



**ALLEGANY COLLEGE**  
— *of* MARYLAND —  
**ENGAGE YOUR FUTURE**

# CATALOG

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2023-2024

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### 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

### CUMBERLAND CAMPUS

12401 Willowbrook Road, SE  
Cumberland, MD 21502-2596  
301-784-5000  
301-784-5005 – Welcome Center  
[www.allegany.edu](http://www.allegany.edu)

### GARRETT COUNTY NURSING SITE

317 Pythian Avenue  
Oakland, MD 21550-5111  
301-334-0530

### SCHOOL OF HOSPITALITY MANAGEMENT AND CULINARY ARTS

The Culinaire Café/Gateway Center  
110-114 Baltimore Street  
Cumberland, MD 21502-2302  
301-784-5410

### SOMERSET EDUCATION SITE

Somerset County Technology Center  
281 Technology Drive  
Somerset, PA 15501-4309  
814-445-9848

### WESTERN MARYLAND WORKS

37 Lane Avenue  
LaVale, MD 21502-7012  
301-784-5077

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## **Academic Information**

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## CUMBERLAND CAMPUS PROGRAMS

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### CAREER PROGRAMS:

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

#### 1. Associate Degree Programs:

Applied Technical Studies  
 Automotive Technology  
 Business Management  
 Computer Technology  
 • Cybersecurity AOC  
 • Programming AOC  
 • Technical Support AOC  
 • Web Development AOC  
 Criminal Justice  
 Culinary Arts  
 Data Analytics  
 Dental Hygiene  
 Engineering - Automated Manufacturing Technology  
 Forest Technology  
 Hospitality Management  
 • Hotel and Restaurant Management AOC  
 Human Service Associate  
 Legal Studies  
 Massage Therapy  
 Medical Administrative Assistant  
 Medical Assistant  
 Medical Laboratory Technology  
 Multimedia Technology  
 Nursing  
 Occupational Therapy Assistant  
 Physical Therapist Assistant  
 Respiratory Therapist

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#### 2. Certificate Programs:

Addictions  
 Applications User Specialist  
 Automotive Service Attendant  
 Automotive Technology  
 Baking Essentials  
 Brewing Operations  
 Business Accounting  
 Business Entrepreneurship  
 Business Marketing and Sales  
 Business Supervision  
 Catering and Event Management  
 Cooking Essentials  
 Criminal Investigations  
 Criminal Justice  
 Cybersecurity  
 Data Analytics  
 General Studies  
 Graphic Design

Legal Studies  
Massage Therapy (*suspended*)  
Medical Coding and Billing  
Medical Laboratory Technology  
• Biotechnology  
Medical Scribe Specialist  
Nursing Assistant/Geriatric Aide  
Pharmacy Technician  
Phlebotomy/Laboratory Assistant  
Practical Nursing  
Restaurant Management  
Social Media Marketing  
Spanish  
Technical Support  
Tree Care Technician

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### **3. Letter of Recognition Programs:**

Accounting  
Criminal Justice/Corrections  
Entrepreneurship Training  
First-Line Supervision  
Integrative Wellness  
Leadership Development  
Marketing and Sales Training  
Peace and Conflict Studies  
Photography  
Web Page Development

## **BEDFORD COUNTY CAMPUS PROGRAMS**

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

- Applied Technical Studies
- Business
- Computer Technology
- Criminal Justice
- Data Analytics
- General Studies
- Nursing
- Psychology

## **BEDFORD COUNTY TECHNICAL CENTER PROGRAMS**

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

- Articulated Programs
  - Automotive Technology
  - 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.*

## **TRANSFER PROGRAMS (FIRST TWO YEARS OF A BACHELOR'S DEGREE)**

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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)**
  - Art AOC
  - English AOC
- **Arts and Sciences (Sciences)**
  - Biology AOC
  - Business Accounting AOC
  - Business Economics AOC
  - Chemistry AOC
  - Exercise Science AOC
  - Health/Physical Education AOC
  - History AOC
  - Nanotechnology AOC
  - Physics AOC
  - Psychology AOC
  - Social Work AOC
  - Sociology AOC
- **Business Administration**
- **Computer Science**
  - Secure Computing and Information Systems
- **Criminal Justice**
  - Criminal Justice Transfer
  - Criminal Justice Transfer (Criminal Investigations) AOC
- **General Studies**
- **Teacher Education**
  - Early Childhood AOC
  - Elementary AOC
  - Secondary 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

**ACADEMIC CALENDAR**

Fall Semester 2023

TERM		START DATE		END DATE	
Full-Term	(15 weeks)	August 21, 2023	Monday	December 8, 2023	Friday
Delayed Start Term	(12 weeks)	September 12, 2023	Tuesday	December 8, 2023	Friday

DATE		ACTIVITY	TERM
August 18, 2023 August 20, 2023	Friday - In Office Sunday - Web	(In Office) Last Day for FULL Refund (Less Non-Refundable Fees)	FULL-TERM
August 21, 2023	Monday	Classes Begin	FULL-TERM
August 25, 2023	Friday	Last Day to Enroll in Classes (Instructor Approval)	FULL-TERM
September 11, 2023	Monday	Last Day for FULL Refund (Less Non-Refundable Fees)	DELAYED START
September 11, 2023	Monday	Last Day for 80% Refund (Less Non-Refundable Fees)	FULL-TERM

September 12, 2023	Tuesday	Classes Begin	DELAYED START
September 15, 2023	Friday	Last Day to Enroll in Classes (Instructor Approval)	DELAYED START
September 27, 2023	Wednesday	Last Day for 80% Refund (Less Non-Refundable Fees)	DELAYED START
October 2, 2023	Monday	Change "I" Grades	SPRING and SUMMER 2023
October 10, 2023	Tuesday	Mid-Term Grades Due (10:00 a.m.)	FULL-TERM
October 11, 2023	Wednesday	<b>Follow Monday Class Schedule</b>	FULL-TERM and DELAYED START
October 24, 2023	Tuesday	Mid-Term Grades Due (10:00 a.m.)	DELAYED START
November 1, 2023	Wednesday	Last Day to Drop	FULL-TERM
November 6, 2023	Monday	Registration Opens	SPRING 2024
November 8, 2023	Wednesday	Last Day to Drop	DELAYED START
December 8, 2023	Friday	Classes End	FULL-TERM and DELAYED START
December 12, 2023	Tuesday	Final Grades Due (10:00 a.m.)	FULL-TERM and DELAYED START
December 15, 2023	Friday	Commencement (Cumberland)	

**HOLIDAYS - COLLEGE CLOSED**

DATE		HOLIDAY
September 4, 2023	Monday	Labor Day - College Closed
October 9, 2023 - October 10, 2023	Monday - Tuesday	Fall Break - No Classes/Offices Open
November 23, 2023 - November 24, 2023	Thursday - Friday	Thanksgiving Break - College Closed
December 16, 2023 - January 1, 2024	Saturday - Monday	Winter Break - College Closed

Spring Semester 2024

TERM		START DATE		END DATE	
Full-Term	(15 weeks)	January 16, 2024	Tuesday	May 8, 2024	Wednesday
Delayed Start Term	(12 weeks)	February 6, 2024	Tuesday	May 8, 2024	Wednesday

**\*\* COLLEGE RE-OPENS: TUESDAY, JANUARY 2, 2024\*\***

DATE	ACTIVITY	TERM
January 15, 2024	Monday - In Office & Web	Last Day for FULL Refund (Less Non-Refundable Fees)
January 16, 2024	Tuesday	Classes Begin
January 23, 2024	Tuesday	Last Day to Enroll in Classes (Instructor Approval)



February 5, 2024	Monday	Last Day for FULL Refund (Less Non-Refundable Fees)	DELAYED START
February 5, 2024	Monday	Last Day for 80% Refund (Less Non-Refundable Fees)	FULL-TERM
February 6, 2024	Tuesday	Classes Begin	DELAYED START
February 13, 2024	Tuesday	Last Day to Enroll in Classes (Instructor Approval)	DELAYED START
February 21, 2024	Wednesday	Last Day for 80% Refund (Less Non-Refundable Fees)	DELAYED START
February 26, 2024	Monday	Change "I" Grades	FALL 2023
March 12, 2024	Tuesday	Mid-Term Grades Due (10:00 a.m.)	FULL-TERM
March 25, 2024	Monday	Last Day to Drop	FULL-TERM
March 26, 2024	Tuesday	Mid-Term Grades Due (10:00 a.m.)	DELAYED START
March 26, 2024	Tuesday	<b>Follow Thursday Class Schedule</b>	
March 27, 2024	Wednesday	<b>Follow Friday Class Schedule</b>	
April 4, 2024	Thursday	Last Day to Drop	DELAYED START
April 15, 2024	Monday	Registration Opens	SUMMER and FALL 2024
May 8, 2024	Wednesday	Classes End	FULL-TERM and DELAYED START
May 14, 2024	Tuesday	Final Grades Due (10:00 a.m.)	FULL-TERM and DELAYED START
May 18, 2024	Saturday	Commencement (Cumberland)	
May 20, 2024	Monday	Commencement (Bedford County Campus)	

**HOLIDAYS-COLLEGE CLOSED**

DATE		HOLIDAY
January 15, 2024	Monday	Martin Luther King, Jr. Day - No Classes/Offices Open
March 11, 2024 - March 15, 2024	Monday - Friday	Spring Break - No Classes/Offices Open
March 28, 2024 - March 29, 2024	Thursday - Friday	Spring Holiday - College Closed

Summer Session 2024

TERM		START DATE		END DATE	
Full-Term	(10 weeks)	May 20, 2024	Monday	July 30, 2024	Tuesday
A - Term	(5 weeks)	May 20, 2024	Monday	June 24, 2024	Monday
B - Term	(5 weeks)	June 25, 2024	Tuesday	July 30, 2024	Tuesday

DATE		ACTIVITY	TERM
May 17, 2024 May 19, 2024	Friday - In Office Sunday - Web	Last Day for FULL Refund (Less Non-Refundable Fees)	FULL-TERM and A-TERM
May 20, 2024	Monday	Classes Begin	FULL-TERM and A-TERM
May 21, 2024	Tuesday	Last Day to Enroll in Classes (Instructor Approval)	A-TERM
May 24, 2024	Friday	Last Day to Enroll in Classes (Instructor Approval)	FULL-TERM
May 24, 2024	Friday	Last Day for 80% Refund (Less Non-Refundable Fees)	A-TERM
June 3, 2024	Monday	Last Day for 80% Refund (Less Non-Refundable Fees)	FULL-TERM
June 7, 2024	Friday	Last Day to Drop	A-TERM
June 24, 2024	Monday	Classes End	A-TERM
June 24, 2024	Monday	Last Day for FULL Refund (Less Non-Refundable Fees)	B-TERM
June 25, 2024	Tuesday	Classes Begin	B-TERM
June 26, 2024	Wednesday	Last Day to Enroll In Classes (Instructor Approval)	B-TERM
July 1, 2024	Monday	Last Day for 80% Refund (Less Non-Refundable Fees)	B-TERM
July 2, 2024	Tuesday	Final Grades Due (10:00 a.m.)	A-TERM
July 2, 2024	Tuesday	Last Day to Drop	FULL-TERM
July 16, 2024	Tuesday	Last Day to Drop	B-TERM
July 30, 2024	Tuesday	Classes End <b>Follow Thursday Class Schedule</b>	FULL-TERM and B-TERM
August 6, 2024	Tuesday	Final Grades Due (10:00 a.m.)	FULL-TERM and B-TERM
August 10, 2024	Saturday	Summer Graduation	

**HOLIDAYS-COLLEGE CLOSED**

DATE		HOLIDAY
May 27, 2024	Monday	Memorial Day - College Closed
July 4, 2024	Thursday	Independence Day - College Closed

The annual academic calendar dates may be subject to change. Please refer to the calendar on the Allegany College of Maryland website at [www.allegany.edu/academic-calendar](http://www.allegany.edu/academic-calendar).

## ACADEMIC INFORMATION

### 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.

### ADVISING (ACADEMIC AND CAREER)

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. 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.

**Transfer Advising-** Students, who plan to transfer to other institutions, should consult their advisor and Advising Center or Bedford County Campus 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 Advising Center. An academic program may be developed to ensure 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 Transfer Days activities, representatives from four-year colleges are available on campus to discuss college transfer.

**Career Advising** assists students in the process of developing, evaluating, and implementing their career plans. The staff of the Advising 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 goal

Students at the Bedford County Campus may contact the staff of the Student Services office for career development exploration and assessment options.

### ARTICULATIONS AND PARTNERSHIPS

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 or credit between institutions.

In addition to articulations, the College has established a number of partnerships with colleges, universities, and high schools which represent a spirit of collaboration. Students are encouraged to contact the College regarding transferability of courses.

Please refer to the Maryland Higher Education Commission (MHEC) Principles of Student Transfer Information for transfer policies to Maryland public institutions. Additionally, by visiting <https://www.collegetransfer.net> you can find out how ACM courses transfer.

More information on articulations and partnerships can be found by visiting the Allegany College of Maryland website, [www.allegany.edu/articulations-partnerships](http://www.allegany.edu/articulations-partnerships).

### 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. Different drop dates will apply to courses outside of the standard 15 week term.

### 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](http://www.collegeboard.com/clep). In addition to the fees paid to College Board, individuals who are not currently registered as ACM credit students will be assessed a test proctoring fee. The minimum score for tests listed below is 50, unless otherwise noted.

General Examinations and Subject Tests	ACM Equivalent
Composition and Literature	

American Literature	English 213 (3 cr.)
Analyzing & Interpretation of Literature	English 103 (3 cr.)
College Composition	No credit
College Composition (includes essay)	English 101 (3 cr.)
English Literature	English 223 (3 cr.)
Humanities	Un-translated Humanities (6 cr.)
<b>Foreign Language</b>	
French Language (level I)	Un-translated Human. (6 cr.)
*59 or above (level II)	Un-translated Human. (12 cr.)
German Language (level I)	Un-translated Human. (6 cr.)
*63 or above (level II)	Un-translated Human. (12 cr.)
Spanish Language (level I)	Language 103 & 104 (6 cr.)
*66 or above (level II)	Language 203 & 204 (12 cr.)
<b>History and Social and Behavioral Science</b>	
American Government	Political Sci. 101 (3 cr.)
Human Growth & Development	Psychology 203 (3 cr.)
Introduction to Educational Psychology	Psychology 204 (3 cr.)
Introductory Psychology	Psychology 101 (3 cr.)
Introductory Sociology	Sociology 101 (3 cr.)
Principles of Macroeconomics	Economics 201 (3 cr.)
Principles of Microeconomics	Economics 202 (3 cr.)
Social Science & History	Un-translated Social Science (6 cr.)
U.S. History I: Early Colonization to 1877	History 103 (3 cr.)
U.S. History II: 1855 to Present	History 104 (3 cr.)
Western Civilization I: Ancient Near East to 1648	History 101 (3 cr.)
Western Civilization II: 1648 to present	History 102 (3 cr.)
<b>Science and Mathematics</b>	
Biology, General	Biological Science 101 & 102 (8 cr.)
Calculus with Elem. Functions	Mathematics 201 (4 cr.)
Chemistry, General	Chemistry 101 & 102 (8 cr.)
College Algebra	Mathematics 102 (3 cr.)
College Mathematics	Mathematics 105 (3 cr.)
Natural Science	Un-translated Science Elec (8 cr.)
Pre-Calculus	Mathematics 119 (4 cr.)

<b>Business</b>	
Financial Accounting	Business Admin. 215 (3 cr.)
Introductory Business Law	Business Admin. 210 (3 cr.)
Principles of Management	Business Admin. 213 (3 cr.)
Principles of Marketing	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.

### **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.

### **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.

### **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.

### **DEAN'S LIST AND HONOR'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 includes both full- time and part-time students.

To be eligible for the Honor's 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 Honor's List includes both full-time and part-time students.

### **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 Executive Director of Enrollment and Advising Services to ascertain the transferability of coursework. The Executive 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 Executive Director of Enrollment and Advising Services will consider each request individually.

Students expecting to receive an Associate degree or Certificate must complete an application for graduation. These applications are available during the period shown on the College calendar and accessible at [www.allegany.edu](http://www.allegany.edu), (Students tab under Graduation Information).

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.

### **FINAL EVALUATIONS**

Students must participate in an end-of-semester final evaluation if it is a requirement of the course.

## 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.

## GRADE POINT AVERAGE

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.

## GRADE POINT AVERAGE FOR PASS-FAIL COURSES

A grade of "P" awards the student the appropriate number of completed credit hours and cumulative completed credit hours, but does not award quality points. The semester and cumulative grade point average (GPA) is computed on the basis of the grades earned that semester in other credit courses.

A grade of "F" awards the student the appropriate number of attempted credit hours and cumulative attempted credit hours, but does not award quality points. The semester and cumulative grade point average (GPA) is computed on the basis of all grades earned that semester.

## GRADES

Mid-semester and Final grades are available to students online through Self-Service. For students not meeting all financial obligations to the College, final grades and transcripts are 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 only be used as a temporary grade. The decision to use the "I" grade is at the discretion of the instructor, and shall be used in such instances where the student requests and the instructor grants permission to complete required coursework, including the final evaluation

after the close of a semester or summer session. The grade "I" will not be awarded as a midterm grade. Said form is available online and through the Registration Office.

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 "X" (Deferred) will be awarded at the instructor's discretion to those students who, in their opinion have made some progress through reasonably diligent efforts, but have not attained proficiency for a passing grade. Note: The "X" grade is a permanent grade. The grade of "X" will not be awarded at mid-term.

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.

## 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.

## 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.

### Academic Development 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.

Academic Development courses offer special instruction designed to develop skills, that are needed for successful academic achievement. Placement in developmental English, mathematics, and reading courses is based on several factors. These factors may include, but are not limited to, high school GPA, grades in specific high school courses, SAT, ACT, and ACM placement scores. Students who require academic development coursework must speak to an advisor to ensure appropriate course selection. Academic Development courses are 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 have the option to complete the Anatomy and Physiology Placement Assessment.

### ARTS AND HUMANITIES ELECTIVES (GENERAL EDUCATION COURSES)

Subject Code	Course Number	Title	Credit Hours
(ART)	101	Art Appreciation	3
(ART)	103 *	Introduction to Art Techniques	3
(ART)	110 *	Visual Imagery	3
(ART)	111 *	Design I	3
(ART)	112 *	Design II (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
(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
(SPAN)	103	Introductory Spanish I	3
(SPAN)	104	Introductory Spanish II	3
(SPAN)	203	Intermediate Spanish I	3
(SPAN)	204	Intermediate Spanish II	3
(SPCH)	101	Speech Communication	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.

**ENGLISH COMPOSITION ELECTIVES (GENERAL EDUCATION COURSES)**

Subject Code	Course Number	Title	Credit Hours
(ENG)	101	English Composition I	3
(ENG)	102	English Composition II	3
(ENG)	112	Business and Technical Communication	3
(ENG)	251	Creative Writing	3

**INTERDISCIPLINARY AND EMERGING ISSUES (GENERAL EDUCATION COURSES)**

Subject Code	Course Number	Title	Credit Hours
(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)	109	Emerging Technologies	3
(COMP)	221	Office Applications I	3
(HUM)	101	Humanities	1
(HUM)	110	Interdisciplinary Leadership I	3
(HUM)	210	Interdisciplinary Leadership II	3
(IHLT)	101	Mind/Body Skills for Health and Healing	1
(IHLT)	114	Integrative Approaches to Health and Healing	2
(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

**MATHEMATICS AND BIOLOGICAL/PHYSICAL SCIENCE 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**

Subject Code	Course Number	Title	Credit Hours
(PHED)	104	Swimming (Beginning and Intermediate)	1
(PHED)	109	Basketball and Volleyball (Co-Ed)	1
(PHED)	113	Beginning Weight Training and Conditioning (Co-Ed)	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)	298	Special Topics in Physical Education	1

## SOCIAL AND BEHAVIORAL SCIENCE ELECTIVES (GENERAL EDUCATION COURSES)

Subject Code	Course Number	Title	Credit Hours
(ECON)	103	Contemporary Economic Problems	3
(ECON)	201	Principles of Macroeconomics	3
(ECON)	202	Principles of Microeconomics	3
(GEOG)	102	Cultural Geography	3
(HIST)	101	History of Western Civilization I	3
(HIST)	102	History of Western Civilization II	3
(HIST)	103	United States History I	3
(HIST)	104	United States History II	3
(HIST)	105	Contemporary World History	3
(HIST)	178	Local History	3
(HIST)	298	Special Topics in History	3
(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

## HONORS PROGRAM

Graduates of accredited high schools, current ACM students, 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 participants complete honors-by-contract courses. 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 by-contract 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 (see *Note*). 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 two hours of service to the college or the community per semester.

