do freelance work in photography, graphic design, and video and audio production.

The main emphasis of the Multimedia Technology field is principles and execution through hands-on experience with digital equipment and computer-based technology. Students will receive instruction and practical experience in the television / photography studio, multimedia classroom, audio production area, traditional and electronic darkrooms, and state-of-art Mac computer graphics laboratory.

This is a career program designed to enable students to seek employment at the program's completion. Students planning to transfer should consult with their advisor, the Student Success Center or the four-year institution regarding specific program and possible course transfer issues. Successful completion of this program qualifies students to apply for an Associate of Applied Science Degree in Multimedia Technology. Students must achieve a "C" or better in the required Multimedia Technology courses.

| FIRST SEMESTER | Credit Hours |
|--|--------------|
| Art 111 (Design I) | 3 |
| Computer Technology 101 (Computer Literacy) | 3 |
| English 101 (Freshman English I) | 3 |
| Multimedia Technology 101 (Introduction to Media) | 3 |
| Multimedia Technology 103 (Introduction to Photography) | 3 |
| | Total: 15 |

| SECOND SEMESTER | Credit Hours |
|---|--------------|
| Mathematics Elective | 3 |
| Multimedia Technology 102 (Introduction to Video Production) | 3 |
| Multimedia Technology 106 (Audio Production) | 3 |
| Multimedia Technology 208 (Principles of Media Production) | 3 |
| Multimedia Technology 211 (Digital Photography) | 3 |
| | Total: 15 |

| THIRD SEMESTER | Credit Hours |
|---|--------------|
| ① English Composition Elective | 3 |
| Multimedia Technology 201 (Multimedia Production) | 3 |
| Multimedia Technology 207 (Graphics) | 3 |
| Multimedia Technology 217 (Page Layout and Desktop Publishing) | 3 |
| Speech 101 (Speech Communication I) | 3 |
| | Total: 15 |

| FOURTH SEMESTER | Credit Hours |
|--|------------------------|
| Multimedia Technology 210 (Practicum) | 3 |
| Multimedia Technology 212 (Interactive Multimedia Design) | 3 |
| Multimedia Technology 216 (Video Desktop Publishing) | 3 |
| Science Elective | 3 |
| Social and Behavioral Science Elective | 3 |
| | Total: 15 |
| | Total Credit Hours: 60 |

① English Composition Elective includes: 102, 112 or 251 (Consult your advisor, the Advising Center, or Student Success Center for appropriate courses.)

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

**MULTIMEDIA TECHNOLOGY –
GRAPHIC DESIGN CERTIFICATE
ONE-YEAR CAREER PROGRAM
PREPARATION FOR EMPLOYMENT**

Graphic Design is the design of things people read. This can come in the way of newspapers, web pages, magazines, advertisements, posters, billboards, brochures, fliers, and much, much more. Graphic design has the power to communicate ideas, inspire emotion, and transform the globe around us by reaching a mass audience. When the student learns to connect the creative skills related to art and design to technology – these creative ideas can become reality. In addition, it opens the door to a wide range of employment opportunities such as an advertising designer, art director, environmental graphic designer, graphic designer, type designer, illustrator, and magazine/editorial designer, multimedia designer, web page designer and many others.

This is a career program designed to enable students to seek employment at the program’s completion. Students must achieve a “C” or better in the required Multimedia Technology courses. All credits are transferable to the Multimedia Technology associate degree program if the student wishes to pursue further studies.

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

| FIRST SEMESTER | Credit Hours |
|--|--------------|
| Art 111 (Design I) | 3 |
| Computer Technology 101 (Computer Literacy) | 3 |
| English 101 (Freshman English I) | 3 |
| Multimedia Technology 101 (Introduction to Media) | 3 |
| Multimedia Technology 207 (Graphics) | 3 |
| Multimedia Technology 217 (Page Layout and Desktop Publishing) | 3 |
| Total: | 18 |

| SECOND SEMESTER | |
|--|-----------|
| Computer Technology 191 (Web Page Development) | 3 |
| ① English Composition Elective | 3 |
| Mathematics Elective | 3 |
| Multimedia Technology 211 (Digital Photography) | 3 |
| Multimedia Technology 212 (Interactive Multimedia Design) | 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/.

① English Composition Elective includes: 102, 112 or 251 (Consult your advisor, the Advising Center, or Student Success Center for appropriate courses.)

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

**MULTIMEDIA TECHNOLOGY
PHOTOGRAPHY
LETTER OF RECOGNITION
PREPARATION FOR EMPLOYMENT**

The Multimedia Technology 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 Multimedia Technology 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 Multimedia Technology. 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 Multimedia Technology degree program.

| | Credit Hours |
|--|--------------|
| Multimedia Technology 101 (Introduction to Media)..... | 3 |
| Multimedia Technology 103 (Introduction to Photography) | 3 |
| Multimedia Technology 211 (Digital Photography) | 3 |
| Total Credit Hours: 9 | |

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

**NANOTECHNOLOGY
AREA OF CONCENTRATION
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. The program of study also serves as a transfer program to continue one's education toward the bachelor's degrees in the field of nanotechnology. **This program is offered in partnership with The Pennsylvania State University (PSU) and is designed to transfer to the Penn State "capstone semester" in Nanotechnology at University Park, PA, for program completion.** A student becomes qualified to enter the Penn State capstone semester upon successful completion (at least a C grade-point-average) of the first three semesters of this program and upon certification of required competencies by Allegany College of Maryland. Students planning to continue onto a bachelor's degree at a four-year college must be aware that different colleges may require somewhat different coursework. The student should meet with his/her advisor or the Student Success/Advising Center to revise course sequence to insure degree completion and ease of transfer.

Successful completion of this program qualifies a student to apply for an Associate of Science degree in Arts and Sciences – Area of Concentration in Nanotechnology from Allegany College of Maryland upon completion of the coursework at PSU.

| FIRST SEMESTER* | Credit Hours |
|--|--------------|
| Biological Science 101 (General Biology I) | 4 |
| Computer Technology 101 (Computer Literacy) | 3 |
| English 101 (Freshman English I) | 3 |
| Mathematics 119 or 201 (Pre-Calculus I or Calculus I) | 4 |
| Total: | 14 |

| SECOND SEMESTER | Credit Hours |
|--|--------------|
| Chemistry 101 (General Chemistry I) | 4 |
| Physics 101 (Introductory Physics I)** | 4 |
| ① Psychology 101 (General Psychology) | |
| ② or Social and Behavioral Science Elective | 3 |
| ① Speech 101 (Speech Communication I) | |
| ③ or Arts and Humanities Elective | 3 |
| Total: | 14 |

| THIRD SEMESTER | Credit Hours |
|--|--------------|
| ③ Arts and Humanities Elective | 3 |
| Chemistry 102 (General Chemistry II) | 4 |
| Physics 102 (Introductory Physics II)** | 4 |
| ② Social and Behavioral Science Elective .. | 3 |
| Total: | 14 |

| FOURTH SEMESTER (at Penn State)*** | Credit Hours |
|--|--------------|
| NANO0211 (Material Safety and Equipment Overview, Nanotechnology) | 3 |
| NANO0212 (Basis Nanotechnology Processes) | 3 |
| NANO0213 (Materials in Nanotechnology) | 3 |
| NANO0214 (Patterning for Nanotechnology) | 3 |
| NANO0215 (Nanotechnology Applications) | 3 |
| NANO0216 (Characterization & Testing of Nanotechnology Structures and Materials) | 3 |
| Total: | 18 |
| Total Credit Hours: | 60 |

* Math placement is critical for seamless program completion, the following rules apply:
 1. Students that need to take Mathematics 119, can finish in 4 semesters if they start in the Spring Semester and enrolling in the PSU capstone semester the following summer.
 2. Students, who have passed Mathematics 119 (or higher) by placement test or AP credit, can finish in 4 semesters by altering the course sequence as follows: starting with 2nd semester in Fall, 3rd semester in Spring, the 1st semester the following Fall and the PSU capstone semester the following Spring.
 ** Students who have the math background and plan to continue for their education towards a Bachelor's degree in Nanotechnology or Engineering must take Calculus I (Mathematics 201), General Physics I (Physics 201) and General Physics II (Physics 202).
 ***A transfer agreement exists between ACM and PSU. Students need to apply to PSU and be accepted in order to attend the capstone semester.
 ① Psychology 101 and Speech 101 are preferred to other electives.
 ② Social and Behavioral Science elective must be from two different disciplines.
 ③ Arts and Humanities elective must be from two different disciplines.

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 Associate Degree Nursing Program is also accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), formerly NLNAC, the National League for Nursing Accrediting Commission, Inc. ACEN's address is: 3343 Peachtree Road, NE, Suite 850, Atlanta Georgia, 30326, 404-975-5000. The program has established partnerships with several colleges and universities for baccalaureate degree completion, with RN-BSN degree options.

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, 100 or 101 with a grade of "C" or better. Students must have appropriate placement scores or a grade of "C" or better in Reading 93 and Mathematics 90 to be eligible for Anatomy and Physiology I (Biology 207). 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). 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.

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 traditional nursing program should contact the Nursing Office for information on advanced standing and challenge exams. Deadline for application is February 28.

The LPN-RN Online Program is for currently licensed LPN's with two years full time work experience. There are specific Admission Criteria and Deadline Dates to this competitive admission program that differ from the traditional program. This is a selective admission program and space is limited. Interested applicants should contact the Nursing Office for further detailed information.

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. Maryland residents from counties other than Allegany County who register in this eligible program will be charged the out-of-county tuition rate. However, these students may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Funding availability for this program is based on funding from the State of Maryland and is thus subject to change each semester. Some restrictions apply. More information can be obtained by contacting the Admissions Office.

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.

(program continued on next page)

A satisfactory health record must be on file prior to clinical experience. In order to participate in clinical experiences, students must meet clinical agency requirements. All students are required to have an annual flu vaccine, unless an approved medical or religious exemption has been obtained. Students may be required to obtain a drug screen to meet clinical agency requirements. Students will need to 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). Completion of the requirements of the nursing program does not guarantee eligibility or guarantee passing the NCLEX-RN exam for licensure. A passing score on the examination results in qualifying for licensure as a registered nurse. Licensure is determined by a state 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 \$800 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.

Students not admitted to the Nursing Program should refer to the section entitled Selective Admission Health Programs in the Admissions Procedures of the catalog.

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.

(program continued on next page)

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

Mathematics 102 (College Algebra)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

① Humanities Electives6

Nursing 204 (Nursing in Society)1

Nursing 215 (Nursing V)9

Total: 16

Total Credit Hours: 70

① *Humanities electives must be from two different disciplines.*

PROGRAM NOTE: All general education classes must be taken either before or with the semester listed in order to progress to the next semester. All nursing courses must be taken in the sequence listed.

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. Maryland residents from counties other than Allegany County who register in this eligible program will be charged the out-of-county tuition rate. However, these students may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Funding availability for this program is based on funding from the State of Maryland and is thus subject to change each semester. Some restrictions apply. More information can be obtained by contacting the Admissions Office. Unlike other health programs at Allegany College of Maryland, the Nursing Assistant/Geriatric Aide Certificate Program is not a selective or competitive admissions program, but interested students must possess a high school diploma or a GED.

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 clinical experiences. All clinical experiences are completed in Maryland. 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 certification in CPR for Health Care Professionals.

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 College certificate in Nursing Assistant/Geriatric Aide. This program is approved by the Maryland Board of Nursing.

| | Credit Hours |
|---|--------------|
| Electives | 4 |
| Nursing Assistant 101 (Introduction to Health and Wellness)..... | 3 |
| Nursing Assistant 102 (Nursing Assistant/Geriatric Aide) | 7 |
| Physical Education 153 (Cardiopulmonary Resuscitation 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/.

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 Licensed Occupational Therapist, assists in evaluation and interventions 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 2.5 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 with a score of at least 70%.
6. Successful completion of an admission essay.
7. Completion of College Success Factors Index.

Admission to the clinical phase of the Occupational Therapy Assistant 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 Occupational Therapy Assistant 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. Many Occupational Therapy Assistant program fieldwork sites require receipt of the results of a criminal background check before accepting a student for fieldwork and may not accept a student with a criminal record. The Occupational Therapy Assistant program contracts with an independent agency to perform criminal background checks, and the cost of the service is included as a course fee in the first semester of Phase II of the program. The results of the criminal background check are reported to the Occupational Therapy Assistant program director and will be shared only with the Clinical Coordinator within the Occupational Therapy Assistant program. **If a student has any criminal history, he or she may not be able to complete fieldwork, and as fieldwork is an integral part of the Occupational Therapy Assistant curriculum, the student will also not be able to complete the program.** In addition, a criminal history may prevent the student from becoming certified and licensed to practice occupational therapy. If participating in

(program continued on next page)

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. Maryland residents from counties other than Allegany County who register in this eligible program will be charged the out-of-county tuition rate. However, these students may be eligible to receive reimbursement for a portion of the cost difference between the in county and out-of-county tuition rates. Funding availability for this program is based on funding from the State of Maryland and is thus subject to change each semester. Some restrictions apply. More information can be obtained by contacting the Admissions Office.

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 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), c/o Accreditation Department, American Occupational Therapy Association (AOTA), 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449, www.acoteonline.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.

(program continued on next page)

| FIRST SEMESTER | Credit Hours |
|---|--------------|
| ① Biological Science 121 (Musculoskeletal Anatomy of the Human) | 4 |
| English 101 (Freshman English I) | 3 |
| Humanities Elective | 3 |
| Psychology 101 (General Psychology) | 3 |
| Mathematics Elective | 3 |
| Total: 16 | |

| SECOND SEMESTER | |
|--|---|
| ① Biological Science 201 (Human Anatomy and Physiology) | 4 |
| Occupational Therapy 101 (Introduction to Occupational Therapy) | 3 |
| Occupational Therapy 105 (Cultural Diversity and Treatment Planning) | 1 |
| Psychology 203 (Human Growth and Development) | 3 |
| Physical Activity Elective | 1 |
| Sociology 101 (Introduction to Sociology) | 3 |
| Total: 15 | |

| SUMMER SESSION | |
|--|---|
| <i>(following second semester)</i> | |
| Occupational Therapy 106 (Intervention in Physical Rehabilitation) | 4 |
| Occupational Therapy 103 (Intervention Techniques I) | 2 |
| Occupational Therapy 113 (Neuroscience Concepts) | 1 |
| Total: 7 | |

| THIRD SEMESTER | Credit Hours |
|---|--------------|
| Occupational Therapy 102 (Dynamics of Human Motion) | 4 |
| Occupational Therapy 203 (Intervention Techniques II)..... | 2 |
| Occupational Therapy 207 (Intervention with Children and Adolescents) | 4 |
| Occupational Therapy 215 (Mental Health Concepts and Techniques) | 4 |
| Total: 14 | |

| FOURTH SEMESTER | |
|---|---|
| Occupational Therapy 209 (Clinical Internship I) | 4 |
| Occupational Therapy 212 (Specialty Skills Development) | 3 |
| Occupational Therapy 213 (Clinical Application to Neuroscience) | 1 |
| Occupational Therapy 218 (Intervention with the Older Adult) | 2 |
| Occupational Therapy 220 (OT Program Development) | 2 |
| Occupational Therapy 222 (Documentation for Occupational Therapy) | 2 |
| Total: 14 | |

| SUMMER SESSION | |
|--|---|
| <i>(following fourth semester)</i> | |
| Occupational Therapy 210 (Clinical Internship II) | 4 |
| Total: 4 | |
| Total Credit Hours: 70 | |

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 transfer to a four-year college or university, then it is recommended that the student take Biological Science 207 and 208.

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 PROGRAM IS SUSPENDED.
NEW STUDENTS WILL NOT BE ADMITTED TO THIS PROGRAM.**

This Associate of Applied Science degree is designed for a student who is interested in an administrative career in a professional office. This 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 integration, communications, information management, teamwork, diversity, research, marketing, leadership, professionalism, ethics, and customer service. In order to graduate from Office Technologies—Administrative Assistant, students must meet all college academic requirements plus achieve a grade or “C” or better in all Office Technologies courses, Computer Technology courses, and Business Administration courses. 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 Administrative Assistant Option of Office Technologies.

FIRST SEMESTER Credit Hours

| | |
|---|-----------|
| Business Administration 101 (Introduction to Business) | 3 |
| Computer Technology 101 (Computer Literacy) | 3 |
| English 101 (Freshman English I) | 3 |
| Office Technologies 102 (Document Processing) | 3 |
| Office Technologies 130 (Office Procedures I) | 3 |
| Total: | 15 |

SECOND SEMESTER

| | |
|---|-----------|
| Business Administration 215 (Financial Accounting) or Office Technologies 109 (Practical Accounting/Bookkeeping) | 3 |
| Computer Technology 221 (Office Applications I) | 3 |
| English 112 (Business and Technical Communications) | 3 |
| Mathematics Elective | 3 |
| Office Technologies 119 (Information Management) | 3 |
| Total: | 15 |

THIRD SEMESTER Credit Hours

| | |
|---|-----------|
| Biological/Physical Science Elective | 3 |
| Business Administration 213 (Principles of Management) | 3 |
| Computer Technology 222 (Office Applications II) | 3 |
| Office Technologies 201 (Financial Office Software) | 3 |
| Office Technologies 241 (Office Procedures II) | 3 |
| Total: | 15 |

FOURTH SEMESTER

| | |
|--|-----------|
| Business Administration 216 (Principles of Marketing) | 3 |
| Computer Technology 191 (Web Page Development) | 3 |
| Office Technologies 242 (Administrative Applications) | 3 |
| Psychology 101 (General Psychology) or Sociology 101 (Introduction to Sociology) | 3 |
| Speech 101 (Speech Communication I) | 3 |
| Total: | 15 |

Total Credit Hours: 60

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

**OFFICE TECHNOLOGIES
ADMINISTRATIVE OFFICE SUPPORT
ONE-YEAR CAREER PROGRAM
PREPARATION FOR EMPLOYMENT**

**THIS PROGRAM IS SUSPENDED.
NEW STUDENTS WILL NOT BE ADMITTED TO THIS PROGRAM.**

This Administrative Office Support certificate is designed as a one-year program for students who are interested in becoming an administrative assistant. This program is designed to prepare students with office and technology skills including communications, software integration, meeting and event planning, research, teamwork, customer service, and document preparation. Because of the nature of the program, students must have met all English and Reading requirements based on the results of the Placement Test. In order to graduate from Office Technologies—Administrative Office Support, students must meet all college academic requirements plus achieve a grade of “C” or better in all Office Technologies courses, Computer Technology courses, and Business Administration 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. The complete program is applicable toward the two-year Associate of Applied Science degree in Office Technologies – Administrative Assistant. 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 – Administrative Office Support.

| FIRST SEMESTER | Credit Hours |
|--|--------------|
| Computer Technology 101 (Computer Literacy) | 3 |
| Office Technologies 102 (Document Processing) | 3 |
| Office Technologies 130 (Office Procedures I) | 3 |
| Office Technologies 201 (Financial Office Software) | 3 |
| Office Technologies 241 (Office Procedures II) | 3 |
| Total: | 15 |

| SECOND SEMESTER | |
|--|-----------|
| Business Administration 101 (Introduction to Business) | 3 |
| Computer Technology 221 (Office Applications I) | 3 |
| English 101 (Freshman English I) | 3 |
| Office Technologies 109 (Practical Accounting/Bookkeeping) or Business Administration 215 (Financial Accounting)..... | 3 |
| Office Technologies 119 (Information Management) | 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/.

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

**PARALEGAL
TWO-YEAR CAREER PROGRAM
PREPARATION FOR EMPLOYMENT**

This curriculum is designed for the student interested in a career as a paralegal. The paralegal provides a variety of important services in private law firms, banks, insurance companies, corporations, governmental agencies, and offices. Paralegals aid attorneys in preparing for trials and hearings through administrative support. Job duties may include conducting legal research, writing correspondence, drafting legal documents, and managing a law office.

Proficient writing and computer skills are necessary for successful completion of this program. In order to graduate from the Paralegal Program, the students must meet all college academic requirements plus achieve a grade of “C” or better in each Paralegal course.

Please note that this program includes an internship component in the fourth semester. Students must complete the criminal background clearance process to be eligible to participate in the field experience/ internship course in legal settings.

This is a career program designed to qualify students to seek employment as a legal assistant/paralegal upon completion of the program. Students planning to transfer should consult with their academic advisor or the Student Success Center regarding transfer questions.

Successful completion of this program qualifies students to apply for an Associate of Applied Science degree in Paralegal.

| FIRST SEMESTER | Credit Hours |
|---|------------------|
| English 101 (Freshman English I) | 3 |
| Computer Technology 101 (Computer Literacy) | 3 |
| Paralegal 101 (Introduction to Legal Assisting) | 3 |
| Paralegal 103 (Legal Terminology) | 3 |
| Paralegal 111 or 112 (Beginning Keyboarding or Document Processing) | 3 |
| | Total: 15 |

| SECOND SEMESTER | Credit Hours |
|---|------------------|
| English 112 (Business and Technical Communications) | 3 |
| Mathematics Elective | 3 |
| Paralegal 104 (Litigation) | 3 |
| Paralegal 106 (Legal Administrative Applications) | 3 |
| Paralegal 108 (Contracts and Business Organizations) | 3 |
| | Total: 15 |

| THIRD SEMESTER | Credit Hours |
|---|------------------|
| Paralegal 201 (Legal Research and Writing I) | 3 |
| Paralegal 203 (Family and Estate Law) | 3 |
| Political Science 205 or Criminal Justice 205 (Introduction to American Constitutional Law) | 3 |
| Science Elective | 3 |
| Speech 101 (Speech Communication I) | 3 |
| | Total: 15 |

| FOURTH SEMESTER | Credit Hours |
|---|-------------------------------|
| Paralegal 202 (Legal Research and Writing II) | 3 |
| Paralegal 204 (Real Property and Title Examination) | 3 |
| Paralegal 206 (Torts) | 3 |
| Paralegal 208 (Legal Assistant Practicum) | 3 |
| Political Science 101 (American National Government) | 3 |
| | Total: 15 |
| | Total Credit Hours: 60 |

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 (PCSLOR) 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.

FIRST SEMESTER Credit Hours

- ① Psychology 110 (Introduction to Peace and Conflict Studies)3
- Humanities 110 (Interdisciplinary Leadership I)3
- Total: 6

SECOND SEMESTER

- Geography 102 (Cultural Geography)3
- Integrative Health 112 (Spirituality and Healing Traditions) ..1
- Total: 4
- Total Credit Hours: 10

① *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 allows them to apply for registration as a pharmacy technician, and prepares them to take a national certification exam. Unlike other health programs at Allegany College of Maryland, the Pharmacy Technician Certificate Program is not a selective or competitive admissions program, but interested students must possess a high school diploma or a GED. 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 upon entrance into the program, and students should be aware that results could affect clinical experiences. 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. Maryland residents from counties other than Allegany County who register in this eligible program will be charged the out-of-county tuition rate. However, these students may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Funding availability for this program is based on funding from the State of Maryland and is thus subject to change each semester. Some restrictions apply. More information can be obtained by contacting the Admissions Office.

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 College 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/.

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, but interested students must possess a high school diploma or a GED. 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 campus lab experience. 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. Maryland residents from counties other than Allegany County who register in this eligible program will be charged the out-of-county tuition rate. However, these students may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Funding availability for this program is based on funding from the State of Maryland and is thus subject to change each semester. Some restrictions apply. More information can be obtained by contacting the Admissions Office.

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 College 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 |
| 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/.

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 1) 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 April 15th 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 score of 70% or higher and marked as highly recommended, recommended, or recommended with reservations. The volunteer hours must be with a licensed Physical Therapist/Physical Therapist Assistant performed within the year of application at two different facilities. The same therapist cannot sign both forms. 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 April 15th. The observation evaluation must be submitted in a confidential manner or it will not be accepted. Students may opt to do another rotation for an additional 20 hours if they feel they did poorly in a rotation. Additional hours need to be in the same setting in which they felt they may have performed poorly. The average of all rotations will be calculated toward the final score;
6. a meeting with the PTA Program Director or Clinical Coordinator within 6 months prior to the April 15th 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;
7. a written response to an essay question;
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. Maryland residents from counties other than Allegany County who register in this eligible program will be charged the out-of-county tuition rate. However, these students may be eligible to receive reimbursement for a portion of the cost

(program continued on next page)

difference between the in-county and out-of-county tuition rates. Funding availability for this program is based on funding from the State of Maryland and is thus subject to change each semester. Some restrictions apply. More information can be obtained by contacting the Admissions Office.

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 including immunizations;
- 3) CPR certification for the Healthcare Provider;
- 4) First Aid certification;
- 5) health/medical insurance;
- 6) liability insurance;
- 7) PTA uniform purchase;
- 8) APTA Membership; and
- 9) 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.

(program continued on next page)

| FIRST SEMESTER | Credit Hours |
|--|--------------|
| ① Biological Science 121 (Musculoskeletal Anatomy of the Human) | 4 |
| English 101 or 102 (Freshman English I or Freshman English II) | 3 |
| Physical Education Elective | 1 |
| Psychology 101 (General Psychology) | 3 |
| Speech 101 (Speech Communication I) | 3 |
| Total: | 14 |

| SECOND SEMESTER | |
|---|-----------|
| ① Biological Science 201 (Human Anatomy and Physiology) | 4 |
| Mathematics Elective | 3 |
| Medical Administrative Assistant 110 (Medical Terminology) | 3 |
| Physical Education Elective | 1 |
| Psychology 203 (Human Growth and Development) | 3 |
| Total: | 14 |

| THIRD SEMESTER | |
|--|-----------|
| ② Physical Therapist Assistant 201 (Introduction to Physical Therapist Assistant) | 2 |
| Physical Therapist Assistant 203 (Pathology I) | 2 |
| Physical Therapist Assistant 205 (Modalities I) | 3 |
| Physical Therapist Assistant 207 (Procedures) | 3 |
| Physical Therapist Assistant 209 (Clinical Kinesiology) | 4 |
| Physical Therapist Assistant 213 (Clinical I) | 2 |
| Total: | 16 |

| FOURTH SEMESTER | Credit Hours |
|--|--------------|
| Physical Therapist Assistant 204 (Pathology II) | 2 |
| Physical Therapist Assistant 206 (Modalities II) | 3 |
| Physical Therapist Assistant 208 (Principles of Rehabilitation) | 4 |
| Physical Therapist Assistant 210 (Therapeutic Exercise) | 4 |
| Physical Therapist Assistant 214 (Clinical II) | 2 |
| Total: | 15 |

| SUMMER SESSION | |
|--|-----------|
| <i>(following fourth semester)</i> | |
| Physical Therapist Assistant 216 (Trends) | 1 |
| Physical Therapist Assistant 218 (Practicum I) | 5 |
| Physical Therapist Assistant 219 (Practicum II) | 5 |
| Total: | 11 |
| Total Credit Hours: | 70 |

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
AREA OF CONCENTRATION
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 – Area of Concentration in Physics.

| FIRST SEMESTER | Credit Hours | THIRD SEMESTER | Credit Hours |
|---|--------------|---|--------------|
| Chemistry 101 (General Chemistry I) | 4 | ① Arts and Humanities Elective | 3 |
| Elective | 3 | Elective | 3 |
| English 101 (Freshman English I) | 3 | Mathematics 203 (Calculus III) | 4 |
| Mathematics 201 (Calculus I) | 4 | Physics 201 (General Physics I) | 4 |
| Total: 14 | | Total: 14 | |
| SECOND SEMESTER | | FOURTH SEMESTER | |
| Chemistry 102 (General Chemistry II) | 4 | Mathematics 206 (Differential Equations) | 4 |
| Elective | 3 | Physics 106 (Introductory Astronomy)..... | 4 |
| ① English 103 (Introduction to Literature) or Arts and Humanities Elective | 3 | Physics 202 (General Physics II) | 4 |
| Mathematics 202 (Calculus II) | 4 | ② Social and Behavioral Science Elective | 3 |
| ② Social and Behavioral Science Elective | 3 | Total: 15 | |
| Total: 17 | | Total Credit Hours: 60 | |

- ① Arts and Humanities elective must be from two different disciplines.
- ② Social and Behavioral Science elective must be from two different disciplines.

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, 100 or 101 with a grade of "C" or better. Students must have appropriate placement scores or a grade of "C" or better in Reading 93 and Mathematics 90 to be eligible for Anatomy and Physiology I (Biology 207). 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). 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. Maryland residents from counties other than Allegany County who register in this eligible program will be charged the out-of-county tuition rate. However, these students may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Funding availability for this program is based on funding from the State of Maryland and is thus subject to change each semester. Some restrictions apply. More information can be obtained by contacting the Admissions Office.

A satisfactory health record must be on file prior to clinical experience. In order to participate in clinical experiences, students must meet clinical agency requirements. All students are required to have an annual flu vaccine, unless an approved medical or religious exemption has been obtained. Students may be required to obtain a drug screen to meet clinical agency requirements. Students will need to 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.

(program continued on next page)

Programs of Study

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-PN). Completion of the requirements of the nursing program does not guarantee eligibility or guarantee passing the NCLEX-PN exam for licensure. A passing score on the examination results in qualifying for licensure as a practical nurse. Licensure is determined by a state 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 \$500 for uniforms, liability insurance, and achievement tests.

Students not admitted to the Practical Nursing Program should refer to the section entitled Selective Admission Health programs in the Admissions procedures section of the catalog.

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 (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

Credit Hours

| | |
|---|-----------|
| English 101 (Freshman English I) | 3 |
| Mathematics 102 (College Algebra) | 3 |
| Nursing 150 (Nursing II) | 9 |
| Psychology 203 (Human Growth and Development) .. | 3 |
| Total: | 18 |

SUMMER SESSION

(following second semester)

| | |
|---|-----------|
| Practical Nursing 106 (Mental Health Concepts) | 1 |
| Practical Nursing 108 (Nursing in Society) | 1 |
| Practical Nursing 110 (Concepts in Maternal-Child Nursing) | 5 |
| Total: | 7 |
| 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/.

PROGRAM NOTE: All general education classes must be taken either before or with the semester listed in order to progress to the next semester.

All nursing courses must be taken in the sequence listed.

NOTE: All courses specifically identified by course number are graduation requirements for this 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. Maryland residents from counties other than Allegany County who register in this eligible program will be charged the out-of-county tuition rate. However, these students may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Funding availability for this program is based on funding from the State of Maryland and is thus subject to change each semester. Some restrictions apply. More information can be obtained by contacting the Admissions Office.

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.

| FIRST SEMESTER | Credit Hours |
|---|--------------|
| Hospitality Management 101 (Introduction to Hospitality)..... | 3 |
| Professional Golf Management 104 (Golf Mechanics and Teaching I) | 3 |
| Professional Golf Management 109 (Golf Operations I) | 3 |
| Professional Golf Management 203 (Golf Operations III) | 3 |
| Total: | 12 |

| SECOND SEMESTER | Credit Hours |
|--|--------------|
| Hospitality Management 218 (Hospitality Marketing) | 3 |
| Professional Golf Management 110 (Golf Operations II)..... | 3 |
| Professional Golf Management 114 (Competition Management) | 3 |
| Speech 101 (Speech Communication I)..... | 3 |
| Total: | 12 |

| SUMMER SESSION | Credit Hours |
|--|--------------|
| <i>(following second semester)</i> | |
| Hospitality Management 210 (Internship I) | 5 |
| Total: | 5 |
| Total Credit Hours: | 29 |

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/.

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

PSYCHOLOGY
AREA OF CONCENTRATION
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 – Area of Concentration in Psychology.

| FIRST SEMESTER | Credit Hours |
|--|--------------|
| Biological Science 101 (General Biology I) | 4 |
| Computer Technology 101 (Computer Literacy) | 3 |
| English 101 (Freshman English I) | 3 |
| Psychology 101 (General Psychology) | 3 |
| Sociology 101 (Introduction to Sociology) | 3 |
| Total: 16 | |

| SECOND SEMESTER | Credit Hours |
|--|--------------|
| Biological Science 102 (General Biology II) | 4 |
| ① Elective | 3 |
| ① English Elective | 3 |
| Mathematics 102 (College Algebra) | 3 |
| ①② Psychology Elective | 3 |
| Total: 16 | |

| THIRD SEMESTER | Credit Hours |
|---|--------------|
| ① History Elective | 3 |
| ① Humanities Elective | 3 |
| Mathematics 109 (Probability and Statistics) | 3 |
| ①② Psychology Elective | 3 |
| Speech 101 (Speech Communication I) | 3 |
| Total: 15 | |

| FOURTH SEMESTER | Credit Hours |
|---|--------------|
| ① Elective | 3 |
| Physical Activity | 1 |
| ①② Psychology Elective | 3 |
| ① Social and Behavioral Science Elective | 3 |
| ① Sociology Elective | 3 |
| Total: 13 | |
| Total Credit Hours: 60 | |

- ① Consult your advisor, the Advising Center, or Student Success Center for appropriate courses.
- ② Students need to complete three courses from these courses: Psychology 110, 199, 203, 205, and 207.

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)

Programs of Study

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. Maryland residents from counties other than Allegany County who register in this eligible program will be charged the out-of-county tuition rate. However, these students may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Funding availability for this program is based on funding from the State of Maryland and is thus subject to change each semester. Some restrictions apply. More information can be obtained by contacting the Admissions Office.

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.

(program continued on next page)

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

| SUMMER SESSION | Credit Hours |
|--|--------------|
| Radiologic Technology 121 (Clinical Radiology I) | 1 |
| Total: | 1 |
| | |
| FIRST SEMESTER | |
| Biological Science 109 (Osteology) | 4 |
| English 101 (Freshman English I) | 3 |
| Medical Administrative Assistant 110 (Medical Terminology) | 3 |
| Radiologic Technology 101 (Radiologic Technology I) | 3 |
| Radiologic Technology 111 (Radiographic Positioning I) | 3 |
| Radiologic Technology 122 (Clinical Radiology II) | 3 |
| Total: | 19 |
| | |
| SECOND SEMESTER | |
| Allied Health 113 (Phlebotomy for Health Professionals) | 1 |
| ① Biological Science 201 or 207 (Human Anatomy and Physiology or Anatomy and Physiology of the Human I) | 4 |
| Mathematics 102 or 105 (College Algebra or Elements of Mathematics) | 3 |
| Radiologic Technology 102 (Radiologic Technology II) | 3 |
| Radiologic Technology 112 (Radiographic Positioning II) | 3 |
| Radiologic Technology 124 (Clinical Radiology III) | 3 |
| Total: | 17 |

| SUMMER SESSION | Credit Hours |
|--|--------------|
| <i>(following second semester)</i> | |
| Allied Health 107 (Electrocardiography Analysis and Testing) | 1 |
| Allied Health 201 (Infusion Therapy Basics) | 1 |
| Allied Health 209 (Cross-Section Anatomy) | 1 |
| Radiologic Technology 221 (Clinical Radiology IV) | 4 |
| Total: | 7 |
| | |
| THIRD SEMESTER | |
| Radiologic Technology 201 (Radiologic Technology III) | 4 |
| Radiologic Technology 211 (Radiographic Positioning III) | 2 |
| Radiologic Technology 222 (Clinical Radiology V) | 6 |
| Total: | 12 |
| | |
| FOURTH SEMESTER | |
| Humanities Elective | 3 |
| ② Psychology Elective | 3 |
| Radiologic Technology 202 (Radiologic Technology IV) | 3 |
| Radiologic Technology 223 (Clinical Radiology VI) | 4 |
| Total: | 13 |
| Total Credit Hours: | 69 |

① *Students who have had no Anatomy and Physiology should take Biological Science 201.*
 ② *Psychology 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 performance 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. Maryland residents from counties other than Allegany County who register in this eligible program will be charged the out-of-county tuition rate. However, these students may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Funding availability for this program is based on funding from the State of Maryland and is thus subject to change each semester. Some restrictions apply. More information can be obtained by contacting the Admissions Office.

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 non-clinical phase of the 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 116, 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.

(program continued on next page)

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 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.

| FIRST SEMESTER | Credit Hours | THIRD SEMESTER | Credit Hours |
|--|--------------|--|--------------|
| Biological Science 116 (Human Biology) | 3 | Psychology 101 (General Psychology) | 3 |
| ① Chemistry 100 or 101 (Elements of Chemistry or General Chemistry I) | 4 | Respiratory Therapist 212 (Cardiopulmonary Pathophysiology) | 3 |
| English 101 (Freshman English I) | 3 | Respiratory Therapist 213 (Cardiopulmonary Assessment and Diagnostics) | 3 |
| Mathematics 102 (College Algebra) | 3 | Respiratory Therapist 225 (Clinical Practice III) | 5 |
| Respiratory Therapist 101 (Introduction to Respiratory Therapy) | 3 | Respiratory Therapist 231 (Research Methods) | 1 |
| Total: 16 | | Total: 15 | |
| SECOND SEMESTER | | FOURTH SEMESTER | |
| Computer Technology 101 (Computer Literacy) | 3 | Humanities Elective | 3 |
| Respiratory Therapist 102 (Pharmacology) | 3 | Respiratory Therapist 207 (Community Health and Education) .. | 2 |
| Respiratory Therapist 104 (Respiratory Pathogens) | 1 | Respiratory Therapist 232 (Advanced Respiratory Concepts) | 2 |
| Respiratory Therapist 190 (Clinical Practice I) | 5 | Respiratory Therapist 240 (Pediatrics & Neonatology) | 3 |
| Respiratory Therapist 206 (Cardiopulmonary Anatomy and Physiology) | 3 | Respiratory Therapist 250 (Clinical Practice IV) | 5 |
| Total: 15 | | Total: 15 | |
| SUMMER SESSION (following second semester) | | Total Credit Hours: 67 | |
| Respiratory Therapist 210 (Clinical Practice II) | 6 | | |
| Total: 6 | | | |

① Students who are planning to enter the Respiratory Therapist Program and have had no chemistry must take Chemistry 100.

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

**SOCIAL WORK
AREA OF CONCENTRATION
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 – Area of Concentration in Social Work.

SPECIAL NOTE: Students interested in a career in Social Work should also consider the Human Service Associate Program found on pages 103-105 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.

| FIRST SEMESTER | Credit Hours |
|--|--------------|
| English 101 (Freshman English I) | 3 |
| Philosophy Elective | 3 |
| Psychology 101 (General Psychology) | 3 |
| Sociology 101 (Introduction to Sociology) | 3 |
| Speech 101 (Speech Communication I) | 3 |
| Total: | 15 |

| SECOND SEMESTER | Credit Hours |
|--|--------------|
| Art 101 (Art Appreciation) or Music 112 (Music Appreciation) | 3 |
| English 102, 103, or 112 (Freshman English II, English Literature, or Business and Technical Writing) | 3 |
| Mathematics 109 (Probability and Statistics) | 3 |
| Political Science 101 (American National Government) | 3 |
| Social and Behavioral Science Elective | 3 |
| Total: | 15 |

| THIRD SEMESTER | Credit Hours |
|--|--------------|
| ①② Elective | 3 |
| ③ Integrative Health or Physical Education Electives | 2 |
| ④ Laboratory Science Elective | 4 |
| Sociology 104 (Interdisciplinary Studies in Human Society) or Sociology Elective | 3 |
| Sociology 203 (Social Problems) | 3 |
| Total: | 15 |

| FOURTH SEMESTER | Credit Hours |
|--|--------------|
| Biological Science 116 (Human Biology) | 3 |
| Computer Technology 101 (Computer Literacy) | 3 |
| ①② Elective | 3 |
| History 104 (United States History II) | 3 |
| Sociology 250 (Introduction to Social Work) | 3 |
| Total: | 15 |
| Total Credit Hours: | 60 |

- ① Consult your advisor, the Advising Center, or Student Success Center for appropriate courses.
- ② Recommended electives: Humanities 110, Integrative Health Courses, Psychology or Sociology classes in area of interest.
- ③ Recommended electives: Integrative Health 114 (Integrative Approaches to Health and Healing) or Physical Education 145 (Personal Wellness).
- ④ Recommended: Biological Science 100 (Principles of Biology) or Biological Science 101 (General Biology I).

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

**SOCIOLOGY
AREA OF CONCENTRATION
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 – Area of Concentration in Sociology.

| FIRST SEMESTER | Credit Hours |
|--|--------------|
| ① Elective | 3 |
| English 101 (Freshman English I) | 3 |
| Mathematics 102 or 109 (College Algebra or Probability and Statistics) | 3 |
| Sociology 101 (Introduction to Sociology) | 3 |
| Speech 101 (Speech Communication I) | 3 |
| Total: 15 | |
| | |
| SECOND SEMESTER | |
| ① Elective | 3 |
| English 102 (Freshman English II) or English Elective | 3 |
| Psychology 101 (General Psychology) | 3 |
| ② Social and Behavioral Science Elective | 3 |
| ③ Sociology Elective | 3 |
| Total: 15 | |

| THIRD SEMESTER | Credit Hours |
|---|--------------|
| ① Elective | 3 |
| Humanities Elective | 3 |
| ④ Laboratory Science Elective..... | 4 |
| Physical Activity | 1 |
| ② Social and Behavioral Science Elective | 3 |
| ③ Sociology Elective | 3 |
| Total: 17 | |

| FOURTH SEMESTER | |
|-------------------------------|---|
| ① Elective..... | 3 |
| Humanities Elective | 3 |
| Physical Activity | 1 |
| ④ Science Elective..... | 3 |
| ③ Sociology Elective | 3 |
| Total: 13 | |
| Total Credit Hours: 60 | |

- ① Consult your advisor, the Advising Center, or Student Success Center for appropriate courses.
- ② Courses must be completed from two different Social and Behavioral Science disciplines.
- ③ Students need to complete three courses from these courses: Sociology 102, 203, 205, 207, and 211.
- ④ Science electives must include one lab science. Some transfer institutions may require an additional lab science; therefore consult your advisor, the Advising Center, or Student Success Center to ensure the science elective requirements at your transfer institution are met.

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

SPANISH ONE-YEAR CERTIFICATE

This certificate is designed for students to complete an intermediate level of Spanish language. The certificate is suitable for students who wish to enhance their career opportunities with a credential in Spanish language and/or transfer to a four-year institution. It is suitable for students with no prior Spanish instruction or the student who has completed beginning Spanish in high school. The courses closely parallel the first two years of Spanish courses in a Spanish program.

The certificate may be applied to an Associate of Science Degree in General Studies and to the Associate of Arts Degree in Arts and Sciences – Area of Concentration in English. Check with your advisor and the Student Success Center to ensure specific course transferability.

Successful completion of this program qualifies a student to apply for a certificate in Spanish.

FIRST SEMESTER

| | Credit Hours |
|---|--------------|
| English 101 (Freshman English I) | 3 |
| Spanish 103 (Introductory Spanish I) | 3 |
| | Total: 6 |

This program is NOT eligible for Student Financial Aid. However, students taking Spanish courses as Arts and Humanities electives or open electives as a part of another curriculum may be eligible for Student Financial Aid and still graduate with this certificate.

SECOND SEMESTER

| | |
|--|----------|
| Spanish 104 (Introductory Spanish II) | 3 |
| Speech 101 (Speech Communication I) | 3 |
| | Total: 6 |

THIRD SEMESTER

| | |
|---|----------|
| Spanish 203 (Intermediate Spanish I) | 3 |
| | Total: 3 |

FOURTH SEMESTER

| | |
|--|------------------------|
| Spanish 204 (Intermediate Spanish II) | 3 |
| | Total: 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/.

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

TEACHER EDUCATION PREPARATION FOR TRANSFER

The Teacher Education Program is designed for students who wish to transfer to a four-year institution to pursue a Bachelor of Arts or Bachelor of Science degree. The Teacher Education Program has three areas of concentration: early childhood (pre-kindergarten through third-grade), elementary education (first through sixth grade), and secondary education (seventh through twelfth grade). All education majors will be required to successfully complete the fingerprinting and criminal background-check process. Education majors should also note that education departments at most colleges or universities require a grade of “C” or better in education courses for credits to transfer to their education programs.

CORE COURSEWORK

| | |
|---|----------------|
| Education 100 Career Analysis in Education | 1 credit hour |
| Education 190 Preparation for the Pre-Professional Sequence | 1 credit hour |
| Education 191 Education Assistantship | 1 credit hour |
| Education 201 Foundations of Education, Philosophy and Practice | 3 credit hours |
| Education 204 Psychology of Learning and Teaching | 3 credit hours |
| Education 217 Mathematics for Teacher Education II | 3 credit hours |

TOTAL CREDITS: 12

Early Childhood Education Area of Concentration

Successful completion of the requirements for this program qualifies students to apply for an Associate of Science degree in Teacher Education – Area of Concentration in Early Childhood Education.

| FIRST SEMESTER | Credit Hours |
|--|--------------|
| Art 110 (Visual Imagery)..... | 3 |
| Education 100 (Career Analysis in Education) | 1 |
| English 101 (Freshman English I) | 3 |
| Mathematics 102 or 109 (College Algebra or Probability and Statistics) | 3 |
| Psychology 101 (General Psychology) | 3 |
| Total: | 13 |

| SECOND SEMESTER | |
|--|-----------|
| Education 195 (Introduction to Emergent Literacy Skills) | 2 |
| Education 201 (Foundations of Education, Philosophy, and Practice) .. | 3 |
| Education 217 (Mathematics for Teacher Education II) | 3 |
| Music 252 (Music and Creative Interaction for the Elementary Teacher) | 3 |
| Physics 130 (Inquiries in Physical Science I) or non-Biology Laboratory Science | 4 |
| Total: | 15 |

| THIRD SEMESTER | Credit Hours |
|--|--------------|
| Biological Science 131 (Inquiries into Biology) or Biological Laboratory Science | 4 |
| Education 191 (Education Assistantship) | 1 |
| Education 204 (Psychology of Learning and Teaching) | 3 |
| Education 252 (Early Childhood Foundations) | 3 |
| Geography 102 (Cultural Geography) .. | 3 |
| Psychology 207 (Child Psychology)..... | 3 |
| Total: | 17 |

| FOURTH SEMESTER | |
|---|-----------|
| ① Education 190 (Preparation for the PPST) or Elective | 1 |
| Education 293 (Early Childhood Learning Environments) | 4 |
| English 103 (Introduction to Literature) | 3 |
| Physical Education 154 (Integrated Health and Physical Education) | 3 |
| Physics 132 (Inquiries in Physical Science II) or Laboratory Science Elective | 4 |
| Total: | 15 |
| Total Credit Hours: | 60 |

① Education 190 may be waived and a one-credit elective substituted only if a student has successively completed Praxis I/CORE or met the SAT/ACT scores set by MSDE for Praxis I or CORE waiver.

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

Elementary Education Area of Concentration

Successful completion of the requirements for this program qualifies students to apply for an Associate of Science degree in Teacher Education – Area of Concentration in Elementary Education.

| FIRST SEMESTER | Credit Hours |
|--|--------------|
| Art 110 (Visual Imagery)..... | 3 |
| Education 100 (Career Analysis in Education) | 1 |
| English 101 (Freshman English I) | 3 |
| Mathematics 102 or 109 (College Algebra or Probability and Statistics) | 3 |
| Psychology 101 (General Psychology) | 3 |
| Total: | 13 |

| SECOND SEMESTER | Credit Hours |
|--|--------------|
| Education 195 (Introduction to Emergent Literacy Skills) | 2 |
| Education 201 (Foundations of Education, Philosophy, and Practice) .. | 3 |
| Education 217 (Mathematics for Teacher Education II) | 3 |
| Music 252 (Music and Creative Interaction for the Elementary Teacher) | 3 |
| Physics 130 (Inquiries in Physical Science I) or non-Biology Laboratory Science | 4 |
| Total: | 15 |

| THIRD SEMESTER | Credit Hours |
|--|--------------|
| Biological Science 131 (Inquiries into Biology) or Biological Laboratory Science | 4 |
| Education 191 (Education Assistantship) | 1 |
| Education 204 (Psychology of Learning and Teaching) | 3 |
| Education 295 (Process and Acquisition of Reading) | 3 |
| Geography 102 (Cultural Geography) .. | 3 |
| Speech 101 (Speech Communication I) or Elective in Specialization | 3 |
| Total: | 17 |

| FOURTH SEMESTER | Credit Hours |
|---|--------------|
| ① Education 190 (Preparation for the Pre-Professional Sequence) or Elective | 1 |
| Education 191 (Education Assistantship) | 1 |
| Education 296 (Special and Multicultural Education)..... | 3 |
| English 103 (Introduction to Literature) | 3 |
| Physical Education 154 (Integrated Health and Physical Education) | 3 |
| Physics 132 (Inquiries in Physical Science II) or Laboratory Science..... | 4 |
| Total: | 15 |
| Total Credit Hours: | 60 |

① Education 190 may be waived and a one-credit elective substituted only if a student has successively completed Praxis I/CORE or met the SAT/ACT scores set by MSDE for Praxis I or CORE waiver.

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

Secondary Education Area of Concentration

Successful completion of the requirements for this program qualifies students to apply for an Associate of Science degree in Teacher Education – Area of Concentration in Secondary Education.

| FIRST SEMESTER | Credit Hours |
|--|--------------|
| Education 100 (Career Analysis in Education) | 1 |
| English 101 (Freshman English I) | 3 |
| Mathematics Elective | 3 |
| Psychology 101 (General Psychology) | 3 |
| Teaching Field Elective | 3 |
| Total: | 13 |

| SECOND SEMESTER | |
|---|-----------|
| Education 201 (Foundations of Education, Philosophy, and Practice)..... | 3 |
| Laboratory Science Elective..... | 4 |
| Physical Education 145 (Personal Wellness) | 2 |
| Speech 101 (Speech Communication I) | 3 |
| Teaching Field Elective | 3 |
| Total: | 15 |

| THIRD SEMESTER | Credit Hours |
|--|--------------|
| ① Education 190 (Preparation for the Pre-Professional Sequence)..... | 1 |
| English Elective | 3 |
| Geography 102 (Cultural Geography) | 3 |
| History Elective | 3 |
| Laboratory Science Elective..... | 4 |
| Teaching Field Elective | 3 |
| Total: | 17 |

| FOURTH SEMESTER | |
|---|-----------|
| Art 101 or Music 112 (Art Appreciation or Music Appreciation) | 3 |
| Computer Technology 101 (Computer Literacy) or Elective | 3 |
| Education 191 (Education Assistantship) | 1 |
| Education 204 (Psychology of Learning and Teaching) | 3 |
| Education 217 (Mathematics for Teacher Education II) | 3 |
| Teaching Field Elective | 2 |
| Total: | 15 |
| Total Credit Hours: | 60 |

① Education 190 may be waived and a one-credit elective substituted only if a student has successively completed Praxis I/CORE or met the SAT/ACT scores set by MSDE for Praxis I or CORE waiver.

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

**TEACHING
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. Successful 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.

| FIRST SEMESTER | 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) or non-Biology Laboratory Science | 4 |
| Total: 17 | |

| SECOND SEMESTER | Credit Hours |
|---|--------------|
| Biological Science 131 (Inquiries into Biology) or Biology Laboratory Science | 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 |
| Total: 16 | |

| THIRD SEMESTER | Credit Hours |
|---|--------------|
| Art 110 (Visual Imagery)..... | 3 |
| Education 295 (Process and Acquisition of Reading) | 3 |
| Mathematics 102 or 109 (College Algebra or Probability and Statistics) | 3 |
| Physics 132 (Inquiries in Physical Science II) or Laboratory Science Elective | 4 |
| Psychology 101 (General Psychology) | 3 |
| Total: 16 | |

| FOURTH SEMESTER | Credit Hours |
|---|--------------|
| 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 |
| Total: 18 | |
| Total Credit Hours: 67 | |

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



**Articulation
Agreements
and
Partnerships**

ARTICULATION AGREEMENTS

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

| TRANSFER INSTITUTION | ACM PROGRAMS | TRANSFER INSTITUTION PROGRAM |
|---|---|--|
| California University of Pennsylvania | Business Administration, Business Management Criminal Justice, Criminology Professional Golf Management Nanotechnology | Bachelor of Science in Business Administration Bachelor of Science and Technology - Legal Studies Concentration Bachelor of Science in Sports Management - Professional Golf Management Track Bachelor of Science in Industrial Technology Nanofabrication Manufacturing Technology Concentration |
| Chamberlain College of Nursing | Nursing | Bachelor of Science in Nursing |
| Chatham University | Biology | Bachelor of Sustainability |
| Frostburg State University | Accounting Biology Business Administration Nursing Psychology Social Work | Bachelor of Science in Accounting Bachelor of Science in Biology Bachelor of Science in Business Administration Bachelor of Science in Nursing Bachelor of Science in Psychology Bachelor of Social Work |
| Mount Aloysius College | Nursing | Bachelor of Science in Nursing |
| The Pennsylvania College of Technology | Automotive Technology | Bachelor of Science in Automotive Technology Management |
| Pennsylvania State University | Nanotechnology | Nanofabrication Manufacturing Technology |
| Potomac State College of West Virginia University | Business Management Criminal Justice | Bachelor of Applied Science - with an emphasis in Business Management Bachelor of Applied Science - with an emphasis in Criminal Justice |
| Saint Francis University | Biology Business Administration Computer Technology Human Services, Psychology | Bachelor of Science Health Sciences Bachelor of Science Organizational Leadership Bachelor of Science Computer Systems Management Bachelor of Science Behavioral Science |

| TRANSFER INSTITUTION | ACM PROGRAMS | TRANSFER INSTITUTION PROGRAM |
|---|---|--|
| Shippensburg University of Pennsylvania | All ACM programs | Guarantees transferability of all general education courses |
| University of Maryland, University College | Accounting Business Administration Criminology General Studies Medical Laboratory Technology Nursing | Bachelor of Science in Accounting or Management Studies Bachelor of Science in Management Studies Bachelor of Science in Criminal Justice Bachelor of Science in Management Studies, Bachelor of Science in Public Safety Administration or Gerontology and Aging Services Bachelor of Technical and Professional Science in Laboratory Management or Bachelor of Science in Biotechnology Bachelor of Science in Nursing |
| 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 |
| West Virginia University | Business Administration Chemistry Criminology English Forestry Technology History Mathematics Physics Political Science Psychology | Bachelor of Science in Business Administration Bachelor of Arts or Science in Chemistry Bachelor of Arts in Criminology Bachelor of Arts in English Bachelor of Science in Forest Resources Management Bachelor of Arts in History Bachelor of Arts or Science in Mathematics Bachelor of Arts or Science in Physics Bachelor of Arts in Political Science Bachelor of Arts or Science in Psychology |

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

Bedford County Campus – Robin Swindell at 814-652-9528, ext. 6202 / 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 the Office of the Senior Vice President of Instructional and Student Affairs at 301-784-5288 or email rfrost@allegany.edu.

PARTNERSHIPS

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. Please refer to the Academic Information section, page 310, Maryland Higher Education Commission Student Transfer Policies for transfer policies to Maryland public institutions.



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)

The following is a list of courses offered to students enrolled in the clinical phase of the following allied health programs: Dental Hygiene, Massage Therapy, Medical Assistant, Medical Laboratory Technology, Nursing, Practical Nursing, Occupational Therapy Assistant, Physical Therapist Assistant, Radiologic Technology, and Respiratory Therapist. 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. Fee: \$50.00.

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.

In order to successfully pass this course, student must achieve a grade of "C" or better, along with meeting the academic standards of the college.

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.

This course will provide students with leadership and conflict management skills. Topics include concepts on leadership styles, listening skills, and conflict resolution techniques.

In order to successfully pass this course, student must achieve a grade of "C" or better, along with meeting the academic standards of the college.

106 Infection Control and Blood Borne Pathogens

1 credit hour

Offered as demand warrants.

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.

In order to successfully pass this course, student must achieve a grade of "C" or better, along with meeting the academic standards of the college.

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.

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.

In order to successfully pass this course, student must achieve a grade of "C" or better, along with meeting the academic standards of the college.

Prerequisite: First or second year clinical allied health student or permission of instructor.

111 Awareness of Special Populations**1 credit hour**

Offered as demand warrants.

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.

In order to successfully pass this course, student must achieve a grade of "C" or better, along with meeting the academic standards of the college.

113 Phlebotomy for Health Professionals**1 credit hour**

Offered as demand warrants. Fee: \$80.00.

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.

In order to successfully pass this course, student must achieve a grade of "C" or better, along with meeting the academic standards of the college.

Prerequisite: First or second year clinical allied health student.

117 Food Choices in Healthcare**2 credit hours**

Offered as demand warrants. Fee: \$10.00.

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.

In order to successfully pass this course, student must achieve a grade of "C" or better, along with meeting the academic standards of the college.

118 Cultures & Healthcare

3 credit hours

Offered as demand warrants. 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.

In order to successfully pass this course, student must achieve a grade of "C" or better, along with meeting the academic standards of the college.

119 Disaster Preparedness

3 credit hours

Offered as demand warrants.

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.

In order to successfully pass this course, student must achieve a grade of "C" or better, along with meeting the academic standards of the college.

126 Spanish for Health Occupations

3 credit hours

Offered as demand warrants.

Students will be introduced to the workplace concepts of cultural competence and current demographics of the Latino population in an effort to understand the complexity of their life and their beliefs, and how this affects the way conversation should be approached with the patient/client. Students will learn to facilitate communication with Latino patients/clients and their families. Students will practice phrases for a variety of situations that could occur in the clinical setting. Students will be presented with the tools needed to develop a good command for speaking and understanding Spanish phrases at the end of the course. No previous Spanish is required.

Prerequisite: Can be taken concurrently with Reading 90.

127 Ethical and Legal Issues in Health Care

3 credit hours

Offered as demand warrants.

Students will receive an overview of the field of ethics in health care, liability, and the importance of the Health Information Portability and Accountability Act Privacy Rule. Students will learn about developing and maintaining professional behavior in different situations that might include miscommunication and challenging clients and families. 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, patient/client advocacy, and specific examples of ethical and/or legal dilemmas they may encounter in the delivery of services in various settings including inpatient, outpatient and home care, and addictions.

In order to successfully pass this course, student must achieve a grade of "C" or better, along with meeting the academic standards of the college.

128 Health Care Professionalism**3 credit hours**

Offered as demand warrants.

Appropriate for students from all disciplines, students will acquire a variety of skill sets and knowledge to bolster their transition into a workplace. This course will cover development of soft skills and professionalism in the health care setting. The final project will be to develop a professional resume to prepare students for the job market.

In order to successfully pass this course, student must achieve a grade of "C" or better, along with meeting the academic standards of the college.

201 Infusion Therapy Basics**1 credit hour**

Offered as demand warrants. Fee: \$100.00.

This course is designed to help the allied health professional develop skills that will provide a safe and competent administration and quality management of infusion therapy in the health care setting. Topics to be discussed include: infusion methods, types of catheters, infection control, care and maintenance of peripheral and central venous access devices, blood draws, complications, equipment and assembly, and venipuncture skills.

In order to successfully pass this course, student must achieve a grade of "C" or better, along with meeting the academic standards of the college.