As a participating member of the National Collegiate Honors Council, the Northeast Collegiate Honors Council, and the Maryland Collegiate Honors Council, we support academic excellence at Allegany College of Maryland.

To apply for the Honors Program we require:

- a 3.50 grade point average (GPA) out of a 4.00 GPA.
- the successful completion of an Honors application and interview with the Honors Director, member(s) of the Honors Committee, or persons designated by the Honors Director.

Please contact Melody Gaschler, Honors Director for additional information and application process.

*Note: If total scholarship awards exceed the overall semester cost to attend the college, the Honors Program tuition payment will be reduced and will thus be less than 50% of the in-county semester tuition.*

## HOURS OF INSTRUCTION AND ADMINISTRATION

During the academic year, college classes are conducted between the hours of 8:00 a.m. to 8:45 p.m., Monday through Thursday, and 8:00 a.m. to 3:00 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.

## 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 <https://mhec.maryland.gov/preparing/Pages/stuguide.aspx>

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## PROBATIONARY STATUS

Any full-time student or part-time student with an accumulated total of 12 or more attempted semester hours must attain a semester quality point average of at least 1.75 or a cumulative quality point average of 2.00 to avoid being placed on academic probation.

A student on academic probation may not enroll for more the 15 semester hours.

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## REGISTRATION

All students are expected to register for classes within the registration period listed in the Academic Calendar. Students should work with an advisor during the registration period to plan and select their classes.

Courses added after the registration period require the written permission of the instructor, an advisor, and the approval of the Academic Standards Committee.

The College reserves the right to cancel a course in which there is insufficient enrollment.

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## 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 Executive Director of Enrollment and Advising Services-Registrar. If he/she is unavailable, the Admissions/Registration Office will provide the contact. In Pennsylvania, the Director of the Bedford County Campus and Student 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 and 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 Executive Director of Enrollment and Advising Services 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 Executive Director of Enrollment and Advising Services.

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.

## REPEATING COURSES

Students may attempt courses up to three times for credit, except in specific courses where the attempt is limited to two (see specific course description). 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.

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## **SUSPENSION FOR POOR SCHOLARSHIP**

A student who has been placed on academic probation will be academically suspended if the student fails to attain at least a 1.50 semester grade point average.

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## **WITHDRAWAL**

A student who wishes to drop or audit any course(s) up to the published drop date in the Academic Calendar must complete the appropriate form. This form must be filed in the Registration Office. After the published drop date, a student may petition the Academic Standards Committee.

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.

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## **ACADEMIC YEAR DISCLAIMER**

The college reserves the right to provide some or all instruction and related academic activities through alternative methods of delivery, including remote delivery. Added instructional time, altered class schedules, revised academic calendars, and revised graduation dates/completion of academic programs of study may also occur if deemed necessary. The college also reserves the right to change the method of delivery before or during an academic term in the event of a health or safety emergency or other circumstances when it is determined that such change is necessary or in the best interests of the campus community. Tuition and mandatory fees will not be reduced or refunded if the College changes the delivery method for any or all of an academic session.

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## **CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT**

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### **CENTER FOR CONTINUING EDUCATION & WORKFORCE DEVELOPMENT**

The mission of the Allegany College of Maryland Center for Continuing Education & Workforce Development 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.

At ACM we believe in lifelong learning. Lifelong learning does not have an expiration date; it continues as interests and professional opportunities change throughout life. To help succeed in both personal and work lives, the Continuing Education Department offers a wide array of classes in business, health and human services, wellness, professional development, workforce training and personal enrichment.

Last year 6,952 registrations were received in 943 courses. With opportunities offered at both campus locations – Cumberland, Maryland and Bedford County, Pennsylvania – the Continuing Education Department gives countless options through customized contract trainings, open enrollment courses, professional conferences, certification and licensure courses, and job entry and advancement trainings.

This is a sampling of some of the programs CE offers:

- Advanced Manufacturing (Machining, Industrial Maintenance, Welding, Robotics, Additive Manufacturing Certification)
- Adult Basic Education
- CPR
- Nail Technician Program
- Community Makerspace (Digital Fabrication, Woodworking, 3D Printing)

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### **ADULT BASIC EDUCATION**

The Center offers an Adult Education Program which is grant-funded through the Maryland Department of Labor and the U.S. Department of Education. The program provides educational services to Maryland residents who would like to earn the credential of a Maryland high school diploma by taking the GED test or by completing the National External Diploma Program (NEDP). Educational services are also provided for work readiness, foundational employability skills and to support academic endeavors. Services also include resources for English language learners and for those seeking to improve literacy skills. Students must be 18 years of age or older and officially withdrawn from public school.

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### **HEALTH AND HUMAN SERVICES**

Continuing Education Health and Human Services offers professional development opportunities on a range of mandated and pertinent topics, allowing a variety of area providers to maintain competency and certification. Pre-licensure courses for CNA/GNA, Pharmacy Technician, Veterinarian Assist, Nail Technician and Medical Aide are also available. Competency-based health career training also prepares individuals for immediate employment

in entry-level health occupations. CE Health is also home to ACM's American Heart Association Training Center. CPR and First Aid certifications and renewals are available for laypersons and health care providers throughout the year. This unit is also the hub of ACM's Mind-Body Connection, providing stress reduction workshops and Mind-Body Skills Groups for individuals and organizations throughout the year. The unit also offers a variety of yoga and other mindfully-based community wellness classes both on the Cumberland campus and at the Frostburg Community Center. Contract trainings to meet individual employer or occupation needs and are always welcome.

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## PERSONAL ENRICHMENT

Continuing Education provides a wide variety of personal enrichment courses for youth, senior citizens and the general public. Explore fun and exciting healthy living activities, beginning and practicing crafter's courses, foreign and sign languages, history, as well as a variety of recreational pastimes and "how to" courses. Students can also develop their culinary skills by participating in single evening classes taught by a professional local chef or culinary expert. Community Services offers cultural development excursions, world travel, and a wide variety of artistic experiences and events. The area partners with the Allegany Center of Lifelong Learning (ALLCOLL) to bring diversified adult education opportunities to ALLCOLL members. Members enjoy access to 25 or more events held at ACM as well as roundtable discussions, happy hours and field trips.

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## WESTERN MARYLAND WORKS

Western Maryland Works is a full-service training facility, and makerspace that provides access to state-of-the-art technology and equipment to help make ideas into reality. As a result of collaboration between Allegany County Government and Allegany College of Maryland, Western Maryland Works is the home of ACM's Advanced Manufacturing Workforce Development Programs that includes Machining, Industrial Maintenance, Welding, Robotics, and Additive Manufacturing. It is also the home of the newly opened Community Makerspace and home to the newly approved AAS in Engineering-Automated Manufacturing Technology.

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## WORKFORCE DEVELOPMENT

Workforce Development offers both open enrollment classes and customized training for local employers and community members seeking to enter the workforce or upskill for a wide range of occupations including; Advanced Manufacturing, Real Estate Sales and Appraisal, Insurance, Construction, Financial/Legal, and Leadership/Management. In addition, partnership agreements include trainings for Maryland State and Federal Correctional facilities, law enforcement agencies, building and trades unions, court mandated training, and the Community Based Transition Program in partnership with ACPS.

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## WORKFORCE DEVELOPMENT AND TRAINING FOR PENNSYLVANIA

Allegany 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, open enrollment non-credit classes and a variety of online training options. 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. We also offer many online training choices to assist both businesses and individuals to easily access both personal and vocational training options through [www.ed2go.com/](http://www.ed2go.com/) [acmpa](http://acmpa.com) and [www.alleganytech-gbc.com](http://www.alleganytech-gbc.com). 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 Pennsylvania six county Southern Alleghenies Planning and Development Commission region.

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## ELEARNING PROGRAM

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### ECOURSES

Allegany College of Maryland offers the following types of eCourses (courses that are delivered in part or wholly via electronic means):

Online course – an eCourse in which 100% of all required instructional activities is conducted online. Learners may be required to complete proctored exams at specified on-site locations.

Blended course – an eCourse that "blends" face-to-face and online instruction. Classroom instruction onsite is designed to reinforce, complement, and elaborate on the online instruction.

Distance Learning (DL) – an eCourse that is offered simultaneously at multiple sites that are remote from one another but linked by telecommunications equipment.

Flex course – an eCourse that is designed as an online course and delivered to provide all of the following additional attendance/learning options for students: face-to-face in a traditional classroom, live broadcasts of classroom sessions, and recordings of classroom sessions. Flex courses are scheduled in traditional classrooms with no reduction in seat time.

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## ONLINE COURSE SEATS THROUGH MARYLANDONLINE

MarylandOnline (MOL) is a statewide consortium dedicated to championing online learning. Through its seat-sharing program, MOL facilitates students' access to online courses that are offered by MOL member institutions across the state. Allegany College of Maryland students have access to a wide selection of online courses through the MOL seat-sharing program. More information about courses offered through the MarylandOnline consortium is available at <http://marylandonline.org/projects-and-programs> or by contacting Kara Riley at 301-784-5312 or by mail to [kriley@allegany.edu](mailto:kriley@allegany.edu).

## COMPUTER AVAILABILITY

Regular access to a computer, tablet, or mobile device with high speed Internet access is required for participation in online, blended, and flex courses. Computers are available for student use in two locations on the Cumberland Campus. Ten computers are provided in the Technology building, room 114. Contact the IT Helpdesk at 301-784-5444 for available hours. The Library also maintains computers for student use (for hours see <https://library.allegany.edu/polaris/>). At the Bedford County Campus, two computer labs are available for student use when those labs are not in use for classes or meetings. The Bedford County Campus library also has ten computers available for student use.

## DESKTOP SUPPORT

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Mozilla® Firefox®	Latest ESR - current version (including a 12-week overlap with the previous version)	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

## TABLET AND MOBILE SUPPORT

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android	Chrome	Latest
Apple	iOS®	Safari, Chrome	Latest
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

## SYSTEM REQUIREMENTS

Supported versions are the latest versions tested against the learning management system (LMS). Maintenance versions are older versions that are not tested extensively against the most recent version of the LMS. Browsers should have JavaScript and Cookies enabled.

	Minimum	Recommended
Operating System	Windows 7 or higher Mac OSX 10.8 or higher	Latest OS
Processor	Intel Core i3 or equivalent	Intel Core i5 or equivalent
Memory	8 GB of RAM	16 GB of RAM or higher
Monitor Resolution	1024 x 768	1280 x 1024 or higher
Free Hard Disk Space	5 GB of free disk space	20 GB or higher of free space
Internet Connection	Broadband (high-speed) Internet connection with a consistent minimum speed of 3 Mbps	Broadband (high-speed) Internet connection with a speed of 6Mbps or higher
Internet Browser	See list of supported browsers at <a href="https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm?Highlight=browser%20support">https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm?Highlight=browser%20support</a>	

## GENERAL EDUCATION GOALS FOR STUDENTS

Allegany College of Maryland's General Education Learning Outcomes have been developed in conjunction with Allegany College of Maryland's mission, vision, values, and goals. Updated in 2021, these learning outcomes are based on the Code of Maryland (COMAR) and on Middle States Characteristics of Excellence, Standard 3. 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 General Education Learning Outcomes:



**Arts and Humanities Inquiry**

*Apply fundamental knowledge, skills, and values to explore the uniquely human ways we experience the world.*

**Learning Outcomes**

- **AHI-1** Explain how various forms of written, oral, musical, and/or visual expression contribute to human knowledge and experience.
- **AHI-2** Utilize knowledge of various theoretical frameworks to analyze and respond to works in humanities and/or in the arts.
- **AHI-3** Demonstrate growth in creative expression.

**Critical Analysis and Reasoning**

*Analyze, evaluate, and synthesize ideas within and across disciplines to address complex questions and problems.*

**Learning Outcomes**

- **CAR-1** Identify problems and ask relevant questions.
- **CAR-2** Interpret information to investigate arguments, claims, and beliefs.
- **CAR-3** Support a position (perspective/thesis/hypothesis).
- **CAR-4** Identify and weigh alternative outcomes to a problem or case.
- **CAR-5** Summarize, generalize, and draw conclusions.

**Information Literacy**

*Access and integrate sources into written, oral, and/or visual media.*

**Learning Outcomes**

- **IL-1** Identify and access sources of information that are credible, relevant to a stated purpose, and appropriate within a discipline.
- **IL-2** Synthesize source material to support a specific point.
- **IL-3** Use an appropriate documentation style consistently and correctly to credit source material.

**Personal and Civic Responsibility**

*Explore and develop understanding of oneself and others, the community, other cultures, and issues of local, national, and global significance.*

**Learning Outcomes**

- **PCR-1** (Personal Awareness): Describe their own civic and cultural background, including its origins and development, assumptions, and predispositions.
- **PCR-2** (Cultural Awareness): Describe how cultural perspectives affect interpretations of an issue/topic in politics, society, the arts, and/or global relations.
- **PCR-3** (Civic Awareness and Community Involvement): Participate in a community project and then complete either a spoken or written reflection that identifies the civic issues encountered and personal insights gained from this community experience.

**Scientific and Quantitative Reasoning**

*Apply fundamental scientific and/or mathematical concepts to investigate, evaluate, and/or to solve problems.*

**Learning Outcomes**

- **SQR-1** Identify problems and formulate questions and hypotheses.
- **SQR-2** Collect and summarize data.
- **SQR-3** Draw appropriate conclusions based on data analysis.
- **SQR-4** Use mathematical skills to solve application and/or real-world problems.

**Technological Competency**

*Use the appropriate discipline-specific technologies to complete tasks effectively.*

**Learning Outcomes**

- **TC-1** Demonstrate effective use of a specific technology to achieve a desired task outcome.

**Written and Oral Communication**

*Use writing and speaking skills to communicate effectively.*

**Learning Outcomes**

- **WOC-1** Develop and articulate ideas coherently and cogently for a specific audience, purpose, and situation.
- **WOC-2** Use standard English and conventions of usage appropriate to a discipline to produce substantially error-free and precise communications.

- **WOC-3** Present ideas effectively through the use of delivery aids and techniques, such as of voice, eye contact, gestures, and posture.

**PROGRAM ADVISORY COMMITTEES**

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 Jennifer Campbell, *UPMC*

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 Garland Kearney, *Community Member*  
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 Kim Kaisner, R.N., Peace Healthcare at Lions Center  
 Julie Salonish, Thomas B. Finan Center  
 Mary Schriver, Moran Manor Nursing & Rehabilitation Center, LLC  
 Eva Wilson, Allegany Health Nursing & Rehabilitation

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**Advisory Committee**

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 Rita Fey, OTR/L, Golden Living Center of Cumberland  
 Kim Jenkins, COTA/L, •School Therapy Services  
 Randy McCombie, OTR/L, West Virginia University  
 Pam O'Baker, OTR/L, Egle Nursing & Rehab Center  
 Jane Riggleman, COTA/L, School Therapy Services  
 Laura Self, COTA/L  
 Kailee Torbet, COTA/L, The Hand Institute

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 John Beckman, R.Ph., Beckman's Pharmacy  
 Patricia Couter, CPhT, Pharmicare South Cumberland  
 Malinda Darber, R.Ph., Pharmicare South Cumberland  
 Joseph Glass, R.Ph., •Thomas B. Finan Center  
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 Alicia Maffley, R.Ph., Pharmicare Network  
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 Lisa Allshouse, PTA, CCCE, Total Rehab Care at Robinwood  
 Nicolette Bailey, School Therapy Services  
 Justin Bussard, PTA, UPMC Western Maryland  
 Tawny Cady, COTA/L, Odyssey Rehabilitation  
 Craig Chaney, PTA, Odyssey Rehabilitation  
 Emily Gombita, PTA, Care Centruers/Goodwill Mennonite  
 Cheryl Keefer, PTA, Ranking Physical Therapy  
 Brenda Shaffer, PTA, •Ryan Physical Therapy  
 Roy "Bucky" Whiteman, PT, MBA, Progressive Physical Therapy and Sports Medicine Clinic

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 Erin Fleming, *Western Maryland Hospital Center*  
 Jeff Ford, RRT, *University of Maryland Medical Center*  
 Brad Foringer, RRT, *West Virginia University Hospital*  
 Derek Green, RRT, *Potomac Valley Hospital*  
 Hope Harris, *Allegany County Board of Education*  
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 Terry Livengood, *UPMC Western Maryland*  
 Greg Madison, RRT, *Altoona Regional Hospital*  
 Dr. David Marshall, *UPMC Western Maryland*  
 Charles Martin, *Meritus Medical Center*  
 Dr. Stanley Matyasik, *UPMC Western Maryland*  
 Beverly Melmed, *Retired, Allegany College of Maryland*  
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 Jason Parker, *Winchester Medical Center*  
 Robert Porter, RRT, *Meritus Health*  
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 Melissa Rivera, RRT, *Children's National Medical Center*  
 Tom Scheller, RRT, *Children's National Medical Center*  
 Jason Smith, RRT, *Garrett Memorial Hospital*  
 Krista Stevens, RRT, *UPMC Western Maryland*  
 Jacqueline Stokes, RRT, *Johns Hopkins University Medical Center*  
 Matt Thomas, *Hampshire Memorial Hospital*  
 Rodney Vest, RRT, *West Virginia University Hospital*  
 Shawn Weaver, RRT, *Potomac Valley Sleep Center*  
 Jason Weber, RRT, *Somerset Hospital*  
 Representative of Winchester Medical Center

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**Advisory Committee**

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 Barbara Buehl, *Consultant for Allegany Tourism*  
 Courtney Jensen, *Media Relations Allegany Museum*  
 Leigh Ann Sipple, *Owner, Original Copy Company*  
 Danielle Willetts, *Owner, Little Dog Social Media*

# Programs



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## ADDICTIONS CERTIFICATE

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### PROGRAM OVERVIEW

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Annette Clark, *Program Director*  
 aclark@allegany.edu  
 Allied Health 239  
 301-784-5558

The Certificate in Addictions 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 Certificate in Addictions 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 Certificate courses are open to anyone who would like to enhance their resume or career portfolio or to individuals with an interest in addictions, the Certificate courses alone will not enable an individual to sit for the associate level Maryland State Addictions Counselor Certification Exam. Twenty-four credits (eight courses) are required to complete the certificate. The following courses must be passed with a "C" or better: Psychology 101, 286, 287, 289, and 205; Sociology 203, and Integrative Health 101.