Prerequisite: Second year clinical allied health student.

205 Advanced Cardiac Life Support**1 credit hour**

Offered as demand warrants. The schedule varies. Please check the current schedule. Fee: \$50.00.

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.

In order to successfully pass this course, student must achieve a grade of "C" or better, along with meeting the academic standards of the college.

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.

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.

In order to successfully pass this course, student must achieve a grade of "C" or better, along with meeting the academic standards of the college.

Prerequisite: First or second year clinical allied health student or permission of instructor.

ART (ART)

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)

101 Internal Combustion Engines I

4 credit hours

Offered fall semester. Three hours lecture and three hours demonstration a week. Fee: \$145.00.

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: \$145.00.

This course is a continuation of Automotive Technology 101 and will teach the rebuilding of the automobile engine. Students in this course will gain continued experience with the internal components of engines, service procedures, and the tools used. 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: \$145.00.

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: \$145.00.

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: \$145.00.

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: \$145.00.

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 and/or supplies are the responsibility of the student.

Prerequisite: Automotive Technology 103.

107 Basic Automotive Service

4 Credit Hours

Offered fall and spring semesters as demand warrants. Six hours lecture/lab per week. Fee: \$145.00.

This course is designed to develop knowledge and skills required for many general automotive underhood and undercar service areas. Topics include, but are not limited to: belts, hoses, fluids, oil and filters, tires, and multi-point inspections. Costs incurred for parts and/or supplies are the responsibility of the student.

109 Basic Engine Service

4 Credit Hours

Offered fall and spring semesters as demand warrants. Six hours lecture/lab per week. Fee: \$145.00.

This course is designed to develop knowledge and skills required for entry-level technicians to perform general service on automotive engines. Topics include, but are not limited to: engine mounts, gaskets and seals, cooling systems, lubrication systems, and timing components. Costs incurred for parts and/or supplies are the responsibility of the student.

110 Basic Transmission and Driveline Service

4 Credit Hours

Offered fall and spring semesters as demand warrants. Six hours lecture/lab per week. Fee: \$145.00.

This course is designed to develop knowledge and skills required for the general service of automobile transmissions and driveline components. Topics include, but are not limited to: automatic transmissions, manual transmissions, drive axles, and differentials. Costs incurred for parts and/or supplies are the responsibility of the student.

112 Basic Chassis and Brakes

4 Credit Hours

Offered fall and spring semesters as demand warrants. Six hours lecture/lab per week. Fee: \$145.00.

This course is designed to develop knowledge and skills required to service automotive chassis, steering and suspension, and brake components. Topics include, but are not limited to: steering components, chassis systems, drum brakes, disc brakes, and parking brakes. Costs incurred for parts and/or supplies are the responsibility of the student.

114 Automotive Brakes I

2 credit hours

Offered fall semester. One-hour lecture and three hours demonstration a week. Fee: \$145.00.

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 and/or 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: \$145.00.

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 and/or 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: \$145.00.

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: \$145.00.

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: \$145.00. Body PPE Fee (Personal Protection Equipment): \$100.00.

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 will gain experience performing 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: \$145.00.

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 Technology 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: \$145.00.

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: \$145.00.

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: \$145.00.

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: \$145.00.

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 Technology 103.

BIOLOGICAL SCIENCE (BIO)

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.

Prerequisite: Reading 93 and Mathematics 90.

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: \$65.00.

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.

Prerequisite: Reading 93 and Mathematics 90.

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: \$65.00.

To present a study of the general characteristics and basic concepts of living organisms, which includes: the hierarchical organization of life, scientific method and experimental design, basic chemistry of life (inorganic and organic), cell types and structures, membrane structure and function, thermodynamics/energy flow, metabolic processes (photosynthesis & cellular respiration), the cell cycle, meiosis, and an introduction to genetics.

Prerequisite: Reading 93 and Mathematics 90, or equivalent.

102 General Biology II

4 credit hours

Offered fall and spring semesters. Three hours lecture and three hours laboratory a week. Fee: \$65.00.

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: \$65.00.

A study of seed plants, conifers, and flowering plants, with emphasis on anatomy, morphology, taxonomy, and evolution. Principles of genetics, ecology, and physiology.

109 Osteology

4 credit hours

Offered fall semester. Three hours lecture and three hours laboratory a week. Fee: \$65.00.

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: \$65.00.

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.

Prerequisite: Reading 93 and Mathematics 90.

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.

Prerequisite: Reading 93.

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: \$65.00.

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: \$65.00.

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: \$65.00.

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: \$65.00.

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: \$65.00.

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: \$65.00.

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: \$95.00.

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: \$65.00.

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: \$65.00.

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 with a grade of "C" or better.

213 Dendrology I

2 credit hours

Offered fall semester. One-hour lecture and three hours laboratory a week. Fee: \$65.00. 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.

Prerequisite: Biological Science 103 as a corequisite, or consent of the instructor.

214 Dendrology II

2 credit hours

Offered spring semester. One-hour lecture and three hours laboratory a week. Fee: \$65.00. Refundable equipment deposit: \$200.00.

A continuation of Dendrology I, with greater emphasis placed on the gymnosperms than on the angiosperms.

Prerequisite: Biological Science 213.

220 Essentials of Cell Biology and Genetics

4 credit hours

Offered spring semester. Three hours lecture and three hours laboratory a week. Fee: \$95.00.

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: \$65.00.

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)

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 fall 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 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. Offered as demand warrants in the summer session. 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 spring semester and as demand warrants. 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.

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.

219 Income Tax Accounting

3 credit hours

Offered spring 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.

CHEMISTRY (CHEM)

100 Elements of Chemistry

4 credit hours

Offered fall and spring semesters and summer session as demand warrants. Three hours lecture and discussion plus three hours laboratory a week. Fee: \$115.00.

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 93 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: \$115.00.

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: Reading 93 and Mathematics 93.

Note: Concurrent registration in Mathematics 119 is required 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: \$115.00.

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: \$115.00.

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: \$115.00.

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: \$115.00.

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.

COMPUTER TECHNOLOGY (COMP)

101 Computer Literacy

3 credit hours

Offered fall and spring semesters and summer session. Three hours lecture and application 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.**

103 Computer Logic

4 credit hours

Offered fall and spring semesters. Four hours lecture and application 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.

107 Introduction to Cybersecurity

3 credit hours

Offered fall and spring semesters and as demand warrants. Three hours lecture and application a week. Fee: \$42.00.

This course provides a broad overview of computer security, ethical issues and information assurance. Students will gain an understanding of digital information security and threats related to the internet, malware, cryptography, intrusion detection, operating systems, networking, cloud computing and other security topics.

114 Mobile Application Development

3 credit hours

Offered fall semester and as demand warrants. Three hours lecture and application a week. Fee: \$42.00.

This course introduces students to the design, development and programming technologies for mobile applications. Topics include an overview of mobile devices, industry standards and operating systems. Upon completion, students should be able to create basic applications for mobile devices.

Prerequisite: Computer Technology 103, or concurrent registration, or consent of instructor.

180 PC Architecture

3 credit hours

Offered fall semester and as demand warrants. Three hours lecture and application 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.

184 Technical Support Operations

3 credit hours

Offered fall semester and as demand warrants. Three hours lecture and application 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 application a week. Fee: \$18.00.

This course is designed as a capstone review course for industry certification exams. Students will use computer-based training modules to prepare for the certification exams.

Prerequisite: Computer Technology 180, or concurrent registration, or consent of instructor.

190 Computer Languages Survey

3 credit hours

Offered as demand warrants. Three hours lecture and application 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.

191 Web Page Development

3 credit hours

Offered fall and spring semesters. Three hours lecture and application 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.

201 Security +

3 credit hours

Offered fall semester and as demand warrants. Three hours lecture and application a week. Fee: \$42.00.

This course provides foundational principles for securing a network and managing risk. Students will be taught access control, identity management, cryptography and preventative techniques to address network attacks and vulnerabilities. This course is intended to prepare students for the Computing Technology Industry Association's (CompTIA) Security+ certification exam.

Prerequisite: Computer Technology 107, Computer Technology 225, or consent of instructor.

202 Digital Forensics

3 credit hours

Offered spring semester or as demand warrants. Three hours lecture and application a week. Fee \$42.00

This course will explore technical and legal aspects of collecting and handling digital evidence in both criminal and civil investigations. Students will learn how to utilize different tools to collect, acquire, and examine digital evidence. The course will also examine the technical and legal aspects of evidence recovery and processing as well as discuss reporting and testimony.

Prerequisites: Computer Technology 101 and 107 or consent of instructor.

216 Cyber Law

3 credit hours

Offered spring semester and as demand warrants. Three hours online lecture and discussion a week.

The course explores the legal and policy issues associated with the Internet and cyberspace. The course will focus on cases, statutes, regulations, and constitutional provisions that affect people and businesses interacting through computers and the Internet. Topics include intellectual property, e-commerce, online contracts, cybercrimes, torts, and privacy issues.

Prerequisite: Computer Technology 101 and Computer Technology 107 for students enrolled in the Computer Technology/Cybersecurity/Information Systems Programs. Computer Technology 101, Criminal Justice 101, & Criminal Justice 103 for students enrolled in the Criminal Justice Program.

219 Operating Systems

3 credit hours

Offered fall and spring semesters. Three hours lecture and application 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 Office Applications I

3 credit hours

Offered fall and spring semesters and summer session. Three hours lecture and application 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.

224 Advanced Web Page Development

3 credit hours

Offered spring semester and as demand warrants. Three hours lecture and application 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 spring semester and as demand warrants. Three hours lecture and application a week. Fee: \$42.00.

This course introduces the architecture, structure, functions, components, and models of the Internet and computer networks. The principles of IP addressing and fundamentals of Ethernet concepts, and operations are introduced to provide a foundation for the curriculum. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing. This is the first course in a series designed to prepare students for the Cisco Certified Network Associate (CCNA) certification exam.

Prerequisite: Computer Technology 101 or consent of instructor.

229 Database Design and Implementation

3 credit hours

Offered spring semester and as demand warrants. Three hours lecture and application 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 Introduction to Programming

3 credit hours

Offered spring semester and as demand warrants. Three hours lecture and application a week. Fee: \$42.00.

This is an introductory programming course focusing on the Microsoft.NET framework. Students will learn visual object-oriented computer programming concepts using the Visual Basic language, fundamental concepts of the Software Development Cycle, control structures, data types, ASP.NET web applications, Web Forms, User Interface Design, testing and debugging. **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.

234 Computer Science Programming I

4 credit hours

Offered fall semester and as demand warrants. Four hours lecture and application a week. Fee: \$42.00.

This course introduces the fundamental concepts of high level programming using the object oriented programming language Java. Students will learn fundamental concepts of the Software Development Cycle, Input/Output, simple data types, variables, operators, expressions, control structures, functions, arrays, strings, algorithms, objects, classes, testing and debugging. **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.

236 Web Programming

3 credit hours

Offered spring semester or as demand warrants. Three hours lecture and application 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, or consent of instructor.

238 Computer Science Programming II

4 credit hours

Offered Spring semester and as demand warrants. Four hours lecture and application a week. Fee: \$42.00.

This course is a continuation of Computer Science Programming I and will cover advanced concepts using the object oriented programming language Java. Students will learn the fundamentals of design and implementation of data structures, which includes linked lists, stacks, queues, sorting, searching, recursion, testing and debugging.

Prerequisite: Computer Technology 234.

239 Cisco Networking 2

3 credit hours

Offered fall semester and as demand warrants. Three hours lecture and application a week. Fee: \$42.00.

This course covers the architecture, components, and operations of routers and switches in a small network. Students will learn to configure routers and switches for basic functionality and troubleshooting. This is a second course designed to prepare students for the Cisco Certified Network Associate (CCNA) certification exam.

Prerequisite: Computer Technology 225 or consent of instructor.

240 Field Placement

3 credit hours

Offered fall, spring and summer semesters as demand warrants. One hour lecture and eight hours internship a week (sixteen hours a week if offered in A or B-terms).

This course provides students on the job training with a local business. Students will complete worksite assignments in a structured environment as determined by the instructor and the internship site supervisor. Attention will be given to resume writing, interviewing, communication and other applicable workplace skills.

Prerequisite: 2.75 GPA (or higher) and successful completion of two Computer Technology courses.

242 Cisco Networking 3

3 credit hours

Offered spring semester and as demand warrants. Three hours lecture and application a week. Fee: \$42.00.

This course covers the architecture, components, and operations of routers and switches in a large and complex network. Students will learn how to configure and troubleshoot routers and switches for advanced functionality, as well as the skills needed to implement DHCP and DNS operations in a network. This is a third course designed to prepare students for the Cisco Certified Network Associate (CCNA) certification exam.

Prerequisite: Computer Technology 239 or consent of instructor.

244 Cisco Networking 4

3 credit hours

Offered spring semester and as demand warrants. Three hours lecture and application a week. Fee: \$42.00.

This course covers the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand network devices and WAN technologies to meet network requirements. Students will learn how to configure and troubleshoot network devices and resolve common issues and operations in a complex network. This is the final course designed to prepare students for the Cisco Certified Network Associate (CCNA) certification exam.

Prerequisite: Computer Technology 242 or consent of 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.

Prerequisite: Computer Technology 101, 103, and consent of the instructor.

CRIMINAL JUSTICE (CRIM)

101 Introduction to Criminal Justice

3 credit hours

Offered fall and spring semesters. Three hours lecture and discussion a week. Fee: \$25.00.

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. Fee: \$25.00.

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. Fee: \$25.00.

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.

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.

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. Fee: \$25.00.

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.

210 Advanced Policing

3 credit hours

Offered fall semester and as demand warrants. Three hours lecture and discussion a week.

This course is a study of contemporary police practices, issues, and strategies. The course focuses on police proficiencies and procedures applied through critical thinking techniques and practical demonstrations. The role of police in society, police and community relations, police specialization and supervision, and current and future police issues are explained in this advanced criminal justice elective course. The course is designed to broaden the students' educational experience through real-world models and appropriate observational assignments, and is taught in conjunction with local law enforcement.

Prerequisite: Criminal Justice 101, 102, a grade of B or better in both courses or consent of faculty advisor.

216 Cyber Law

3 credit hours

Offered spring semester and as demand warrants. Three hours online lecture and discussion a week.

The course explores the legal and policy issues associated with the Internet and cyberspace. The course will focus on cases, statutes, regulations, and constitutional provisions that affect people and businesses interacting through computers and the Internet. Topics include intellectual property, e-commerce, online contracts, cybercrimes, torts, and privacy issues.

Prerequisite: Computer Technology 101, Criminal Justice 101, & Criminal Justice 103 for students enrolled in the Criminal Justice Program. Computer Technology 101 and Computer Technology 107 for students enrolled in the Computer Technology/Cybersecurity/Information Systems Programs.

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)

150 Food Preparation I

3 credit hours

Offered spring semester. Two hours lecture a week. One hundred hours practicum a semester. Fee: \$150.00.

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: \$150.00.

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

2 credit hours

Offered fall semester. One hour lecture a week. Fifty 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 major world cuisines. 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. Fifty hours practicum a semester. Fee: \$150.00.

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 summer semester. Two hours lecture a week. Fifty hours practicum a semester. Fee: \$150.00.

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.

216 Dining Room Management

3 credit hours

Offered fall semester. Two hours lecture and fifty hours practicum a semester. Fee: \$100.00.

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 one hundred 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.

DENTAL HYGIENE (DENT)

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 a week.

The microscopic study of the structural and functional units of living tissue. Emphasis will be placed on the histological structures and embryological development of the teeth and oral tissues.

Prerequisite: Chemistry 100 and consent of instructor.

Corequisite: Biological Science 201.

103 Oral Anatomy

4 credit hours

Offered fall semester. Three hours lecture and three hours laboratory a week. Fee: \$100.00.

This course covers the detailed study of the human skull with emphasis on the anatomy of the mouth and surrounding structures including: oral tissues, tooth morphology, nerve innervation, bones, muscles, lymphatic system, and circulation. Laboratory time will be spent studying the human skull as well as identifying and studying the importance of tooth anatomy and occlusion 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: \$125.00.

A multidisciplinary study that draws on all branches of science. A study of the properties, structure, and processing of materials and the interactions with the tissues of the oral cavity. Emphasis is placed on the manipulation, handling, and disposal of various materials.

*Prerequisite: Chemistry 100, Biological Science 201 or 207 **and** 208.*

107 Dental Hygiene Techniques

4 credit hours

Offered fall semester. Two hours lecture and nine hours laboratory a week. Fee: \$135.00. Criminal Background Check Fee: \$65.00.

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, eight hours clinic, and three hours laboratory/clinic a week. Fee: \$150.00.

This course includes lectures and demonstrations related to the clinical practice of dental hygiene. Clinic time is devoted to practical experience in delivery of preventative, educational, and therapeutic services to the public. Emphasis is placed on improving the skills and techniques of dental hygiene practice. Management of dental emergencies and special needs patients will also be covered.

Prerequisite: Dental Hygiene 107.

109 Radiology

3 credit hours

Offered spring semester. Two hours lecture and five hours laboratory a week. Fee: \$150.00.

This course is an introduction to the basic principles and procedures in radiographic techniques. Emphasis is placed on awareness of radiation protection and safety. Several radiographic techniques are taught including: short cone, long cone, panoramic, and digital radiography. Practical experience is gained in placing, exposing, developing, and interpreting both intra-oral and extra-oral dental radiographs.

Prerequisite: Consent of instructor.

199 Clinical Dental Hygiene IA

1 credit hour

Offered summer session. Fee: \$150.00.

Fifty-six hours of clinical experiences devoted to improving skills and techniques in rendering dental hygiene services.

Prerequisite: Dental Hygiene 103, 107, 108, 109, English 101, Mathematics 105, Biological Science 201, 204, and Chemistry 100.

200 Pharmacology and Pain Management

3 credit hours

Offered fall semester. Three hours lecture and demonstration a week. Fee: \$100.00.

This course covers the study of drugs as they affect the clinical practice of dental hygiene. In addition, the pharmacology, anatomy, physiology, medical emergencies, legal considerations, armamentarium and techniques for the administration of local anesthesia will be covered. Nitrous Oxide sedation will be studied and demonstrated in a clinical environment. The psychology of pain management will also be covered.

Prerequisite: Chemistry 100 and Biological Science 201 or Biological Science 207 and 208.

201 Clinical Dental Hygiene II

4 credit hours

Offered fall semester. One-hour lecture and twelve hours clinic a week. Fee: \$150.00.

This course offers students continued clinical practice of Dental Hygiene services. A minimum of 8 contact hours will be devoted to the clinical administration of local anesthesia. Clinical experience study in improving skills and techniques is enhanced. Group discussions of problems related to clinical practice of dental hygiene are held. Demonstrations and practical experience on special cases are discussed.

Prerequisite: Dental Hygiene 103, 107, 108, 109, 199, English 101, Mathematics 105, Chemistry 100, and Biological Science 201 and 204.

202 Clinical Dental Hygiene III

4 credit hours

Offered spring semester. One-hour lecture and fifteen hours clinic a week. Fee: \$150.00.

This course emphasizes continued clinical experience in enhancing clinical skills and techniques. Group discussions of problems related to clinical practice of dental hygiene are held. Demonstrations and practical experience on special cases will be discussed. Peer case studies will be presented. Off-campus trips to hospitals, schools, and other dental health care facilities are part of this course. This course will assist the student in application/preparation for their Northeast Regional Board Examination.

Prerequisite: Dental Hygiene 201.

203 Oral Pathology

3 credit hours

Offered fall semester. Three hours lecture and discussion 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, Biological Science 201 or 207 **and** 208, and 204.*

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. Two hours lecture per week.

This class covers the principles and concepts of community public health and dental health education emphasizing community assessment, planning, implementation, and evaluation. This course also explores methods and materials used in teaching dental health education in various community settings. Additional topics include epidemiology, biostatistics and concepts of dental research.

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: \$80.00.

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 discussion a week.

A specialty of dentistry that studies the periodontium, the hard and soft tissues that support the teeth, along with the diseases and conditions affected. Classification of periodontal disease. Clinical aspects and preventive measures within the scope and responsibility of the dental hygienist.

*Prerequisite: English 101, Mathematics 105, Biological Science 201 or 207 **and** 208, and 204.*

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)

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)

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.

EDUCATION (EDUC)

100 Career Analysis in Education

1 credit hour

Offered fall and spring semesters. One-hour lecture a week. Fee: \$20.00 (Non-refundable). Criminal Background Check Fee: \$60.00.

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.

190 Preparation for the Pre-Professional Sequence

1 credit hour

This course is offered on a Pass/Fail basis. Offered fall, spring and summer semesters. Five-three-hour lecture/application classes per semester. Fee: \$15.00.

This course is designed to familiarize students with the pre-professional assessment series requirements and sequence for education students who intend to transfer to a four-year institution. Course objectives include the role of the Praxis Series in teacher preparation programs, appropriate state passing scores, the registration process, sequence and testing protocols. The coursework will include the assessed competencies and skills, the assessment format and test-taking proficiencies. Candidates for admission to education programs at Maryland four-year institutions must receive the Maryland passing score on the Reading, Writing and Mathematics sections for admission to the third-year professional phase of education programs. PLEASE NOTE: Maryland State Department of Education and most Maryland four-year institutions will waive this testing requirement if students have received waiver scores on either the SAT or the ACT.

191 Education Assistantship

1 credit hour

Offered as demand warrants fall and spring semesters. Four hours lecture each semester and an average of three hours field experience, written plans and reflections weekly.

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 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. Three hours lecture and discussion a week. Fee: \$30.00.

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. Fee: \$20.00.

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.

214 Professional Practice and Classroom Management**2 credit hours**

Offered spring semester. Two hours lecture a week.

This course is designed to deepen and to coalesce previously studied concepts, such as developmentally appropriate practice, the accommodation and inclusion of cultural, behavioral and educational diversity, and the social, emotional, language and cognitive stages of child development that have been introduced and explored throughout the student's preparation program. Students will learn the principles necessary to effectively integrate the elements of time, space and resources into healthy, respectful and collaborative learning environments to both support and challenge the learner. Additional aspects to be studied are: legal and ethical issues, technology as a classroom support, recordkeeping, observation, cumulative and formative assessment and family and community partnerships.

Prerequisite: Appropriate criminal background clearance, Education 100 and 204, and either 201 or 252.

216 Mathematics for Teacher Education I (Mathematics 216)

3 credit hours

Offered fall semester. Three hours lecture and discussion a week.

This course is a program requirement designed specifically for students majoring in Teacher 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 the course. Students will be required to make both oral and written reports as they communicate mathematics. Education 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 90.

217 Mathematics for Teacher Education II (Mathematics 217)

3 credit hours

Offered spring semester. Three hours lecture and discussion a week.

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.

Prerequisite: Appropriate Placement Assessment score or grade of "C" or better in Mathematics 90.

252 Early Childhood Foundations

3 credit hours

Offered fall semester. Three hours lecture and discussion a week. Fee: \$40.00.

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.

293 Early Childhood Learning Environments**4 credit hours**

Offered spring semester. Three hours lecture and discussion a week and three hours field experience 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 complete objective-specific field experience assignments in local public pre-kindergarten through third-grade classrooms. These field experiences will include a variety of instructional and non-instructional activities, thorough preparation and pre-planning, evaluation and reflection, and the collection of journal portfolio artifacts.

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 252.

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.

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.

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.

ENGLISH (ENG)

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.

This course is limited to two attempts. A grade of D, F, or X is considered an attempt. The second attempt will require a minimum of 1 additional hour of instructional time each week in a designated ACM study lab.

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.

This course is limited to two attempts. A grade of D, F, or X is considered an attempt. The second attempt will require a minimum of 1 additional hour of instructional time each week in a designated ACM study lab.

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.

This course is limited to two attempts. A grade of D, F, or X is considered an attempt. The second attempt will require a minimum of 1 additional hour of instructional time each week in a designated ACM study lab.

Prerequisite: Appropriate placement assessment scores or grade of "C" or better in English 90 or 91.

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.

This course is limited to two attempts. A grade of D, F, or X is considered an attempt. The second attempt will require a minimum of 1 additional hour of instructional time each week in a designated ACM study lab.

Prerequisite: Appropriate placement assessment scores or grade of "C" or better in English 91.

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.

This course is limited to two attempts. A grade of D, F, or X is considered an attempt. The second attempt will require a minimum of 1 additional hour of instructional time each week in a designated ACM study lab.

Prerequisite: Appropriate placement assessment scores or grade of "C" or better in Reading 90 or 91 and English 90 or 91.

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.

Students must earn minimum grade of "C" to pass the course.

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 or 94 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 and behavioral 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

1-4 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, and/or performances during the semester. May be repeated for credit.

Prerequisite: English 101 and consent of instructor.

FOREST TECHNOLOGY (FOR)

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: \$130.00.

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: \$130.00.

One of the most useful technologies in the field of forestry today is the Geographic Information System (GIS). In this course, students will learn how to use ArcGIS software for forestry. The course will include practical applications of GIS for natural resources such as property mapping, geoprocessing, spatial analysis, and more. Upon completion of the course, students will be prepared to analyze spatial data and create visually appealing map documents for use in natural resource management. The course will begin with a brief overview of the use of Microsoft Office Suite and its applications in forestry and GIS.

Prerequisite or Corequisite: Mathematics 102 or 119, or consent of instructor.

120 Land Surveying

3 credit hours

Offered spring semester. Two hours lecture and three hours laboratory a week. Fee: \$130.00.

Lecture and field problems in established procedure of measuring angles, directions and distances to locate and designate property lines, boundaries and elevation differences. Traversing methods, map drafting, computation of land areas and using mapping grade Global Positioning System receivers to collect quality data and make professional maps will be covered.

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: \$130.00.

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: Forest Technology 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: \$130.00.

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. Various wood utilization facilities will be visited.

Prerequisite: Forest Technology 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: \$130.00.

This course is an extension of the basic Forest Measurements course. It includes 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. Collection and analysis of data from a forest will take place in this course and will be used as a component of the management plan preparation for Forest Management (FOR 226). A complete statistical analysis will be completed using these data.

Prerequisite: Forest Technology 112, 120, and 122.

223 Wildlife Management

2 credit hours

Offered fall semester. One hour lecture and three hours laboratory a week. Fee: \$130.00.

Students will learn about the principles of managing the forest to support wildlife populations. Ecological concepts related to wildlife will be discussed as well as different forest management techniques and their impact on wildlife, current issues in wildlife management, and management of public lands for wildlife. This course includes a unit on fisheries management that analyzes freshwater habitat improvement. Additionally, students will be expected to identify common birds of the eastern United States.

Prerequisite: Forest Technology 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: \$130.00.

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: Forest Technology 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: \$130.00.

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 Forest Technology 101, or consent of instructor.

226 Forest Management

3 credit hours

Offered spring semester. Two hours lecture and three hours laboratory a week. Fee: \$130.00.

This capstone course covers principles of forest management, including inventory, sustained yield, cost of forest management, silvicultural systems, regulation of cut, forest economics, tax strategies and challenges of multiple-use forestry. Students will complete a forest management plan using data collected and analyzed in the Advanced Forest Measurements course.

Prerequisite: Forest Technology 112, 120, 122, 222, 223, and 229.

227 Forest Fire Control

2 credit hours

Offered spring semester. One hour lecture and three hours laboratory a week. Fee: \$130.00.

Students will complete the online training necessary to obtain their Red-Card certification for Maryland Type II Wildland Firefighting. This training covers the incident command system, fire suppression, firefighter safety, fire weather, and other topics related to forest fire control. Students will study catastrophic fires in order to understand forest fire control techniques and the evolution of firefighter safety. The course will also examine forest fire history in the United States, fire ecology and the role of fire in forests, prescribed fire, and managing the wildland urban interface.

228 Urban Forestry

3 credit hours

Offered spring semester. Two hours lecture and three hours laboratory a week. Fee: \$130.00.

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: Forest Technology 101 or consent of instructor.

229 Silviculture

4 credit hours

Offered fall semester. Two hours lecture and one six-hour laboratory a week. Fee: \$130.00.

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: Forest Technology 101 and Biological Science 108.

250 Harvesting and Primary Manufacturing

3 credit hours

Offered summer session. Five eight-hour days for four weeks. Fee: \$130.00.

Students will participate in a timber harvesting operation including planning the harvest, methods of harvesting, operation of logging equipment, business methods, and marketing of wood products. Students will gain experience in various primary wood manufacturing methods.

Prerequisite: Forest Technology 120 and 122.

251 Forest Measurement and Surveying Field Practices

4 credit hours

Offered summer session. Five nine-hour days a week for three weeks. Fee: \$130.00.

This course covers field techniques in surveying and mapping large land ownerships. Emphasis is placed on determining property ownership through deed research, conversation with the land owner and abutters, and the use of various technologies including GPS receivers and GIS maps. Students will apply various field inventory methods, tools and data analysis techniques to compare forest stands.

Prerequisite: Forest Technology 112, 120, and 122.

254 Urban Forestry Internship

2 credit hours

Offered spring semester. Forty hours a week for four weeks.

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: Forest Technology 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: Forest Technology 101, sophomore standing, and consent of instructor.

GEOGRAPHY (GEOG)

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)

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)

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 spring semester. Two hours lecture and five hours practicum a week for ten weeks. Fee: \$100.00.

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 fall semester. Two hours lecture and five hours practicum a week for ten weeks. Fee: \$100.00.

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: \$100.00.

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, Mathematics 105, or consent of instructor.

210 Internship I

5 credit hours

Offered summer session. Two hours lecture and one hundred 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.

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)

103 Group Processes

3 credit hours

Offered fall semester. Two hours lecture and two hours laboratory a week. Fee: \$65.00. Learning Harbor Fee: \$16.00. Criminal Background Check Fee: \$39.00.

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: \$55.00.

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: \$65.00.

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: \$55.00.

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: \$65.00.

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: \$55.00.

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: \$55.00.

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.

297 Addictions Internship for Licensure

1-6 credit hours

Offered fall, spring, or summer semester as demand warrants.

This course provides an agency internship in addictions counseling and service delivery for individuals who are preparing for the Maryland State Addictions Board Licensing examination. Students will be assigned to one addictions program/agency for the entire semester. Participation in fieldwork will be supervised by the instructor of the course and the cooperating agency, institution, or school. May be repeated for up to six credits.

Prerequisite: Enrollment in or completion of an approved Maryland Addictions Licensing Board Associates or Bachelor's Degree program and written approval of an addictions services employer who is willing to provide a field placement and supervision for the student.

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)

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: \$175.00 (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: \$750.00 (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.

INTEGRATIVE HEALTH (IHLT)

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
- Massage Therapy 101, Introduction to Massage Therapy

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. Fee: \$10.00.

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. Fee: \$10.00.

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. Fee: \$10.00.

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. Fee: \$10.00.

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. Fee: \$10.00.

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. Fee: \$10.00.

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. Fee: \$10.00.

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. Fee: \$10.00.

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.

**126 Yoga for Wellness I
(Physical Education 126)**

1 credit hour

Offered spring semester and as demand warrants. Two hours a week. Fee: \$10.00.

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.

**127 Yoga for Wellness II
(Physical Education 127)**

1 credit hour

Offered as demand warrants. Two hours a week. Fee: \$10.00.

This class will build on the skills learned in Integrative Health 126 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 126.

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. Fee: \$10.00.

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. Fee: \$10.00.

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.

LEADERSHIP (HUM)

See "Humanities"

MASSAGE THERAPY (MASG)

101 Introduction to Massage Therapy

1 credit hour

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 Massage Therapy 101 and Biological Science 121.

104 Anatomy and Physiology Interrelationships **3 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 Massage Therapy 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 massage therapy and advanced massage techniques. Students will spend three hours each week in the clinical setting performing massage therapy on clients under professional supervision of a massage therapist.

Prerequisite: Successful completion of first semester Massage Therapy 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 massage therapy. 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.

113 Principles of Massage Therapy I **4 credit hours**

Offered fall semester. Two hours lecture and seven hours laboratory a week. Fee: \$150.00. Criminal Background Check Fee: \$62.00.

This course will provide experiential learning for students in Swedish massage. Students will spend nine hours each week learning theory and principles of Swedish massage as well as practical application of the techniques along with cautions and contraindications.

Prerequisite: Successful completion of Massage Therapy 101 and Biological Science 121 or 101.

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 Massage Therapy courses.

120 Principles of Massage Therapy II

4 credit hours

Offered spring semester. Three hours lecture and five hours laboratory a week. Fee: \$150.00. Student Massage Insurance Fee: \$90.00.

This course will provide experiential learning for students in Deep Tissue massage. Students will spend six hours each week learning theory and principles of Deep Tissue massage as well as practical application of the techniques along with cautions and contraindications.

Prerequisite: Successful completion of first semester Massage Therapy courses.

201 Legal and Ethical Topics in Massage Therapy

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 massage therapy 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 Massage Therapy.

Prerequisite: Successful completion of second semester Massage Therapy courses.

205 Pathology for Massage Therapy

3 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 Massage Therapy courses.

206 Integrating Massage Therapy 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 massage therapy 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 Massage Therapy.

Prerequisite: Successful completion of third semester Massage Therapy courses.

207 Principles of Massage Therapy III

4 credit hours

Offered fall semester. Five hours lecture, discussion, and application a week. Fee: \$125.00. Mock Exam Fee: \$75.00.

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 Massage Therapy 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 massage therapy and advanced massage techniques. Students will spend three hours each week in the clinical setting performing massage therapy with the client.

Prerequisite: Successful completion of third semester Massage Therapy 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 massage therapy, advanced deep tissue work, and medical massage. Students will spend six hours each week in the clinical setting performing massage therapy with a variety of techniques and manipulations on clients under professional supervision of a massage therapist.

Prerequisite: Successful completion of third semester Massage Therapy courses.

218 Current Trends in Massage Therapy

3 credit hours

Offered spring semester. Three hours lecture per week. Fee: \$100.00.

This course will examine current trends in massage therapy, and will include the exploration of published research into massage therapy, along with the introduction of hot stone massage, neuromuscular therapy, movement modalities, and self-care for massage therapists.

Prerequisite: Successful completion of third semester Massage Therapy courses.

221 Internship

1 credit hour

Offered spring semester. One hour lecture a week. Forty-five hours practicum a semester.

This course is designed to offer students on-the-job experience in an accredited medical setting. Placement and supervision is coordinated by the College. The didactic portion will include topics of aging, and death and dying.

Prerequisite: Successful completion of third semester Massage Therapy Courses.

222 Medical Massage

2 credit hours

Offered spring semester. Two hours of lecture a week. Fee: \$50.00.

This course will examine the effects of illness, pain, and injury to the body. Evidence based practice is integrated into the class room, along with essential clinical reasoning skills and critical thinking.

Prerequisite: Successful completion of third semester Massage Therapy courses.

MATHEMATICS (MATH)

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.

This course has four modules: evaluating algebraic expressions and solving linear and literal equations; graphing linear equations and inequalities, finding equations of lines, including parallel and perpendicular lines; performing operations with integer exponents, scientific notation, and multiplying polynomials; factoring polynomials and solving quadratic equations using factoring. Applications of all these topics will also be covered. Calculators will be used throughout this course. A scientific calculator with a fraction key is strongly recommended. 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.

This course has four modules: rational expressions and equations; systems of equations; rational exponents, radicals and their graphs; quadratic, absolute value and piece-wise defined functions and their graphs. Applications of all these topics will also be covered. Some topics from Beginning Algebra will be reviewed before the specific module is covered. Calculators will be used throughout this course. A scientific calculator with a fraction key is strongly recommended. This course does not meet associate degree graduation requirements.

Prerequisite: Appropriate Placement Assessment score or grade of "C" or better in Mathematics 90, 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 as demand warrants. Six hours of lecture and discussion per week.

This course is designed for those students who wish to complete the Math 90 and Math 93 sequence of courses during a single semester. Calculators will be used throughout this course. A scientific calculator with a fraction key is strongly recommended. This course does not meet associate degree graduation requirements.

Prerequisite: Appropriate Placement Assessment score.

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.

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 summer session as demand warrants. Three hours of lecture and discussion a week.

Introduction to problem solving with emphasis on strategies applied to topics in algebra, probability and statistics.

Prerequisite: Appropriate Placement Assessment score or grade of "C" or better in Mathematics 90.

109 Probability and Statistics

3 credit hours

Offered fall and spring semesters. Offered as demand warrants in the summer session. Three hours lecture and discussion a week.

The main topics are: probability, counting techniques, binomial distribution, charts and graphs, measures of central tendency and variability, normal distributions, sampling methods, z-scores, t-scores, confidence intervals and hypothesis tests. The following hypothesis tests will be covered in this course; one mean, one and two proportions, unpaired t-test, paired t-test, regression and correlation, multiple regression, chi square goodness of fit test, chi square test for independence and analysis of variance. Significance levels, p-values, critical values, test statistics and summaries of hypothesis tests will be included. This course includes the use of Excel or other statistical software to analyze data.

Prerequisite: Appropriate Placement Assessment score or grade of "C" or better in Mathematics 90.

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**3 credit hours**

Offered spring semester. Three hours lecture and discussion a week.

An introductory one-semester calculus course with emphasis on business, economics, and life science applications. Limits and continuity are treated intuitively. The major task of the course is an investigation of the derivative and integral for applications.

Prerequisite: Appropriate placement test score or Mathematics 102 or 119. 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 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 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 202.

216 Mathematics for Teacher Education I (Education 216)

3 credit hours

Offered fall semester. Three hours lecture and discussion a week.

This course is a program requirement designed specifically for students majoring in Teacher 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. 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 90.

217 Mathematics for Teacher Education II (Education 217)

3 credit hours

Offered spring semester. Three hours lecture and discussion a week.

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. This course may be used to meet General Education Requirements.

Prerequisite: Appropriate Placement Assessment score or grade of "C" or better in Mathematics 90.

MEDICAL ADMINISTRATIVE ASSISTANT (MDAA)

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.

In order to graduate with a Medical Administrative Assistant or Medical Assistant degree or certificate, students enrolled in this program must achieve a grade of "C" or better in this course.

111 Beginning Keyboarding (Paralegal 111)

3 credit hours

Offered fall and spring semesters. Offered as demand warrants in summer session. Three hours lecture, demonstrations, and applications a week. Fee: \$45.00.

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.

In order to graduate with a Medical Administrative Assistant degree or certificate, students enrolled in this program must achieve a grade of "C" or better in this course.

112 Document Processing (Paralegal 112)

3 credit hours

Offered fall and spring semesters. Offered as demand warrants in summer session. Three hours lecture, demonstrations, and applications a week. Fee: \$45.00.

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.

In order to graduate with a Medical Administrative Assistant degree or certificate, students enrolled in this program must achieve a grade of "C" or better in this course.

Prerequisite: Medical Administrative Assistant 111 or consent of instructor.

132 Elements of Human Disease

3 credit hours

Offered fall and spring semesters. Three hours of lecture a week. Fee: \$45.00.

Students will study disease pathology and appropriate terminology and pharmacology. Emphasis will be on diseases that affect various organ systems and those that affect the whole body. The focus will be on definitions, signs and symptoms and appropriate drug therapy with emphasis on understanding medical terminology in the context of medical reports and coding.

In order to graduate with a Medical Administrative Assistant or Medical Assistant degree or certificate, students enrolled in this program must achieve a grade of "C" or better in this course.

Prerequisite: Medical Administrative Assistant 110.

133 Basic Disease Coding

3 credit hours

Offered fall and spring semesters as demand warrants. Three hours lecture a week. Fee: \$85.00.

Students will study the basic coding guidelines and principles of disease coding. They will also understand the impact of correct coding on physician reimbursement. Ethical coding standards will be taught as students learn to code from clinical documentation. Students will also be introduced to encoding software.

In order to graduate with a Medical Administrative Assistant or Medical Assistant degree or certificate, students enrolled in this program must achieve a grade of "C" or better in this course.

Corequisite or Prerequisite: Medical Administrative Assistant 110 and Reading 93.

135 Basic Procedural Coding

3 credit hours

Offered fall and spring semesters as demand warrants. Three lecture hours a week. Fee: \$85.00.

Students will study the basic coding guidelines and principles of both CPT and HCPCS Level II coding systems. They will learn the impact of correct coding on physician reimbursement. Students will learn to assign CPT and HCPCS Level II codes along with modifiers to accurately report the procedures and services that were provided. Ethical coding standards will be taught as students learn to code from clinical documentation. Students will also be introduced to encoding software.

In order to graduate with a Medical Administrative Assistant or Medical Assistant degree or certificate, students enrolled in this program must achieve a grade of "C" or better in this course.

Corequisite or Prerequisite: Medical Administrative Assistant 110 and Reading 93.

213 Principles of Medical Insurance

3 credit hours

Offered fall semester and spring semester as demand warrants. Three hours lecture a week. Fee: \$85.00.

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.

In order to graduate with a Medical Administrative Assistant or Medical Assistant degree or certificate, students enrolled in this program must achieve a grade of "C" or better in this course.

Prerequisite: Medical Administrative Assistant 133 and 135.

214 Medical Administrative Assistant Practicum

3 credit hours

Offered spring semester and fall semester as demand warrants. Ten hours of practicum a week and two hours lecture. Fee: \$85.00. Criminal Background Check Fee: \$65.00. Learning Harbor Fee: \$16.00.

This course is designed to provide skills in job readiness including searching for jobs, preparing a resume and cover letter, Interview techniques, and lifelong learning. In addition, students spend a minimum of ten hours each week in a hospital or other medical office receiving practical instruction and related experience in many phases of medical administrative work. Students will be assigned to offices where experience will be gained under professional supervision.

In order to graduate with a Medical Administrative Assistant degree or certificate, students enrolled in this program must achieve a grade of "C" or better in this course.

Prerequisite: Medical Assistant 209.

232 Intermediate Medical Coding

3 credit hours

Offered spring semester and fall semester as demand warrants. Three hours lecture a week. Fee: \$85.00.

This course is designed to enhance diagnostic and procedural coding skills. Emphasis will be placed on assigning procedural and diagnostic codes to physician office and ambulatory care records. Students will learn to assign procedural and diagnostic codes with the use of encoding software.

In order to graduate with a Medical Administrative Assistant degree or certificate, students enrolled in this program must achieve a grade of "C" or better in this course.

Prerequisite: Medical Administrative Assistant 133 and 135.

Corequisite or Prerequisite: Medical Administrative Assistant 132.

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: \$85.00.

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.

In order to graduate with a Medical Administrative Assistant degree or certificate, students enrolled in this program must achieve a grade of "C" or better in this course.

Prerequisite: Medical Administrative Assistant 232 or concurrent enrollment.

299 Medical Administrative Assistant Special Topics

1-3 credit hours

Offered as demand warrants. Fee: \$25.00.

This course is organized on an individual basis for the student who wishes to pursue advanced study in the medical administrative assistant skills. The student will be supervised by an instructor and required to attain a pre-determined competency level. Approval by the Medical Administrative Assistant 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 Medical Administrative Assistant Program Director.

In order to graduate with a Medical Administrative Assistant degree or certificate, students enrolled in this program must achieve a grade of "C" or better in this course.

MEDICAL ASSISTANT (MDAS)

101 Introduction to Medical Assistant

3 credit hours

Offered fall semester and spring semester as demand warrants. Three hours lecture a week. Fee: \$75.00.

This course is designed to provide information on the responsibilities of the medical assistant. Topics to be discussed are the Medical Assistant profession, credentialing, 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, medication orders, drug sources, schedules and dosages, forms of drugs and their actions, wellness and health records.

In order to graduate with a Medical Administrative Assistant or Medical Assistant degree, students enrolled in this program must achieve a grade of "C" or better in this course.

102 Introduction to Health Records

3 credit hours

Offered fall and spring semester. Three hours lecture a week. Fee: \$100.00.

This course introduces the history, theory, and functional benefits of health records used by the industry. 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.

In order to graduate with a Medical Administrative Assistant or Medical Assistant degree, or a Medical Administrative Assistant certificate in Medical Coding and Billing, students enrolled in this program must achieve a grade of "C" or better in this course.

208 Medical Assistant Clinical I

3 credit hours

Offered spring semester. 3 hours of lecture and application a week. Fee: \$100.00. Learning Harbor Fee: \$16.00.

This course is designed to provide students with basic clinical medical assisting skills. Topics to be discussed are: performing age specific vital signs, obtaining and recording patient history, sterilizing and disinfecting equipment, preparing and maintaining treatment areas, measuring height and weight, documenting patient care, maintaining patient confidentiality, performing electrocardiography and spirometry, and preparing for pharmacology math.

In order to graduate with a Medical Assistant degree, students enrolled in this program must achieve a grade of "C" or better in this course.

Prerequisite: Medical Assistant 101 and admission in the clinical phase of the Medical Assistant program.

209 Administrative Medical Assistant

3 credit hours

Offered fall semester. Three hours lecture a week. Fee: \$100.00.

This course will introduce students to administrative medical assisting skills that are required in the medical office. Topics include scheduling, telephone skills, patient reception, written communications, accounting, billing, banking and payroll. Students will learn to perform administrative medical assisting skills within the framework of the American Association of Medical Assistants Code of Ethics.

In order to graduate with a Medical Administrative Assistant or Medical Assistant degree, or a Medical Administrative Assistant certificate in Medical Coding and Billing, students enrolled in this program must achieve a grade of "C" or better in this course.

Prerequisite: Consent of instructor.

211 Medical Assistant Clinical II

3 credit hours

Offered summer semester. Three hours of lecture and application a week. Fee: \$100.00. Criminal Background Check 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 setting. Topics include demonstrating emergency procedures and emergency preparedness, performing mathematics and dosage calculations, administering non-parenteral and parenteral medications, and selecting parenteral equipment and supplies.

In order to graduate with a Medical Assistant degree, students enrolled in this program must achieve a grade of "C" or better in this course.

Prerequisite: Medical Assistant 102, 208 and Medical Administrative Assistant 133 and 135.

212 Medical Assistant Clinical III

3 credit hours

Offered fall semester. Three hours of lecture and application and four hours of practicum a week. Fee: \$100.00.

Students will learn to prepare patients for specialty exams including pediatrics and OB/GYN and assist in preparing patients for diagnostic imaging and colon procedures. In addition, students will assist with minor office surgery, instrument identification, immunization records maintenance, urinary catheterization, nutrition, identifying physical agents that promote healing and identification of community resources.

In order to graduate with a Medical Assistant degree, students enrolled in this program must achieve a grade of "C" or better in this course.

Prerequisite: Medical Assistant 211.

213 Medical Assistant Pharmacology

3 credit hours

Offered fall semester. Three hours of lecture and application a week. Fee: \$100.00.

This course is designed to discuss drugs according to their therapeutic application and adopts a systems approach to the physiology and related diseases. Principles of drug actions, orientation to medications, pathology and medications for specific body systems such as cardiovascular, reproductive, endocrine, musculoskeletal, gastrointestinal, renal, respiratory, nervous, immune, skin disorders and psychotropic drugs will be discussed.

In order to graduate with a Medical Assistant degree, students enrolled in this program must achieve a grade of "C" or better in this course.

Prerequisite: Medical Assistant 102 and 208.

214 Medical Assistant Practicum

3 credits hours

Offered spring semester. Fifteen hours of lecture and 160 practicum hours. Fee: \$75.00.

This course will provide students with 160 hours of unpaid administrative and patient care experience in an ambulatory care setting. The course will also provide information on employment preparations, patient education, and review for the certification examination.

In order to graduate with a Medical Assistant degree, students enrolled in this program must achieve a grade of "C" or better in this course.

Prerequisite: Medical Assistant 208, 209, 211, 212, 213, 215 and Medical Administrative Assistant 133 and 135.

215 Medical Assistant Laboratory Procedures

3 credit hours

Offered fall semester. Three hours of lecture, lab, and application a week. Fee: \$125.00.

This course is designed to discuss the role of the medical assistant in the clinical laboratory. Topics to be discussed are coordinating laboratory tests and results; understanding CLIA regulations and quality assurance; performing CLIA waived testing for urinalysis, hematology, serology, basic chemistry, microbiology, and immunology; performing capillary puncture and venipuncture; and screening test results.

In order to graduate with a Medical Assistant degree, students enrolled in this program must achieve a grade of "C" or better in this course.

Prerequisite: Medical Assistant 208.

299 Special Topics for Medical Assistants

1-4 credit hours

Offered as demand warrants. Fee: \$25.00.

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.

In order to graduate with a Medical Assistant degree, students enrolled in this program must achieve a grade of "C" or better in this course.

Prerequisites: Signature of the Program Director.

MEDICAL LABORATORY TECHNOLOGY (MLT)

101 Introduction to Medical Laboratory Science

3 credit hours

Offered fall semester. Two hours lecture and two hours laboratory a week. Fee: \$100.00.

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: \$100.00.

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: \$115.00.

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: \$100.00.

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.

200 Clinical Microbiology I

2 credit hours

Offered summer only. Five hours lecture and ten hours laboratory a week for three weeks. Fee: \$115.00.

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: \$115.00.

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: \$115.00.

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, concurrent registration in Medical Laboratory Technology 207, or consent of instructor.

205 Clinical Microbiology II

4 credit hours

Offered spring semester. Two hours lecture and four hours laboratory a week. Fee: \$115.00.

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: \$100.00.

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: \$100.00.

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: \$100.00.

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.

210 Clinical Practice IV

12 credit hours

Offered summer session as demand warrants. 448 hours of clinic/practicum. Fee: \$200.00.

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.

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.

MULTIMEDIA TECHNOLOGY (MMTC)

101 Introduction to Media

3 credit hours

Offered fall semester. Three hours lecture and discussion a week.

This course is 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: \$70.00.

This course will introduce the student to the highly complex and technical aspects of television while developing skills to use this medium for worthwhile communication purposes. Hands-on experience will include single-camera production. Lighting, audio, scriptwriting, non-linear computer-based editing and application are also a part of this course.

103 Introduction to Photography

3 credit hours

Offered fall semester. Two hours lecture and three hours laboratory a week. Fee: \$70.00.

This is 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 photo-editing software will be explored.

106 Audio Production

3 credit hours

Offered spring semester. Two hours lecture and three hours laboratory a week. Fee: \$70.00.

This course deals with the theoretical and practical aspects of audio recording and reproduction. Applications will include audio recording for analog technologies and focus more on digital sound recording and editing concepts. The course will include recording and editing techniques used in broadcasting, television, video and multimedia.

201 Multimedia Production

3 credit hours

Offered fall semester. Two hours lecture and three hours laboratory a week. Fee: \$70.00.

This course prepares students for the multimedia field by giving them hands-on experience in a multi-camera studio setting, live event setup, signal flow and multimedia projection. Continued instruction on non-linear editing software is a part of this course.

Prerequisite: Multimedia Technology 102, 103, 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: \$70.00.

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.**

208 Principles of Media Production

3 credit hours

Offered spring semester. Three hours lecture and discussion a week.

This is a survey course in the social implication of modern media. This course will center on programming decisions, program distribution, regulations and personnel. Additional topics include: script writing for radio and television, including scripting of documentaries, commercials, news programs, special features, talk programs, educational productions and informational programs.

Prerequisite: Multimedia Technology 101.

210 Practicum

3 credit hours

Offered spring semester. One hour per week lecture and a total 90 hours of practical field placement per semester. Fee: \$70.00.

This course is an organized work-study/internship experience in which individuals are placed in situations in the community to be responsible for the operation and/or production of media services. Local businesses and institutions, in addition to ACM, will be utilized for this course. Students will gain practical field experience in this course. Students will practice resume and cover letter writing, application submissions, and interview skills.

Prerequisite: Student must have the consent of the instructor or meet the following criteria: Student must be enrolled in the Multimedia Technology program, have successfully completed no fewer than 18 Multimedia Technology credits, and have a 2.75 overall GPA.

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: \$70.00.

This course will introduce students to the technical aspects of the electronic darkroom. The course covers advanced electronic photo-editing techniques using industry standard software. Students will study advanced photographic techniques utilizing a digital camera. Specialized photography, lighting, composition, camera control and settings are learned in the course. **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.**

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: \$70.00.

This is a course dealing with the emerging aspects of visual perception. The course links aspects of graphic design, photography, television, and interactive multimedia. 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.**

216 Video Desktop Publishing

3 credit hours

Offered spring semester. Two hours lecture and three hours laboratory a week. Fee: \$70.00.

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 Page Layout and Desktop Publishing

3 credit hours

Offered fall semester. Two hours lecture and three hours laboratory a week. Fee: \$70.00.

This course will provide a comprehensive introduction to various software used in Desktop Publishing. 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: \$70.00.

This is an independent study course designed to allow selected Multimedia Technology students to specialize in an area of the Multimedia Technology 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.

MUSIC (MUS)

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 (Allegheny 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)

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.

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|---|-----------------------|
| NANO0211 Material Safety and Equipment Overview, Nanotechnology | 3 credit hours |
| NANO0212 Basis Nanotechnology Processes | 3 credit hours |
| NANO0213 Materials in Nanotechnology | 3 credit hours |
| NANO0214 Patterning for Nanotechnology | 3 credit hours |
| NANO0215 Nanotechnology Applications | 3 credit hours |
| NANO0216 Characterization & Testing of Nanotechnology Structures and Materials | 3 credit hours |

NURSING (NURS)

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: \$185.00. Test/Software Fee: \$159.00. Learning Harbor Fee: \$16.00. Nurse Managed Wellness Center Fee: \$25.00.

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: \$185.00. Test/Software Fee: \$154.00. Nurse Managed Wellness Center Fee: \$25.00.

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: Students in the face to face program must complete Nursing 120 with a grade of "C" or better and Biological Science 208 with a grade of "C" or better. LPN's entering Nursing 150 in the face to face program must complete the Nursing Theory Assessment Exam and Nursing 298 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. Fee: \$20.00.

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. Also offered as a web course to students in the Online LPN-RN Program in the fall, spring and summer sessions. Two hours seminar a week. Fee: \$55.00.

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, spring and summer semesters. Also offered as a web course to students in the Online LPN-RN Program. 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: \$120.00. Test/Software Fee: \$74.00. Nurse Managed Wellness Center Fee: \$13.00.

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: Students in the face to face nursing program must complete Nursing 150 with a grade of "C" or better. LPN's entering Nursing 205 in the face to face program must complete the Nursing Theory Assessment Exam and Nursing 298 with a grade of "C" or better. Prerequisite for students in the Online LPN-RN Program is Nursing 296 with a grade of "C" or better.

Corequisite: Biological Science 204.

206 Nursing IV

3 credit hours

Offered fall, spring and summer semesters. Also offered as a web course to students in the Online LPN-RN Program. 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: \$65.00. Test/Software Fee: \$74.00. Nurse Managed Wellness Center Fee: \$13.00.

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: Students in the face to face nursing program must complete Nursing 150 with a grade of "C" or better. LPN's entering Nursing 205 in the face to face program must complete the Nursing Theory Assessment Exam and Nursing 298 with a grade of "C" or better. Prerequisite for students in the Online LPN-RN Program is Nursing 296 with a grade of "C" or better.

Corequisite: Biological Science 204.

215 Nursing V**9 credit hours**

Offered fall and spring semesters. Also offered as a web course to students in the Online LPN-RN Program in the fall, spring and summer sessions. 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: \$185.00. Test/Software Fee: \$141.00. Nurse Managed Wellness Center Fee: \$25.00.

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: \$55.00.

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.

296 LPN-RN Online Transitions**3 credit hours**

Offered as a web course fall, spring and summer sessions. Fee: \$70.00. Learning Harbor Fee: \$16.00. Kaplan Fee: \$500.00.

This five-week three (3) credit prerequisite course is for Licensed Practical Nurses who have met select admission criteria to enter the theory/clinical courses of the LPN-RN Online Program ONLY. This course is a **restricted enrollment** course designed to aid students in obtaining necessary knowledge and skills to effectively complete course requirements in the LPN-RN Online program. Students will begin the process to secure clinical agency sites and clinical preceptors in preparation for clinical nursing courses.

Prerequisite: Consent of the Online LPN-RN Program Coordinator.

298 Nursing Bridge Courses**2-4 credit hours**

Offered summer session. Fee: \$70.00. 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: \$40.00.

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)

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: \$20.00. 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.

In order to successfully pass this course, students must achieve a grade of "C" or better, along with meeting the academic standards of the college.

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: \$100.00. Test Fee: \$105.00. CNA Registration Fee: \$20.00. Criminal Background Check Fee: \$62.00.

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 seek 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.

In order to successfully pass this course, students must achieve a grade of "C" or better, along with meeting the academic standards of the college.

Prerequisite: Successful completion of Reading 90 or the appropriate corresponding score on the reading portion of the placement assessment.

Prerequisite or Corequisite: Nursing Assistant 101 and Physical Education 153.

OCCUPATIONAL THERAPY ASSISTANT (OTA)

101 Introduction to Occupational Therapy

3 credit hours

Offered fall and spring semesters. 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: \$95.00.

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: \$95.00. 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. 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: \$95.00. Criminal Background Check Fee: \$39.00.

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.

203 Intervention Techniques II

2 credit hours

Offered fall semester. Three and a half hours lecture and laboratory a week. Fee: \$95.00.

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: \$95.00.

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.

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. Fee: \$95.00.

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. Exam Prep Fee: \$130.00.

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 a week. Fee: \$50.00.

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.

215 Mental Health Concepts and Techniques

4 credit hours

Offered fall semester. Two and a half hours lecture and three hours laboratory a week. Five (8 hour) days of fieldwork a semester. Fee: \$95.00.

Through lecture, discussion, fieldwork, and observation/participation, the student will 1) identify commonly seen psychosocial conditions using Occupational Therapy evaluation techniques, 2) identify methods of intervention in psychosocial settings, 3) practice observing, assessing, and reporting group behaviors, 4) practice planning and implementing therapeutic groups, and 5) identify roles of group leader and follower.

Prerequisite: Admission to OTA Program and completion of entire first semester.

218 Intervention with the Older Adult

2 credit hours

Offered spring semester. Two hours lecture a week and five (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.

222 Documentation for Occupational Therapy

2 credit hours

Offered spring semester. Web course only.

This online course will prepare the student to be proficient in documenting occupational therapy services. Topics covered include use of appropriate language, ethical and legal considerations, clinical documentation, including electronic health records, school system documentation, administrative documentation, Medicare standards, and reimbursement guidelines.

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)

**THIS PROGRAM IS SUSPENDED.
NEW STUDENTS WILL NOT BE ADMITTED TO THE PROGRAM.**

***Medical Administrative Assistant courses are now found under
Medical Administrative Assistant***

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: \$45.00.

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.

In order to graduate with an Office Technologies degree or certificate, students enrolled in this program must achieve a grade of "C" or better in this course.

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: \$45.00.

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.

In order to graduate with an Office Technologies degree or certificate, students enrolled in this program must achieve a grade of "C" or better in this course.

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. Fee: \$50.00. 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.

In order to graduate with an Office Technologies degree or certificate, students enrolled in this program must achieve a grade of "C" or better in this course.

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.