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

### PROGRAM OVERVIEW

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#### REQUIRED PSYCHOLOGY COURSES

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PSYC-101	General Psychology
PSYC-205	Introduction to Abnormal Psychology
PSYC-286	Drugs and Human Behavior
PSYC-287	Addictions Treatment Delivery
PSYC-289	Ethics for the Addiction Counselor

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#### REQUIRED GENERAL COURSES

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BIO-116	Human Biology
IHLT-101	Mind/Body Skills for Health and Healing
SOC-203	Social Problems

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#### REQUIRED ELECTIVE COURSES

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Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

Restricted Elective - 2 credits

### PROGRAM OVERVIEW

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#### ADDICTIONS

#### ONE-YEAR CERTIFICATE

#### PREPARATION FOR EMPLOYMENT

	<u>Credit Hours</u>
<b>SUMMER SEMESTER</b>	
Psychology 101 (General Psychology)	3
Psychology 289 (Ethics for the Addiction Counselor)	3
Restricted Elective <sup>1</sup>	2
Total:	8
<b>FIRST SEMESTER</b>	
Psychology 205 (Introduction to Abnormal Psychology)	3
Psychology 286 (Drugs and Human Behavior)	3
Sociology 203 (Social Problems)	3
Total:	9
<b>SECOND SEMESTER</b>	
Biological Science 116 (Human Biology)	3
Integrative Health 101 (Mind/Body Skills for Health and Healing)	1
Psychology 287 (Addictions Treatment Delivery)	3
Total:	7
<b>Total Credit Hours:</b>	<b>24</b>

<sup>1</sup> Students may take Physical Education 122, 123, 126, 127, 145, and 153, or Human Service 297.

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

## APPLIED TECHNICAL STUDIES

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### PROGRAM OVERVIEW

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Advising Center  
 tverba@allegany.edu  
 301-784-5654

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 Advising Center staff 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.

### COURSE REQUIREMENTS

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#### REQUIRED GENERAL COURSES

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COMP-101	Computer Literacy
ENG-101	English Composition I

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#### REQUIRED ELECTIVE COURSES

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Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

**Electives - 30 credits**

**English Elective - 3 credits**

**Humanities Elective - 3 credits**

**Mathematic Elective - 3 credits**

**Natural Science Elective - 3 credits**

**Social and Behavioral Science Elective - 3 credits**

**Restricted Electives - 9 credits**

## PROGRAM PATH

### APPLIED TECHNICAL STUDIES

#### TWO-YEAR CAREER PROGRAM

#### PREPARATION FOR EMPLOYMENT

#### COMPUTER TECHNOLOGY

Computer Technology 101 (Computer Literacy)

#### Credit Hours

3

Total:

3

#### GENERAL EDUCATION

English 101 (English Composition I)

3

English Elective <sup>1</sup>

3

Humanities Elective

3

Mathematics Elective

3

Natural Science Elective

3

Social and Behavioral Science Elective

3

Total:

18

Restricted Electives <sup>2</sup>

9

Total:

9

Electives <sup>3</sup>

30

Total:

30

**Total Credit Hours:**

**60**

<sup>1</sup> English 112 (Business and Technical Communication) is recommended.

<sup>2</sup> 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).

<sup>3</sup> 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 (AOC)

### PROGRAM OVERVIEW

Jenna Gallion, *Division Chair*  
 jgallion@allegany.edu  
 Humanities 39  
 301-784-5239

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 Advising Center staff 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.

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## **COURSE REQUIREMENTS**

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### **REQUIRED ART COURSES**

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ART-101	Art Appreciation
ART-111	Design I
ART-112	Design II (Sculpture)
ART-121	Drawing I
ART-221	Drawing II
ART-223	Painting I

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### **REQUIRED GENERAL COURSES**

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ENG-101	English Composition I
COMP-101	Computer Literacy
MMTC-207	Graphics
SPCH-101	Speech Communication

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### **REQUIRED ELECTIVE COURSES**

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Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

**Electives - 9 credits**

**English Elective - 3 credits**

**Laboratory Science Electives - 8 credits**

**Mathematic Elective - 3 credits**

**Physical Activity Elective - 1 credit**

**Social and Behavioral Science Electives - 6 credits**

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## **PROGRAM PATH**

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**ART**

**AREA OF CONCENTRATION**

**PREPARATION FOR TRANSFER**

<u>FIRST SEMESTER</u>	<u>Credit Hours</u>
Art 111 (Design I)	3
Art 121 (Drawing I)	3
Computer Technology 101 (Computer Literacy)	3
English 101 (English Composition I)	3
Social and Behavioral Science Elective <sup>1, 2</sup>	3
Total:	15
 <u>SECOND SEMESTER</u>	
Art 112 (Design II)	3
Art 221 (Drawing II)	3
English Elective <sup>1</sup>	3
Mathematics Elective <sup>1</sup>	3
Physical Activity	1
Social and Behavioral Science Elective <sup>1, 2</sup>	3
Total:	16
 <u>THIRD SEMESTER</u>	
Art 101 (Art Appreciation)	3
Elective <sup>1</sup>	3
Laboratory Science Elective <sup>1</sup>	4
Multimedia Technology 207 (Graphics)	3
Speech 101 (Speech Communication)	3
Total:	16
 <u>FOURTH SEMESTER</u>	
Art 223 (Painting I)	3
Elective <sup>1</sup>	3
Elective <sup>1</sup>	3
Laboratory Science Elective <sup>1</sup>	4
Total:	13
<b>Total Credit Hours:</b>	<b>60</b>

<sup>1</sup> Students transferring to other institutions should check with their advisor or Advising Center staff for appropriate electives.

<sup>2</sup> 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.*

## **AUTOMOTIVE TECHNOLOGY**

### **PROGRAM OVERVIEW**

Raymond Hunt, *Program Director*  
rhunt@allegany.edu  
Automotive 108  
301-784-5461

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 Advising Center staff as soon as possible. Our program has been evaluated by the ASE Education Foundation 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 (each semester), a \$35 student uniform fee (Fall semester) and a \$45 ASE Testing Fee (Fall semester). 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.

## **COURSE REQUIREMENTS**

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### **REQUIRED AUTOMOTIVE COURSES**

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AUTO-101	Internal Combustion Engines I
AUTO-102	Internal Combustion Engines II
AUTO-103	Automotive Electricity I
AUTO-104	Automotive Fuel Systems
AUTO-105	Related Technical Automotive
AUTO-106	Automotive Ignition Systems
AUTO-114	Automotive Brakes
AUTO-201	Automotive Transmissions
AUTO-203	Engine Testing
AUTO-204	Body Repair and Refinishing
AUTO-206	Air Conditioning
AUTO-209	Automotive Diesel
AUTO-215	Steering and Suspension
AUTO-216	Automotive Electricity II

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### **REQUIRED GENERAL COURSES**

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ENG-101	English Composition I
ENG-112	Business and Technical Communication
MATH-105	Elements of Mathematics
SPCH-101	Speech Communication

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### **REQUIRED ELECTIVE COURSES**

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Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

**Business Administration Elective - 3 credits**

**Social and Behavioral Science Elective - 3 credits**

**Science Elective - 3-4 credits**

## **PROGRAM PATH**

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**AUTOMOTIVE TECHNOLOGY**

**TWO-YEAR CAREER PROGRAM**

**PREPARATION FOR EMPLOYMENT**

<u>FIRST SEMESTER</u>	<u>Credit Hours</u>
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)	2
English 101 (English Composition I)	3
Mathematics 105 (Elements of Mathematics)	3
<b>Total:</b>	<b>18</b>
<u>SECOND SEMESTER</u>	
Automotive Technology 102 (Internal Combustion Engines II)	4
Automotive Technology 104 (Automotive Fuel Systems)	3
Automotive Technology 106 (Automotive Ignition Systems)	2
Automotive Technology 209 (Automotive Diesel)	4
English 112 (Business and Technical Communication)	3
<b>Total:</b>	<b>16</b>
<u>THIRD SEMESTER</u>	
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)	3
<b>Total:</b>	<b>18</b>
<u>FOURTH SEMESTER</u>	
Automotive Technology 203 (Engine Testing)	4
Automotive Technology 206 (Air Conditioning)	2
Automotive Technology 216 (Automotive Electricity II)	4
Social and Behavioral Science Elective	3
Science Elective	3-4
<b>Total:</b>	<b>16-17</b>
<b>Total Credit Hours:</b>	<b>68-69</b>

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

## AUTOMOTIVE TECHNOLOGY CERTIFICATE

### PROGRAM OVERVIEW

Raymond Hunt , *Program Director*  
 rhunt@allegany.edu  
 Automotive 108  
 301-784-5461

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 ASE Education Foundation 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 (each semester), a \$35 student uniform fee (Fall semester), and a \$45 ASE Testing Fee (Fall semester). 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.

## COURSE REQUIREMENTS

### REQUIRED AUTOMOTIVE COURSES

AUTO-101	Internal Combustion Engines I
AUTO-102	Internal Combustion Engines II
AUTO-103	Automotive Electricity I
AUTO-104	Automotive Fuel Systems
AUTO-105	Related Technical Automotive
AUTO-106	Automotive Ignition Systems
AUTO-114	Automotive Brakes
AUTO-203	Engine Testing
AUTO-206	Air Conditioning
AUTO-209	Automotive Diesel
AUTO-210	Automotive Parts Management
AUTO-215	Steering and Suspension

### PROGRAM PATH

#### AUTOMOTIVE TECHNOLOGY

#### ONE-YEAR CAREER PROGRAM

#### PREPARATION FOR EMPLOYMENT

#### FIRST SEMESTER

	<u>Credit Hours</u>
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 203 (Engine Testing)	4
Automotive Technology 206 (Air Conditioning)	2
Automotive Technology 209 (Automotive Diesel)	4
Total:	19
<b>Total Credit Hours:</b>	<b>35</b>

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

#### SUMMER SEMESTER

	<u>Credit Hours</u>
*Automotive Technology 210 (Automotive Parts Management)	4
Total:	4

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

## AUTOMOTIVE SERVICE ATTENDANT CERTIFICATE

### PROGRAM OVERVIEW

Raymond Hunt, *Program Director*  
 rhunt@allegany.edu  
 Automotive 108  
 301-784-5461

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 and a \$35 student uniform 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.

## COURSE REQUIREMENTS

### REQUIRED AUTOMOTIVE COURSES

AUTO-107	Basic Automotive Service
AUTO-109	Basic Engine Service
AUTO-110	Basic Transmission and Driveline Service
AUTO-112	Basic Chassis and Brakes

### PROGRAM PATH

#### AUTOMOTIVE SERVICE ATTENDANT ONE-SEMESTER CAREER PROGRAM PREPARATION FOR EMPLOYMENT

	<u>Credit Hours</u>
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
<b>Total Credit Hours:</b>	<b>16</b>

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

## BIOLOGY (AOC)

### PROGRAM OVERVIEW

Donna Brunelli, *Chair Science Division*  
dbrunelli@allegany.edu  
Science 51  
301-784-5246

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 Advising Center staff 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.

## COURSE REQUIREMENTS

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### REQUIRED SCIENCE COURSES

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BIO-101	General Biology I
BIO-102	General Biology II
BIO-103 or BIO-204 or BIO-206	General Botany or Microbiology or Biotechnology (Medical Laboratory Technology 206)
CHEM-101	General Chemistry I
CHEM-102	General Chemistry II
CHEM-203 or PHYS-101	Organic Chemistry I or Introductory Physics I
CHEM-204 or PHYS-102	Organic Chemistry II or Introductory Physics II

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### REQUIRED GENERAL COURSES

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ENG-101	English Composition I
ENG-103 or Arts and Humanities Elective	Introduction to Literature or Arts and Humanities Elective
MATH-109	Probability and Statistics
MATH-119 or MATH-201	Pre-Calculus I or Calculus I
PSYC-101 or Social and Behavioral Science Elective	General Psychology or Social and Behavioral Science Elective

\*ENG-103 or Arts and Humanities Elective - Depends on transfer institution. Consult advisor.

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### REQUIRED ELECTIVE COURSES

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Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

Arts and Humanities Elective - 3 credits

Elective - 2 credits

Laboratory Science Elective - 4 credits

Social and Behavioral Science Elective - 3 credits

### PROGRAM PATH

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BIOLOGY

AREA OF CONCENTRATION

PREPARATION FOR TRANSFER

<u>FIRST SEMESTER</u>	<u>Credit Hours</u>
Biological Science 101 (General Biology I)	4
Chemistry 101 (General Chemistry I)	4
English 101 (English Composition I)	3
Mathematics 119* or 201 (Pre-Calculus I or Calculus I)	4
Total:	15
 <u>SECOND SEMESTER</u>	
Biological Science 102 (General Biology II)	4
Chemistry 102 (General Chemistry II)	4
English 103* (Introduction to Literature) or Arts and Humanities Elective <sup>1</sup>	3
Mathematics 109 (Probability and Statistics)	3
Total:	14
 <u>THIRD SEMESTER</u>	
<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
Psychology 101 (General Psychology) or Social and Behavioral Science Elective <sup>2</sup>	3
Total:	15
 <u>FOURTH SEMESTER</u>	
Arts and Humanities Elective <sup>1</sup>	3
Chemistry 204 or Physics 102 (Organic Chemistry II or Introductory Physics II)	4
Elective	2
Laboratory Science Elective	4
Social and Behavioral Science Elective <sup>2</sup>	3
Total:	16
<b>Total Credit Hours:</b>	<b>60</b>

\* Depends on transfer institution. Consult advisor.

<sup>1</sup> Arts and Humanities elective must be from two different disciplines.

<sup>2</sup> 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 (AOC)**

### **PROGRAM OVERVIEW**

Robin Imgrund, *Division Chair*  
 rimgrund@allegany.edu  
 Humanities 17  
 301-784-5185

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 Advising Center staff 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.

### **COURSE REQUIREMENTS**

#### **REQUIRED BUSINESS COURSES**

BUAD-207	Managerial Accounting
BUAD-213	Principles of Management
BUAD-215	Financial Accounting
BUAD-216	Principles of Marketing
ECON-201	Principles of Macroeconomics
ECON-202	Principles of Microeconomics

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## REQUIRED GENERAL COURSES

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COMP-101	Computer Literacy
ENG-101	English Composition I
MATH-102	College Algebra
MATH-109	Probability and Statistics
MATH-200 or Elective	Calculus for Applications or Elective
SPCH-101	Speech Communication

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## REQUIRED ELECTIVE COURSES

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Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

**Elective- 3 credits**

**English Elective - 3 credits**

**Humanities Elective - 3 credits**

**Laboratory Science Electives - 8 credits**

**Physical Activity Elective - 1 credit**

**Social and Behavioral Science Electives - 6 credits**

## PROGRAM PATH

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**BUSINESS ACCOUNTING**

**AREA OF CONCENTRATION**

**PREPARATION FOR TRANSFER**

<u>FIRST SEMESTER</u>	<u>Credit Hours</u>
Business Administration 216 (Principles of Marketing)	3
Computer Technology 101 (Computer Literacy)	3
English 101 (English Composition I)	3
Mathematics 102 (College Algebra)	3
Speech 101 (Speech Communication)	3
Total:	15
<u>SECOND SEMESTER</u>	
Business Administration 215 (Financial Accounting)	3
English Elective	3
Humanities Elective	3
Mathematics 200 (Calculus for Applications) or Elective <sup>1</sup>	3
Physical Activity <sup>2</sup>	1
Total:	13
<u>THIRD SEMESTER</u>	
Business Administration 207 (Managerial Accounting)	3
Economics 201 (Principles of Macroeconomics)	3
Laboratory Science Elective	4
Mathematics 109 (Probability and Statistics)	3
Social and Behavioral Science Elective <sup>3</sup>	3
Total:	16
<u>FOURTH SEMESTER</u>	
Business Administration 213 (Principles of Management)	3
Economics 202 (Principles of Microeconomics)	3
Elective <sup>4</sup>	3
Laboratory Science Elective	4
Social and Behavioral Science Elective <sup>3</sup>	3
Total:	16
<b>Total Credit Hours:</b>	<b>60</b>

<sup>1</sup> Mathematics 200 (Calculus for Applications) is a required course for many transfer institutions. Consult with your advisor.

<sup>2</sup> Students should consult with their advisor or Advising Center staff in selecting the most appropriate Physical Education course.

<sup>3</sup> Courses must be completed from two different Social and Behavioral Science disciplines.

<sup>4</sup> Consult with your advisor or Advising Center staff on an appropriate elective course.

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

## **BUSINESS ACCOUNTING CERTIFICATE**

### **PROGRAM OVERVIEW**

Robin Imgrund, *Division Chair*  
 rimgrund@allegany.edu  
 Humanities 17  
 301-784-5185

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 Advising Center staff regarding specific program and course transfer issues.

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

### **COURSE REQUIREMENTS**

#### **REQUIRED BUSINESS COURSES**

BUAD-101	Introduction to Business
BUAD-108	Personal Finance
BUAD-207	Managerial Accounting

BUAD-215  
BUAD-218

Financial Accounting  
Accounting Systems and Software

**REQUIRED GENERAL COURSES**

COMP-221 or  
Business Elective  
COMP-101  
ENG-101

Office Applications I or Business Elective  
Computer Literacy  
English Composition I

**REQUIRED ELECTIVE COURSES**

Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

Economics Elective - 3 credits

Mathematic Elective - 3 credits

**PROGRAM PATH**

**BUSINESS ACCOUNTING**

**ONE-YEAR CAREER PROGRAM**

**PREPARATION FOR EMPLOYMENT**

FIRST SEMESTER

Business Administration 101 (Introduction to Business)  
Business Administration 108 (Personal Finance)  
Business Administration 215 (Financial Accounting)  
Computer Technology 101 (Computer Literacy)  
English 101 (English Composition I)

Credit Hours

3  
3  
3  
3  
3

Total: 15

SECOND SEMESTER

Business Administration 207 (Managerial Accounting)  
Business Administration 218 (Accounting Systems and Software)  
Business Elective or Computer Technology 221 (Office Applications I)  
Economics Elective  
Mathematics Elective

3  
3  
3  
3  
3

Total: 15

**Total Credit Hours: 30**

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

**BUSINESS ADMINISTRATION (TRANSFER)**

**PROGRAM OVERVIEW**

Robin Imgrund, *Division Chair*  
rimgrund@allegany.edu  
Humanities 17  
301-784-5185

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 Advising Center to alter this program to meet the specific requirements of the particular four-year institution. The Advising Center staff 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.

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**COURSE REQUIREMENTS**


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**REQUIRED BUSINESS COURSES**


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BUAD-101	Introduction to Business
BUAD-207	Managerial Accounting
BUAD-210	Business Law
BUAD-213	Principles of Management
BUAD-215	Financial Accounting
BUAD-216	Principles of Marketing
ECON-201	Principles of Macroeconomics
ECON-202	Principles of Microeconomics

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**REQUIRED GENERAL COURSES**


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COMP-101	Computer Literacy
ENG-101	English Composition I
MATH-102	College Algebra
MATH-109	Probability and Statistics
MATH-200 or Elective	Calculus for Applications or Elective
SPCH-101	Speech Communication

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**REQUIRED ELECTIVE COURSES**


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Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

English Elective - 3 credits

Humanities Elective - 3 credits

Laboratory Science Electives - 8 credits

Physical Activity Elective - 1 credit

Social and Behavioral Science Elective - 3 credits

**PROGRAM PATH**


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**BUSINESS ADMINISTRATION**

**PREPARATION FOR TRANSFER**

<u>FIRST SEMESTER</u>	<u>Credit Hours</u>
Business Administration 101 (Introduction to Business)	3
Business Administration 216 (Principles of Marketing)	3
Computer Technology 101 (Computer Literacy)	3
English 101 (English Composition I)	3
Mathematics 102 (College Algebra)	3
Total:	15
<u>SECOND SEMESTER</u>	
Business Administration 213 (Principles of Management)	3
Business Administration 215 (Financial Accounting)	3
English Elective	3
Mathematics 200 (Calculus for Applications) or Elective <sup>1</sup>	3
Speech 101 (Speech Communication)	3
Total:	15
<u>THIRD SEMESTER</u>	
Business Administration 207 (Managerial Accounting)	3
Economics 201 (Principles of Macroeconomics)	3
Laboratory Science Elective	4
Physical Activity <sup>2</sup>	1
Mathematics 109 (Probability and Statistics)	3
Total:	14
<u>FOURTH SEMESTER</u>	
Business Administration 210 (Business Law)	3
Economics 202 (Principles of Microeconomics)	3
Humanities Elective	3
Laboratory Science Elective	4
Social and Behavioral Science Elective	3
Total:	16
<b>Total Credit Hours:</b>	<b>60</b>

<sup>1</sup> Mathematics 200 (Calculus for Applications) is a required course for many transfer institutions. Consult with your advisor.

<sup>2</sup> Students should consult with their advisor or Advising Center staff in selecting the most appropriate Physical Education courses.

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

## **BUSINESS ECONOMICS (AOC)**

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### **PROGRAM OVERVIEW**

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Robin Imgrund, *Division Chair*  
 rimgrund@allegany.edu  
 Humanities 17  
 301-784-5185

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 Advising Center staff 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.

### **COURSE REQUIREMENTS**

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#### **REQUIRED BUSINESS COURSES**

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BUAD-213	Principles of Management
BUAD-216	Principles of Marketing
ECON-201	Principles of Macroeconomics
ECON-202	Principles of Microeconomics

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**REQUIRED GENERAL COURSES**

COMP-101	Computer Literacy
ENG-101	English Composition I
MATH-102	College Algebra
MATH-109	Probability and Statistics
MATH-200	Calculus for Applications

**REQUIRED ELECTIVE COURSES**

Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

**Elective - 9 credits**

**English Elective - 3 credits**

**Humanities Electives - 6 credits**

**Laboratory Science Electives - 8 credits**

**Physical Activity Elective - 1 credit**

**Social and Behavioral Science Electives - 6 credits**

**PROGRAM PATH**

**BUSINESS ECONOMICS**

**AREA OF CONCENTRATION**

**PREPARATION FOR TRANSFER**

FIRST SEMESTER

	<u>Credit Hours</u>
Computer Technology 101 (Computer Literacy)	3
Elective <sup>1</sup>	3
English 101 (English Composition I)	3
Mathematics 102 (College Algebra)	3
Social and Behavioral Science	3
Elective <sup>2</sup>	
Total:	15

SECOND SEMESTER

Elective <sup>1</sup>	3
English Elective <sup>1</sup>	3
Humanities Elective <sup>3</sup>	3
Mathematics 200 (Calculus for Applications)	3
Social and Behavioral Science Elective	3
Total:	15

THIRD SEMESTER

Business Administration 216 (Principles of Marketing)	3
Economics 201 (Principles of Macroeconomics)	3
Humanities Elective <sup>3</sup>	3
Laboratory Science Elective	4
Mathematics 109 (Probability and Statistics)	3
Total:	16

FOURTH SEMESTER

Business Administration 213 (Principles of Management)	3
Economics 202 (Principles of Microeconomics)	3
Elective <sup>1</sup>	3
Laboratory Science Elective	4
Physical Activity <sup>4</sup>	1
Total:	14
<b>Total Credit Hours:</b>	<b>60</b>

<sup>1</sup> Consult with your advisor or Advising Center staff on an appropriate elective.

<sup>2</sup> Courses must be completed from two different Social and Behavioral Science disciplines.

<sup>3</sup> Courses must be completed from two different Humanities disciplines.

<sup>4</sup> Students should consult with their advisor or Advising Center staff in selecting the most appropriate Physical Education course.

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

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## BUSINESS ENTREPRENEURSHIP CERTIFICATE

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### PROGRAM OVERVIEW

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Robin Imgrund, *Division Chair*  
rimgrund@allegany.edu  
Humanities 17  
301-784-5185

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 Advising Center staff regarding specific program course transfer issues.

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

### COURSE REQUIREMENTS

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#### REQUIRED BUSINESS COURSES

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BUAD-101	Introduction to Business
BUAD-104	Sales and Customer Service
BUAD-108	Personal Finance
BUAD-206	Entrepreneurship
BUAD-210	Business Law
BUAD-213	Principles of Management
BUAD-215	Financial Accounting
BUAD-216	Principles of Marketing

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#### REQUIRED GENERAL COURSES

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COMP-101	Computer Literacy
ENG-101	English Composition I

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### PROGRAM PATH

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

<u>FIRST SEMESTER</u>	<u>Credit Hours</u>
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 (English Composition I)	3
Total:	15
<u>SECOND SEMESTER</u>	
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
<b>Total Credit Hours:</b>	<b>30</b>

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

## **BUSINESS ENTREPRENEURSHIP TRAINING (LOR)**

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### **PROGRAM OVERVIEW**

Robin Imgrund, *Division Chair*  
 rimgrund@allegany.edu  
 Humanities 17  
 301-784-5185

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.

### **COURSE REQUIREMENTS**

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#### **REQUIRED BUSINESS COURSES**

BUAD-101	Introduction to Business
BUAD-104	Sales and Customer Service
BUAD-206	Entrepreneurship

### **PROGRAM PATH**

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#### **BUSINESS MANAGEMENT**

#### **ENTREPRENEURSHIP TRAINING**

#### **LETTER OF RECOGNITION**

#### **PREPARATION FOR EMPLOYMENT**

	<u>Credit Hours</u>
Business Administration 101 (Introduction to Business)	3
Business Administration 104 (Sales and Customer Service)	3
Business Administration 206 (Entrepreneurship)	3
<b>Total Credit Hours:</b>	<b>9</b>

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

**BUSINESS FIRST-LINE SUPERVISION (LOR)**

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**PROGRAM OVERVIEW**

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Robin Imgrund, *Division Chair*  
 rimgrund@allegany.edu  
 Humanities 17  
 301-784-5185

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.

**COURSE REQUIREMENTS**

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**REQUIRED BUSINESS COURSES**

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BUAD-101	Introduction to Business
BUAD-110	Business Professionalism and Ethics
BUAD-209 or	Human Resources and Supervision or
BUAD-213	Principles of Management

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**REQUIRED ELECTIVE COURSES**

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Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

Elective - 3 credits

**PROGRAM PATH**

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

	<u>Credit Hours</u>
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
<b>Total Credit Hours:</b>	<b>11</b>

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

**BUSINESS MANAGEMENT**

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**PROGRAM OVERVIEW**

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Robin Imgrund, *Division Chair*  
 rimgrund@allegany.edu  
 Humanities 17  
 301-784-5185

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 Advising Center staff 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.

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## COURSE REQUIREMENTS

### REQUIRED BUSINESS COURSES

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BUAD-101	Introduction to Business
BUAD-104	Sales and Customer Service
BUAD-110	Business Professionalism and Ethics
BUAD-206	Entrepreneurship
BUAD-207	Managerial Accounting
BUAD-210	Business Law
BUAD-215	Financial Accounting
BUAD-216	Principles of Marketing
BUAD-108 or	Personal Finance or
BUAD-218	Accounting Systems and Software
BUAD-213 or	Principles of Management or
BUAD-209	Human Resources and Supervision
BUAD-270	Field Placement

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### REQUIRED GENERAL COURSES

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COMP-101	Computer Literacy
COMP-221	Office Applications I
ENG-101	English Composition I
HUM-110 or	Interdisciplinary Leadership I or
ENG-112	Business and Technical Communication
SPCH-101	Speech Communication

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### REQUIRED ELECTIVE COURSES

Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

**Economics Elective - 3 credits**

**Mathematic Elective - 3 credits**

**Physical Activity Elective - 1 credit**

**Science Elective - 3 credits**

**Social and Behavioral Science Elective - 3 credits**

### PROGRAM PATH

**BUSINESS MANAGEMENT**

**TWO-YEAR CAREER PROGRAM**

**PREPARATION FOR EMPLOYMENT**

<u>FIRST SEMESTER</u>	<u>Credit Hours</u>
Business Administration 101 (Introduction to Business)	3
Business Administration 216 (Principles of Marketing)	3
Computer Technology 101 (Computer Literacy)	3
English 101 (English Composition I)	3
Mathematics Elective	3
Total:	15
<u>SECOND SEMESTER</u>	
Business Administration 104 (Sales and Customer Service)	3
Business Administration 110 (Business Professionalism and Ethics)	2
Business Administration 215 (Financial Accounting)	3
Computer Technology 221 (Office Applications I)	3
Physical Activity <sup>1</sup>	1
Speech 101 (Speech Communication)	3
Total:	15
<u>THIRD SEMESTER</u>	
Business Administration 206 (Entrepreneurship)	3
Business Administration 207 (Managerial Accounting)	3
Business Administration 108 or 218 (Personal Finance or Accounting Systems and Software)	3
Economics Elective	3
Humanities 110 or English 112 (Interdisciplinary Leadership I or Business and Technical Communication)	3
Total:	15
<u>FOURTH SEMESTER</u>	
Business Administration 210 (Business Law)	3
Business Administration 213 or 209 (Principles of Management or Human Resources and Supervision)	3
Business Administration 270 (Field Placement)	3
Science Elective	3
Social and Behavioral Science Elective <sup>2</sup>	3
Total:	15
<b>Total Credit Hours:</b>	<b>60</b>

<sup>1</sup> Students should consult with their advisor or Advising Center staff in selecting the most appropriate Physical Education course.

<sup>2</sup> 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 MANAGEMENT ACCOUNTING (LOR)**

### **PROGRAM OVERVIEW**

Robin Imgrund, *Division Chair*  
 rimgrund@allegany.edu  
 Humanities 17  
 301-784-5185

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.

### **COURSE REQUIREMENTS**

#### **REQUIRED BUSINESS COURSES**

BUAD-101	Introduction to Business
BUAD-108 or	Personal Finance or
BUAD-218	Accounting Systems and Software
BUAD-215	Financial Accounting

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**PROGRAM PATH**

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

	<u>Credit Hours</u>
Business Administration 101 (Introduction to Business)	3
Business Administration 108 or 218 (Personal Finance or Accounting Systems and Software)	3
Business Administration 215 (Financial Accounting)	3
<b>Total Credit Hours:</b>	<b>9</b>

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

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**BUSINESS MARKETING AND SALES CERTIFICATE**

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**PROGRAM OVERVIEW**

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Robin Imgrund, *Division Chair*  
 rimgrund@allegany.edu  
 Humanities 17  
 301-784-5185

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 Advising Center staff 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.

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**COURSE REQUIREMENTS**

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**REQUIRED BUSINESS COURSES**

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BUAD-101	Introduction to Business
BUAD-104	Sales and Customer Service
BUAD-206	Entrepreneurship
BUAD-213	Principles of Management
BUAD-216	Principles of Marketing

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**REQUIRED GENERAL COURSES**

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COMP-101	Computer Literacy
COMP-191	Web Page Development
ENG-101	English Composition I
MMTC-207	Graphics
SPCH-101	Speech Communication

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**PROGRAM PATH**

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

**FIRST SEMESTER**

	Credit Hours
Business Administration 101 (Introduction to Business)	3
Business Administration 206 (Entrepreneurship)	3
Computer Technology 101 (Computer Literacy)	3
English 101 (English Composition I)	3
Speech 101 (Speech Communication)	3
<b>Total:</b>	<b>15</b>

**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
<b>Total:</b>	<b>15</b>
<b>Total Credit Hours:</b>	<b>30</b>

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

**BUSINESS MARKETING AND SALES TRAINING (LOR)**

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**PROGRAM OVERVIEW**

Robin Imgrund, *Division Chair*  
 rimgrund@allegany.edu  
 Humanities 17  
 301-784-5185

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.

**COURSE REQUIREMENTS**

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**REQUIRED BUSINESS COURSES**

BUAD-101	Introduction to Business
BUAD-104	Sales and Customer Service
BUAD-216	Principles of Marketing

**PROGRAM PATH**

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**BUSINESS MANAGEMENT**

**MARKETING AND SALES TRAINING**

**LETTER OF RECOGNITION**

**PREPARATION FOR EMPLOYMENT**

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

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



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## BUSINESS SUPERVISION CERTIFICATE

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### PROGRAM OVERVIEW

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Robin Imgrund, *Division Chair*  
 rimgrund@allegany.edu  
 Humanities 17  
 301-784-5185

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 Advising Center staff regarding specific program and course transfer issues.

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

### COURSE REQUIREMENTS

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#### REQUIRED BUSINESS COURSES

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BUAD-101	Introduction to Business
BUAD-110	Business Professionalism and Ethics
BUAD-210	Business Law
BUAD-215	Financial Accounting
BUAD-209 or	Human Resources and Supervision or
BUAD-213	Principles of Management
BUAD-216	Principles of Marketing

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#### REQUIRED GENERAL COURSES

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COMP-101	Computer Literacy
ENG-101	English Composition I
ENG-112	Business and Technical Communication
HUM-110 or	Interdisciplinary Leadership I or
SPCH-101	Speech Communication

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#### REQUIRED ELECTIVE COURSES

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Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

Elective - 1 credit

### PROGRAM PATH

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

<u>FIRST SEMESTER</u>	<u>Credit Hours</u>
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 (English Composition I)	3
Total:	15
<u>SECOND SEMESTER</u>	
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 Communication)	3
Humanities 110 or Speech 101 (Interdisciplinary Leadership I or Speech Communication)	3
Total:	15
<b>Total Credit Hours:</b>	<b>30</b>

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

## CHEMISTRY (AOC)

### PROGRAM OVERVIEW

Steven Heninger, *Professor of Physics*  
sheninger@allegany.edu  
Science 70  
301-784-5257

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 Advising Center staff 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.

### COURSE REQUIREMENTS

#### REQUIRED CHEMISTRY COURSES

CHEM-101	General Chemistry I
CHEM-102	General Chemistry II
CHEM-203	Organic Chemistry I
CHEM-204	Organic Chemistry II

#### REQUIRED GENERAL COURSES

ENG-101	English Composition I
ENG-103 or Arts and Humanities Elective	Calculus for Applications or Arts and Humanities Elective
MATH-201	Calculus I
MATH-202	Calculus II
MATH-203 or BIO-101	Calculus III <i>or</i> General Biology I
MATH-206 or Laboratory Science Elective	*Most 4-year institutions require Mathematics 203 (Calculus III) for their chemistry degree. Differential Equations or Laboratory Science Elective
PHYS-101 or PHYS-201	Introductory Physics I or General Physics I
PHYS-102 or PHYS-202	*Most 4-year institutions require Physics 201/202 (General Physics I & II) for their chemistry degree Introductory Physics II or General Physics II

SPCH-101 or  
Arts and Humanities Elective

Speech Communication or Arts and Humanities Elective

## REQUIRED ELECTIVE COURSES

Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

Electives - 5 credits

Social and Behavioral Science Electives - 6 credits

## PROGRAM PATH

### CHEMISTRY

#### AREA OF CONCENTRATION

#### PREPARATION FOR TRANSFER

#### FIRST SEMESTER

	<u>Credit Hours</u>
Chemistry 101 (General Chemistry I)	4
English 101 (English Composition I)	3
Mathematics 201 (Calculus I)	4
Social and Behavioral Science Elective <sup>1</sup>	3
Total:	14

#### SECOND SEMESTER

Chemistry 102 (General Chemistry II)	4
Elective	3
English 103 (Introduction to Literature) or Arts and Humanities Elective <sup>2</sup>	3
Mathematics 202 (Calculus II)	4
Social and Behavioral Science Elective <sup>1</sup>	3
Total:	17

#### THIRD SEMESTER

Chemistry 203 (Organic Chemistry I)	4
Mathematics 203* or Biological Science 101 (Calculus III* or General Biology I)	4
Physics 101 or 201 (Introductory Physics I or General Physics I)**	4
Speech 101 (Speech Communication) or Arts and Humanities Elective <sup>2</sup>	3
Total:	15

#### FOURTH SEMESTER

Chemistry 204 (Organic Chemistry II)	4
Elective	2
Mathematics 206 (Differential Equations) or Laboratory Science Elective	4
Physics 102 or 202 (Introductory Physics II or General Physics II)**	4
Total:	14
<b>Total Credit Hours:</b>	<b>60</b>

\* 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.

<sup>1</sup> Social and Behavioral Science elective must be from two different disciplines.

<sup>2</sup> Arts and Humanities elective must be from two different disciplines.

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

## COMPUTER TECHNOLOGY - APPLICATIONS USER SPECIALIST CERTIFICATE

### PROGRAM OVERVIEW

James House Jr., Department Chair  
jhouse@allegany.edu  
Technology 226  
301-784-5308

This certificate program is designed to provide the student with a working knowledge of the latest software applications. All credits are transferable to the Computer Technology 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 Advising Center staff as soon as possible.

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

## COURSE REQUIREMENTS

### REQUIRED COMPUTER TECHNOLOGY COURSES

COMP-101	Computer Literacy
COMP-103	Computer Logic
COMP-107	Introduction to Cybersecurity
COMP-109	Emerging Technologies
COMP-114	Mobile Application Development
COMP-191	Web Page Development
COMP-219 or	Operating Systems or
COMP-220	Linux Operating System
COMP-221	Office Applications I
COMP-229	Database Design and Implementation
<b>Computer Technology 200-Level Elective</b>	Computer Technology 200-Level Elective

## PROGRAM PATH

### APPLICATIONS USER SPECIALIST

#### ONE-YEAR CERTIFICATE

#### PREPARATION FOR EMPLOYMENT

	<u>Credit Hours</u>
Computer Technology 101 (Computer Literacy)	3
Computer Technology 103 (Computer Logic)	4
Computer Technology 107 (Introduction to Cybersecurity)	3
Computer Technology 109 (Emerging Technologies)	3
Computer Technology 114 (Mobile Application Development)	3
Computer Technology 191 (Web Page Development)	3
Computer Technology 219 or 220 (Operating Systems or Linux OS)	3
Computer Technology 221 (Office Applications I)	3
Computer Technology 229 (Database Design and Implementation)	3
Computer Technology 200-Level Elective <sup>1</sup>	3
<b>Total Credit Hours:</b>	<b>31</b>

<sup>1</sup> 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 SCIENCE (SECURE COMPUTING AND INFORMATION SYSTEMS) (TRANSFER)

### PROGRAM OVERVIEW

James House Jr., *Department Chair*  
 jhouse@allegany.edu  
 Technology 226  
 301-784-5308

If a student wishes to earn an associate's degree from Allegany College of Maryland and then transfer to a four-year college to earn a bachelor's degree in computer science, this program of study will provide an appropriate preparation for such transfer. It must be noted that different colleges may require different coursework. Students should work closely with their advisor and a staff member in the Advising Center to alter this program to meet the specific transfer requirements of the particular four-year institution. The Advising Center staff 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.