In order to graduate with an Office Technologies degree or certificate, students enrolled in this program must achieve a grade of "C" or better in this course.

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.

In order to graduate with an Office Technologies or Medical Assistant degree or certificate, students enrolled in this program must achieve a grade of "C" or better in this course.

119 Information Management

3 credit hours

Offered fall and spring semesters. Three hours lecture and applications a week. Fee: \$45.00.

Emphasis is placed on information management through the use of email, contacts, calendars, tasks, journals, and notes. Microsoft Office, including Outlook, and the internet will be used. Activities and discussions will also include web tools, internet and email ethics/etiquette, and other information management technologies. Students will learn how information management tools are used in business.

In order to graduate with an Office Technologies degree or certificate, students enrolled in this program must achieve a grade of "C" or better in this course.

Prerequisite: Computer Technology 101.

130 Office Procedures I

3 credit hours

Offered fall semester. Three hours lecture and discussion a week. Fee: \$30.00.

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.

In order to graduate with an Office Technologies degree or certificate, students enrolled in this program must achieve a grade of "C" or better in this course.

132 Elements of Human Disease

3 credit hours

Offered fall and spring semesters. Three hours of lecture a week.

Students will study disease pathology and appropriate terminology and pharmacology. Emphasis will be on diseases that affect various organ systems and those that affect the whole body. The focus will be on definitions, signs and symptoms and appropriate drug therapy with emphasis on understanding medical terminology in the context of medical reports and coding.

In order to graduate with an Office Technologies degree or certificate, students enrolled in this program must achieve a grade of "C" or better in this course.

Prerequisite: Office Technologies 110.

133 Basic Disease Coding

3 credit hours

Offered fall and spring semesters as demand warrants. Three hours lecture a week. Fee: \$75.00.

Students will study the basic coding guidelines and principles of disease coding. They will also understand the impact of correct coding on physician reimbursement. Ethical coding standards will be taught as students learn to code from clinical documentation. Students will also be introduced to encoding software.

In order to graduate with an Office Technologies or Medical Assistant degree or certificate, students enrolled in this program must achieve a grade of "C" or better in this course.

Corequisite or Prerequisite: Office Technologies 110 and Reading 93.

135 Basic Procedural Coding

3 credit hours

Offered fall and spring semesters as demand warrants. Three lecture hours a week. Fee: \$75.00.

Students will study the basic coding guidelines and principles of both CPT and HCPCS Level II coding systems. They will learn the impact of correct coding on physician reimbursement. Students will learn to assign CPT and HCPCS Level II codes along with modifiers to accurately report the procedures and services that were provided. Ethical coding standards will be taught as students learn to code from clinical documentation. Students will also be introduced to encoding software.

In order to graduate with an Office Technologies or Medical Assistant degree or certificate, students enrolled in this program must achieve a grade of "C" or better in this course.

Corequisite or Prerequisite: Office Technologies 110 and Reading 93.

201 Financial Office Software

3 credit hours

Offered fall semester. Three hours lecture and application a week. Fee: \$50.00.

This course will equip today's professional with hands-on experience in manipulating financial office software. QuickBooks and other appropriate software will be used. Emphasis is placed on developing accurate data entry skills.

In order to graduate with an Office Technologies degree or certificate, students enrolled in this program must achieve a grade of "C" or better in this course.

Prerequisite: Computer Technology 101.

211 Practical Medical Skills

3 credit hours

Offered fall semester. Three hours lecture a week. Fee: \$75.00.

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.

In order to graduate with an Office Technologies degree or certificate, students enrolled in this program must achieve a grade of "C" or better in this course.

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. Fee: \$30.00. Criminal Background Check Fee: \$65.00.

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.

In order to graduate with an Office Technologies degree or certificate, students enrolled in this program must achieve a grade of "C" or better in this course.

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: \$75.00.

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.

In order to graduate with an Office Technologies or Medical Assistant degree or certificate, students enrolled in this program must achieve a grade of "C" or better in this course.

Prerequisite: Office Technologies 133 and 135.

231 Office Technologies Externship

3 credit hours

Offered as demand warrants. One hour lecture and eight hours externship a week. Fee: \$30.00. Criminal Background Check Fee: TBD.

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.

In order to graduate with an Office Technologies degree or certificate, students enrolled in this program must achieve a grade of "C" or better in this course.

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: \$75.00.

This course is designed to enhance diagnostic and procedural coding skills. Emphasis will be placed on assigning procedural and diagnostic codes to inpatient and ambulatory records. Students will learn the difference in payment systems for inpatient and ambulatory care facilities 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.

In order to graduate with an Office Technologies degree or certificate, students enrolled in this program must achieve a grade of "C" or better in this course.

Prerequisite: Office Technologies 133 and 135.

Corequisite or Prerequisite: Office Technologies 132.

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: \$75.00.

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.

In order to graduate with an Office Technologies degree or certificate, students enrolled in this program must achieve a grade of "C" or better in this course.

Prerequisite: Office Technologies 232 or concurrent enrollment.

241 Office Procedures II

3 credit hours

Offered fall semester. Three hours lecture and discussion a week. Fee: \$40.00.

Students learn office procedures and applications that include research, conferencing, global/workplace diversity, human resource management, conflict resolution, leadership, meeting and event planning, travel arrangements, personal finance and investment strategies, job search and advancement, and wellness.

In order to graduate with an Office Technologies degree or certificate, students enrolled in this program must achieve a grade of "C" or better in this course.

Prerequisite: Office Technologies 102 and 130 or concurrent enrollment.

242 Administrative Applications

3 credit hours

Offered spring semester. Three hours lecture and discussion a week. Fee: \$40.00.

Students will integrate administrative concepts. Emphasis is on the development of administrative decision-making and critical thinking skills. Voice recognition, transcription, document formatting, editing, and proofreading will be included.

In order to graduate with an Office Technologies degree or certificate, students enrolled in this program must achieve a grade of "C" or better in this course.

Prerequisite: Office Technologies 102, 130 and 241, or concurrent enrollment.

299 Independent Study in Office Technologies

3 credit hours

Offered as demand warrants. Fee: \$25.00.

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.

In order to graduate with an Office Technologies degree or certificate, students enrolled in this program must achieve a grade of "C" or better in this course.

PARALEGAL (PARA)

101 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.

In order to graduate with a Paralegal degree, students enrolled in this program must achieve a grade of "C" or better in this course.

103 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.

In order to graduate with a Paralegal degree, students enrolled in this program must achieve a grade of "C" or better in this course.

104 Litigation

3 credit hours

Offered spring semester as demand warrants. Three hours lecture a week. Fee: \$55.00.

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.

In order to graduate with a Paralegal degree, students enrolled in this program must achieve a grade of "C" or better in this course.

106 Legal Administrative Applications

3 credit hours

Offered spring semester. Three hours lecture and discussion. Fee: \$40.00.

Students will explore and learn procedures and technologies that enhance law office processes and support the practice of law. Topics will include communications, professionalism, scheduling, timekeeping and billing practices, and electronic software and resources used in the legal office.

In order to graduate with a Paralegal degree, students enrolled in this program must achieve a grade of "C" or better in this course.

Prerequisite or Corequisite: Paralegal 111 or 112 and Computer Technology 101.

108 Contracts and Business Organizations

3 credit hours

Offered spring semester. Fee: \$55.00.

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. This course also provides basic issues relating to agency relationships, partnerships, limited liability companies, and corporations. Basic contract drafting will be taught and practiced, as well as drafting of articles for formation of other business entities.

In order to graduate with Paralegal degree, students enrolled in this program must achieve a grade of "C" or better in this course.

111 Beginning Keyboarding (Medical Administrative Assistant 111)

3 credit hours

Offered fall and spring semesters. Offered as demand warrants in summer session. Three hours lecture, demonstrations, and applications a week. Fee: \$45.00.

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.

In order to graduate with a Paralegal degree, students enrolled in this program must achieve a grade of "C" or better in this course.

112 Document Processing (Medical Administrative Assistant 112)

3 credit hours

Offered fall and spring semesters. Offered as demand warrants in summer session. Three hours lecture, demonstrations, and applications a week. Fee: \$45.00.

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.

In order to graduate with a Paralegal degree, students enrolled in this program must achieve a grade of "C" or better in this course.

Prerequisite: Paralegal 111 or consent of instructor.

201 Legal Research and Writing I

3 credit hours

Offered fall semester as demand warrants. Three hours lecture and discussion a week. Fee: \$55.00.

Explore major principles of legal research and writing, including introduction to accepted legal research techniques, locating legal authorities such as statutory and case law, and examine current research aids such as Shephard's citations, Westlaw's Digest System, and KeyCiting. Learn and apply writing skills with real-world legal memoranda and case brief assignments.

In order to graduate with a Paralegal degree, students enrolled in this program must achieve a grade of "C" or better in this course.

Prerequisite: English 101 and Paralegal 103.

202 Legal Research and Writing II

3 credit hours

Offered spring semester. Three hours lecture and discussion a week. Fee: \$55.00.

Learn and apply advanced legal research techniques, electronic legal research, and advanced legal writing techniques. Explore federal and state legal research issues, multi-jurisdictional practice, and emerging trends in legal research. Learn and apply advanced writing skills to prepare legal memoranda, briefs, and other legal documents.

In order to graduate with a Paralegal degree, students enrolled in this program must achieve a grade of "C" or better in this course.

Prerequisite: Paralegal 201.

203 Family and Estate Law

3 credit hours

Offered spring semester. Three hours lecture and discussion per week. Fee: \$55.00.

Explore laws governing the family, parenting, custody, wills, estates and trusts. Analyze legal matters relating to marriage, divorce, custody, child support, adoption, and related topics. Examine the Paralegal's role in the client relationship, including drafting documents, administering wills and estates, and organizing trusts.

In order to graduate with Paralegal degree, students enrolled in this program must achieve a grade of "C" or better in this course.

Prerequisite or Corequisite: Paralegal 201.

204 Real Property and Title Examination

3 credit hours

Offered spring semester or as demand warrants. Three hours lecture a week. Fee: \$55.00.

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.

In order to graduate with a Paralegal degree, students enrolled in this program must achieve a grade of "C" or better in this course.

206 Torts

3 credit hours

Offered spring semester as demand warrants. Three hours lecture a week. Fee: \$55.00.

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.

In order to graduate with a Paralegal degree, students enrolled in this program must achieve a grade of "C" or better in this course.

208 Legal Assistant Practicum

3 credit hours

Offered spring semester. Fee: \$30.00. Criminal Background Check Fee: TBD.

Students will spend 120 hours per semester (approximately 8 hours per week) in a law office or other legal field setting working under the direct supervision of an attorney, paralegal, or other professional in the office. Students will have an opportunity to gain workplace experience. Classroom meetings will focus on paralegal ethics and career skills.

In order to graduate with a Paralegal degree, students enrolled in this program must achieve a grade of "C" or better in this course.

PHARMACY TECHNICIAN (PHAR)

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: \$100.00.

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.

In order to successfully pass this course, students must achieve a grade of "C" or better, along with meeting the academic standards of the college.

Prerequisite: Appropriate math placement assessment score and successful completion of Reading 90 or the appropriate corresponding score on the placement assessment.

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: \$100.00. Criminal Background Check Fee: \$62.00.

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.

In order to successfully pass this course, students must achieve a grade of "C" or better, along with meeting the academic standards of the college.

Prerequisite or Corequisite: Nursing Assistant 101, Physical Education 153, and Pharmacy Technician 101.

PHILOSOPHY (PHIL)

**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)

101 Phlebotomy Technician

4 credit hours

Offered fall and spring semesters as demand warrants. Four hours of lecture per week. Fee: \$100.00.

This course is designed to provide instruction of routine phlebotomy practices to prepare competent individuals to work in hospitals, medical offices, clinics, and a variety of other blood collection facilities.

In order to successfully pass this course, students must achieve a grade of "C" or better, along with meeting the academic standards of the college.

Prerequisite: Successful completion of Reading 90 or the appropriate corresponding score on the reading portion of the placement assessment.

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 a week. Fee: \$65.00.

This course is designed to provide information on the responsibilities of becoming an EKG Technician. The course will include instruction on: cardiovascular anatomy and physiology; electrophysiology; terminology and pharmacology; electrocardiography (EKG) testing and basic interpretation; and an overview of Holter monitoring. Students will study some of the technical issues encountered in obtaining EKGs and how to differentiate between artifact and arrhythmias.

In order to successfully pass this course, students must achieve a grade of "C" or better, along with meeting the academic standards of the college.

Prerequisite: Successful completion of Reading 90 or the appropriate corresponding score on the reading portion of the placement assessment.

Prerequisite or Corequisite: Nursing Assistant 101 and Physical Education 153.

PHYSICAL EDUCATION (PHED)

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.)

121 Personal Defense

1 credit hour

Offered fall semester. Two hours a week.

This course focuses on personal safety and is designed to develop confidence and skills through the presentation and practice of the basic physical techniques of self-defense.

122 Fitness Center

1 credit hour

Offered fall and spring semesters. Offered as demand warrants in summer session. Fee: \$37.00.

This course is organized on an individual basis with a primary focus on the physical dimension of wellness using a variety of physical activities to give the student practical experiences. Students will use the Fitness Center which includes Nautilus machines, automated treadmills, exercise bikes, rowing machines, ellipticals, and free weights, with the ultimate goal of a self-directed healthier lifestyle. 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.

**126 Yoga for Wellness I
(Integrative Health 126)**

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.

**127 Yoga for Wellness II
(Integrative Health 127)**

1 credit hour

Offered spring semester and as demand warrants. Two hours a week.

This class will build on the skills learned in Physical Education 126 and will also focus on the healing benefits of Asana (posture). Pranayama (breathwork), and Meditation. More advanced asanas will also be explored, including inversions.

Prerequisite: Physical Education 126.

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.

Instruction of cardiopulmonary resuscitation, as outlined by American Heart Association. This course is designed to provide training and certification in Cardiopulmonary Resuscitation. Certification is not required to complete this course. However, upon successful completion, the student will receive American Heart Association BLS for Healthcare Providers (CPR and AED) certification.

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 Standard First Aid and Personal Safety, as designed by the National Safety Council. 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. Certification is not required to complete this course. However, upon successful completion the student will receive National Safety Council Standard First Aid and Personal 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.

Instruction of cardiopulmonary resuscitation, as outlined by American Heart Association accompanies this course. The First Aid portion of this course will be Standard First Aid and Personal Safety, as designed by the National Safety Council. Certification is not required to complete this course. However, upon successful completion, the student will receive National Safety Council Standard First Aid and American Heart Association BLS for Healthcare Providers (CPR and AED) 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 fall 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.

209 Foundations of Training I

3 credit hours

Offered fall semester. Fee: \$35.00

This course will provide you with the opportunity to learn the foundational principles of personal training. The focus will be on your development of the functional knowledge of exercise science: structure and function of the muscular, nervous, and skeletal and cardiorespiratory systems, bioenergetics and biomechanics, and the body's physiological response to exercise. Initial consultation and evaluation, and exercise techniques are also explored and discussed.

Prerequisite: Physical Education 145.

210 Foundations of Training II

3 credit hours

Offered spring semester. Fee: \$35.00

This course will provide you with the opportunity to learn the foundational principles of personal training and build upon your previous knowledge from Foundations of Training I. The focus will be on program design, meeting the needs of the client (health issues, injuries, and various other issues), safety, maintaining equipment, and legal issues.

Prerequisite: Physical Education 209.

212 Fundamentals of Health and Physical Education

3 credit hours

Offered spring semester.

The purpose of this course is to build a solid base of knowledge and understanding in teaching Health and Physical Education. This starts with the foundational principles of learning and teaching, followed by the application of knowledge via writing lesson plans, and teaching mock lessons. Content is explored at a greater depth, while pedagogical models are discussed and started to be developed.

Prerequisite: Physical Education 204.

298 Special Topics for Physical Education

1-3 credit hours

Offered as demand warrants.

Special Topics will address physical activities and skills not typically offered within the physical education department. The format of the activity courses offered will vary as a function of course topic. Course may be repeated up to three times for credit.

PHYSICAL THERAPIST ASSISTANT (PTA)

201 Introduction to Physical Therapist Assistant

2 credit hours

Offered fall semester. One hour lecture and three hours laboratory a week. Fee: \$85.00.

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) psycho-social 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. Fee: \$85.00.

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. Fee: \$85.00.

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: \$85.00.

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: \$85.00.

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 three hours laboratory a week. Fee: \$85.00.

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 three hours laboratory a week. Fee: \$85.00.

The course includes an understanding of advanced anatomy and physiology, documentation including medical terminology, and treatment of the following: 1) pediatric nervous system disorders and neurodevelopmental sequencing; 2) adult nervous system disorders including, but not limited to, cerebral vascular accidents, traumatic brain injury, and spinal cord injuries; 3) individuals with amputations; 4) orthotic and prosthetic considerations; 5) cardiopulmonary rehabilitation; and 6) integumentary concerns such as wounds and burns. 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 three hours laboratory a week. Fee: \$85.00.

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 six hours laboratory a week. Fee: \$85.00.

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. Two hours laboratory a week plus ninety-six hours throughout the semester. Fee: \$85.00. Learning Harbor Fee: \$16.00. Criminal Background Check Fee: \$64.00.

This course consists of two hours laboratory a week plus 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. Two hours laboratory a week plus one hundred twenty hours throughout the semester. Fee: \$85.00.

This course consists of two hours laboratory a week plus 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: \$79.00.

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. Fee: \$85.00.

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. Fee: \$85.00. Exam Prep Fee: \$230.

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)

101 Introductory Physics I

4 credit hours

Offered fall semester. Three hours lecture and three hours laboratory a week. Fee: \$75.00.

This course is the first of a two semester sequence that is a non-calculus introduction to physics. The topics covered include the fundamentals of kinematics and dynamics, work and energy, momentum, equilibrium, fluids, vibrations and sound, heat, and thermodynamics. This course is recommended for liberal arts, pre-professional, and general studies students.

Prerequisite: Reading 93 and Mathematics 119.

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: \$75.00.

This course is a continuation of Physics 101. The topics covered include electricity and magnetism, electromagnetic waves and optics, topics from modern physics, and nuclear physics. This course is recommended for liberal arts, pre-professional and general studies students.

Prerequisite: Physics 101.

103 Meteorology**4 credit hours**

Offered spring semester. Three hours lecture and three hours laboratory a week.

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.

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: \$75.00.

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.

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: \$75.00.

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 and Reading 93.

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: \$75.00.

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: \$75.00.

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: Reading 93 and Mathematics 201 concurrently.

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: \$75.00.

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: \$75.00.

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)

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)

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)

104 Golf Mechanics and Teaching I

3 credit hours

Offered fall semester and as demand warrants. Three hours lecture and two hours laboratory a week. Fee: \$70.00.

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.

109 Golf Operations I

3 credit hours

Offered fall semester. Three hours lecture and three hours practicum a week. Fee: \$70.00.

This course will provide the student with the basics of the operations of a golf facility. Topics include customer relationships, establishing policies and procedures, business planning, and staffing requirements. Topics will also include the evolution of the golf business in America.

110 Golf Operations II

3 credit hours

Offered spring semester. Three hours lecture and three hours practicum a week. Fee: \$70.00.

This course will provide the student with the basics of operations and management of the golf shop. Topics include management of Point of Sale software, Tee Sheet Management, methods of Merchandising, and Marketing techniques geared to increasing rounds of golf and membership sales.

114 Competition Management

3 credit hours

Offered spring semester. Three hours lecture and three hours practicum a week. Fee: \$70.00.

This course will provide the foundation for students to successfully plan and run golf tournaments, outings, and member events. Topics include conditions of competition, preparing and marking the golf course for competition, local rules, and on-course administration.

201 Golf Mechanics and Teaching II

3 credit hours

Offered fall semester and as demand warrants. Three hours lecture and two hours laboratory a week. Fee: \$70.00.

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.

203 Golf Operations III

3 credit hours

Offered fall semester. Three hours lecture and three hours practicum a week. Fee: \$70.00.

This course will provide students with the foundation to successfully manage outside operations in the golf industry. Topics include golf car fleet management, golf range management, caddie management, and teaching academy management.

204 Golf Club Fitting

3 credit hours

Offered spring semester. Three hours lecture and two hours laboratory a week. Fee: \$70.00.

This course is designed to enhance the student's knowledge of golf club fitting through golf club design principles, as well as give the student practice in several key fitting procedures. Topics include principles, procedures, and playability factors of drivers, irons, wedges, and putters as well as set makeup variations among different types of players.

Prerequisite: Professional Golf Management 201.

PSYCHOLOGY (PSYC)

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 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 semester and 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 spring semester and 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 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 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)

101 Radiologic Technology I

3 credit hours

Offered fall semester. Three hours of lecture and discussion a week. Fee: \$70.00. 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. Fee: \$100.00.

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 60 hours. Fee \$120.00. Criminal Background Check Fee: \$65.00.

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 180 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 180 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: \$100.00. Testing 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. Fee: \$100.00. Exam Prep Fee: \$185.00.

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 240 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 240 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)

90 Comprehensive Reading I

4 credit hours

Offered fall and spring semesters. Four 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. Additionally, students will work in the Reading and Writing Center (RAWC) in small groups and with computer-based instruction to improve the above skills. 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.

This course is limited to two attempts. A grade of D, F, or X is considered an attempt. The second attempt will require a minimum of 1 additional hour of instructional time each week in a designated ACM study lab.

91 Reading ESOL

4 credit hours

Offered fall and spring semesters. Four hours lecture and discussion a week. Designed for students whose native language is not English.

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. Additionally, students will work in the Reading and Writing Center (RAWC) in small groups and with computer-based instruction to improve the above skills. 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.

This course is limited to two attempts. A grade of D, F, or X is considered an attempt. The second attempt will require a minimum of 1 additional hour of instructional time each week in a designated ACM study lab.

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.

This course is limited to two attempts. A grade of D, F, or X is considered an attempt. The second attempt will require a minimum of 1 additional hour of instructional time each week in a designated ACM study lab.

Prerequisite: Appropriate placement assessment score or grade of "C" or better in Reading 90 or 91.

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.

This course is limited to two attempts. A grade of D, F, or X is considered an attempt. The second attempt will require a minimum of 1 additional hour of instructional time each week in a designated ACM study lab.

Prerequisite: Appropriate placement assessment score or grade of "C" or better in Reading 90 or 91 and English 90 or 91.

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.

This course is limited to two attempts. A grade of D, F, or X is considered an attempt. The second attempt will require a minimum of 1 additional hour of instructional time each week in a designated ACM study lab.

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)

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: \$80.00. 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 116 or concurrent registration.

104 Respiratory Pathogens

1 credit hour

Offered spring semester. One hour of lecture per week.

This course is designed to provide students in the respiratory therapy program the essential knowledge of respiratory pathogens that are the etiological factors for many respiratory diseases located in the upper and lower respiratory tracts. Different types of pathogens (bacteria, virus, and fungus) will be presented. Diagnostic measures and drug therapy will also be discussed.

Prerequisite: Mathematics 102 or concurrent registration, Chemistry 100 or 101 or concurrent registration, and Biological Science 116 or concurrent registration.

Corequisite: Respiratory Therapy 102, 190, and 206.

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: \$125.00. Criminal Background Check Fee: \$102.00.

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 116 or concurrent registration.

Corequisite: Respiratory Therapy 102, 104, 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 116 or concurrent registration.

Corequisite: Respiratory Therapy 102, 104, and 190.

207 Community Health Education

2 credit hours

Offered spring semester. Three hours lecture a week. Fee: \$80.00.

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: \$125.00.

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, 104, 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, 104, 206, and 210, or consent of instructor.

Corequisite: Respiratory Therapy 213, 225, and 231.

213 Cardiopulmonary Assessment and Diagnostics

3 credit hours

Offered fall semester. Three hours of lecture a week. Fee: \$85.00.

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, 104, and 206.

Corequisite: Respiratory Therapy 212, 225, and 231, 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: \$125.00.

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, 213, and 231.

231 Research Methods

1 credit hour

Offered fall semester. One hour of lecture per week.

This course is designed to provide students in the respiratory therapy program with an understanding of research methods through a critical review of the literature. Both qualitative and quantitative methods of research methodology will be analyzed and discussed. Students will perform a critical review of a current therapy/practice as it relates to cardiopulmonary respiratory care and present findings in a research presentation.

Prerequisite: Respiratory Therapy 101, 102, 104, 190, 206, and 210.

Corequisite: Respiratory Therapy 212, 213 and 225.

232 Advanced Respiratory Concepts

2 credit hours

This course is offered in the spring semester. Exam Prep Fee: \$375.00.

This course is designed to prepare the students to take the credentialing exams. It will include current trends in the field of Respiratory Care. The Kettering Review Seminar is part of this course.

Prerequisite: Respiratory Therapy 101, 102, 104, 190, 206, 210, 212, 213, 225, and 231.

Corequisite: Respiratory Therapy 207, 232, 240, and 250.

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: \$125.00.

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, 104, 190, 206, 210, 212, 213, 225, and 231.

Corequisite: Respiratory Therapy 207, 232, and 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: \$125.00.

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, 104, 190, 206, 210, 212, 213, 225, and 231.

Corequisite: Respiratory Therapy 207, 232, and 240.

299 Special Topics in Respiratory Therapy

1-4 credit hours

Offered fall and spring semesters, and summer session as demand warrants. Fee: \$30.00.

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)

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 and behavioral 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 and behavioral 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 (SPAN)

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 and as a web course when demand warrants. 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. Students with prior knowledge of conversational Spanish and/or one or two years of high school Spanish will find this course an appropriate level.

126 Spanish for Health Occupations

3 credit hours

Offered as demand warrants.

Students will be introduced to the workplace concepts of cultural competence and current demographics of the Latino population in an effort to understand the complexity of their life and their beliefs, and how this affects the way conversation should be approached with the patient/client. Students will learn to facilitate communication with Latino patients/clients and their families. Students will practice phrases for a variety of situations that could occur in the clinical setting. Students will be presented with the tools needed to develop a good command for speaking and understanding Spanish phrases at the end of the course. No previous Spanish is required.

Prerequisite: Can be taken concurrently with Reading 90.

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). Students with prior knowledge of conversational Spanish and beginning reading level of Spanish, and/or two to three years of high school Spanish will find this course an appropriate level.

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. Students with prior knowledge of conversational Spanish and beginning reading level of Spanish, and/or three to four years of high school Spanish will find this course an appropriate level.

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.

SPEECH (SPCH)

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.

STUDENT DEVELOPMENT (SDEV)

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 is designed to equip students with the skills and strategies for success in college that also form the foundation for success on the job, such as becoming an active learner and team worker. Coursework includes guided journal writing, group discussion, and application of study techniques to courses in which students are concurrently enrolled. Topics will include taking notes, staying organized, memorizing content, preparing for tests, and taking tests. Open to all students as an elective.

106 Connections: On Course for 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 academic or job demands. This course is designed to help students create greater success in college and in life by using proven strategies to develop a better understanding of themselves and their choices. Coursework includes guided journal writing, small group discussion, and career exploration. Topics will include self-motivation, personal responsibility, study skills, and emotional intelligence. Open to all students as an elective.

TRIAL COURSES

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 Senior Vice President of Instructional and Student Affairs and the Office of Associate Registrar.

GRADUATION REQUIREMENTS

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)

| <u>Subject Code</u> | <u>Course Number</u> | <u>Title</u> | <u>Credit Hours</u> |
|---------------------|----------------------|---|---------------------|
| (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 (sculpture) | 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 Development | 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 - A Humanities Approach to Death and Dying | 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 (Co-Ed) | 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) | 121 | Personal Defense | 1 |
| (PHED) | 122 | Fitness Center | 1 |
| (PHED) | 123 | Individualized Conditioning for Adults | 1 |
| (PHED) | 126 | Yoga for Wellness I | 1 |
| (PHED) | 127 | Yoga for Wellness II | 1 |
| (PHED) | 130 | Intermediate Weight Training (Co-Ed) | 1 |
| (PHED) | 145 | Personal Wellness | 2 |
| (PHED) | 154 | Integrated Health and Physical Education | 3 |
| (PHED) | 155 | Mind-Body Movement Stress Reduction Techniques | 1 |
| (PHED) | 201 | Outdoor Education | 1 |
| (PHED) | 298 | Special Topics in Physical Education | 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 |

Graduation Requirements

Social and Behavioral Sciences Electives (General Education Courses) (cont.)

| <u>Subject Code</u> | <u>Course Number</u> | <u>Title</u> | <u>Credit Hours</u> |
|---------------------|----------------------|---|---------------------|
| (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 |
| (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 - A Humanities Approach to Death and Dying | 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) | 107 | Introduction to Cybersecurity | 3 |
| (COMP) | 221 | Office Applications I | 3 |
| (HUM) | 101 | Humanities | 1 |
| (HUM) | 110 | Interdisciplinary Leadership I | 3 |
| (HUM) | 210 | Interdisciplinary Leadership II | 3 |
| (PHED) | 154 | Integrated Health and Physical Education | 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.

Students whose program requires completion of Biological Science 201 or Biological Science 207 are required to achieve a satisfactory score on the Anatomy and Physiology Placement Assessment, or they must successfully complete Biology 93.



**Academic
Information**

HOURS OF INSTRUCTION AND ADMINISTRATION

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

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 Senior Vice President of Instructional and Student Affairs to grant the degree/certificate in absentia.

CREDIT HOUR VALUE

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

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

Allegany College of Maryland is committed to accurately assessing student's abilities and goals by providing a wide range of academic advising, career planning, educational coaching, and mentoring services. Advising provides a student with a pathway to completion and the appropriate resources to ensure success. Upon acceptance to Allegany College of Maryland, each student is assigned an academic advisor. A shared role among faculty and staff, academic advisors will review course selection, answer questions regarding course curriculum, and assist students in making academic decisions. Students should plan to meet periodically with their academic advisors throughout the course of each semester. When unsure of their assigned advisor, students should contact the Advising Center or Admissions Office for assistance.