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**COURSE REQUIREMENTS**

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**REQUIRED COMPUTER TECHNOLOGY COURSES**

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COMP-101	Computer Literacy
COMP-103	Computer Logic
COMP-107	Introduction to Cybersecurity
COMP-201	Security +
COMP-202	Digital Forensics
COMP-216	Cyber Law (Criminal Justice 216)
COMP-234	Computer Science Programming I
COMP-238	Computer Science Programming II
COMP-289	Security+ Certification Exam Review

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**REQUIRED GENERAL COURSES**

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ART-101 or MUS-112	Art Appreciation or Music Appreciation
ENG-101	English Composition I
MATH-109	Probability and Statistics
MATH-200	Calculus for Applications
SPCH-101	Speech Communication

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**REQUIRED ELECTIVE COURSES**

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Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

Humanities Elective - 3 credits

Laboratory Science Electives - 8 credits

Social and Behavioral Science Electives - 6 credits

**PROGRAM PATH**

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COMPUTER SCIENCE

SECURE COMPUTING AND INFORMATION SYSTEMS

PREPARATION FOR TRANSFER

<u>FIRST SEMESTER</u>	<u>Credit Hours</u>
Computer Technology 101 (Computer Literacy)	3
Computer Technology 103 (Computer Logic)	4
Computer Technology 107 (Introduction to Cybersecurity)	3
English 101 (English Composition I)	3
Mathematics 109 (Probability and Statistics)	3
Total:	16
<u>SECOND SEMESTER</u>	
Art 101 or Music 112 (Art Appreciation or Music Appreciation)	3
Computer Technology 201 (Security +)	3
Laboratory Science Elective	4
Mathematics 200 (Calculus for Applications)	3
Social and Behavioral Science Elective	3
Total:	16
<u>THIRD SEMESTER</u>	
Computer Technology 234 (Computer Science Programming I)	4
Humanities Elective	3
Laboratory Science Elective	4
Social and Behavioral Science Elective	3
Total:	14
<u>FOURTH SEMESTER</u>	
Computer Technology 202 (Digital Forensics)	3
Computer Technology 216 (Cyber Law)	3
Computer Technology 238 (Computer Science Programming II)	4
Computer Technology 289 (Security + Certification Exam Review)	1
Speech 101 (Speech Communication)	3
Total:	14
<b>Total Credit Hours:</b>	<b>60</b>

*\*NOTE: With a student's focus in 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.*

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

## **COMPUTER TECHNOLOGY**

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.

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

<u>FIRST SEMESTER</u>	<u>Credit Hours</u>
Computer Technology 101 (Computer Literacy)	3
Computer Technology 103 (Computer Logic)	4
Computer Technology 107 (Introduction to Cybersecurity)	3
English 101 (English Composition I)	3
Mathematics Elective	3
Total:	16

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

## **COMPUTER TECHNOLOGY - CYBERSECURITY (AOC)**

### **PROGRAM OVERVIEW**

James House, Jr., Department Chair

jhouse@allegany.edu  
 Technology 226  
 301-784-5308

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.

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## COURSE REQUIREMENTS

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### REQUIRED COMPUTER TECHNOLOGY COURSES

COMP-101	Computer Literacy
COMP-103	Computer Logic
COMP-107	Introduction to Cybersecurity
COMP-109	Emerging Technologies
COMP-180	PC Architecture
COMP-201	Security +
COMP-202	Digital Forensics
COMP-216	Cyber Law (Criminal Justice 216)
COMP-219 or	Operating Systems or
COMP-220	Linux Operating System
COMP-225	Introduction to Networking
COMP-239	Cisco Networking 2
COMP-245	Ethical Hacking
COMP-288	A+ Certification Exam Review
COMP-289	Security+ Certification Exam Review

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### REQUIRED GENERAL COURSES

BUAD-101 or	Introduction to Business or
BUAD-104	Sales and Customer Service
ENG-101	English Composition I
ENG-112	Business and Technical Communication
SPCH-101	Speech Communication

---

### REQUIRED ELECTIVE COURSES

Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

Science Elective - 3 credits

Mathematics Elective - 3 credits

Social and Behavioral Science Elective - 3 credits

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## PROGRAM PATH

CYBERSECURITY

AREA OF CONCENTRATION

<u>FIRST SEMESTER</u>	<u>Credit Hours</u>
Computer Technology 101 (Computer Literacy)	3
Computer Technology 103 (Computer Logic)	4
Computer Technology 107 (Introduction to Cybersecurity)	3
English 101 (English Composition I)	3
Mathematics Elective	3
Total:	16
<u>SECOND SEMESTER</u>	
Computer Technology 219 or 220 (Operating Systems or Linux OS)	3
Computer Technology 225 (Introduction to Networking)	3
English 112 (Business and Technical Communication)	3
Social and Behavioral Science Elective	3
Speech 101 (Speech Communication)	3
Total:	15
<u>THIRD SEMESTER</u>	
Computer Technology 109 (Emerging Technologies)	3
Computer Technology 180 (PC Architecture)	3
Computer Technology 201 (Security +)	3
Computer Technology 239 (Cisco Networking 2)	3
Science Elective	3
Total:	15
<u>FOURTH SEMESTER</u>	
Business Administration 101 or 104 (Introduction to Business or Sales and Customer Service)	3
Computer Technology 202 (Digital Forensics)	3
Computer Technology 216 (Cyber Law)	3
Computer Technology 245 (Ethical Hacking)	3
Computer Technology 288 (A+ Certification Exam Review)	1
Computer Technology 289 (Security + Certification Exam Review)	1
Total:	14
<b>Total Credit Hours:</b>	<b>60</b>

\*Computer Technology 240 (Field Placement) can be used as a substitute 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.

## COMPUTER TECHNOLOGY - PROGRAMMING (AOC)

### PROGRAM OVERVIEW

James House, Jr., *Department Chair*  
 jhouse@allegany.edu  
 Technology 226  
 301-784-5308

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.

### COURSE REQUIREMENTS

#### REQUIRED COMPUTER TECHNOLOGY COURSES

COMP-101	Computer Literacy
COMP-103	Computer Logic
COMP-107	Introduction to Cybersecurity
COMP-191	Web Page Development
COMP-221	Office Applications I
COMP-225	Introduction to Networking
COMP-229	Database Design and Implementation
COMP-234	Computer Science Programming I
COMP-236	Web Programming



COMP-238	Computer Science Programming II
COMP-241	Python Programming I
COMP-246	Python Programming II

**REQUIRED GENERAL COURSES**

BUAD-101 or BUAD-104	Introduction to Business or Sales and Customer Service
ENG-101	English Composition I
ENG-112	Business and Technical Communication
SPCH-101	Speech Communication

**REQUIRED ELECTIVE COURSES**

Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

Science Elective - 3 credits

Mathematic Elective - 3 credits

Social and Behavioral Science Elective - 3 credits

**PROGRAM PATH**

**PROGRAMMING**

**AREA OF CONCENTRATION**

FIRST SEMESTER

	<u>Credit Hours</u>
Computer Technology 101 (Computer Literacy)	3
Computer Technology 103 (Computer Logic)	4
Computer Technology 107 (Introduction to Cybersecurity)	3
English 101 (English Composition I)	3
Mathematics Elective	3
Total:	16

SECOND SEMESTER

Computer Technology 191 (Web Page Development)	3
Computer Technology 221 (Office Applications I)	3
Computer Technology 241 (Python Programming I)	3
English 112 (Business and Technical Communications)	3
Social and Behavioral Science Elective	3
Total:	15

THIRD SEMESTER

Business Administration 101 or 104 (Introduction to Business or Sales and Customer Service)	3
Computer Technology 246 (Python Programming II)	3
Computer Technology 234 (Computer Science Programming I)	4
Science Elective	3
Total:	13

FOURTH SEMESTER

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)	3
Total:	16
<b>Total Credit Hours:</b>	<b>60</b>

\*Computer Technology 240 (Field Placement) can be used as a computer technology elective or substituted 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.

## COMPUTER TECHNOLOGY - TECHNICAL SUPPORT (AOC)

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### PROGRAM OVERVIEW

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James House, Jr., *Department Chair*  
jhouse@allegany.edu  
Technology 226  
301-784-5308

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.

### COURSE REQUIREMENTS

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#### REQUIRED COMPUTER TECHNOLOGY COURSES

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COMP-101	Computer Literacy
COMP-103	Computer Logic
COMP-107	Introduction to Cybersecurity
COMP-109	Emerging Technologies
COMP-180	PC Architecture
COMP-219 or	Operating Systems or
COMP-220	Linux Operating System
COMP-221	Office Applications I
COMP-225	Introduction to Networking
COMP-239	Cisco Networking 2
COMP-288	A+ Certification Exam Review

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#### REQUIRED GENERAL COURSES

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BUAD-101 or	Introduction to Business or
BUAD-104	Sales and Customer Service
ENG-101	English Composition I
ENG-112	Business and Technical Communication
SPCH-101	Speech Communication

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#### REQUIRED ELECTIVE COURSES

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Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

**Computer Technology 200-Level Elective - 3 credits**

**Computer Technology Electives - 6 credits**

**Laboratory Science Elective - 4 credits**

**Mathematic Elective - 3 credits**

**Social and Behavioral Science Elective - 3 credits**

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### PROGRAM PATH

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#### TECHNICAL SUPPORT

#### AREA OF CONCENTRATION

<u>FIRST SEMESTER</u>	<u>Credit Hours</u>
Computer Technology 101 (Computer Literacy)	3
Computer Technology 103 (Computer Logic)	4
Computer Technology 107 (Introduction to Cybersecurity)	3
English 101 (English Composition I)	3
Mathematics Elective	3
Total:	16
<u>SECOND SEMESTER</u>	
Computer Technology 219 or 220 (Operating Systems or Linux OS)	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
<u>THIRD SEMESTER</u>	
Computer Technology 109 (Emerging Technologies)	3
Computer Technology 180 (PC Architecture)	3
Computer Technology 239 (Cisco Networking 2)	3
Computer Technology 200-Level Elective <sup>1</sup>	3
Speech 101 (Speech Communication)	3
Total:	15
<u>FOURTH SEMESTER</u>	
Business Administration 101 or 104 (Introduction to Business or Sales and Customer Service)	3
Computer Technology 288 (A+ Certification Exam Review)	1
Computer Technology Electives	6
Laboratory Science Elective	4
Total:	14
<b>Total Credit Hours:</b>	<b>60</b>

*\*Computer Technology 240 (Field Placement) can be used as a computer technology elective or substituted 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.*

## **COMPUTER TECHNOLOGY - WEB DEVELOPMENT (AOC)**

### **PROGRAM OVERVIEW**

James House Jr., *Department Chair*  
 jhouse@allegany.edu  
 Technology 226  
 301-784-5308

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.

### **COURSE REQUIREMENTS**

#### **REQUIRED COMPUTER TECHNOLOGY COURSES**

COMP-101	Computer Literacy
COMP-103	Computer Logic
COMP-107	Introduction to Cybersecurity
COMP-114	Mobile Application Development
COMP-191	Web Page Development
COMP-224	Advanced Web Page Development
COMP-225	Introduction to Networking
COMP-229	Database Design and Implementation
COMP-234	Computer Science Programming I
COMP-236	Web Programming
COMP-241	Python Programming I

**REQUIRED GENERAL COURSES**

ENG-101	English Composition I
ENG-112	Business and Technical Communication
BUAD-101 or	Introduction to Business or
BUAD-104	Sales and Customer Service
SPCH-101	Speech Communication

**REQUIRED ELECTIVE COURSES**

Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

**Computer Technology or Multimedia Technology Elective- 3 credits**

**Laboratory Science Elective- 4 credits**

**Mathematic Elective- 3 credits**

**Social and Behavioral Science Elective - 3 credits**

**PROGRAM PATH**

**WEB DEVELOPMENT**

**AREA OF CONCENTRATION**

FIRST SEMESTER

	<u>Credit Hours</u>
Computer Technology 101 (Computer Literacy)	3
Computer Technology 103 (Computer Logic)	4
Computer Technology 107 (Introduction to Cybersecurity)	3
English 101 (English Composition I)	3
Mathematic Elective	3
Total:	16

SECOND SEMESTER

Computer Technology 191 (Web Page Development)	3
Computer Technology 225 (Introduction to Networking)	3
Computer Technology 241 (Python Programming I)	3
English 112 (Business and Technical Communications)	3
Social and Behavioral Science Elective	3
Total:	15

THIRD SEMESTER

Computer Technology 114 (Mobile Application Development)	3
Computer Technology 234 (Computer Science Programming I)	4
Computer Technology or Multimedia Technology Elective <sup>1</sup>	3
Laboratory Science Elective	4
Total:	14

FOURTH SEMESTER

Business Administration 101 or 104 (Introduction to Business or 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)	3
Total:	15
<b>Total Credit Hours:</b>	<b>60</b>

<sup>1</sup> 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 - CYBERSECURITY CERTIFICATE****PROGRAM OVERVIEW**

James House Jr., *Department Chair*  
 jhouse@allegany.edu  
 Technology 226  
 301-784-5308

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.

**COURSE REQUIREMENTS****REQUIRED COMPUTER TECHNOLOGY COURSES**

COMP-101	Computer Literacy
COMP-107	Introduction to Cybersecurity
COMP-201	Security +
COMP-202	Digital Forensics
COMP-216	Cyber Law (Criminal Justice 216)
COMP-219 or	Operating Systems or
COMP-220	Linux Operating System
COMP-225	Introduction to Networking
COMP-239	Cisco Networking 2
COMP-245	Ethical Hacking
COMP-289	Security+ Certification Exam Review

**REQUIRED GENERAL COURSES**

BUAD-101 or BUAD-104	Introduction to Business or Sales and Customer Service
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**PROGRAM PATH****CYBERSECURITY****ONE-YEAR CERTIFICATE****PREPARATION FOR EMPLOYMENT****BUSINESS ADMINISTRATION**

Business Administration 101 or 104 (Introduction to Business or Sales and Customer Service)	<u>Credit Hours</u>
	3
Total:	3

**COMPUTER TECHNOLOGY**

Computer Technology 101 (Computer Literacy)	3
Computer Technology 107 (Introduction to Cybersecurity)	3
Computer Technology 201 (Security +)	3
Computer Technology 202 (Digital Forensics)	3
Computer Technology 216 (Cyber Law)	3
Computer Technology 219 or 220 (Operating Systems or Linux OS)	3
Computer Technology 225 (Introduction to Networking)	3
Computer Technology 239 (Cisco Networking 2)	3
Computer Technology 245 (Ethical Hacking)	3
Computer Technology 289 (Security + Certification Exam Review)	1
Total:	28
<b>Total Credit Hours:</b>	<b>31</b>

\*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 CERTIFICATE

### PROGRAM OVERVIEW

James House Jr., *Department Chair*  
 jhouse@allegany.edu  
 Technology 226  
 301-784-5308

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.

### COURSE REQUIREMENTS

#### REQUIRED COMPUTER TECHNOLOGY COURSES

COMP-101	Computer Literacy
COMP-103	Computer Logic
COMP-107	Introduction to Cybersecurity
COMP-109	Emerging Technologies
COMP-180	PC Architecture
COMP-219 or	Operating Systems or
COMP-220	Linux Operating System
COMP-225	Introduction to Networking
COMP-288	A+ Certification Exam Review

#### REQUIRED GENERAL COURSES

BUAD-101 or	Introduction to Business or
BUAD-104	Sales and Customer Service
SPCH-101	Speech Communication

### PROGRAM PATH

#### TECHNICAL SUPPORT

##### ONE-YEAR CERTIFICATE

##### PREPARATION FOR EMPLOYMENT

#### BUSINESS ADMINISTRATION

Business Administration 101 or 104 (Introduction to Business or Sales and Customer Service)	Credit Hours
	3
Total:	3

#### COMPUTER TECHNOLOGY

Computer Technology 101 (Computer Literacy)	3
Computer Technology 103 (Computer Logic)	4
Computer Technology 107 (Introduction to Cybersecurity)	3
Computer Technology 109 (Emerging Technologies)	3
Computer Technology 180 (PC Architecture)	3
Computer Technology 219 or 220 (Operating Systems or Linux OS)	3
Computer Technology 225 (Introduction to Networking)	3
Computer Technology 288 (A+ Certification Exam Review)	1
Total:	23

#### SPEECH

Speech 101 (Speech Communication)	3
<b>Total Credit Hours:</b>	<b>29</b>

\*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 (LOR)

### PROGRAM OVERVIEW

James House Jr., *Department Chair*  
 jhouse@allegany.edu  
 Technology 226  
 301-784-5308

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.

### COURSE REQUIREMENTS

#### REQUIRED COMPUTER TECHNOLOGY COURSES

COMP-101	Computer Literacy
COMP-191	Web Page Development
COMP-224 or	Advanced Web Page Development or
COMP-236	Web Programming

### PROGRAM PATH

#### WEB PAGE DEVELOPMENT

#### LETTER OF RECOGNITION

#### PREPARATION FOR EMPLOYMENT

	<u>Credit Hours</u>
Computer Technology 101 (Computer Literacy)	3
Computer Technology 191 (Web Page Development)	3
Computer Technology 224 or 236 (Advanced Web Page Development or Web Programming)	3
<b>Total Credit Hours:</b>	<b>9</b>

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

## CRIMINAL JUSTICE TRANSFER

### PROGRAM OVERVIEW

Brandon James Hoover, J.D., *Program Director*  
 bhoover5265@allegany.edu  
 Technology 206  
 301-784-5300

This program 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 Advising Center staff 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.

Criminal Justice students must maintain the scholastic standards of the College and must achieve a grade of "C" or better in all required Criminal Justice courses. Successful completion of this program qualifies a student to apply for an Associate of Science degree in Criminal Justice Transfer.

## **COURSE REQUIREMENTS**

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### **REQUIRED CRIMINAL JUSTICE COURSES**

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CRIM-101	Introduction to Criminal Justice
CRIM-102	Administration of Criminal Justice
CRIM-103	Criminal Law
CRIM-106	Introduction to Corrections
CRIM-111	Criminology
CRIM-115	Juvenile Justice
CRIM-203	Ethics and Leadership in Criminal Justice

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### **REQUIRED GENERAL COURSES**

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ENG-101	English Composition I
POSC-101	American National Government
PSYC-101	General Psychology
SOC-101	Introduction to Sociology
SPCH-101	Speech Communication

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### **REQUIRED ELECTIVE COURSES**

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Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

**Elective - 3 credits**

**English Elective - 3 credits**

**Humanities Elective - 3 credits**

**Laboratory Science Electives - 8 credits**

**Mathematic Elective - 3 credits**

**Physical Education Elective - 1 credit**

**Social and Behavioral Science Elective - 3 credits**

### **PROGRAM PATH**

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**CRIMINAL JUSTICE TRANSFER**

**PREPARATION FOR TRANSFER**



<u>FIRST SEMESTER</u>	<u>Credit Hours</u>
Criminal Justice 101 (Introduction to Criminal Justice)	3
Criminal Justice 103 (Criminal Law)	3
English 101 (English Composition I)	3
Mathematics Elective	3
Sociology 101 (Introduction to Sociology)	3
Total:	15
 <u>SECOND SEMESTER</u>	
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
 <u>THIRD SEMESTER</u>	
Criminal Justice 111 (Criminology)	3
Criminal Justice 115 (Juvenile Justice)	3
Criminal Justice 203 (Ethics and Leadership in Criminal Justice)	3
Laboratory Science Elective	4
Speech 101 (Speech Communication)	3
Total:	16
 <u>FOURTH SEMESTER</u>	
Elective	3
Laboratory Science Elective	4
Physical Education Elective	1
Political Science 101 (American National Government)	3
Social and Behavioral Science Elective	3
Total:	14
<b>Total Credit Hours:</b>	<b>60</b>

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

## **CRIMINAL JUSTICE (CAREER PROGRAM)**

### **PROGRAM OVERVIEW**

Brandon James Hoover, J.D., *Program Director*  
 bhoover5265@allegany.edu  
 Technology 206  
 301-784-5300

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 Advising Center staff regarding specific program and course transfer issues, and should consider the criminal justice preparation for transfer area of concentration.

Criminal Justice students must maintain the scholastic standards of the College and must achieve a grade of "C" or better in all required Criminal Justice courses.