CREDIT BY EXAMINATION

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 effect on grade point average.

ADVANCED PLACEMENT PROGRAM

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

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. 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
Analyzing & Interpretation of Literature
College Composition
College Composition (includes 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 and Behavioral 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 and Final grades are available to students online through WebAdvisor. 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 Senior Vice President of Instructional and Student 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

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

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

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

All students are expected to register for classes within the registration dates listed in the College calendar. Students are requested to make appointments with their advisors or the Advising Center 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

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

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, located in Room 182 of the College Center 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

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

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

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

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

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

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

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

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.

For Student Financial Aid the 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 noted above allows some courses to be repeated for credit up to 3 times. Failed classes which are repeated will be paid for indefinitely.

STUDENT RESIDENCY CLASSIFICATIONS FOR TUITION PURPOSES

"Residency" is a legal designation that dictates the tuition that shall be charged to an individual credit student. Residency shall be designated for each full time, part time, and dually enrolled student. Each Allegany College of Maryland student shall have one residency classification.

Allegany College of Maryland shall classify each incoming student as in-county, out-of-county, or out-of state for tuition purposes and shall create a process whereby the student may request a change in residency classification or appeal a current classification. This classification and process shall fully comply with the Annotated Code of Maryland and COMAR (including terms and definitions where applicable). Students who are under the age of eighteen years or who are financially dependent upon another person shall be classified in accordance with the residency of the parent, legal guardian, or person upon whom he/she is financially dependent. This policy applies to all Allegany College of Maryland students regardless of either campus or instruction site the student primarily attends.

A student's residency shall be classified upon enrollment at Allegany College of Maryland by the Office of Admission and Registration; this classification shall be determined using information provided by the student on his/her admissions application. This classification upon enrollment creates a rebuttable presumption, and the classification remains in effect as long as the student remains enrolled at the College unless/until the student's domicile changes. If the student disagrees with the classification or if the student's domicile changes, the student may petition for a change in residency and has the burden of showing by clear and convincing evidence that the classification is inaccurate. Petitions to change the residency classification shall be made to the Office of Student and Legal Affairs and must be submitted before the end of the semester for which the change is requested; the student shall be required to submit the necessary documentation with the petition to change residency.

To be eligible for a change in residency, the student must satisfy the following criteria:

- 1.) That the student's domicile or the domicile of the person upon whom the student is financially dependent is located in the locality being claimed; and
- 2.) That the student or the person upon whom the student is financially dependent has maintained this domicile for three months prior to the start of the semester for which the change is requested; unless
- 3.) The student or the person upon whom the student is financially dependent qualifies for an exception or special provision.

After reviewing all the information and any documents provided by the student, the Dean of Student and Legal Affairs shall determine whether the residency criteria being requested has been met; the decision shall be made in writing and communicated to the student in person, in writing, or electronically. Any student who wishes to appeal this decision may petition the Student Services Appeal Committee via existing committee procedures; the committee's decision is final.

Any student who provides incomplete, false, and/or misleading information related to residency may have his/her residency classification reverted to its original classification and may be subject to disciplinary action pursuant to the Code of Student Conduct. If a reduced tuition rate was obtained as a result of the incomplete, false, and/or misleading information provided, the College reserves the right to retroactively adjust the correct tuition rate for each semester affected.

The Offices of Admissions and Registration and Student and Legal Affairs shall create procedures to implement this policy as it applies to their specific responsibilities. The procedures must be consistent, and all residency determinations must be documented and stored for no less than five years.

Students are required to notify the College of any address change.

The definitions noted below apply to this policy.

Definitions

DOMICILE is a student's permanent place of abode, where physical presence and possessions are maintained with the intention of remaining indefinitely, or the permanent place of abode of any person or persons contributing more than ½ of the student's financial support during the most recently completed year. (This definition is derived from COMAR.)

Requirements for domicile to be established:

- a. The student* has made the new place of abode his/her permanent home;
- b. The student* has abandoned his/her former home state/county;
- c. The student* intends to reside in the new place of abode indefinitely; and
- d. The student* intends to reside in the new place of abode for a purpose other than attending Allegany College of Maryland.

*or the person or persons contributing more than ½ of the student's financial support during the most recently completed calendar year.

FINANCIALLY DEPENDENT means another person provided 51% or more of the student's financial support and/or claimed the student on the most recent year's tax return.

COUNTY means a political subdivision of the State that supports a community college and the total of all counties that support a regional community college under Annotated Code of Maryland Education Article 16-302. (This definition is derived from COMAR.) (Allegany College of Maryland is not a designated regional community college.)

COUNTY RESIDENT means a student who has maintained a domicile in the county or region served by the college for at least 3 months before the date of enrollment at a college. (This definition is derived from COMAR.)

MARYLAND RESIDENT means a student who has maintained a domicile in Maryland for at least 3 months before the date of enrollment at a college. (This definition is derived from COMAR.) Special Provisions to qualify for Maryland residency unless the designation is changed by law or state regulation:

- Active duty military personnel and their dependents where the active duty member is stationed in Maryland, resides in Maryland, or is domiciled in Maryland;
- A dependent of an active military member who remains continuously enrolled after the active duty member no longer qualifies.
- Honorably discharged military veterans and their dependents within four years of the veteran's discharge and where the veteran can document (1) evidence of attending a public or private secondary school in Maryland for the last three years and graduated from a public or private secondary school in Maryland or received a high school equivalence diploma in Maryland and (2) resides or is domiciled in Maryland;
- National Guard member who is a member of the Maryland National Guard and who serves to provide a Critical Military Occupational Skill or is a member of the Air Force Critical Specialty Code.
- Military veterans in accordance with federal law and regulations;
- Individuals receiving veteran benefits in accordance with federal law and regulations;
- A student enrolled in a program designated by the Maryland Commission on Higher Education as a health manpower shortage or statewide designated program;
- A student from outside the State who enrolls as part of a reciprocity agreement negotiated between Maryland and another state;
- A student from outside the State who enrolls in an education program leading to licensure in nursing and who furnishes a surety bond or guaranteed promissory note in accordance with COMAR rules;
- A student who resides in Maryland but does not otherwise meet in-state residency requirements and is a full-time public school teacher employed by Allegany County Board of Education for less than one year and the course/program is required by the state or Allegany County to maintain the teacher's position with the Board of Education; and
- A student who has moved to Maryland as an employee or family member of an employee as part of Base Realignment and Closure process.
- A student who is qualified under the Maryland Dream Act.
- Any other designation pursuant to federal or Maryland law or regulation.

ENROLLMENT means a student has processed the registration forms and the [course] schedule is either provided to the student or made available to him/her online. (This definition is derived from the College's FERPA policy; however, the Office of Admissions & Registration may classify

an applicant's residency upon receipt of the admissions application, and this classification becomes the formal designation when a course schedule is received.)

OUT-OF-STATE RESIDENTS shall be any other person for residency purposes. Students whose domicile is located anywhere except Maryland shall have their residency dictated by the laws of their respective state or commonwealth unless a special provision for Maryland residency applies.

REQUIRED TERM OF RESIDENCY: three (3) consecutive months immediately prior to enrollment.

BURDEN OF PROOF: the student has the burden of proving by clear and convincing evidence that he/she satisfies the requirements for the requested residency change.

RELEASE OF INFORMATION REGARDING STUDENTS

The Family Educational Rights and Privacy Act (FERPA) Policy

(The following policy is applicable to all Allegany College of Maryland faculty and staff)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student educational records. The law applies to all schools that receive funds from the U.S. Department of Education.

As implied by the title, FERPA requires schools to protect the **privacy** and **access** rights of students regarding their educational records. There are limitations on what information a school may disclose and mandates on when students may inspect, review, and seek to amend their own records.

Since many FERPA terms are broad in nature and can be subject to interpretation, the President's Staff, with input from faculty and staff, has defined these terms as they will pertain to Allegany College of Maryland, and has identified and addressed how all college faculty and staff should respond in certain situations.

Institutional Definitions

DIRECTORY INFORMATION – Directory information is information that **can be** disclosed about a student and includes the following: student name, address, field of study, degree/awards, and full-or part-time status. Address will only be disclosed when circumstances warrant it. This policy adds address to "directory information". (NOTE: The fact that this information **can be disclosed** does **not require** the College to do so.)

EDUCATIONAL RECORD – Education records are all records that are directly related to a student and are maintained by an educational agency, an institution, or a party acting for the agency or institution.

EMERGENCY – Emergency is any incident that poses a health risk or threat of imminent danger, physical violence, or intimidation.

ENROLLED STUDENT – A student is considered to be "enrolled" once the student has processed the registration forms **and** the schedule is either provided to the student or made available to him/her online. While *applicant* information is not protected by FERPA, the College will not release it without proper authority.

Designated Institutional Contacts

FERPA questions should be directed to the Director of Admissions and Registration. If he/she is unavailable, the Associate Registrar should be the contact. In Pennsylvania, the Coordinator of Academic Services is the contact. If necessary, the Dean of Student & Legal Affairs may be consulted for responses to legal questions.

The Student Services Appeals Committee will hear student complaints and petitions to amend educational records.

Disclosure of Student Information

Educational records are “owned” by the student when he/she turns 18 **or** enrolls in college. However, grades may be disclosed to parents of **dependent** students only after written verification of dependency status has been obtained from the parents; i.e., copy of the 1040 federal tax return or signed release form obtained from the Admissions/ Registration Office.

When an inquiry about a student is made by a faculty/staff member, the person who has the information should disclose that information only after assessing the request and determining its legitimacy as a “need to know.” The “holder” of the information will make that determination.

Student information should not be disclosed over the phone to the students’ family members or others, since one cannot be sure with whom he/she is actually speaking.

Maintenance of Student Records

Grades, rosters, and disciplinary records are kept indefinitely. All other centralized institutional records should be kept for five (5) years. Individual departments should establish their own policies for the length of time students records are to be kept.

Alumni

Educational records of alumni are subject to FERPA regulations. Anything that occurs after graduation is considered directory information and, thus, not covered under FERPA.

Emergency Situations and/or Disclosure of Information to Law Enforcement

Information regarding health/safety emergencies may be disclosed without consent, with *emergency* being defined as stated above.

In the event of an on-campus emergency,* the College may call the emergency contact, as this information is provided at registration time.

*Or emergency that occurs off-campus during/associated with a college-sponsored activity.

If a crime or threatening situation occurs on campus, (eg., fight or breaking and entering) *and* a College employee calls the authorities or agrees with a non-employee’s decision to call the authorities, then the College will provide requested information to the police. Requests for information will be honored within 24-hours of the call. If the investigation is on-going, requiring longer than a 24-hour period, then the concern is not as urgent, and the College will not release student information without a properly issued subpoena or court order.

If a law officer comes to the campus to locate a student, the officer must present a subpoena to the Director of Admissions/Registration or designee, **if** the incident for which he is seeking the student occurred off-campus and/or **is not** an emergency to us (see *emergency* definition above).

Approved 3/06

Policy Statement on the Release and Confidentiality of Student Records

Allegany College of Maryland affirms that a student's official educational records are confidential matters. The College adheres to the Family Educational Rights and Privacy Act regarding inspection, release or disclosure, and providing an opportunity to correct entries. The College's Policy is set forth in full in the Academic Information section of the annual catalog, and students are encouraged to familiarize themselves with all aspects of their privacy rights and responsibilities. In brief, the Family Educational Rights and Privacy Act and the College Policy provide students the right to:

- Inspect and obtain copies of information contained in their education records.
- Prevent disclosure of "directory information," such as name, address, major field of study, etc.
- Have educational records treated as confidential.
- Challenge the contents of educational records.
- File complaints with the U.S. Department of Education concerning alleged failures of Allegany College of Maryland to comply with the law.
- Obtain a copy from the Allegany College of Maryland's Registration Office.

Procedures for Students to Review Their Academic Record

Any student of Allegany College of Maryland who wishes to review their academic record may do so according to the following procedure:

- Step 1 - Obtain the "Request to Review Permanent File" available from the Registration Office.
- Step 2 - Complete the form indicating the specific materials to be reviewed and return the completed form to the Registration Office.
- Step 3 - Once the request is filed, the student will be notified in writing within thirty (30) days of a time and date the file may be reviewed.
- Step 4 - The student will review the file with the Director of Admissions & Registration.

It should be noted that students may obtain a student copy of their transcript at any time by filing a request with the Registration Office.

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records - including your Social Security Number, grades, or other private information - may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State authority to evaluate a federal--or state supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

MARYLAND HIGHER EDUCATION COMMISSION (MHEC)

Principles of Student Transfer

In Maryland, a student may be able to progress from one segment of the public higher education system to another without loss of time or duplication of courses. To help accomplish this, Maryland's public colleges and universities follow certain statewide policies. Several of the key policies are:

- Maryland community college 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 shall not be denied direct transfer to a Maryland public four-year institution, unless the number of students seeking admission exceeds the number that can be accommodated.
- Courses taken at a Maryland community college as part of a recommended transfer program will ordinarily be applicable to related programs at a Maryland public institution granting the baccalaureate degree.
- The General Education Program a student takes at one public college or university will transfer without further review to another public institution without the need for a course-to-course match. That is, courses that are designated as general education by a sending institution will transfer as general education even if the receiving institution does not offer that specific course or has not designated that course as general education.
- Courses designated as meeting the general education requirements at any Maryland public college shall be applicable to the general education requirements at any other Maryland public college or university.
- Credit earned in or transferred from an associate degree-granting institution shall be limited to approximately one-half the baccalaureate degree program requirement, not to exceed 70 credits, and to the first two years of the undergraduate educational experience.

Steps to a Successful Transfer

1. Seek advice on transfer from your academic advisor or campus transfer coordinator during your first semester or as soon as possible after earning 15 credits. (See *"What A Transfer Coordinator Can Do For You!"*)
2. Choose as early as possible the institution to which you wish to transfer and your intended major program.
3. Make use of ARTSYS, a computerized method of determining the transferability of your courses to your intended transfer institution. Check out the transferability of your courses before registration, not after. (See *"ARTSYS, An Electronic Tool for Transfer Students"*)
4. Map out your course work in accord with the recommended transfer program you and your advisor find in ARTSYS or in other resources.
5. Become familiar with Maryland's regulations on General Education and Transfer. These are printed in all college catalogs and/or student handbooks.
6. Determine transfer application and admissions procedures and deadlines of your intended transfer institution. Each institution sets its own deadlines for application, admissions, housing, financial aid and scholarships. So, the sooner you apply, the greater your options will be.
7. Be aware that courses and program requirements may change as colleges attempt to keep their programs current. Therefore, be sure to consult frequently with your advisor and transfer coordinator due to potential changes in courses and program requirements.

Additional information can be found at <http://mhec.maryland.gov/preparing/Pages/stuguide.aspx>.



**Student
Affairs and
Services**

ALUMNI ACTIVITIES

Allegheny College of Maryland invites all graduates and former students to continue their connection to the college by joining our Alumni Association. Membership in the Alumni Association is open to all graduates, as well as students who have completed one credit or non-credit class. Under the leadership of our association officers, we are able to offer certain benefits and organized activities for alumni. The annual business meeting of the Alumni Association is open to all members. For more information on alumni activities, please visit the College's website at www.allegheny.edu/alumni.

ATHLETICS

Allegheny College of Maryland offers an athletic program of intercollegiate and intramural sports activities. Allegheny 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. Allegheny College of Maryland plays a full schedule of intercollegiate competition in basketball (men's and women's), volleyball, baseball, softball, soccer, cross country, and golf. The 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. More information on Allegheny College of Maryland's athletic programs can be found on the College's homepage under "Athletics".

For information regarding the graduation rate of student athletes, see "Admissions and Enrollment" in the front of this catalog. Additional information about the Athletics program is available by contacting the Athletics Office at (301) 784-5265, or consulting the "Student Handbook", which can be found online at www.allegheny.edu (Current Students – Student Affairs – Student and Legal Affairs – Important Documents – Student Handbook).

BOOKSTORE

With bookstores at both of our college campuses, you're never far away from the textbooks, supplies, ACM clothing and memorabilia you need. Our largest bookstore is located on our Cumberland Campus adjacent to the College Center while the Bedford County Campus bookstore is located within the main building on campus.

Information on current course books and their costs are available for both campus locations. This list may be obtained online at www.allegheny.edu/bookstore. Each semester the College holds a book buyback, which allows students to sell back their books for up to one-half of the purchase price. Contact the Bookstore at 301-784-5348 for more information.

CAMPUS COMPUTER LABS

The Information Technology Department supports fifty-three computer laboratories spread across the college campuses. The Cumberland Campus labs are located in the following campus buildings: Technologies, Sciences, Allied Health, Humanities, Library, Automotive Technologies, and Continuing Education. An additional campus lab is located at the Gateway Center in downtown Cumberland; the Bedford County Campus labs are located in Room 19 and 21. 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 the Library at both campuses. 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 labs.allegany.edu.

Wireless Network Access

Students may access wireless network services at the Bedford County Campus, Cumberland Campus, and Gateway Center. 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 student.allegany.edu.

Student Email

Per the Student Communication Policy, all students are required to monitor their college-issued student email frequently and regularly; it is the students’ responsibility to read all communications and to respond as necessary.

Students can access their student email accounts by visiting student.allegany.edu. Lost or forgotten email addresses and passwords can be retrieved by contacting the Student Help Desk at (301) 784-5444.

Student Helpdesk

Students from both campuses and the Gateway Center 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 5444 from any on-campus phone
- By dialing (301) 784-5444 from cell phones or
 - Bedford County Campus (814) 652-9528, ext. 5444

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.

CLUBS/ORGANIZATIONS

The SGA funds a wide variety of student organizations/clubs. Groups that been funded in the past include Alpha Sigma Lambda, C2J, Choir, Christian Fellowship Club, Culture Club, Dance Team, Forestry Club, Golf Association, Honors Program, Human Service Club, Massage Club, Medical Assistant Club, Medical Laboratory Technology/Biotechnology Club, Neo-Beats, Nurse’s Christian Fellowship Club, Paralegal Student Association, Peace Studies Club, Phi Beta Lambda, Phi Theta Kappa, Physical Therapy Assistant Club, P.R.I.D.E., Radiologic Technology Club, Respiratory Therapy Club, SADHA (Student American Dental Hygienists’ Association), Student Occupational Therapy Assistant Club, Tutoring Club, Veteran Support Club, and the Volunteer Club. New groups are welcomed, too!

For more information regarding Student Life, log onto www.allegany.edu/studentlife, or see the “Student Handbook”. The “Student Handbook” is available on the college website at www.allegany.edu (Current Students – Student Affairs – Student and Legal Affairs – Important Documents – Student Handbook).

CODE OF STUDENT CONDUCT

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 in the “Student Handbook” or online at www.allegany.edu (Current Students – Student Affairs – Student and Legal Affairs – Important Documents – Student Handbook).

COUNSELING SERVICES

1. Personal Counseling – Allegany 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 five (5) hours of counseling 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. Students attending our Bedford Campus may also contact the Student Services office in order to request a referral for counseling through Bedford-Somerset Developmental and Behavioral Health Services: Bedford County Campus (814) 652-9528, ext. 6202. Our contracted provider(s) will schedule sessions with ACM students at its off-campus office(s) or on the Cumberland campus. As always, the Student and Legal Affairs Office provides convenience, privacy, and comfort in the Diversity Center (upper level College Center, room CC-150, next to the Student Life Office).

2. On-Site Campus Counselor – To supplement the traditional counseling program, Allegany College of Maryland has established a second contracted counselor to provide an additional, routine presence on campus to assist any student who is in crisis, to offer therapeutic problem-solving, to make referrals for personal counseling, and to provide educational/outreach programs. This new partner is a qualified, properly licensed counselor who understands the community college culture, the unique needs of ACM students, and the campus qualities that make ACM special. The counselor will be on campus in the Diversity Center (College Center, room CC-150) on dedicated days approximately 10 hours per week during the fall and spring semesters.
3. Family Crisis Resource Center (FCRC) – Allegany College of Maryland has partnered with the Family Crisis Resource Center (Cumberland) to provide easily accessible domestic violence and sexual assault support services to students. FCRC is a non-profit, nongovernmental sexual assault and domestic violence victim services organization. FCRC is available by appointment and in emergencies to help any student (or employee). All FCRC services are free. FCRC can be reached by calling (301) 759-9244.
4. Screening for Mental Health – Allegany College of Maryland is registered with College Response to purchase online screening programs for depression, generalized anxiety disorder, PTSD, bipolar disorder, alcohol/drug use disorders, and eating disorders. These personal assessments can be completed by any student from any internet connection; if the results indicate treatment or services may be needed, you will be given appropriate referral information.

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.
5. Medical or Mental Health Emergencies – Any person who witnesses a medical or mental health emergency requiring immediate intervention should **CALL 911 AND THEN CALL CAMPUS SECURITY at ext. 5555**. Health and safety are too important to hesitate, and you do not need permission to call 911.

DISABILITY RESOURCES AND LEARNING SUPPORT

Students with special needs who provide appropriate documentation of their disability are eligible for services through the Academic Disability Resources Office. Students requiring assistance or accommodations should contact the Access and Resource Coordinator at the Cumberland Campus or the Director of Student Services at the Bedford County Campus. To assure timely acquisition of services, students should contact Disability Resources 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 Resources Office on the Cumberland Campus, located in the Humanities Building, room H-51, or by calling (301) 784-5234, TDD 301-784-5001.

DIVERSITY CENTER

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.

Allegany College of Maryland's Center for Diversity and Student Engagement is located in Room 150 of the College Center. All students are encouraged 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, or see the "Student Handbook". The "Student Handbook" is available on the college website at www.allegany.edu (Current Students – Student Affairs – Student and Legal Affairs – Important Documents – Student Handbook).

FOOD SERVICES

The Café, located in the College Center on our Cumberland Campus, offers convenient and delicious food. In addition to offering reasonably priced food, we offer additional savings for students through our pre-payment plan. Pre-payment plans are available for purchase in the cafeteria.

Although meal offerings change daily, some favorite staples include: egg sandwiches, French toast, muffins, pasta dishes, deli sandwiches, soups, pizza, salads, and Chef's Specials.

Café hours are 7:30 a.m. to 2:30 p.m. Monday through Friday. The College reserves the right to change these hours when it is deemed necessary.

In addition, numerous vending machines are located in the following buildings on the Cumberland Campus: College Center, Humanities, Science, Technology, Continuing Education, Physical Education, and Allied Health. Vending machines are also available in the student lounge area at the Bedford County Campus. Fresh supplies of snacks, hot and cold beverages, candy, and many other items are available daily.

HOUSING SERVICES

Student housing is available for Allegany 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 Allegany 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. For more information regarding Student Housing, including the application and the application process, please log on to www.allegany.edu/housing.

Allegany 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 Dean of Student and Legal Affairs at (301) 784-5206.

For more detailed information regarding housing policies, students should refer to the “Student Handbook” which is available on the college website at www.allegany.edu (Current Students – Student Affairs – Student and Legal Affairs – Important Documents – Student Handbook) or the Student Housing Guide.

JAMES ZAMAGIAS STUDENT SUCCESS CENTER

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 Campus Student Services office to provide similar support to all Allegany College of Maryland credit students. The 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 |

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. Students who plan to take an anatomy and physiology-based course including Biology 121, 201, or 207 prior to completing a college-level introductory biology course must take the Anatomy and Physiology Placement Examination. Students must demonstrate proficiency in reading and mathematics before taking the assessment.

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 500 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. Students with PARCC English 11 scores of 4 or 5 are exempt from the English and Reading sections, and students with PARCC Algebra II scores of 4 or 5 are exempt from the Mathematics section.

Classroom Testing

The Student Success Center Testing Lab is defined as a center for proctoring national, correspondence, online, and academic make-up exams, and for providing special accommodations testing. Students should work closely with their instructors to arrange for testing in the lab. Students who require special accommodations while taking a test are required to notify the Testing Lab at least three days in advance.

Tutoring

A variety of tutorial services is offered to assist students who are experiencing academic difficulties. Individual peer tutors are available at both campuses for most credit classes, not covered by walk-in study labs. 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 English, reading, mathematics, and science. Online tutoring is available in basic math, introductory sciences, writing, economics, accounting, and software design.

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 or the Student Services office at the Bedford County Campus. 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)
- Major/occupational, and career exploration
- Job seeking skills
- Career goals

Students at the Bedford County Campus may contact the staff of the Student Services office for career development exploration and assessment options.

NURSE MANAGED WELLNESS CLINIC

The Nurse Managed Wellness Clinic offers educational experiences for nursing and allied health students. The NMWC is located on the first floor of the Allied Health Building (room 115). Services offered during the Fall and Spring semesters include influenza vaccinations, Tuberculosis (PPD) screenings, cholesterol and blood sugar screenings as well as health education on a variety of topics. (NOTE: NMWC is not a health care clinic!) A full list of services with dates and times is available at NMWC (301) 784-5670 and on the College website at www.allegany.edu (Academics – Allied Health and Wellness – Nursing – NMWC).

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 the Bedford County Campus.

For more information regarding Orientation, log onto www.allegany.edu/orientation, or see the “Student Handbook”. The “Student Handbook” is available on the college website at www.allegany.edu (Current Students – Student Affairs – Student and Legal Affairs – Important Documents – Student Handbook).

PATHWAYS FOR SUCCESS PROGRAM (TRiO/STUDENT SUPPORT SERVICES)

The Pathways For Success Program at Allegany College of Maryland (ACM) is a TRiO Student Support Services (SSS) 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 and transfer advising, tutoring, career advising, and financial aid advising/literacy, among other services. Pathways For Success serves 140 eligible, enrolled students annually at ACM.

To be eligible for Pathways For Success (TRiO SSS), a student must

1. Be a citizen or national of the United States OR meet residency requirements for federal student financial aid;
2. Possess a GED or high school diploma;
3. Be enrolled full-time in a credit certificate and/or associates degree program, seeking first post-secondary degree, OR be accepted for enrollment in the next academic term;
4. Have a need for academic support in order to successfully pursue a postsecondary educational program;
5. Be income-eligible, a first-generation college student, OR a student with a documented disability; and
6. If applicable, successfully completed English 90 and/or Reading 90.

Please check with the Pathways For Success office for additional eligibility and participation criteria.

The Pathways For Success program office is located in the Humanities Building, room H-57, on the Cumberland Campus. For more information, please contact the Pathways For Success office at 301-784-5630, or go to www.allegany.edu/pathways.

STUDENT AND LEGAL AFFAIRS OFFICE

Allegany 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 college.

Student and Legal Affairs personnel 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 the office of Student and Legal Affairs, students obtain valuable services, participate in extracurricular activities, discover their leadership potential, and receive professional support in dealing with personal problems.

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 Government Association 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.

Students attending our Bedford Campus may serve on the Student Council at that campus. Interested students should contact the Student Services office for more information.

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.

STUDENT GRIEVANCE PROCEDURE

Any student who has a grievance against the College must be able to communicate the complaint with confidence that it will be heard and acted upon appropriately – without risk of retaliation. Information on the College’s grievance policies and procedures for students and which office(s) a student may contact to file a complaint can be found in the “Student Handbook”. A copy is available through the Office of the Dean of Student and Legal Affairs, Bedford Campus Student Services Office, and on the College’s website under “Student Affairs”.

STUDENT HEALTH CARE

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 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.

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.

STUDENT PHOTO IDENTIFICATION (ID) CARDS

All students are strongly encouraged to obtain a College photo ID card since the cards are necessary to access many student services and benefits. For access to student activities, sporting events, testing services, etc., a College photo ID card will be required. State law also requires any person on a college campus to possess (and display upon request) a form of photo identification. Willowbrook Woods residents are required to carry their distinctive housing ID

cards at all times as an essential security measure, and any guest to Willowbrook Woods must have a form of photo identification.

Credit students may obtain an Allegany College of Maryland photo ID card in the Photo ID office on the Cumberland campus during posted hours or by contacting the Director of Student Life at eyokum@allegany.edu. At the beginning of the fall and spring semesters, photo ID services are available at both campuses.

TURNING POINT PROGRAM

The Turning Point program provides services for non-traditional student learners as they begin their journey into college. Non-traditional learners are adult students who have been out of school for a time, are parents, military veterans, dislocated workers, or GED recipients. Support is provided through the Academic Access and Resource Coordinator. 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 include general support and advising, career exploration, mentoring, community referrals, and advocacy. The Academic Access and Resource Coordinator is located in the Humanities Building, room 51, on the Cumberland campus.

VETERANS' AFFAIRS

Veterans, veterans' widows, and war orphans should contact the Veterans' Officer for information and assistance related to educational benefits to which they are entitled under public law. Assistance may be obtained regarding the appropriate channels through which problems unique to veterans may be approached and rectified. The Veterans' Officer is located in the Registration Office in the College Center and can be reached at 301-784-5209.

▶ **Board of
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Administration,
Faculty and
Staff**

THE BOARD OF TRUSTEES

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FULL-TIME FACULTY

BAKER, MICHAEL L. (1979)
PHYSICAL EDUCATION
B.S., M.S., Frostburg State University.
Associate Professor.

BARMOY, MICHÈLE A. (2011)
BIOLOGICAL SCIENCES
B.A., University of Maryland at Baltimore;
M.S., Frostburg State University.
Assistant Professor.

BAZARNIC, STEVE G. (1971)
PHYSICAL EDUCATION
B.S., M.S., Pennsylvania State University.
Professor. Division Chair.

BOGGS, STACEY L. (2001)
MATHEMATICS
A.A., Potomac State College; B.A., M.Ed.,
Frostburg State University; Ed.D., West
Virginia University; additional graduate
studies at Liberty University. Professor.

BONE, JOHN A. (2009)
MULTIMEDIA TECHNOLOGY
A.A.S., Allegany College of Maryland;
B.I.T., American Intercontinental University;
M.Ed., Frostburg State University.
Assistant Professor. Program Director.

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. Associate Professor.

BRIGHT, JR., ROBERT (2015)
CRIMINAL JUSTICE
B.S., Marshall University. Instructor.

BROWN, MAUREEN M. (2001)
EDUCATION
B.S., M.Ed., Frostburg State University;
additional graduate studies at West Virginia
University and Frostburg State University.
Associate Professor. Division Coordinator.

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 studies at West Virginia University.
Associate Professor.

CALHOUN, CLORINDA R. (2013)
MATHEMATICS
A.A., Allegany College of Maryland; B.S.,
Frostburg State University. Assistant
Professor.

CARNAHAN, CYNTHIA (2013)
BIOLOGICAL SCIENCES
A.A.S., Allegany College of Maryland;
B.S., M.S., Frostburg State University.
Assistant Professor. (Temporary Full-time).

CHASE, DIANE (2012)
NURSING
A.A., Allegany College of Maryland; B.S.N.,
West Virginia University; M.S.N., Benedictine
University. R.N. Assistant Professor.

CLARK, ANNETTE (2016)
HUMAN SERVICE ASSOCIATE
A.A., Allegany College of Maryland; B.S.,
Frostburg State University; M.S., Capella
University; Licensed Clinical Alcohol and Drug
Counselor. Assistant Professor.

CLARK, SANDY (2008)
NURSING
A.A., Allegany College of Maryland;
B.S.N., University of Phoenix; M.S.N.,
Phoenix University. R.N. Associate Professor.

COLEMAN, ROBERT M. (1996)
COMPUTER TECHNOLOGY
B.S., University of Pittsburgh; M.B.A.,
Pennsylvania State University. Professor.

- COOPER, PAUL E. (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. Program Director.
- DIVELY, ASHLEY C. (2015)
DEVELOPMENTAL EDUCATION
B.S., Frostburg State University;
M.A., Millersville University. Instructor.
Program Coordinator.
- ELBIN, ROBERT J. (2003)
COMPUTER TECHNOLOGY
B.S., Lock Haven University; graduate study
at Shippensburg University.
Assistant Professor.
- FAIRGRIEVE, STEVEN C. (2001)
MATHEMATICS
B.S., Frostburg State University; M.S., West
Virginia University. Associate Professor.
- FERTIG, TAMICA A. (2011)
DENTAL HYGIENE
A.A., Allegany College of Maryland; R.B.A.,
West Virginia University; M.Ed., American
InterContinental University.
Assistant Professor.
- FISCUS, LAURA N. (2009)
DEVELOPMENTAL EDUCATION
B.A., University of Pittsburgh;
M.Ed., Frostburg State University.
Associate Professor. Program Director.
- 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. Program
Director.
- FULLER, PAULA A. (1988)
RESPIRATORY THERAPIST
A.A., Allegany College of Maryland; B.S.,
Salisbury University; M.Ed., Frostburg State
University; R.R.T. Professor. Interim Program
Director.
- GALLION, JENNA L. (2000)
ENGLISH/SPEECH/READING
B.S., Frostburg State University; M.A.,
Oklahoma State University.
Associate Professor. Division Chair.
- GASCHLER, MELODY A. (2002)
MUSIC
B.S., Indiana University of Pennsylvania;
M.Ed., Frostburg State University. Instructor.
- GEISLER, TRINA C. (2005)
RADIOLOGIC TECHNOLOGY
A.A.S., Allegany College of Maryland; B.S.,
Geneva College. Instructor.
- GIBSON, STEPHEN (2007)
HISTORY
B.A., Illinois College; M.A., University of
Illinois at Springfield; Ph.D., St. Louis
University. Associate Professor. Division Chair.
- GOLUB, SCOTT (2016)
CRIMINAL JUSTICE
B.S.A.S., M.S., Youngstown State University;
LICDC-CS. Assistant Professor.
- HAND, WILLIAM M. (2004)
CULINARY ARTS
Certificate, Los Angeles Trade Technology
Center. Instructor.
- HANDS, MICHAEL (2016)
BIOLOGY/CHEMISTRY
B.S., Worcester Polytechnic Institute;
M.S., Purdue University; M.S., Yale
University; Ph.D., Purdue University.
Assistant Professor.
- HANSEN, KIRSTEN O. (2010)
MASSAGE THERAPY
B.A., Skolen for Kropsterapi og Afspænding
Copenhagen, DK. LMT. Interim Program
Director.
- HENINGER, STEVEN G. (1992)
CHEMISTRY
B.A., University Connecticut;
M.S., Pennsylvania State University.
Professor.
- HERMAN, BETH A. (2004)
ANATOMY/PHYSIOLOGY
B.S., Pennsylvania State University.
Instructor.

HOOVER, BRANDON J. (2013)
PARALEGAL/POLITICAL
SCIENCE/CRIMINAL JUSTICE
B.S., Frostburg State University; J.D., Ohio
Northern University - Claude W. Pettit College
of Law. Assistant Professor/Paralegal.
Program Coordinator.

HOOVER, JERRY W. (2016)
COMPUTER TECHNOLOGY
B.S., Park University; M.S., University of
Phoenix. Instructor.

HOSSELRODE, THEA J. (1997)
BUSINESS ADMINISTRATION/MEDICAL
ADMINISTRATIVE ASSISTANT/PARALEGAL
A.A., Allegany College of Maryland; B.S.,
M.Ed., Frostburg State University.
Associate Professor.

HOTTLE, MATTHEW (2015)
NURSING
A.S.N., Fairmont State University; B.S.N.,
University of Phoenix; M.S.N., Walden
University. Assistant Professor.

HOUSE, JAMES E. JR. (1996)
COMPUTER TECHNOLOGY/
MULTIMEDIA TECHNOLOGY
A.A., Potomac State College; B.S., Frostburg
State University; M.A., West Virginia
University. Assistant Professor. Program
Director.

HUNT, RAY (2006)
AUTOMOTIVE TECHNOLOGY
A.A., Allegany College of Maryland; B.S.,
Geneva College. Instructor. Program Director.

IMGRUND, ROBIN L. (1994)
BUSINESS ADMINISTRATION
B.S., Frostburg State University; M.A.,
University of Maryland. Professor.
PA Campus Program Director.

JASTRZEMBSKI, JOHN P. (1994)
FOREST TECHNOLOGY
L.P.F., A.S., Nassau Community College;
B.S., State University of New York College of
Environmental Science and Forestry;
M.S., University of New Hampshire.
Professor. Division Chair.

JENKINS, RONALD (2007)
ENGLISH
B.A., University of Tennessee; M.A., M.F.A.,
University of Memphis; Ph.D., Florida State
University. Associate Professor.

KLINE, CATHY A. (2004)
RADIOLOGIC TECHNOLOGY
A.A.S., Allegany College of Maryland;
B.A., University of Pittsburgh at Johnstown;
M.Ed., Frostburg State University. RT (R).
Associate Professor. Program Director.

KRAMER, HOWARD G. (1994)
BIOLOGICAL SCIENCES
B.S., City College of New York; M.A., Clark
University; Ph.D., McGill University;
Postdoctoral research at Rockefeller
University. Professor.

KRUG, RONALD W. (2006)
BUSINESS ADMINISTRATION
B.S., State University of New York at Old
Westbury; M.B.A., State University of New
York at Albany; M.S., State University of New
York at Binghamton; additional graduate study
at SUNY-Albany; C.P.A. Associate Professor.
Program Director.

KWOK, WILLSON (2015)
ANATOMY/PHYSIOLOGY
A.A., Kapiolani Community College; B.S.,
B.A., University of Hawaii at Manoa; M.B.A.,
Ph.D., University of North Carolina at
Charlotte. Associate Professor.

LAYMAN, RICHARD W. (1989)
SOCIOLOGY/PSYCHOLOGY
B.S., M.Ed., Frostburg State University;
Ed.D., West Virginia University. Professor.

LEIBFREID, JOSHUA (2007)
PROFESSIONAL GOLF MANAGEMENT
B.S., Mount Saint Mary's University; M.B.A.,
Saint Francis University. Assistant Professor.
Program Coordinator.

LORIGAN, HEATHER (2016)
DEVELOPMENTAL EDUCATION
B.A., Westminster College; M.A. West
Virginia University. Assistant Professor.

MADEY, MELANIE (2015)
NURSING
A.A., Mount Aloysius College; B.S.N.,
M.S.N., Duquesne University, R.N.
Assistant Professor.

MARAFINO, MATHEW R. (1995)
ENGLISH
B.A., M.A., Georgetown University.
Professor.

MCKENZIE, MATHEW (2014)
AUTOMOTIVE TECHNOLOGY
A.A.S., Allegany College of Maryland.
Instructor.

MCMAHON, DIANE S. (2015)
SOCIOLOGY
B.S., Carlow University; M.A., University
of Pittsburgh; Ph.D., Indiana University of
Pennsylvania. Instructor.

MELMED, BEVERLY (1999)
RESPIRATORY THERAPY
A.A., Allegany College of Maryland.
Instructor.

MERRILL, LEX (2014)
PSYCHOLOGY
A.B.S., University of LaVerne; M.A., Ph.D.,
U.S. International University. Instructor.
(Temporary Full-time).

NELSON, CHERYL (2008)
NURSING
A.A., Allegany College of Maryland; B.S.N.,
M.S.N., Shenandoah University; Post-
Master's Certificate Women's Health, West
Virginia University. R.N., FNP-BC, WHNP-BC.
Associate Professor.

OBERT, SHERRY (2009)
NURSING
B.S.N., The Pennsylvania State University;
M.S.N., University of Maryland. R.N.
Professor.

OLDHAM, JEREMY (2010)
PHYSICAL THERAPIST ASSISTANT
A.A.S., Allegany College of Maryland;
B.S., The Pennsylvania State University;
M.Ed., Frostburg State University; doctoral
study at Frostburg State University.
Associate Professor.

OWENS, BRENDA L. (2005)
NURSING
A.A., Allegany College of Maryland; B.S.N.,
Indiana University of Pennsylvania; M.S.,
University of Pittsburgh. R.N., FNP-BC.
Associate Professor.

PERRIN-MILLER, MARIE (2012)
PLANT SCIENCES
A.A.S., Allegany College of Maryland; B.S.,
West Virginia University; M.S., Oregon State
University. Assistant Professor.

PRICE, ROBYN L. (1996)
ART
A.A., Allegany College of Maryland; B.S.,
M.Ed., Frostburg State University; additional
graduate study at Frostburg State University.
Professor.

RAFTER, STACIE M. (2005)
BIOLOGICAL SCIENCES
B.S., Georgia State University; M.Ed., George
Washington University. Associate Professor.

REAMS, TOMMIE D. (2013)
PHYSICAL EDUCATION
B.S., Frostburg State University; M.A., Ball
State University. Instructor.

RESH, STEVEN F. (1986)
FOREST TECHNOLOGY
B.S., Pennsylvania State University; M.S.,
University of Maine. Professor. Program
Coordinator.

ROCKS, LISA A. (2008)
MEDICAL ADMINISTRATIVE ASSISTANT/
MEDICAL ASSISTANT
A.A.S., Columbus Technical Institute; B.S.,
Western Michigan University; M.Ed.,
Frostburg State University; additional
graduate study at West Virginia University.
Professor. Program Director.

ROHRBAUGH, STACEY L. (1989)
MEDICAL LABORATORY TECHNOLOGY
B.S., West Virginia University; M.T. (A.S.C.P.);
C.L.S. (N.C.A.); M.Ed., Frostburg State
University. Professor. Program Director.

ROMESBERG, MELINDA J. (2003)
NURSING
B.S.N., Alderson-Broaddus College; M.S.,
Carlow College. R.N. Associate Professor.

ROTH, TERRIE (2016)
NURSING
A.S., Allegany College of Maryland; B.S.,
B.S.N., Franklin University; M.B.A., Franklin
University; M.S.N., University of Jacksonville.
R.N. Associate Professor.

SANFORD, DAVID L. (1998)
CULINARY ARTS
A.O.S., Culinary Institute of America.
Instructor. Program Coordinator.

SAVAGE, KARIN E. (2009)
PHYSICAL THERAPIST ASSISTANT
B.S., California University of Pennsylvania;
D.P.T., Slippery Rock University.
Associate Professor. Program Director.

SEDDON, ROBIN E. (2004)
EDUCATION
B.S., Slippery Rock University of
Pennsylvania. Associate Professor.

SHEPHERD, TONYA A. (2010)
ENGLISH/SPEECH
B.A., Slippery Rock University; M.A.,
Carnegie Mellon; Ph.D., Indiana University of
Pennsylvania. Associate Professor.

SHORE, MARK A. (1994)
MATHEMATICS
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COMPUTER TECHNOLOGY
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SNYDER, CHERIE L. (1987)
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B.A., Dickinson College; M.S.S., Bryn Mawr
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Certification in Mind/Body Skills, Center for
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SODERMAN, RICHARD J. (2010)
COMPUTER TECHNOLOGY
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STATES, RICHARD (2009)
PSYCHOLOGY/SOCIOLOGY
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STONE, KENTON (2011)
SPANISH/PHILOSOPHY
B.S., Evangel College; M. Divinity, Garrett-
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STRIPLIN, JAIME (2014)
NURSING
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SWOGGER, MAUREEN K. (1991)
NURSING
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SWOPE, DEBRA (1997)
HOSPITALITY MANAGEMENT
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THOMPSON, JENNIFER (2013)
DENTAL HYGIENE
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THORNE, JENNIFER (2016)
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TURNER, TIMOTHY (1996-2001; 2008)
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WAKEFIELD, CATHY B. (2003)
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WALKER, SHARON K. (2003)
NURSING

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WILFONG, TINO (2015)
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WILSON, WINDI (2011)
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WOOD, MIHAELA (2011)
HISTORY

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WOY, THERESA (2008)
NURSING

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YANG, YUNXUAN (2013)
BIOLOGICAL SCIENCES/CHEMISTRY

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YODER, SHARON (2011)
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ETCHISON, CRAIG (1993 – 2008)
ENGLISH
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BUSINESS ADMINISTRATION
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KERSHAW, CAROLYN G. (1975-2005)
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MARKEY, E. LOWELL (1988-2008)
POLITICAL SCIENCE
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BIOLOGICAL SCIENCES/CHEMISTRY
B.S., West Virginia University; M.S., Ph.D.,
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MATHEMATICS
B.S., Frostburg State University; M.T.S.,
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CONNER, B. RENEE (2005)
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Certificate, Criminal Justice, Community
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DEERING, PAMELA R. (2009)
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TECHNOLOGIES & MULTIMEDIA
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CONTINUING EDUCATION, ADULT BASIC
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RESIDENTIAL SERVICES BUSINESS
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ENGELBACH, JENNIFER L. (1996)
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COORDINATOR OF COMMUNITY,
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CAMPUS
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GABRIEL, SUSAN (2001-2012; 2014)
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A.S., ICM School of Business;
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GEIL, GERALD R. (2004)
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GETZ, JOSHUA (2006)
MARKETING AND ALUMNI SPECIALIST
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DIRECTOR OF ALLIED HEALTH
TECHNICIAN PROGRAMS
R.N., King's Daughter's Hospital School of
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GRIM, HEATHER M. (2004)
COORDINATOR OF WORKFORCE
DEVELOPMENT
B.A., West Virginia Wesleyan College;
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HARRAH, SCOTT (2011)
ASSOCIATE DEAN OF
INSTITUTIONAL EFFECTIVENESS,
RESEARCH AND PLANNING
B.S., Frostburg State University;
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HAY, MATTHEW (2008)
CATALOGING/REFERENCE LIBRARIAN
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University of Pittsburgh.

HAYNAL, ANNE L. (2007)
ACADEMIC ADVISOR/REGISTRATION
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HAZELWOOD, GILBERT W. (1987)
COLLEGE NEWSWRITER
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HENSLEY, SARAH L. (2015)
LICENSED CERTIFIED ATHLETIC TRAINER
B.S., M.S., Shenandoah University.

HILGEMAN, JAMES L. (2008)
ON-SITE CLINIC DENTIST/TEACHER
B.S., D.D.S., University of Illinois;
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HOFFMAN, KURT W. (2000)
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A.A., Scottsdale Community College; B.S.,
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HOOVER, DEBRA E. (1993)
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CAMPUS AND STUDENT SERVICES
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JONES, DAVID R. (1996)
VICE PRESIDENT OF ADVANCEMENT AND
COMMUNITY RELATIONS AND EXECUTIVE
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ACCESS AND RESOURCE COORDINATOR
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KIRK, JEFFREY T. (1993)
DEAN OF CONTINUING EDUCATION AND
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KNOPSNIDER, MATTHEW (2012)
COORDINATOR OF TECHNICAL SERVICES
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KUNNAPAS, TIIA (2016)
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LASHBAUGH, JENNIFER R. (2012)
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LASHBAUGH, KATHLEEN (KASS) (1998)
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MURRAY, JANET A. (1997)
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PALUMBO, MEGHAN (2003-2004; 2005)
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POTTS, DAVID (1998)
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ROBINETTE, BRANDON L. (2015)
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WINFIELD, KATE (2014)
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HEART ASSOCIATION TRAINING CENTER
AND COMMUNITY EDUCATION
B.S., Frostburg State University. (Part-time).

WRIGHT, SUZANNE M. (2014)
ADVISING SPECIALIST
B.A., University of Maryland Baltimore
County; M.A., University of Minnesota.

YOKUM, ERIN K. (2005)
DIRECTOR OF STUDENT LIFE
B.A., Lebanon Valley College; M.A., Indiana
University of Pennsylvania.

YOUNG, DEREK (2008)
STUDENT FINANCIAL AID COUNSELOR
A.S., Garrett College; B.S., Frostburg State
University.

ZIRK, CATHERINE M. (1998)
BUDGET COORDINATOR
A.A., Allegany College of Maryland; B.S.,
Frostburg State University.

ZUCHELLI, BARBARA K. (1991)
DEAN OF EARLY COLLEGE AND
PENNSYLVANIA CURRICULUM
DEVELOPMENT
B.A., University of Pittsburgh at Johnstown;
M.Ed., Frostburg State University. Ed.D.,
Indiana University of Pennsylvania.

ASSOCIATE SUPPORT STAFF

AMORUSO, SHARI (2015) (Part-time)
ADMINISTRATIVE SECRETARY,
WORKFORCE DEVELOPMENT,
CONTINUING EDUCATION
A.S. Allegany College of Maryland.

ANDRES, JAMIE (1989)
FACULTY/ADMINISTRATIVE SECRETARY,
OTA AND PTA PROGRAMS
A.A., Allegany College of Maryland.

ASHENFELTER, NICOLE B. (2015) (Part-time)
INFORMATION CENTER SPECIALIST
A.S., A.A.S., Allegany College of Maryland.

ATHEY, NATALIE A. (2015)
ADMINISTRATIVE ASSISTANT TO THE
ASSOCIATE DEAN OF INSTITUTIONAL
EFFECTIVENESS, RESEARCH, AND
PLANNING
A.S., Mt. Aloysius College.

BALLOU, MISTY (2016) (Part-time)
ADMINISTRATIVE ASSISTANT, SCHOOL OF
HOSPITALITY AND CULINARY ARTS.
A.A., Montgomery College.

BARCLAY, CHRISTINA (2012) (Part-time)
FINANCE INVENTORY ADMINISTRATIVE
ASSISTANT
A.A., Allegany College of Maryland.

BARKMAN, AMY (2014) (Part-time)
FOUNDATION AND COMMUNITY
RELATIONS ASSISTANT, BEDFORD
COUNTY CAMPUS
A.A.S., Allegany College of Maryland;
B.S., Frostburg State University.

BASCELLI, TINA (1992)
DENTAL HYGIENE CLINIC/FACULTY
SECRETARY

BECK, GEORGE (2016)
CUSTODIAN, SECOND SHIFT.

BEEMAN, DANNY (2016)
CUSTODIAN, NIGHT SHIFT.

BITTNER, MIKE D. (2016) (Part-time)
ATHLETIC AND TECHNICIAN I, PHYSICAL
EDUCATION
A.A., Allegany College of Maryland.

BLUBAUGH, DAVID (2006)
ATHLETICS AND PHYSICAL EDUCATION
TECHNICIAN I

BONARIGO, SHEA (2006)
REGISTRATION ASSISTANT, CONTINUING
EDUCATION
A.A., Potomac State College.

BOUCH, DENISE (1993)
CAMPUS MANAGER, BEDFORD COUNTY
CAMPUS
A.S., A.A.S., Allegany College of Maryland;
B.S., Geneva College.

BRANT, ADAM (2016) (Part-time)
DISTANCE LEARNING
A.A., Allegany College of Maryland.

BREITEN, LYNN (2016) (Part-time)
BOOKSTORE CLERK

BRISKEY, BARRY (2012) (Part-time)
CUSTODIAN

BURKETT, JENNA (2013) (Part-time)
DINING ROOM COORDINATOR,
CULINAIRE CAFÉ
A.A., Allegany College of Maryland; B.A.,
Frostburg State University.

BUSKIRK, PATRICK (2016)
LAB TECHNICIAN, CUMBERLAND

CANNON, MARY F. (1988)
ACCOUNTS RECEIVABLE
OFFICER/ASSISTANT BOOKKEEPER
A.A., Allegany College of Maryland; B.S.,
M.S., California University of Pennsylvania.

CANTAFIO, BARBARA (2006)
STUDENT AFFAIRS BUSINESS MANAGER
B.S., Mount Saint Mary's College.

CECIL, SUSAN (2001)
ADMINISTRATIVE ASSISTANT TO THE
DEAN OF EDUCATIONAL SERVICES
A.A., Allegany College of Maryland.

CESSNA, KIMBERLY (2015) (Part-time)
INFORMATION CENTER SPECIALIST

CESSNA, RICK (2009)
CUSTODIAN, BEDFORD COUNTY CAMPUS

CLAUSON, MARSHA (2007)
FACULTY/ADMINISTRATIVE SECRETARY,
BUSINESS AND ECONOMICS, COMPUTER
TECHNOLOGY, AND MULTIMEDIA
TECHNOLOGY
A.S., Allegany College of Maryland.

CLAYTON, JR., ROYCE J. (1984)
CUSTODIAN SUPERVISOR, THIRD SHIFT

COAKLEY, CONNIE (2002)
ACCOUNTS PAYABLE SPECIALIST
A.S., Allegany College of Maryland.

COSGROVE, JUDY A. (1986)
FACILITIES SPECIALIST, CONTINUING
EDUCATION
L.O.R., A.A., Allegany College of Maryland;
B.S., Geneva College; M.S., Frostburg State
University.

CRAIG, MICHAEL (2016) (Part-time)
CUSTODIAN

CRAMER, NICOLE (1997)
ACCOUNTS RECEIVABLE BILLING
SPECIALIST

CUNNINGHAM, CAROL (2010)
MAILROOM TECHNICIAN
A.A., Prince George's Community College;
B.S., Frostburg State University.

DORMIO, JAMES (2016) (Part-time)
CUSTODIAN, CULINAIRE CAFÉ

DUVALL, JOANNA L. (1990)
ADMINISTRATIVE ASSISTANT,
AUTOMOTIVE TECHNOLOGY AND
TRANSPORTATION
A.A., A.S., Allegany College of Maryland;
B.S., Geneva College; additional graduate
studies at Frostburg State University.

EVANS, MARY C. (1997)
REGISTRATION ASSISTANT, CONTINUING
EDUCATION
A.A., Allegany College of Maryland; B.S.,
Frostburg State University.

EVANS, SUSAN (2000)
HELPDESK COORDINATOR
A.A., Allegany College of Maryland.

FARRELL, ANDREW (2013) (Part-time)
UTILITY, CULINAIRE CAFÉ

Faculty and Staff - Associate Support Staff

FISHER, PHYLLIS H. (1998)
HUMAN RESOURCES ADMINISTRATIVE
ASSISTANT AND BENEFITS
ADMINISTRATOR
A.A., Allegany College of Maryland.

FOLK, DIANA L. (2003)
COORDINATOR, ALLIED HEALTH
TECHNICIAN PROGRAMS
A.S., A.A.S., A.A., Allegany College of
Maryland.

FORD, RONALD (2015) (Part-time)
CUSTODIAN, BEDFORD COUNTY CAMPUS

FRAM, THOMAS (2008) (Part-time)
DRIVER/COURIER, TRANSPORTATION

GACKI, MARGARET (2011)
ADMINISTRATIVE ASSISTANT, LIBRARY
B.A., Marywood University.

GAMBLE, KEVIN (2002)
CUSTODIAN, CULINAIRE CAFÉ

GARLOCK, SR., JAMES R. (2005) (Part-time)
CAMPUS SECURITY
Anne Arundel Community College Public
Safety Academy.

GETZ, SUSAN (2015) (Part-time)
PROGRAM ASSISTANT, HEALTH
CONTINUING EDUCATION
B.S., M.B.A., Frostburg State University.

GLASSER, ERICA N. (2014)
LIBRARY ASSISTANT FOR GOVERNMENT
DOCUMENTS
B.A., Amherst College.

GREEN, PAM (1975)
PRINT SHOP PRODUCTION MANAGER

GRIMM, LYNN (1995)
ADMINISTRATIVE ASSISTANT TO THE
INTERIM DEAN OF CAREER EDUCATION
A.A., Allegany College of Maryland.

HARDINGER, DEBBY J. (2004)
OFFICE MANAGER, PATHWAYS FOR
SUCCESS (TRiO SSS)
A.A., Allegany College of Maryland.

HARMAN, SAM G. (2015) (Part-time)
SECURITY, WILLOWBROOK WOODS

HARRIS, MICHAEL (2014) (Part-time)
FACILITIES ASSISTANT, CONTINUING
EDUCATION
A.A., Allegany College of Maryland.

HARTELL, GARY (1992)
PC TECHNICIAN
A.A.S., Allegany College of Maryland; B.S.,
Colorado Technical University; M.S., Kaplan
University.

HAYES, MICHAEL (2014)
IT TECHNICIAN
A.A., ITT Tech; A.A., Empire Business
College.

HEINRICH, COLLEEN (2014)
ADMINISTRATIVE ASSISTANT TO THE
DIRECTOR OF NURSING
A.A., Allegany College of Maryland.

HELMSTETTER, ELAINE (2001)
FACULTY/ADMINISTRATIVE SECRETARY,
CAREER PROGRAMS AND MASSAGE
THERAPY
L.O.R., A.A.S., Allegany College of Maryland.

HIGSON, APRIL (1992)
ADMINISTRATIVE ASSISTANT, ATHLETICS
AND PHYSICAL EDUCATION
DEPARTMENT
A.A., Allegany College of Maryland;
B.S., Geneva College.

HITE, BRYAN (2016)
CUSTODIAN, WILLOWBROOK WOODS

HOTT, ANTHONY (1986)
CUSTODIAN

HOTT, HELEN (2006)
ACCOUNTS RECEIVABLE ASSISTANT
A.A., Allegany College of Maryland.

HUMBERTSON, SUSAN (2004) (Part-time)
INFORMATION CENTER SUPERVISOR
A.A., Allegany College of Maryland.

IMES, TINA M. (2005)
OFFICE ASSISTANT FOR STUDENT
SERVICES, BEDFORD COUNTY CAMPUS
A.S., Central Penn Business College;
B.S., Geneva College.

IZAT, RYAN (2014)
CUSTODIAN

JENKINS, TRACY (2015) (Part-time)
DENTAL HYGIENE CLINIC SECRETARY
A.A., Allegany College of Maryland.

JOHNSON, KRISTA (2015)
ACCOUNTS RECEIVABLE BILLING
SPECIALIST
A.A., Allegany College of Maryland; B.S.,
Frostburg State University.

KAUFFMAN, CAROL A. (1977)
ADMINISTRATIVE SECRETARY,
ADMISSIONS OFFICE
Catherman's Business School.

KEPHART, ANNA (2015) (Part-time)
OFFICE MANAGER, NURSE MANAGED
WELLNESS CLINIC
Associates of Business Technology, Tiffin
University.

KERNS, JAMES (2007) (Part-time)
CAMPUS SECURITY

KNIPPENBERG, LINDA R. (2005) (Part-time)
MAILROOM TECHNICIAN

KNOPSNIDER, WENDY (2016)
WEB CONTENT SPECIALIST
A.A., Garrett Community College;
A.S., Allegany College of Maryland.

KRETCHMAN, KEVIN (2007)
BUS DRIVER/TECHNICIAN,
TRANSPORTATION

LABUTE, NICOLE (2016) (Part-time)
OFFICE ASSISTANT EARLY COLLEGE
SOMERSET COUNTY CAMPUS
B.S., Pennsylvania State University.

LANCASTER, DAVID (2009)
ASSISTANT DIRECTOR OF SECURITY
Maryland Correctional Training Academy.

LANCASTER, JACK (1995)
PRINT SHOP COLOR PRODUCTION
SPECIALIST

LEAP, ELAINE (2011) (Part-time)
ADMINISTRATIVE SECRETARY,
PROFESSIONAL DEVELOPMENT &
COMMUNITY SERVICES. CONTINUING
EDUCATION
B.S. Penn State University.

LEE, JANNA (2007)
SECRETARY, PHYSICAL PLANT
A.A., Allegany College of Maryland.