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

### **COURSE REQUIREMENTS**

#### **REQUIRED CRIMINAL JUSTICE COURSES**

CRIM-101	Introduction to Criminal Justice
CRIM-102	Administration of Criminal Justice
CRIM-103	Criminal Law
CRIM-104	Criminal Evidence and Procedure
CRIM-105	Criminal Investigation
CRIM-106	Introduction to Corrections

CRIM-115	Juvenile Justice
PHED-148	Cardiopulmonary Resuscitation
CRIM-203	Ethics and Leadership in Criminal Justice
CRIM-205 or	Introduction to American Constitutional Law (Political Science 205) or
POSC-205	Introduction to American Constitutional Law (Criminal Justice 205)
CRIM-208	Interpersonal Communications in Criminal Justice
CRIM-210 or	Advanced Policing or
CRIM-216	Cyber Law (Computer Technology 216)

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### REQUIRED GENERAL COURSES

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ENG-101	English Composition I
PHED-148 or	Cardiopulmonary Resuscitation or
CRIM-128	Physical Education for Criminal Justice (Physical Education 128)
POSC-101	American National Government
PSYC-101	General Psychology
SOC-101	Introduction to Sociology
SPCH-101	Speech Communication

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### REQUIRED ELECTIVE COURSES

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Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

English Elective- 3 credits

Laboratory Science Elective- 4 credits

Mathematic Elective- 3 credits

### PROGRAM PATH

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CRIMINAL JUSTICE

TWO-YEAR CAREER PROGRAM

PREPARATION FOR EMPLOYMENT

<u>FIRST SEMESTER</u>	<u>Credit Hours</u>
Criminal Justice 101 (Introduction to Criminal Justice)	3
Criminal Justice 103 (Criminal Law)	3
English 101 (English Composition I)	3
Mathematics Elective	3
Sociology 101 (Introduction to Sociology)	3
Total:	15
<u>SECOND SEMESTER</u>	
Criminal Justice 102 (Administration of Criminal Justice)	3
Criminal Justice 104 (Criminal Evidence and Procedure)	3
Criminal Justice 106 (Introduction to Corrections)	3
Physical Education 148 (Cardiopulmonary Resuscitation)	1
Psychology 101 (General Psychology)	3
Speech 101 (Speech Communication)	3
Total:	16
<u>THIRD SEMESTER</u>	
Criminal Justice 105 (Criminal Investigation)	3
Criminal Justice 115 (Juvenile Justice)	3
Criminal Justice 203 (Ethics and Leadership in Criminal Justice)	3
Criminal Justice 205 / Political Science 205 (Introduction to American Constitutional Law)	3
Criminal Justice 208 (Interpersonal Communications in Criminal Justice)	3
Total:	15
<u>FOURTH SEMESTER</u>	
Criminal Justice 128 / Physical Education 128 (Physical Education for Criminal Justice)	1
Criminal Justice 210 or 216 (Advanced Policing or Cyber Law)	3
English Elective	3
Laboratory Science Elective	4
Political Science 101 (American National Government)	3
Total:	14
<b>Total Credit Hours:</b>	<b>60</b>

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

## **CRIMINAL JUSTICE TRANSFER - CRIMINAL INVESTIGATIONS (AOC)**

### **PROGRAM OVERVIEW**

Brandon James Hoover, J.D., *Program Director*  
 bhoover5265@allegany.edu  
 Technology 206  
 301-784-5300

This program provides a comprehensive approach to criminal justice education while providing educational opportunities relating to the field of Criminal Investigations. This area of concentration is intended to prepare the student in the broad foundation of coursework for further study within the field of criminal justice and/or criminal investigations.

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 Advising Center staff 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.

Criminal Justice students must maintain the scholastic standards of the College and must achieve a grade of "C" or better in all required Criminal Justice courses.

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

### **COURSE REQUIREMENTS**

#### **REQUIRED CRIMINAL JUSTICE COURSES**

CRIM-101	Introduction to Criminal Justice
CRIM-103	Criminal Law
CRIM-104	Criminal Evidence and Procedure
CRIM-105	Criminal Investigation
CRIM-111	Criminology

CRIM-203	Ethics and Leadership in Criminal Justice
CRIM-207	Basic Forensics
CRIM-209	Forensics Photography
CRIM-210	Advanced Policing

**REQUIRED GENERAL COURSES**

BIO-101	General Biology I
CHEM-101	General Chemistry I
ENG-101	English Composition I
POSC-101	American National Government
PSYC-101	General Psychology
SOC-101	Introduction to Sociology
SPCH-101	Speech Communication

**REQUIRED ELECTIVE COURSES**

Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

**English Elective- 3 credits**

**Humanities Elective- 3 credits**

**Mathematic Elective- 3 credits**

**Social and Behavioral Science Elective- 3 credits**

**PROGRAM PATH**

**CRIMINAL JUSTICE TRANSFER**

**CRIMINAL INVESTIGATIONS AREA OF CONCENTRATION**

**PREPARATION FOR TRANSFER**

FIRST SEMESTER

	<u>Credit Hours</u>
Criminal Justice 101 (Introduction to Criminal Justice)	3
Criminal Justice 103 (Criminal Law)	3
English 101 (English Composition I)	3
Mathematics Elective	3
Sociology 101 (Introduction to Sociology)	3
<b>Total:</b>	<b>15</b>

SECOND SEMESTER

Biological Science 101 (General Biology I)	4
Criminal Justice 104 (Criminal Evidence and Procedure)	3
English Elective	3
Humanities Elective	3
Psychology 101 (General Psychology)	3
<b>Total:</b>	<b>16</b>

THIRD SEMESTER

Chemistry 101 (General Chemistry I)	4
Criminal Justice 105 (Criminal Investigation)	3
Criminal Justice 111 (Criminology)	3
Criminal Justice 203 (Ethics and Leadership in Criminal Justice)	3
Speech 101 (Speech Communication)	3
<b>Total:</b>	<b>16</b>

FOURTH SEMESTER

Criminal Justice 207 (Basic Forensics)	3
Criminal Justice 209 (Forensics Photography)	1
Criminal Justice 210 (Advanced Policing)	3
Political Science 101 (American National Government)	3
Social and Behavioral Science Elective	3
<b>Total:</b>	<b>13</b>
<b>Total Credit Hours:</b>	<b>60</b>

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

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## CRIMINAL INVESTIGATIONS CERTIFICATE

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### PROGRAM OVERVIEW

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Brandon James Hoover, J.D., *Program Director*  
 bhoover5265@allegany.edu  
 Technology 206  
 301-784-5300

This certificate program is designed for persons employed in criminal justice and for those desiring to learn more about the field of criminal justice criminal investigations . This program will give students an opportunity to pursue initial study in criminal justice and criminal investigations, to set an academic goal, and will still allow for continuation toward an Associate of Science degree in Criminal Justice and/or Criminal Investigations. Specifically, this certificate program is a beginner step toward the Criminal Investigations Area of Concentration of the Criminal Justice Transfer Program at Allegany College of Maryland.

Criminal Justice students must maintain the scholastic standards of the College and must achieve a grade of "C" or better in all required Criminal Justice courses

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

### COURSE REQUIREMENTS

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#### REQUIRED CRIMINAL JUSTICE COURSES

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CRIM-101	Introduction to Criminal Justice
CRIM-103	Criminal Law
CRIM-104	Criminal Evidence and Procedure
CRIM-105	Criminal Investigation
CRIM-111	Criminology
CRIM-207	Basic Forensics
CRIM-209	Forensics Photography

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#### REQUIRED GENERAL COURSES

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BIO-101	General Biology I
CHEM-101	General Chemistry I
ENG-101	English Composition I

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#### REQUIRED ELECTIVE COURSES

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Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

**Mathematic Elective- 3 credits**

### PROGRAM PATH

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

<u>FIRST SEMESTER</u>	<u>Credit Hours</u>
Biological Science 101 (General Biology I)	4
Criminal Justice 101 (Introduction to Criminal Justice)	3
Criminal Justice 105 (Criminal Investigation)	3
Criminal Justice 111 (Criminology)	3
Mathematics Elective	3
Total:	16
<u>SECOND SEMESTER</u>	
Chemistry 101 (General Chemistry I)	4
Criminal Justice 103 (Criminal Law)	3
Criminal Justice 104 (Criminal Evidence and Procedure)	3
Criminal Justice 207 (Basic Forensics)	3
Criminal Justice 209 (Forensics Photography)	1
English 101 (English Composition I)	3
Total:	17
<b>Total Credit Hours:</b>	<b>33</b>

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

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## CRIMINAL JUSTICE CERTIFICATE

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### PROGRAM OVERVIEW

Brandon James Hoover, J.D., *Program Director*  
 bhoover5265@allegany.edu  
 Technology 206  
 301-784-5300

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.

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### COURSE REQUIREMENTS

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#### REQUIRED CRIMINAL JUSTICE COURSES

CRIM-101	Introduction to Criminal Justice
CRIM-102	Administration of Criminal Justice
CRIM-103	Criminal Law
CRIM-104 or	Criminal Evidence and Procedure or
CRIM-106	Introduction to Corrections
CRIM-115	Juvenile Justice
CRIM-203 or	Ethics and Leadership in Criminal Justice or
CRIM-208 or	Interpersonal Communications in Criminal Justice or
CRIM-210	Advanced Policing

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#### REQUIRED GENERAL COURSES

ENG-101	English Composition I
ENG-102 or	English Composition II or
ENG-103 or	Introduction to Literature or
ENG-112	Business and Technical Communication
POSC-101	American National Government
PSYC-101	General Psychology
SOC-101	Introduction to Sociology

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#### REQUIRED ELECTIVE COURSES

Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

Mathematic Elective - 3 credit

**PROGRAM PATH**

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

	<u>Credit Hours</u>
Criminal Justice 101 (Introduction to Criminal Justice)	3
Criminal Justice 103 (Criminal Law)	3
Criminal Justice 115 (Juvenile Justice)	3
English 101 (English Composition I)	3
Mathematics Elective	3
Sociology 101 (Introduction to Sociology)	3
<b>Total:</b>	<b>18</b>

**SECOND SEMESTER**

Criminal Justice 102 (Administration of Criminal Justice)	3
Criminal Justice 104 or 106 (Criminal Evidence and Procedure or Introduction to Corrections)	3
Criminal Justice 203, 208, or 210 (Ethics and Leadership in Criminal Justice, Interpersonal Communications in Criminal Justice or Advanced Policing)	3
English 102, 103, or 112 (English Composition II, Introduction to Literature, or Business and Technical Communication)	3
Political Science 101 (American National Government)	3
Psychology 101 (General Psychology)	3
<b>Total:</b>	<b>18</b>
<b>Total Credit Hours:</b>	<b>36</b>

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

**CRIMINAL JUSTICE/CORRECTIONS (LOR)**

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**PROGRAM OVERVIEW**

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Brandon James Hoover, J.D., *Program Director*

bhoover5265@allegany.edu

Technology 206

301-784-5300

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.

**COURSE REQUIREMENTS**

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**REQUIRED CRIMINAL JUSTICE COURSES**

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CRIM-102	Administration of Criminal Justice
CRIM-106	Introduction to Corrections
CRIM-203	Ethics and Leadership in Criminal Justice

**PROGRAM PATH**

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

	<u>Credit Hours</u>
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
<b>Total Credit Hours:</b>	<b>9</b>

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

## CULINARY ARTS

### PROGRAM OVERVIEW

David Sanford, *Program Director*  
 dsanford@allegany.edu  
 Gateway Center  
 301-784-5412

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.

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 at a designated internship.

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 Advising Center staff 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 graduates are eligible to take the national certification examination to become a CDM/CFPP (Certified Dietary Manager/Certified Food Protection Professional). Contact the Certifying Board for Dietary Managers for additional information.

### COURSE REQUIREMENTS

#### REQUIRED CULINARY/HOSPITALITY COURSES

CULA-150	Culinary Techniques I
CULA-201 or	Culinary Techniques II or
HRMG-165	Catering Operations
CULA-208	International Cuisines
CULA-212	Baking I
CULA-213	Baking II
CULA-216	Dining Room Management
CULA-217	Beverage Management
CULA-250 or	On-Site Practicum or
HRMG-210	Internship I
HRMG-101	Introduction to Hospitality
HRMG-110	Food Service Sanitation
HRMG-203	Hospitality Purchasing, Inventory, and Cost Control
HRMG-204	Menu Planning and Food Merchandising
HRMG-205	Food and Beverage Cost Control
HRMG-211	Hospitality Supervision

#### REQUIRED GENERAL COURSES

BIO-114	Fundamentals of Nutrition
BUAD-110	Business Professionalism and Ethics



ENG-101  
SPCH-101English Composition I  
Speech Communication**REQUIRED ELECTIVE COURSES**

Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

**Mathematic Elective - 3 credit****Social and Behavioral Science Elective - 3 credit****Humanities or Social and Behavioral Science Elective - 3 credit****PROGRAM PATH****CULINARY ARTS****TWO-YEAR CAREER PROGRAM****PREPARATION FOR EMPLOYMENT**FIRST SEMESTER

	<u>Credit Hours</u>
Culinary Arts 150 (Culinary Techniques I)	3
English 101 (English Composition I)	3
Hospitality Management 101 (Introduction to Hospitality)	3
Hospitality Management 110 (Food Service Sanitation)	1
Mathematics Elective	3
<b>Total:</b>	<b>13</b>

SECOND SEMESTER

Biological Science 114 (Fundamentals of Nutrition)	3
Culinary Arts 201 or Hospitality Management 165 (Culinary Techniques II or Catering Operations)	3
Culinary Arts 216 (Dining Room Management)	3
Social and Behavioral Science Elective	3
Speech 101 (Speech Communication)	3
<b>Total:</b>	<b>15</b>

Summer Semester (following second semester)

Culinary Arts 250 or Hospitality Management 210 (On Site Practicum or Internship I)	5
<b>Total:</b>	<b>5</b>

THIRD SEMESTER

Culinary Arts 208 (International Cuisines)	2
Culinary Arts 212 (Baking I)	3
Hospitality Management 204 (Menu Planning and Food Merchandising)	3
Hospitality Management 211 (Hospitality Supervision)	3
Humanities or Social and Behavioral Science Elective	3
<b>Total:</b>	<b>14</b>

FOURTH SEMESTER

Business Administration 110 (Business Professionalism and Ethics)	2
Culinary Arts 213 (Baking II)	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
<b>Total:</b>	<b>13</b>
<b>Total Credit Hours:</b>	<b>60</b>

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

**BAKING ESSENTIALS CERTIFICATE****PROGRAM OVERVIEW**

David Sanford, *Program Director*  
dsanford@allegany.edu  
Gateway Center

301-784-5412

This certificate is designed to give students the opportunity to develop or enhance their baking skills and gain a competitive edge in baking and pastry employment opportunities. Emphasis will be placed on the production of breads, pies, pastries, specialty cakes, and international desserts. Students will receive hands-on training in a baking lab environment that produces baked goods for both the student-operated café and Gateway Center catered events. The certificate will transfer in its entirety into the Culinary Arts Associate of Applied Science degree program.

Baking students must maintain the scholastic standards of the college and must achieve a grade of "C" or better in each Culinary Arts and Hospitality Management course. Students are expected to be well-groomed in compliance with standards of sanitation and professionalism.

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 Baking Essentials.

**COURSE REQUIREMENTS**

**REQUIRED CULINARY COURSES**

CULA-208	International Cuisines
CULA-212	Baking I
CULA-213	Baking II
CULA-216	Dining Room Management

**REQUIRED HOSPITALITY COURSES**

HRMG-110	Food Service Sanitation
HRMG-203	Hospitality Purchasing, Inventory, and Cost Control
HRMG-205	Food and Beverage Cost Control
HRMG-211	Hospitality Supervision
HRMG-220	Internship II

**PROGRAM PATH**

**CULINARY ARTS**

**BAKING ESSENTIALS CERTIFICATE**

**ONE-YEAR CAREER PROGRAM**

**PREPARATION FOR EMPLOYMENT**

FIRST SEMESTER

	<u>Credit Hours</u>
Culinary Arts 208 (International Cuisines)	2
Culinary Arts 212 (Baking I)	3
Culinary Arts 216 (Dining Room Management)	3
Hospitality Management 110 (Food Service Sanitation)	1
Hospitality Management 211 (Hospitality Supervision)	3
<b>Total:</b>	<b>12</b>

SECOND SEMESTER

Culinary Arts 213 (Baking II)	3
Hospitality Management 203 (Hospitality Purchasing, Inventory, and Cost Control)	3
Hospitality Management 205 (Food and Beverage Cost Control)	3
Hospitality Management 220 (Internship II)	5
<b>Total:</b>	<b>14</b>
<b>Total Credit Hours:</b>	<b>26</b>

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

**COOKING ESSENTIALS CERTIFICATE**

**PROGRAM OVERVIEW**

David Sanford, Program Director  
 dsanford@allegany.edu  
 Gateway Center  
 301-784-5412

This certificate program is designed to give students the opportunity to develop or enhance their food production skills and gain a competitive edge in entry-level food service employment opportunities. Students will receive hands-on training in a food production lab that supports both the student-operated café and Gateway Center catered events. This certificate transfers in its entirety into the Culinary Arts Associate of Applied Science degree program.

Cooking Essentials 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 and professionalism.

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 Cooking Essentials.

## COURSE REQUIREMENTS

### REQUIRED CULINARY COURSES

CULA-150	Culinary Techniques I
CULA-201	Culinary Techniques II
CULA-208	International Cuisines
CULA-216	Dining Room Management

### REQUIRED HOSPITALITY COURSES

HRMG-110	Food Service Sanitation
HRMG-203	Hospitality Purchasing, Inventory, and Cost Control
HRMG-204	Menu Planning and Food Merchandising
HRMG-205	Food and Beverage Cost Control
HRMG-220	Internship II

## PROGRAM PATH

### CULINARY ARTS

### COOKING ESSENTIALS CERTIFICATE

### ONE-YEAR CAREER PROGRAM

### PREPARATION FOR EMPLOYMENT

#### FIRST SEMESTER

	<u>Credit Hours</u>
Culinary Arts 150 (Food Preparation I)	3
Culinary Arts 208 (International Cuisines)	2
Culinary Arts 216 (Dining Room Management)	3
Hospitality Management 110 (Food Service Sanitation)	1
Hospitality Management 204 (Menu Planning and Food Merchandising)	3
Total:	12

#### SECOND SEMESTER

Culinary Arts 201 (Food Preparation II)	3
Hospitality Management 203 (Hospitality Purchasing, Inventory, and Cost Control)	3
Hospitality Management 205 (Food and Beverage Cost Control)	3
Hospitality Management 220 (Internship II)	5
Total:	14
<b>Total Credit Hours:</b>	<b>26</b>

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

## DATA ANALYTICS

### PROGRAM OVERVIEW

Autumn Becker, *Program Director*  
 abecker@allegany.edu  
 Technology 221  
 301-784-5434

This curriculum provides training that enables students to seek employment in areas related to data analytics such as a market research analyst, financial analyst, statistical assistant and many more.

Data analytics and visualization skills are in high demand in today's global market. This degree will help a student build the necessary skills to become a data analyst.

Students will learn and practice a broad set of skills in data analytics, graphics, and visualization. In addition, students in this program will be able to create data models and data warehouses, develop and use various digital graphics techniques and data visualization methods and use various statistical and predictive/applied applications and methods.

Student must achieve a "C" or better in any data analytics course before being advanced to any subsequent data analytics 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 data analytics course.

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

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

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## **COURSE REQUIREMENTS**

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### **REQUIRED DATA ANALYTICS COURSES**

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DATA-101	Introduction to Data Analytics
DATA-103	Introduction to Machine Learning
DATA-105	Introduction to Data Visualization
DATA-201	Advanced Data Analytics
DATA-206	Python for Data Analytics
DATA-210	Data Warehouse Implementation
DATA-214	Advanced Data Visualization
DATA-216	Data Analysis in the Cloud

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### **REQUIRED GENERAL COURSES**

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BUAD-101	Introduction to Business
BUAD-216	Principles of Marketing
COMP-101	Computer Literacy
COMP-241	Python Programming I
ECON-202	Principles of Microeconomics
ENG-101	English Composition I
MATH-102	College Algebra
MATH-109	Probability and Statistics
PHIL-202	Ethics
SPCH-101	Speech Communication

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### **REQUIRED ELECTIVE COURSES**

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Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

**Science Elective - 3 credits**

**Social and Behavioral Science Elective - 3 credits**

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## **PROGRAM PATH**

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### **DATA ANALYTICS**

#### **TWO-YEAR CAREER PROGRAM**

#### **PREPARATION FOR EMPLOYEMENT**

<u>FIRST SEMESTER</u>	<u>Credit Hours</u>
Computer Technology 101 (Computer Literacy)	3
Business Administration 101 (Introduction to Business)	3
English 101 (English Composition I)	3
Mathematics 109 (Probability and Statistics)	3
Data Analytics 101 (Introduction to Data Analytics)	3
Total:	15
<u>SECOND SEMESTER</u>	
Mathematics 102 (College Algebra)	3
Science Elective	3
Data Analytics 103 (Introduction to Machine Learning)	3
Data Analytics 201 (Advanced Data Analytics)	3
Computer Technology 241 (Python Programming I) <sup>1</sup>	3
Total:	15
<u>THIRD SEMESTER</u>	
Business Administration 216 (Principles of Marketing)	3
Social and Behavioral Science Elective	3
Data Analytics 105 (Introduction to Data Visualization)	3
Data Analytics 206 (Python for Data Analytics)	3
Data Analytics 210 (Data Warehouse Implementation)	3
Total:	15
<u>FOURTH SEMESTER</u>	
Speech 101 (Speech Communication)	3
Philosophy 202 (Ethics)	3
Economics 202 (Principles of Microeconomics)	3
Data Analytics 214 (Advanced Data Visualization)	3
Data Analytics 216 (Data Analysis in the Cloud)	3
Total:	15
<b>Total Credit Hours:</b>	<b>60</b>

<sup>1</sup> COMP-103 is not a required pre-requisite for students taking COMP-241 (Python Programming) if registered for the Data Analytics Program. Please consult with your advisor or the Advising Center staff for selecting appropriate pre-requisites or elective courses for graduation.

DATA240 (Field Placement) can be used as a substitute for any required 200-level data analytics course in the Data Analytics program.

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

## **DATA ANALYTICS CERTIFICATE**

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### **PROGRAM OVERVIEW**

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Autumn Becker, *Program Director*  
 abecker@allegany.edu  
 Technology 221  
 301-784-5434

This certificate program is designed to provide the student with a working knowledge of the latest trends, tools, and techniques related to the study of data analytics. 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 data analytics 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 Advising Center staff as soon as possible.

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

### **PROGRAM OVERVIEW**

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#### **REQUIRED DATA ANALYTICS COURSES**

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DATA-101	Introduction to Data Analytics
DATA-103	Introduction to Machine Learning
DATA-105	Introduction to Data Visualization
DATA-201	Advanced Data Analytics

DATA-206  
DATA-210  
DATA-214

Python for Data Analytics  
Data Warehouse Implementation  
Advanced Data Visualization

**REQUIRED GENERAL COURSES**

COMP-241  
MATH-109  
SPCH-101

Python Programming I  
Probability and Statistics  
Speech Communication

**PROGRAM OVERVIEW**

**DATA ANALYTICS**

**ONE-YEAR CERTIFICATE**

**PREPARATION FOR EMPLOYMENT**

**FIRST SEMESTER**

	<u>Credit Hours</u>
Data Analytics 101 (Introduction to Data Analytics)	3
Data Analytics 105 (Introduction to Data Visualization)	3
Data Analytics 210 (Data Warehouse Implementation)	3
Computer Technology 241 (Python Programming I) <sup>1</sup>	3
Mathematics 109 (Probability and Statistics)	3
<b>Total:</b>	<b>15</b>

**SECOND SEMESTER**

Data Analytics 103 (Introduction to Machine Learning)	3
Data Analytics 201 (Advanced Data Analytics)	3
Data Analytics 206 (Python for Data Analytics)	3
Data Analytics 214 (Advanced Data Visualization)	3
Speech 101 (Speech Communication)	3
<b>Total:</b>	<b>15</b>
<b>Total Credit Hours:</b>	<b>30</b>

<sup>1</sup> COMP-103 is not a required pre-requisite for students taking COMP-241 (Python Programming) if registered for the Data Analytics Program. Please consult with your advisor or the Advising Center staff for selecting appropriate pre-requisites or elective courses for graduation.

DATA240 (Field Placement) can be used as a substitute for any required 200-level data analytics course in the Data Analytics program.

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

**DENTAL HYGIENE**

**PROGRAM OVERVIEW**

Cathy Wakefield, Program Director  
cwakefield@allegany.edu  
Allied Health 141  
301-784-5580

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.

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 Advising Center staff regarding specific program and course transfer issues.

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

## PROGRAM ADMISSIONS

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.

<sup>1</sup> Chemistry 100 or Chemistry 101*	4 credits
<sup>1</sup> Biology 201 (Human Anatomy and Physiology) or Biology 207 and Biology 208 (Anatomy and Physiology of the Human I and II)*	4 credits
<sup>1</sup> Biology 204 (Microbiology)*	4 credits
English 101 (English Composition I)	3 credits

\*Please see course descriptions for prerequisites

<sup>1</sup>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 BLS/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.

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.

## COURSE REQUIREMENTS

### PREREQUISITE COURSEWORK

CHEM-100 or  
CHEM-101  
BIO-201 or  
BIO-207 and BIO-208

Elements of Chemistry or  
General Chemistry I  
Human Anatomy and Physiology or  
Anatomy and Physiology of the Human I and Anatomy and Physiology of the Human II

BIO-204  
ENG-101

Microbiology  
English Composition I

**REQUIRED DENTAL COURSES**

DENT-101	Introduction to Dental Health
DENT-102	Dental Histology and Embryology
DENT-103	Oral Anatomy
DENT-104	Dental Materials
DENT-107	Dental Hygiene Techniques
DENT-108	Clinical Dental Hygiene I
DENT-109	Radiology
DENT-200	Pharmacology and Pain Management
DENT-201	Clinical Dental Hygiene II
DENT-202	Clinical Dental Hygiene III
DENT-203	Oral Pathology
DENT-204	Dental Office Management, Ethics, and Jurisprudence
DENT-207	Community Dental Health Education I
DENT-208	Community Dental Health Education II
DENT-209	Periodontics
DENT-213	Nutrition

**REQUIRED GENERAL COURSES**

MATH-109	Probability and Statistics
PSYC-101	General Psychology
SOC-101	Introduction to Sociology
SPCH-101	Speech Communication

**PROGRAM PATH**

**DENTAL HYGIENE**

**TWO-YEAR CAREER PROGRAM**

**PREPARATION FOR EMPLOYMENT**

<u>Prerequisite Coursework</u>	<u>Credit Hours</u>
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 (English Composition I)	3
<b>Total:</b>	<b>15</b>



<u>FIRST SEMESTER</u>	<u>Credit Hours</u>
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
<u>SECOND SEMESTER</u>	
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
<u>THIRD SEMESTER</u>	
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
<u>FOURTH SEMESTER</u>	
Dental Hygiene 202	5
(Clinical Dental Hygiene III)	
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)	3
Total:	14
<b>Total Credit Hours:</b>	<b>70</b>

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

## **ACCREDITATION**

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.

## **ENGLISH (AOC)**

### **PROGRAM OVERVIEW**

Jenna Gallion, *Division Chair*  
 jgallion@allegany.edu  
 Humanities 39  
 301-784-5239

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 Advising Center staff 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.

### **COURSE REQUIREMENTS**

#### **REQUIRED ENGLISH COURSES**

ENG-101	English Composition I
ENG-203 or	A Survey of European and Neo-European Literature or
ENG-223	Survey of British Literature

ENG-213  
ENG-299

Survey of American Literature  
English Reading Project

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**REQUIRED GENERAL COURSES**

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SPCH-101  
ART-101 or  
MUS-112

Speech Communication  
Art Appreciation or  
Music Appreciation

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**REQUIRED ELECTIVE COURSES**

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Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

Electives - 12 credits

English Elective (102 or 112 or 251) - 3 credits

Arts and Humanities Elective - 3 credits

Laboratory Science Electives - 8 credits

Mathematics Elective - 3 credits

Philosophy Elective - 3 credits

Physical Activity Elective - 1 credit

Social and Behavioral Science Electives - 6 credits

**PROGRAM PATH**

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ENGLISH

AREA OF CONCENTRATION

PREPARATION FOR TRANSFER

<u>FIRST SEMESTER</u>	<u>Credit Hours</u>
Elective <sup>1</sup>	3
English 101 (English Composition I)	3
Mathematics Elective <sup>1</sup>	3
Social and Behavioral Science Elective <sup>2</sup>	3
Art 101 or Music 112 (Art Appreciation or Music Appreciation)	3
Total:	15
<u>SECOND SEMESTER</u>	
Elective <sup>1</sup>	3
English Elective <sup>3</sup>	3
Social and Behavioral Science Elective <sup>2</sup>	3
Philosophy Elective	3
Speech 101 (Speech Communication)	3
Total:	15
<u>THIRD SEMESTER</u>	
English 213 (A Survey of American Literature)	3
Arts and Humanities Elective <sup>1</sup>	3
Laboratory Science Elective <sup>1</sup>	4
Physical Activity	1
English Elective 102, 112, or 251 (English Composition II, Business and Technical Communication, or Creative Writing)	3
Total:	14
<u>FOURTH SEMESTER</u>	
Elective <sup>1</sup>	3
Elective <sup>1</sup>	3
English 203 or 223 (A Survey of European and Neo European Literature or A Survey of British Literature)	3
Laboratory Science Elective <sup>1</sup>	4
English 299 (English Reading Project) <sup>4</sup>	3
Total:	16
<b>Total Credit Hours:</b>	<b>60</b>

<sup>1</sup> Students transferring to other institutions should check with their advisor or Advising Center staff for appropriate electives.

<sup>2</sup> Social and Behavioral Science electives must be from two different disciplines.

<sup>3</sup> Students transferring to a Maryland public institution should choose English 233. Students transferring to a Pennsylvania or West Virginia institution should choose English 102.

<sup>4</sup> Students enroll in 3 credit option with instructor approval.

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

## **ENGINEERING - AUTOMATED MANUFACTURING TECHNOLOGY**

### **PROGRAM OVERVIEW**

Jennifer Light, Program Director, *Western Maryland Works*  
 jlight@allegany.edu  
 301-784-5281

The Engineering-Automated Manufacturing Technology program is designed to prepare students with the opportunity for theory-based (knowledge) and performance-based (hands-on) experiences crucial to advanced and automated manufacturing processes. Through the integration of mathematics, robotics, metallurgy, manual tooling skills, programmable machinery applications, computer-assisted machining techniques and additive manufacturing, students can acquire the critical skills leading to successful employment. Students will be eligible for National certification based on industry-written, industry-approved standards through the National Institute of Metalworking Skills (NIMS). Rigorous and highly disciplined, NIMS credentials have been vetted in partnership with the American National Standards Institute (ANSI). NIMS credentialing opportunities throughout the coursework will include fourteen skill specific credentials and a special merit certificate. These credentials will include the following: (1) Measurement, Materials, and Safety, (2) Job Planning, Benchwork, and Layout, (3) Drill Press Skills I, (4) Manual Milling Skills I, (5) Turning Operations: Between Centers I, (6) Turning Operations: Chucking Skills I, (7) CNC Milling: Programming Setup & Operations, (8) CNC Milling: Operator, (9) CNC Turning: Programming Setup & Operations, (10) CNC Turning: Operator, (11) Metalforming, (12) Electrical Discharge Machining (EDM): Plunge, (13) Electrical Discharge Machining (EDM): 2-Axis Wire, (14) Grinding Skills I, and (15) NIMS Machining Certificate of Special Merit. Through coursework in computer-aided design/ computer-aided manufacturing, students will be prepared to test for two additional industry credentials. Credentials include (1) the Associate in CAM 2.5 Axis Milling and Turning for Machinist and (2) the Associate in AutoCAD for Design and Drafting (150 hours of relevant Autodesk software experience

is required for the Associate in AutoCAD). Students will be eligible for three additional certifications in automation and additive manufacturing. These include the following: (1) FANUC Certified Robot Operator I, (2) FANUC Certified Robot Operator II, and (3) Stratasys Additive Manufacturing Certification.

Successful completion of this program qualifies a student to apply for an Associate of Applied Science in Engineering - Automated Manufacturing Technology.

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## COURSE REQUIREMENTS

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### REQUIRED ENGINEERING - AUTOMATED MANUFACTURING TECHNOLOGY COURSES

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ENGT-101	Machine Tool Applications, Material Handling/Fluid Power & Metallurgy
ENGT-102	Quality Control with Geometric Dimensions & Tolerances
ENGT-103	Mill Applications
ENGT-104	Lathe Applications
ENGT-110	Introduction to Computer-Aided Design/Computer-Aided Manufacturing
ENGT-120	Introduction to Computerized Numeric Control Programming and Machining
ENGT-201	Fixture Design and Fabrication
ENGT-210	Advanced Computer-Aided Design/Computer-Aided Manufacturing
ENGT-212	Electrical Discharge Machining
ENGT-215	Abrasive Machining and Heat Treatment
ENGT-220	Advanced Computerized Numeric Control Programming and Machining
ENGT-225	Robotics Material Handling and Automation or Manufacturing Capstone

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### REQUIRED GENERAL COURSES

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COMP-103	Computer Logic
ENG-101	English Composition I
ENG-112	Business and Technical Communication
HUM-110 or SPCH-101	Interdisciplinary Leadership or Speech Communication
MATH-120	Pre-Calculus II
MATH-201	Calculus I
PHYS-101	Introductory Physics I
PSYC-101 or SOC-101	General Psychology or Introduction to Sociology

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## PROGRAM PATH

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### ENGINEERING-AUTOMATED MANUFACTURING TECHNOLOGY

#### TWO-YEAR CAREER PROGRAM

#### PREPARATION FOR EMPLOYMENT

<u>FIRST SEMESTER</u>	<u>Credit Hours</u>
Engineering-Automated Manufacturing Technology 101 (Machine Tool Applications, Material Handling/Fluid Power & Metallurgy)	3
Engineering-Automated Manufacturing Technology 102 (Quality Control with Geometric Dimensions & Tolerances)	3
Engineering-Automated Manufacturing Technology 110 (Introduction to Computer-Aided Design/Computer-Aided Manufacturing)	3
Computer Technology 103 (Computer Logic)	4
English 101 (English Composition I)	3
Total:	16
<u>SECOND SEMESTER</u>	
Engineering-Automated Manufacturing Technology 103 (Mill Applications)	3
Engineering-Automated Manufacturing Technology 104 (Lathe Application)	3
Engineering-Automated Manufacturing Technology 120 (Introduction to Computerized Numeric Control Programming and Machining)	3
Engineering-Automated Manufacturing Technology 210 (Advanced Computer-Aided Design/Computer-Aided Manufacturing)	3
Mathematics 120 (Pre-Calculus II)	4
Total:	16
<u>THIRD SEMESTER</u>	
Engineering-Automated Manufacturing Technology 201 (Fixture Design and Fabrication)	4
Engineering-Automated Manufacturing Technology 220 (Advanced Computerized Numeric Control Programming and Machining)	4
Psychology 101 or Sociology 101 (General Psychology or Introduction to Sociology)	3
Humanities 110 or Speech 101 (Interdisciplinary Leadership I or Speech Communication)	3
Mathematics 201 (Calculus I)	4
Total:	18
<u>FOURTH SEMESTER</u>	
Engineering-Automated Manufacturing Technology 212 (Electrical Discharge Machining)	3
Engineering-Automated Manufacturing Technology 215 (Abrasive Machining & Heat Treatment)	3
Engineering-Automated Manufacturing Technology 225 (Robotics Material Handling and Automation or Manufacturing Capstone)	4
Physics 101 (Introductory Physics I)	4
English 112 (Business and Technical Communication)	3
Total:	17
<b>Total Credit Hours:</b>	<b>67</b>

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

## **EXERCISE SCIENCE (AOC)**

### **PROGRAM OVERVIEW**

Tommie Reams, *Director of Athletics, Physical Education and Health*  
 treams@allegany.edu  
 Gymnasium 164  
 301-784-5264

Students successfully completing this program are awarded an Associate of Science Degree in Arts and Sciences in the Exercise Science 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 Exercise Science.

### **COURSE REQUIREMENTS**

#### **REQUIRED PHYSICAL EDUCATION COURSES**

PHED-145	Personal Wellness
PHED-153	Cardiopulmonary Resuscitation and First Aid
PHED-173	Introduction to Exercise and Sport Science
PHED-174	Foundations of Resistance Training
PHED-175	Group Methods of Exercise
PHED-232	Lifespan Health and Fitness
PHED-233	Exercise Science Administration

PHED-235

Biomechanics of Exercise Science

**REQUIRED GENERAL COURSES**

BIO-101	General Biology I
BIO-114	Fundamentals of Nutrition
BIO-207	Anatomy and Physiology of the Human I
BIO-208	Anatomy and Physiology of the Human II
ENG-101	English Composition I
ENG-103 or	Introduction to Literature or
ENG-112	Business and Technical Communication
GEOG-102 or	Cultural Geography or
HIST-105	Contemporary World History
MATH-109	Probability and Statistics
SPCH-101	Speech Communication

**REQUIRED ELECTIVE COURSES**

Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

Humanities Elective - 3 credits

Physical Education Elective - 1 credit

Social and Behavioral Science Electives - 6 credits

**PROGRAM PATH**

**EXERCISE SCIENCE**

**AREA OF CONCENTRATION**

FIRST SEMESTER

	<u>Credit Hours</u>
Biological Science 101 (General Biology I)	4
English 101 (English Composition I)	3
Geography 102 or History 105 (Cultural Geography or Contemporary World History)	3
Physical Education 145 (Personal Wellness)	2
Physical Education 173 (Introduction to Exercise and Sport Science)	3
Physical Education 174 (Foundations of Resistance Training)	1
<b>Total:</b>	<b>16</b>

SECOND SEMESTER

Biological Science 114 (Fundamentals of Nutrition)	3
English 103 or 112 (Introduction to Literature or Business and Technical Communication)	3
Mathematics 109 (Probability and Statistics)	3
Physical Education 175 (Group Methods of Exercise)	3
Speech 101 (Speech Communication)	3
<b>Total:</b>	<b>15</b>

THIRD SEMESTER

Biological Science 207 (Anatomy and Physiology of the Human I)	4
Physical Education 232 (Lifespan Health and Fitness)	3
Physical Education 233 (Exercise Science Administration)	3
Physical Education Elective	1
Social and Behavioral Science Elective <sup>1</sup>	3
<b>Total:</b>	<b>14</b>

FOURTH SEMESTER

Biological Science 208 (Anatomy and Physiology of the Human II)	4
Humanities Elective <sup>1</sup>	3
Physical Education 153 (Cardiopulmonary Resuscitation and First Aid)	2
Physical Education 235 (Biomechanics of Exercise Science)	3
Social and Behavioral Science Elective <sup>1</sup>	3
<b>Total:</b>	<b>15</b>
<b>Total Credit Hours:</b>	<b>60</b>

<sup>1</sup> Consult your advisor or Advising Center staff for appropriate courses.

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

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## FOREST TECHNOLOGY

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### PROGRAM OVERVIEW

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Marie Perrin Miller, *Program Director*  
 mperrin@allegany.edu  
 Technology 129  
 301-784-5256

**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.

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 Advising Center staff.