LOUGH, JIM (2012) (Part-time)
CAMPUS SECURITY
Maryland Correctional Training Academy.

MALEC, BRENDA K. (1986) (Part-time)
ADMINISTRATIVE SECRETARY
RADIOLOGIC TECHNOLOGY

MARTIN, JEFFERY (2014)
CUSTODIAN
A.A., Allegany College of Maryland.

MARTIN, JESSICA (1998)
LIBRARY ASSISTANT FOR ACQUISITIONS
AND TECHNICAL SERVICES
A.A., Allegany College of Maryland; B.S.,
Frostburg State University.

MARTIN, SHARI (1988)
BOOKSTORE ASSISTANT MANAGER

MASON, WILLIAM (2016) (Part-time)
IT HELPDESK
B.S., Frostburg State University.

MATHEWS, BRENDA (1987)
FACULTY/ADMINISTRATIVE ASSISTANT,
HUMANITIES
A.A., Allegany College of Maryland.

MCBRIDE, TOMMY (2001)
CUSTODIAN

MCCORMICK, NANCY (2001)
REGISTRATION SPECIALIST/OFFICE
MANAGER, CONTINUING EDUCATION
A.A., Allegany College of Maryland.

MCKENZIE, ROBIN (1987)
LIBRARY ASSISTANT FOR CIRCULATION
B.S., Frostburg State University.

MELIUS, GLEN (2013) (Part-time)
DISTANCE LEARNING AIDE

MILLER, DONALD (2016)
CUSTODIAN, NIGHT SHIFT

MILLER, DWIGHT (2003) (Part-time)
CUSTODIAN

Faculty and Staff - Associate Support Staff

MILLER, JESSICA (2016)
AUTOMATION SPECIALIST
A.A., Allegany College of Maryland.

MILLER, KRISTEN (2013) (Part-time)
LIBRARY SERVICE ASSISTANT

MILLER, SR., LEROY R. (2015)
CUSTODIAN

MILLS, ROBERTA (1998)
OFFICE MANAGER, SCIENCE AND
FOREST TECHNOLOGY DIVISIONS

MINNICK, CHRIS (2008)
CUSTODIAN

MOORE, MICHELLE (2011) (Part-time)
INFORMATION CENTER SPECIALIST

MORGAN, ADAM (2012)
DATA CENTER SUPPORT SPECIALIST
A.A.S., Allegany College of Maryland.

MORGART, KEN (2000)
CUSTODIAN

MUIR, WILLIAM (2004) (Part-time)
SECURITY, WILLOWBROOK WOODS

MURRAY, CHARLENE (2016) (Part-time)
BOOK SALES, SOMERSET COUNTY
CAMPUS
A.A., Allegany College of Maryland.

MURRAY, DENISE (1989)
MEDICAL ADMINISTRATIVE ASSISTANT/
MEDICAL ASSISTANT PROGRAMS, ALLIED
HEALTH TECHNICIAN PROGRAMS,
CRIMINAL JUSTICE PROGRAM,
PARALEGAL PROGRAM
A.A., Allegany College of Maryland.

NOLAN, KEN E. (2012)
MULTIMEDIA TECHNICIAN/DISTANCE
LEARNING ASSISTANT, SOMERSET
COUNTY CAMPUS
A.A.S., Allegany College of Maryland.

PAGE, RENEE (2009) (Part-time)
WILLOWBROOK WOODS ON-CALL
INCIDENT MANAGER
B.S, Frostburg State University.

PETRILLA, LEONARD (2011)
BUS DRIVER/TECHNICIAN,
TRANSPORTATION

PORTMESS, LEANDRA (2003) (Part-time)
LIBRARY SERVICE ASSISTANT

PURDUE, ROBERT E. (2015) (Part-time)
CAMPUS SECURITY
Federal Correctional Training Academy.

PRICE, JENNA (2008)
ACCOUNTS PAYABLE OFFICER MANAGER
A.S., A.A.S., Allegany College of Maryland.

RICE, CARLA (2004)
BOOKSTORE FLOOR MANAGER
A.A.S., Allegany College of Maryland.

RINEHART, KARL (2017)
CUSTODIAN, NIGHT SHIFT

RILEY, KARA (2000)
ADMINISTRATIVE ASSISTANT,
INFORMATION TECHNOLOGY
DEPARTMENT
A.A., Allegany College of Maryland.

RUBRIGHT, SETH (2016) (Part-time)
DISTANCE LEARNING AIDE

RUBRIGHT, SHARAE A. (2012) (Part-time)
DISTANCE LEARNING AIDE, SOMERSET
COUNTY CAMPUS
A.A.S., Allegany College of Maryland.

RUPPENKAMP, CHRISTOPHER A. (1981)
ATHLETICS AND PHYSICAL EDUCATION
TECHNICIAN II
A.A., Allegany College of Maryland;
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RYAN, LAURA L. (1990)
SCHEDULING SPECIALIST
A.A., Allegany College of Maryland.

RYAN, REBECCA (1991) (Part-time)
ADMINISTRATIVE ASSISTANT/ ALLIED
HEALTH TECHNICIAN PROGRAMS
A.A., Allegany College of Maryland.

SANNER, TIM (2001)
CUSTODIAL SUPERVISOR, FIRST SHIFT

SCHLERETH, IAN (2016)
CUSTODIAN, NIGHT SHIFT

SEE, ROBERTA K. (2007) (Part-time)
OFFICE MANAGER, HEALTH CONTINUING
EDUCATION
A.A., Allegany College of Maryland.

SEIB, MELISSA (2015) (Part-time)
ADMINISTRATIVE ASSISTANT STUDENT
FINANCIAL AID
A.S. Allegany College of Maryland.

SHEFFIELD, MICHELLE J. (2015) (Part-time)
ADMINISTRATIVE ASSISTANT, STUDENT
SUCCESS CENTER
A.A.S., Allegany College of Maryland.

SHIPWAY, JOSEPH (2015) (Part-time)
LAB TECHNICIAN
A.A.S., Allegany College of Maryland.

SINDY, GARY (2015) (Part-time)
SECURITY, WILLOWBROOK WOODS
B.S., Frostburg State University.

SIPPLE, DENNIS (2006)
GROUNDS/CUSTODIAN

SLOANE, HEATHER (2015) (Part-time)
NURSING FACULTY SECRETARY
A.A.S., Allegany College of Maryland.

SMITH, CHARLENE (1978) (Part-time)
ADMINISTRATIVE ASSISTANT TO THE
VICE PRESIDENT OF FINANCE AND
ADMINISTRATION
A.A., Allegany College of Maryland.

SMITH, DONNELL (2016) (Part-time)
SECURITY

SMITH, WALTER (2007) (Part-time)
SECURITY, WILLOWBROOK WOODS
Maryland Correctional Training Academy.

SNYDER, MATTHEW (1993)
LIBRARY ASSISTANT FOR INTERLIBRARY
LOAN, CIRCULATION AND TECHNICAL
SERVICES
A.A., Allegany College of Maryland.

STAGGS, MARSHA (1989) (Part-time)
LAB TECHNICIAN I
B.S., Frostburg State University.

STEELE, MARTHA L. (2000)
ASSISTANT REGISTRATION SPECIALIST,
CONTINUING EDUCATION
A.A., Allegany College of Maryland.

STEIN, LOUISE (2004)
ADMINISTRATIVE ASSISTANT, STUDENT
FINANCIAL AID
A.A., Allegany College of Maryland.

STEIN, SANDRA (2000)
ADMINISTRATIVE ASSISTANT TO THE
VICE PRESIDENT OF ADVANCEMENT AND
COMMUNITY RELATIONS
A.S., Allegany College of Maryland.

STONE, GEORGE (1992) (Part-time)
LAB TECHNICIAN I
A.A., Allegany College of Maryland.

STONESTREET, DANIELLE (2007) (Part-time)
OFFICE ASSISTANT, AUTOMOTIVE
TECHNOLOGY AND TRANSPORTATION
A.A., Allegany College of Maryland.

THOMPSON, KRISTA (1992) (Part-time)
LAB TECHNICIAN I
A.A., Allegany College of Maryland.

TOMLINSON, ALLISSA M. (2014) (Part-time)
ADMINISTRATIVE SECRETARY,
PROFESSIONAL DEVELOPMENT AND
COMMUNITY SERVICES, CONTINUING
EDUCATION
L.O.R., Certificate, A.A., Allegany College
of Maryland.

TURNER, LAURA A. (2009) (Part-time)
FOUNDATION AND ADVANCEMENT
ASSISTANT

VANCE, ANJANETTE (1997)
FRONT OFFICE MANAGER, PRINT SHOP
A.A.S., Allegany College of Maryland;
B.S., Mountain State University.

VANCE, PATRICK (1996)
MULTIMEDIA TECHNICIAN/DISTANCE
LEARNING ASSISTANT, CUMBERLAND
CAMPUS
A.A., Allegany College of Maryland.

VANMETER, LONALD R. (2004)
GROUNDS/CUSTODIAN

VOGEL, ROGER (2016)
TESTING LAB ASSISTANT, STUDENT
SUCCESS CENTER
B.A., University of Pittsburgh, Johnstown.

WALSH, MARTIN (2016) (Part-time)
SECURITY

WALKER, SR., DAVE (2007)
CAMPUS TECHNICIAN

WARD, JEFF D. (2004)
MULTIMEDIA TECHNICIAN/DISTANCE
LEARNING ASSISTANT, BEDFORD
COUNTY CAMPUS
A.S., Allegany College of Maryland.

WARE, SAUNDRA (2007) (Part-time)
CONTINUING EDUCATION EVENING
REGISTRATION ASSISTANT

WEICHT, AMY (2000) (Part-time)
ADMINISTRATIVE ASSISTANT,
WORKFORCE DEVELOPMENT,
CONTINUING EDUCATION (BEDFORD)
A.A.S., Allegany College of Maryland.

WESTFALL, SHANESE M. (2015)
HUMAN RESOURCES ASSOCIATE
A.A., Potomac State College; B.S., West
Virginia University.

WHITEMAN, BRENDA (1999) (Part-time)
ADMINISTRATIVE ASSISTANT,
WORKFORCE DEVELOPMENT,
CONTINUING EDUCATION
A.S., Potomac State College.

WHITTINGTON, CATHY (2014) (Part-time)
BOOKSTORE CLERK, BEDFORD COUNTY
CAMPUS

WILHELM, LARRY O. (2005)
CAMPUS TECHNICIAN

WILSON, KATHY (1990)
ADMINISTRATIVE ASSISTANT
RESPIRATORY THERAPY AND
LEADERSHIP DEVELOPMENT
A.A., Allegany College of Maryland.

WILSON, LISA (1991)
RECORDS AND ENROLLMENT MANAGER
Certificate, A.A., Allegany College of
Maryland; B.A., West Virginia University.

WILSON, SHIRLEY (1988)
OFFICE MANAGER, STUDENT SUCCESS
CENTER
A.A.S., Allegany College of Maryland;
B.S., M.S., Geneva College.

WILT, BRENDAN (2016) (Part-time)
DISTANCE LEARNING AIDE
A.A., Allegany College of Maryland; B.S.,
Frostburg State University.

WINTERS, HAROLD (2005) (Part-time)
SECURITY, WILLOWBROOK WOODS

YODER, STEVEN (2006)
CUSTODIAN, WILLOWBROOK WOODS

YONKER, DEBORAH D. (1986)
OFFICE MANAGER, STUDENT FINANCIAL
AID
A.A., A.S., A.A.S., Allegany College of
Maryland.

PART-TIME FACULTY

ABE, MARC
BIOLOGICAL SCIENCES
B.S., M.Ed., Frostburg State University.

ALTOBELLO, MOLLIE L.
PHYSICAL THERAPIST ASSISTANT
A.A., Potomac State College;
B.A., M.P.T., West Virginia University.

ANDREWS, PATRICIA S.
BIOLOGICAL SCIENCES
B.S., M.Ed., Frostburg State University;
additional graduate study at Frostburg State
University.

BEENER, MICHELE
BUSINESS ADMINISTRATION
A.A., Allegany College of Maryland;
Certificate, Duquesne University; B.S.,
Waynesburg College; M.S.L.B.E., Duquesne
University.

BEER, JOE
HISTORY
B.S., University of Cincinnati; M.S., Ph.D.,
Lancaster Theological Seminary.

BICE, MICHAEL
PSYCHOLOGY
A.A., Hagerstown Community College; B.S.,
Frostburg State University; M.S., Johns
Hopkins University.

BIXBY, RYAN C.
HISTORY/GEOGRAPHY
B.A., M.A., Slippery Rock University;
Ph.D., University of Akron (In Progress).

BLANK, DARRELL
PHYSICAL EDUCATION
B.S., M.Ed., Frostburg State University.

BLUE, WAYNE M.
BUSINESS ADMINISTRATION
B.S., Robert Morris University;
M.S., St. Francis University.

BOHNERT, DAVID
ENGLISH/SPEECH
B.A., Ball State University; M.S., Syracuse
University; M.Ed., Cleveland State University.

BONELLO, CHRISTI
INTEGRATIVE HEALTH
Certificate, Temple of Kriya Yoga.

BRANSON, REGINA, RN
NURSING
A.A., Allegany College of Maryland;
B.S.N., University of Maryland;
M.S.N., Mountain State University.

BREMENSTUHL, HEATHER
SOCIOLOGY
B.A., Lehigh University; M.A., University of
Arizona; additional study at Northwestern
University.

BRIGHT, ROBERT E.
CRIMINAL JUSTICE
B.S., Marshall University.

BURKE, DAWN
EDUCATION
B.S., Fairmont State College; M.Ed., West
Virginia University; M.Ed., Frostburg State
University.

BUSER, AMY
SCIENCE
B.S., M.Ed., Frostburg State University.

CARR, JUDY
GEOGRAPHY
B.A., University of Pittsburgh at Johnstown;
M.S.W., The Ohio State University.

CARTER, DANNY
BIOLOGICAL SCIENCES
B.S., M.Ed., Frostburg State University.

CASCIO, JOHN
CRIMINAL JUSTICE
B.A., Franklin and Marshall; J.D., University
of Pittsburgh.

CASTEEL, AMANDA
MATHEMATICS
B.S., Penn State University; M.Ed., California
University of Pennsylvania.

CLEM, AMY, RDH
DENTAL HYGIENE
A.A.S., Allegany College of Maryland.

CLIFTON, CONNIE
BUSINESS ADMINISTRATION
B.A., West Virginia University; M.B.A.,
Frostburg State University; D.E.L., University
of Charleston.

COLATCH, LOUIS
GEOGRAPHY
B.A., Ohio University; graduate study,
Columbia University, University of Freiburg,
University of Hamburg.

CONWAY, AMBER, R.N.
NURSING
A.A.S., West Virginia University; A.S.,
Allegany College of Maryland; B.S.N., Ohio
University; graduate study at Capella
University.

CRAWFORD, PATRICIA
MEDICAL ASSISTANT
A.S., A.A., Allegany College of Maryland;
B.S., Geneva College.

CURLEY, MIKE
PHYSICAL THERAPIST ASSISTANT
A.A.S., Allegany College of Maryland; B.S.,
The Pennsylvania State University.

DALTON, MARGARET
ECONOMICS
B.S., University of New Hampshire; M.S.,
University of Minnesota; Ph.D., West Virginia
University.

DAMIANO, MELINDA
ENGLISH
B.A., Juniata College; M.A., St. Francis
University.

DAVIDSON, TRACEY, RN
NURSING
Certificate, Practical Nursing; A.S., Allegany
College of Maryland; B.S.N., M.S.N.,
Chamberlain College of Nursing.

DEAKINS, JESSICA
ENGLISH
B.S., The Pennsylvania State University;
M.A., Frostburg State University.

DINNING-BRINKMAN, REBECCA
READING
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Chris Roy, *Colours, Inc.*
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Lee Wilson, *Timbrook Automotive*
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Ron Wilson, *Retired, Center for Career and Technical Education*
Dean Yatchyshyn, *Cresap Automotive Machine*

BUSINESS MANAGEMENT

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Nilufer Grove, *Allegany County Public Schools*
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Milburn Michael, *U.S. Foodservice*
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Laurie Noll, *Lorelei's Bed and Breakfast*
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 **Index**

| | | | |
|---|---------|---|---------|
| A | | C | |
| Academic Advising | 299 | Cafeteria | 315 |
| Academic Information | 298-310 | Calendars, Academic | 3-8 |
| Accounting Certificate | 57 | Career Advising | 317 |
| Accounting Curriculum | 53 | Chemistry Curriculum | 65 |
| Accounting, Letter of Recognition | 61 | Child Care Professional Curriculum..... | 66-67 |
| Accreditation | 12 | Classroom Testing..... | 316 |
| Addiction Treatment, Letter of Recognition | 45 | Clubs/Organizations | 313 |
| Administration Listing..... | 329-334 | Code of Student Conduct | 314 |
| Administrative Assistant - see Office Technologies | 134 | College Level Examination Program (CLEP) | 300-301 |
| Administrative Office Support | 135 | Computer Labs | 312-313 |
| Admission, Degree | 22 | Computer Science/Cybersecurity/ Information Systems Curriculum | 68 |
| Admission, Non-Degree | 23 | Computer Technology Curriculums | 69-77 |
| Admissions and Enrollment | 22 | Continuing Education, Center for..... | 18-19 |
| Advanced Placement (AP) Program..... | 300 | Cooking Essentials, Letter of Recognition.... | 85 |
| Advanced Standing Admissions | 25 | Counseling Services | 314 |
| Advising Center - see Academic Advising.... | 299 | Course Descriptions | 168-291 |
| Alumni Activities | 312 | Credit by Examination | 299 |
| Applications User Specialist Certificate | 74 | Credits Transferred from Another College | 304 |
| Applied Technical Studies Curriculum..... | 46 | Criminal Justice Certificate | 81 |
| Art Curriculum | 47 | Criminal Justice/Corrections, Letter of Recognition | 81 |
| Art Gallery | 19 | Criminal Justice Curriculum | 78 |
| Articulation Agreements | 164-166 | Criminal Justice Transfer Curriculum | 79 |
| Arts Electives Listings | 292 | Culinary Arts Curriculum | 82-83 |
| Assessment/Testing | 316 | Cumberland Campus | 12 |
| Associate Support Staff Listing | 334-340 | Cybersecurity Certificate | 75 |
| Athletic Training/Fitness Curriculum | 48 | | |
| Athletics..... | 312 | D | |
| Attendance | 304 | Dean's List | 303 |
| Auditor Status | 24 | Dental Hygiene Curriculum | 86-88 |
| Automotive Service Attendent Certificate | 51 | Developmental Education Courses..... | 295 |
| Automotive Technology Certificate | 50 | Dietary Manager Certificate | 89 |
| Automotive Technology Curriculum..... | 49 | Disability Resources and Learning Support | 315 |
| B | | Distance Learning | 42-43 |
| Baking Essentials, Letter of Recognition | 84 | Diversity Center..... | 315 |
| Bedford County Campus..... | 13 | Donald L. Alexander Library - see Library .. | 17 |
| Bedford County Technical Center | 13 | | |
| Biological Sciences Electives | 293 | E | |
| Biology Curriculum | 52 | Early College..... | 23 |
| Biotechnology Certificate | 121 | Economics Curriculum | 55 |
| Board of Trustees Listings | 322 | Education/Early Childhood Curriculum - seeTeacher Education | 158 |
| Bookstore | 312 | Education/Elementary Curriculum - seeTeacher Education | 159 |
| Business Accounting Certificate | 57 | Education/Elementary/AAT Curriculum | 161-162 |
| Business Accounting Curriculum | 53 | Education/Secondary Curriculum - seeTeacher Education | 160 |
| Business Administration Curriculum | 54 | Electives Listings | 292-294 |
| Business Curriculums | 53-64 | English Composition Electives Listings..... | 293 |
| Business Economics Curriculum | 55 | English Curriculum | 90 |
| Business Entrepreneurship Certificate | 58 | | |
| Business Management Curriculum | 56 | | |
| Business Marketing and Sales Certificate.... | 59 | | |
| Business Supervision Certificate | 60 | | |

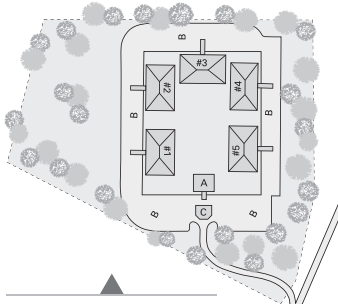
| | | | |
|---|---------|--|---------|
| Entrepreneurship Training, Letter of Recognition | 62 | Human Service Associate Curriculum | 103-105 |
| Equal Employment and Educational Opportunities | 20 | Humanities Electives Listings | 292 |
| ESL Courses | 206-207 | | |
| F | | I | |
| Faculty, Full-Time Listings | 322-327 | Integrative Health, Letter of Recognition .. | 106 |
| Faculty, Part-Time Listings | 340-346 | Integrative Wellness, Letter of Recognition | 107 |
| Family Educational Rights and Privacy Act (FERPA)..... | 307-309 | Interdisciplinary and Emerging Issues Electives..... | 294 |
| Final Evaluations..... | 304 | | |
| Financial Aid..... | 34-36 | J | |
| Financial Obligations..... | 31 | James Zamagias Student Success Center - see Student Success Center | 316-317 |
| First Line Supervision, Letter of Recognition | 63 | Job Placement - see Career Advising..... | 317 |
| Food Service Supervision, Letter of Recognition | 101 | | |
| Food Services | 315 | L | |
| Forest Technology Curriculum | 91-92 | Leadership Development, Letter of Recognition | 108 |
| Forest Technology, Tree Care Technician Certificate..... | 93 | Library | 17 |
| Foundation, Allegany..... | 14 | Lodging Supervision, Letter of Recognition | 102 |
| Foundation, Bedford County..... | 15 | | |
| Freshman Status..... | 25 | M | |
| Full-Time Student Status..... | 25 | Map of Cumberland Campus | 357 |
| | | Marketing and Sales Training, Letter of Recognition | 64 |
| G | | Maryland Higher Education Commission (MHEC) | 310 |
| General Education Goals for Students .. | 11-12 | Massage Therapy Certificate..... | 111 |
| General Education Requirements..... | 299 | Massage Therapy Curriculum | 109-110 |
| General Information | 10 | Mathematics Electives Listings | 293 |
| General Studies Certificate | 95 | Medical Administrative Assistant Curriculum | 112-113 |
| General Studies Curriculum | 94 | Medical Assistant Curriculum | 115-116 |
| Gifted and Talented | 24 | Medical Coding and Billing Certificate..... | 114 |
| Grade Point Average..... | 302 | Medical Laboratory Technology Curriculum..... | 117-120 |
| Grades | 301-302 | Multimedia Technology Curriculum | 122 |
| Graduation Honors | 303 | | |
| Graduation Requirements | 292-294 | N | |
| Grants (ACM) | 35 | Nanotechnology Curriculum | 125 |
| Graphic Design Certificate | 123 | Non-Traditional Students Services - see Turning Point Program | 320 |
| Grievance - see Student Grievance Procedure | 319 | Nurse Managed Wellness Clinic..... | 317 |
| Guiding Principles | 11 | Nursing Assistant/Geriatric Aide Certificate..... | 130 |
| | | Nursing Curriculum | 126-129 |
| H | | | |
| Health Care, Student | 319 | O | |
| Health Manpower Shortage Programs | 29, 43 | Occupational Therapy Assistant Curriculum | 131-133 |
| Health/Physical Education Curriculum | 96 | Office Technologies Curriculums | 134-135 |
| History Curriculum..... | 97 | Orientation, Freshman | 317-318 |
| Honors Program | 303 | | |
| Hospitality Management Curriculum | 98-100 | | |
| Hours of Instruction and Administration .. | 298 | | |
| Housing, for Students | 315-316 | | |

| | |
|--|---|
| P | Social Work Curriculum.....154 |
| Paralegal Curriculum.....136 | Sociology Curriculum155 |
| Parking19 | Sophomore Status25 |
| Part-Time Student Status25 | Spanish Certificate156 |
| Partnerships166 | Special Admissions Students24 |
| Pathways For Success318 | Statewide Designated Programs29, 44 |
| Payment Plans - see Semester tuition, fees, and other charges28 | Student Affairs and Services312-320 |
| Peace and Conflict Studies, Letter of Recognition137 | Student and Legal Affairs Office318 |
| Pharmacy Technician Certificate.....138 | Student Email313 |
| Phlebotomy/EKG Technician Certificate139 | Student Helpdesk313 |
| Photo Identification (ID) Cards, Student319-320 | Student Government Association.....318-319 |
| Photography, Letter of Recognition.....124 | Student Grievance Procedure.....319 |
| Physical Activity Electives Listings293 | Student Life319 |
| Physical Sciences Electives Listings293 | Student Population20 |
| Physical Therapist Assistant Curriculum140-142 | Student Residency - see Residency...304-307 |
| Physics Curriculum143 | Student Success Center (James Zamagias)316-317 |
| Placement Assessment.....316 | Suspension304 |
| Placement Exemptions316 | Support Staff Listing - see Associate Support Staff Listing334-340 |
| Practical Nursing Certificate144-146 | |
| Probational Admission24 | T |
| Probationary Status, Academic.....304 | Teacher Education Curriculums.....157-160 |
| Professional Golf Management Certificate.....147 | Teaching Curriculum161-162 |
| Professional Support Staff Listing329-334 | Technical Support Certificate76 |
| Professor Emeritus328 | Testing Services316 |
| Program Advisory Committees (PAC)348-352 | Theatre (Dr. Robert Zimmer).....19 |
| Programs of Study Listings40-41 | Title IX2 |
| Provisional Admission24 | Transfer Advising317 |
| Psychology Curriculum148 | Transient Admission24 |
| | Tree Care Technician Certificate - see Forest Technology93 |
| R | Trial Courses.....292 |
| Radiologic Technology Curriculum.....149-151 | Tuition and Fees, Schedules28-30 |
| Readmission25 | Turning Point Program320 |
| Refund Policy, Tuition and Fees30-31 | Tutoring317 |
| Registration302 | |
| Release of Student Information307-309 | V |
| Repeating Courses304 | Veterans' Affairs320 |
| Residency/Domicile Classification for Tuition304-306 | Vision/Mission/Values11 |
| Respiratory Therapist Curriculum152-153 | |
| | W |
| S | Web Page Development, Letter of Recognition77 |
| Scholarships36-38 | Wireless Network Access313 |
| Sciences Electives Listings.....293 | Withdrawal Procedures.....303 |
| Secretarial Science - see Office Technologies134 | |
| Security20 | Z |
| Selective Admission Health Programs23 | Dr. Robert Zimmer College Theatre - see Theatre19 |
| Smoking Policy2 | |
| Social and Behavioral Sciences Electives Listings293-294 | |

CUMBERLAND CAMPUS MAP



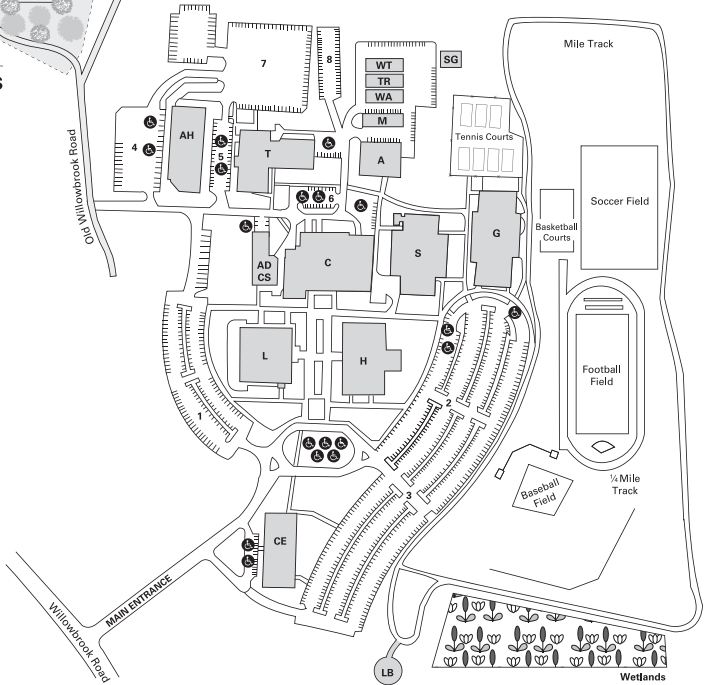
**ALLEGANY
COLLEGE**
of
MARYLAND



WILLOWBROOK WOODS Student Housing Complex

STUDENT HOUSING LEGEND

- 1 • Student Housing Building
- 2 • Student Housing Building
- 3 • Student Housing Building
- 4 • Student Housing Building
- 5 • Student Housing Building
- A • Club House
- B • Parking
- C • Gatehouse



• THIS MAP NOT TO SCALE

| LEGEND | | | |
|-----------|--|------------|--------------------|
| A | Automotive Technology | T | Technologies |
| AD | Advancement (Foundation, Public Relations, Marketing) | TR | Transportation |
| AH | Allied Health | WA | Welding & Auto |
| C | College Center | WT | Workforce Training |
| CE | Continuing Education (Information Center) | 1-8 | Parking |
| CS | Campus Store (Bookstore) | | Handicap Parking |
| G | Gymnasium (Bob Kirk Arena) | SG | Storage |
| H | Humanities | | |
| L | Donald L. Alexander Library | | |
| LB | Labyrinth | | |
| M | Maintenance | | |
| S | Sciences | | |

8/16

Financial Aid, Admissions/Registration, Advising Center, Business and Student Housing 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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The information in this publication is accurate to the best of our knowledge as of the time of printing.

Published: March 2017



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