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

### COURSE REQUIREMENTS

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#### REQUIRED FORESTRY COURSES

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FOR-101	Introduction to Forestry
FOR-112	Forestry Software Applications
FOR-120	Land Surveying
FOR-122	Forest Measurements
FOR-221	Forest Products
FOR-222	Advanced Forest Measurements
FOR-223	Wildlife Management
FOR-224	Forest Recreation and Human Resource Management
FOR-225	Forest Insects and Diseases
FOR-226	Forest Management
FOR-227	Forest Fire Control
FOR-228	Urban Forestry
FOR-229	Silviculture
FOR-250	Harvesting and Primary Manufacturing
FOR-251	Forest Measurement and Surveying Field Practices

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#### REQUIRED GENERAL COURSES

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BIO-103	General Botany
BIO-110	Forest Ecology
BIO-213	Dendrology I
BIO-214	Dendrology II
ENG-101	English Composition I
ENG-112	Business and Technical Communication
MATH-102	College Algebra

FOR-103 or Physical Activity	Tree Climbing or Physical Activity
PHED-151 or PHED-153 SPCH-101	First Aid and Safety or Cardiopulmonary Resuscitation and First Aid Speech Communication

## REQUIRED ELECTIVE COURSES

Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

Social and Behavioral Science Elective - 3 credits

## PROGRAM PATH

### FOREST TECHNOLOGY

#### TWO-YEAR CAREER PROGRAM

#### PREPARATION FOR EMPLOYMENT and/or RECOMMENDED TRANSFER

#### FIRST SEMESTER

	Credit Hours
Biological Science 103 (General Botany)	4
Biological Science 213 (Dendrology I)	2
English 101 (English Composition 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 Ecology)	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 Semester (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

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 Communication)	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)	3
Total:	17
<b>Total Credit Hours:</b>	<b>70</b>

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

## ACCREDITATION

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.



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## TREE CARE TECHNICIAN CERTIFICATE

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### PROGRAM OVERVIEW

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Marie Perrin Miller, *Program Director*  
 mperrin@allegany.edu  
 Technology 129  
 301-784-5256

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 Advising Center staff 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.

### COURSE REQUIREMENTS

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#### REQUIRED FORESTRY COURSES

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FOR-101	Introduction to Forestry
FOR-103	Tree Climbing
FOR-228	Urban Forestry
FOR-254	Urban Forestry Internship

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#### REQUIRED GENERAL COURSES

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BIO-103	General Botany
BIO-213	Dendrology I
BIO-214	Dendrology II
ENG-101	English Composition I
PHED-153	Cardiopulmonary Resuscitation and First Aid
SPCH-101	Speech Communication

### PROGRAM PATH

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#### FOREST TECHNOLOGY

#### TREE CARE TECHNICIAN

#### ONE-YEAR CAREER PROGRAM

#### PREPARATION FOR EMPLOYMENT

**FIRST SEMESTER**

	<u>Credit Hours</u>
Biological Science 103 (General Botany)	4
Biological Science 213 (Dendrology I)	2
English 101 (English Composition I)	3
Forest Technology 101 (Introduction to Forestry)	2
Forest Technology 103 (Tree Climbing)	1
<b>Total:</b>	<b>12</b>

**SECOND SEMESTER**

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)	3
<b>Total:</b>	<b>12</b>
<b>Total Credit Hours:</b>	<b>24</b>

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

**GENERAL STUDIES (TRANSFER)**

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**PROGRAM OVERVIEW**

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Advising Center  
 tverba@allegany.edu  
 College Center 141  
 301-784-5654

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.

**COURSE REQUIREMENTS**

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**REQUIRED GENERAL COURSES**

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ENG-101	English Composition I
SPCH-101	Speech Communication

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**REQUIRED ELECTIVE COURSES**

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**Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.**

**Electives - 27 credits**

**English Elective - 3 credits**

**Humanities Elective - 3 credits**

**Laboratory Science Elective - 4 credits**

**Mathematic Elective - 3 credits**

**Physical Activity Electives - 2 credits**

**Science Elective - 3 credits**

**Social and Behavioral Science Electives - 9 credits**

**PROGRAM PATH**

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**GENERAL STUDIES**

**PREPARATION FOR TRANSFER**

	<u>Credit Hours</u>
<b>FIRST SEMESTER</b>	
Elective <sup>1</sup>	3
English 101 (English Composition I)	3
Humanities Elective <sup>1</sup>	3
Mathematics Elective	3
Social and Behavioral Science Elective <sup>1,2</sup>	3
Total:	15
<b>SECOND SEMESTER</b>	
Elective <sup>1</sup>	3
Elective <sup>1</sup>	3
Elective <sup>1</sup>	3
English Elective <sup>1</sup>	3
Social and Behavioral Science Elective <sup>1,2</sup>	3
Total:	15
<b>THIRD SEMESTER</b>	
Elective <sup>1</sup>	3
Elective <sup>1</sup>	3
Laboratory Science Elective <sup>3</sup>	4
Physical Education Elective	1
Speech 101 (Speech Communication)	3
Total:	14
<b>FOURTH SEMESTER</b>	
Elective <sup>1</sup>	3
Elective <sup>1</sup>	3
Elective <sup>1</sup>	3
Science Elective <sup>3</sup>	3
Social and Behavioral Science Elective <sup>1,2</sup>	3
Physical Education Elective	1
Total:	16
<b>Total Credit Hours:</b>	<b>60</b>

<sup>1</sup> Consult your advisor or Advising Center staff for appropriate courses.

<sup>2</sup> Courses must be completed from two different Social and Behavioral Science disciplines.

<sup>3</sup> 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****PROGRAM OVERVIEW**

Advising Center  
tverba@allegany.edu  
College Center 141  
301-784-5654

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.

This program is NOT eligible for Student Financial Aid.

## COURSE REQUIREMENTS

### REQUIRED GENERAL COURSES

ENG-101 English Composition I

### REQUIRED ELECTIVE COURSES

Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

**Electives - 9 credits**

**Humanities Electives - 6 credits**

**Mathematic Elective - 3 credits**

**Science Elective - 3-4 credits**

**Social and Behavioral Science Electives - 6 credits**

### PROGRAM PATH

#### GENERAL STUDIES CERTIFICATE

#### PREPARATION FOR TRANSFER

	<u>Credit Hours</u>
English 101 (English Composition I)	3
Humanities Electives <sup>1</sup>	6
Mathematics Elective	3
Science Elective	3-4
Social and Behavioral Science Electives <sup>2</sup>	6
Elective	9
<b>Total Credit Hours:</b>	<b>30 - 31</b>

<sup>1</sup> Students must take at least two classes from two different disciplines from approved list.

<sup>2</sup> 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 (AOC)

#### PROGRAM OVERVIEW

Tommie Reams, *Director of Athletics, Physical Education and Health*  
 treams@allegany.edu  
 Gymnasium 164  
 301-784-5264

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 Advising Center staff 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.

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**COURSE REQUIREMENTS**


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**REQUIRED PHYSICAL EDUCATION COURSES**


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PHED-113	Beginning Weight Training (Co-Ed)
PHED-130	Intermediate Weight Training (Co-Ed)
PHED-145	Personal Wellness
PHED-153	Cardiopulmonary Resuscitation and First Aid
PHED-154	Integrated Health and Physical Education
PHED-203	Intramural and Sports Officiating
PHED-204	Introduction to Physical Education
PHED-209	Foundations of Training I
PHED-210	Foundations of Training II
PHED-212	Fundamentals of Health and Physical Education

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**REQUIRED GENERAL COURSES**


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BIO-101	General Biology I
BIO-114	Fundamentals of Nutrition
BIO-207	Anatomy and Physiology of the Human I
BIO-208	Anatomy and Physiology of the Human II
ENG-101	English Composition I
PSYC-101	General Psychology
SOC-101	Introduction to Sociology
SPCH-101	Speech Communication

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**REQUIRED ELECTIVE COURSES**


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Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

**English Elective - 3 credits**

**Humanities Elective - 3 credits**

**Mathematic Elective - 3 credits**

**PROGRAM PATH**


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**HEALTH/PHYSICAL EDUCATION**

**AREA OF CONCENTRATION**

**PREPARATION FOR TRANSFER**

<u>FIRST SEMESTER</u>	<u>Credit Hours</u>
Biological Science 101 (General Biology I)	4
English 101 (English Composition I)	3
Humanities Elective	3
Mathematics Elective	3
Physical Education 145 (Personal Wellness)	2
Total:	15
<u>SECOND SEMESTER</u>	
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)	3
Total:	15
<u>THIRD SEMESTER</u>	
Biological Science 207 (Anatomy and Physiology of the Human I)	4
Physical Education 113 (Beginning Weight Training (Co-Ed))	1
Physical Education 153 (Cardiopulmonary Resuscitation and First Aid)	2
Physical Education 203 (Intramurals and Sports Officiating)	3
Physical Education 204 (Introduction to Physical Education)	3
Physical Education 209 (Foundations of Training I)	3
Total:	16
<u>FOURTH SEMESTER</u>	
Biological Science 208 (Anatomy and Physiology of the Human II)	4
Physical Education 130 (Intermediate Weight Training (Co-Ed))	1
Physical Education 210 (Foundations of Training II)	3
Physical Education 212 (Fundamentals of Health and Physical Education)	3
Sociology 101 (Introduction to Sociology)	3
Total:	14
<b>Total Credit Hours:</b>	<b>60</b>

*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 (AOC)

### PROGRAM OVERVIEW

Stephen Gibson, *Division Chair*  
 sgibson@allegheny.edu  
 Humanities 22  
 301-784-5208

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 Advising Center staff 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.

### COURSE REQUIREMENTS

#### REQUIRED HISTORY COURSES

HIST-101	History of Western Civilization I
HIST-102	History of Western Civilization II
HIST-103	United States History I
HIST-104	United States History II
HIST-105	Contemporary World History

**REQUIRED GENERAL COURSES**

ENG-101	English Composition I
POSC-101	American National Government

**REQUIRED ELECTIVE COURSES**

Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

**Electives - 12 credits**

**English Elective - 3 credits**

**Humanities Electives - 6 credits**

**Laboratory Science Electives - 4 credits**

**Mathematic Elective - 3 credits**

**Physical Activity Electives - 2 credits**

**Science Elective - 3 credits**

**Social and Behavioral Science Electives - 6 credits**

**PROGRAM PATH**

**HISTORY**

**AREA OF CONCENTRATION**

**PREPARATION FOR TRANSFER**

FIRST SEMESTER

	<u>Credit Hours</u>
Elective <sup>1</sup>	3
English 101 (English Composition I)	3
History 101 (History of Western Civilization I)	3
Mathematics Elective	3
Social and Behavioral Science Elective <sup>2</sup>	3
<b>Total:</b>	<b>15</b>

SECOND SEMESTER

Elective <sup>1</sup>	3
English Elective <sup>1</sup>	3
History 102 (History of Western Civilization II)	3
Humanities Elective <sup>3</sup>	3
Physical Activity	1
Social and Behavioral Science Elective <sup>2</sup>	3
<b>Total:</b>	<b>16</b>

THIRD SEMESTER

Elective <sup>1</sup>	3
History 103 (United States History I)	3
Humanities Elective <sup>3</sup>	3
Laboratory Science Elective	4
Physical Activity	1
<b>Total:</b>	<b>14</b>

FOURTH SEMESTER

Elective <sup>1</sup>	3
History 104 (United States History II)	3
History 105 (Contemporary World History)	3
Political Science 101 (American National Government)	3
Science Elective <sup>4</sup>	3
<b>Total:</b>	<b>15</b>
<b>Total Credit Hours:</b>	<b>60</b>

<sup>1</sup> Consult your advisor or Advising Center staff for appropriate courses.

<sup>2</sup> Courses must be completed from two different Social and Behavioral Science disciplines.

<sup>3</sup> Courses must be completed from two different Humanities disciplines.

<sup>4</sup> 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.

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## HOSPITALITY MANAGEMENT - HOTEL AND RESTAURANT MANAGEMENT (AOC)

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### PROGRAM OVERVIEW

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Debra Swope, *Program Director*  
dswope2@allegany.edu  
Gateway Center  
301-784-54110

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.

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 and Culinary Arts 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 Advising Center staff regarding specific program and course transfer issues.

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

Program graduates are eligible to take the national certification examination to become a CDM/CFPP (Certified Dietary Manager/Certified Food Protection Professional). Contact the Certifying Board for Dietary Managers for additional information.

### COURSE REQUIREMENTS

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#### REQUIRED HOSPITALITY COURSES

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HRMG-101	Introduction to Hospitality
HRMG-110	Food Service Sanitation
CULA-216	Dining Room Management
CULA-217	Beverage Management
HRMG-165 or	Catering Operations or
CULA-150	Culinary Techniques I
HRMG-203	Hospitality Purchasing, Inventory, and Cost Control
HRMG-204	Menu Planning and Food Merchandising
HRMG-205	Food and Beverage Cost Control
HRMG-209	Front Office Management
HRMG-210 or	Internship I or
CULA-250	On-Site Practicum
HRMG-211	Hospitality Supervision
HRMG-218	Hospitality Marketing
HRMG-220	Internship II

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#### REQUIRED GENERAL COURSES

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BIO-114	Fundamentals of Nutrition
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BUAD-110	Business Professionalism and Ethics
ENG-101	English Composition I
SPCH-101	Speech Communication

## REQUIRED ELECTIVE COURSES

Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

**Humanities Elective or Social and Behavioral Science Elective - 3 credits**

**Mathematic Elective - 3 credits**

**Social and Behavioral Science Elective - 3 credits**

## PROGRAM PATH

### HOSPITALITY MANAGEMENT

#### HOTEL AND RESTAURANT MANAGEMENT AREA OF CONCENTRATION

#### TWO-YEAR CAREER PROGRAM

#### PREPARATION FOR EMPLOYMENT

##### FIRST SEMESTER

	<u>Credit Hours</u>
English 101 (English Composition I)	3
Hospitality Management 101 (Introduction to Hospitality)	3
Hospitality Management 110 (Food Service Sanitation)	1
Mathematics Elective	3
Speech 101 (Speech Communication)	3
Total:	13

##### SECOND SEMESTER

Biological Science 114 (Fundamentals of Nutrition)	3
Culinary Arts 216 (Dining Room Management)	3
Hospitality Management 165 or Culinary Arts 150 (Catering Operations or Culinary Techniques I)	3
Social and Behavioral Science Elective	3
Total:	12

##### Summer Session (following second semester)

Hospitality Management 210 (Internship I) or Culinary Arts 250 ( On Site Practicum)	5
Total:	5

##### THIRD SEMESTER

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

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
<b>Total Credit Hours:</b>	<b>60</b>

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

## BREWING OPERATIONS CERTIFICATE

### PROGRAM OVERVIEW

Debra Swope, Program Director

dswope2@allegany.edu  
 Gateway Center  
 301-784-5410

This certificate program will allow students to be prepared to seek employment in the brewing industry. Students will learn the science and business behind brewing and experience production hands-on in a regional brewery. Graduates will be able to identify and evaluate the quality of beer and develop mechanical aptitude in working with brewing equipment. In addition, students will learn environmental sustainability techniques in modern beer production. Prospective job titles include assistant brewer; brewing equipment operator; quality assurance technician.

Brewing Operations students must maintain the scholastic standards of the college and must achieve a grade of “C” or better in each of the required courses. Students are expected to be well-groomed in compliance with standards of sanitation. Students must be age 21 or older prior to enrolling in Hospitality Management 202 (Sensory Evaluation of Beer).

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 Brewing Operations.

**COURSE REQUIREMENTS**

**REQUIRED HOSPITALITY MANAGEMENT COURSES**

HRMG-101	Introduction to Hospitality
HRMG-102	Brewing History and Introduction
HRMG-105	Sustainable Brewing
HRMG-110	Food Service Sanitation
HRMG-115	Brewing Equipment/Maintenance
HRMG-125	Brewing Methods and Production
HRMG-200	Sensory Evaluation of Beer
HRMG-210	Internship I

**REQUIRED GENERAL COURSES**

BIO-175	Microbiology of Brewing
BUAD-220	Social Media Marketing
CULA-217	Beverage Management

**PROGRAM PATH**

**HOSPITALITY MANAGEMENT**

**BREWING OPERATIONS**

**ONE-YEAR CAREER PROGRAM**

**PREPARATION FOR EMPLOYMENT**

**FIRST SEMESTER**

	<u>Credit Hours</u>
Biological Science 175 (Microbiology of Brewing)	4
Hospitality Management 102 (Brewing History and Introduction)	3
Hospitality Management 110 (Food Service Sanitation)	1
Hospitality Management 115 (Brewing Equipment/Maintenance)	3
Hospitality Management 125 (Brewing Methods and Production)	3
<b>Total:</b>	<b>14</b>

**SECOND SEMESTER**

Culinary Arts 217 (Beverage Management)	2
Hospitality Management 101 (Introduction to Hospitality)	3
Hospitality Management 105 (Sustainable Brewing)	3
Hospitality Management 200 (Sensory Evaluation of Beer)	3
Business Administration 220 (Social Media Marketing)	3
<b>Total:</b>	<b>14</b>

**SUMMER SESSION**

Hospitality management 210 (Internship I)	5
<b>Total:</b>	<b>5</b>
<b>Total Credit Hours:</b>	<b>33</b>

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

**HOSPITALITY MANAGEMENT - EVENT MANAGEMENT CERTIFICATE****PROGRAM OVERVIEW**

Debra Swope, *Program Director*  
 dswope2@allegany.edu  
 Gateway Center  
 301-784-5410

This certificate program will allow students to be prepared to design, plan, and execute successful events for any sized group. Students will learn how to market their services, conduct needs assessments and site analyses, prepare budgets, and effectively assess event success. The Event Management industry is a growing field, and includes seminars, conventions, conferences, expositions, trade shows, and special events such as weddings and other celebrations. An on-site internship will develop skills in the best practices to create successful events and meetings for groups from ten to hundreds.

Event Management 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.

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 Event Management.

**COURSE REQUIREMENTS****REQUIRED HOSPITALITY COURSES**

HRMG-165	Catering Operations
HRMG-204	Menu Planning and Food Merchandising
HRMG-205	Food and Beverage Cost Control
HRMG-207	Principles of Event Management
HRMG-211	Hospitality Supervision
HRMG-218	Hospitality Marketing
HRMG-219	Mechanics of Event Management
HRMG-230	Event Production Internship

**PROGRAM PATH****HOSPITALITY MANAGEMENT****EVENT MANAGEMENT CERTIFICATE****ONE-YEAR CAREER PROGRAM****PREPARATION FOR EMPLOYMENT****FIRST SEMESTER**

Hospitality Management 204 (Menu Planning and Food Merchandising)	Credit Hours
	3
Hospitality Management 207 (Principles of Event Management)	3
Hospitality Management 211 (Hospitality Supervision)	3
Hospitality Management 219 (Mechanics of Event Management )	4
Total:	13

**SECOND SEMESTER**

Hospitality Management 165 (Catering Operations)	3
Hospitality Management 205 (Food and Beverage Cost Control)	3
Hospitality Management 218 (Hospitality Marketing)	3
Hospitality Management 230 ( Event Production Internship)	5
Total:	14
<b>Total Credit Hours:</b>	<b>27</b>

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

**HOSPITALITY MANAGEMENT - RESTAURANT MANAGEMENT CERTIFICATE****PROGRAM OVERVIEW**

Debra Swope, *Program Director*  
 dswope2@allegany.edu  
 Gateway Center  
 301-784-5410

This certificate is designed to give students the opportunity to develop or enhance their food service supervisory skills, build their career portfolios, and gain a competitive edge in entry-level restaurant management employment opportunities. The certificate will transfer in its entirety into the Hospitality Management Associate of Applied Science degree program.

Restaurant Management 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 and professionalism.

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 Restaurant Management.

**COURSE REQUIREMENTS**

**REQUIRED CULINARY/HOSPITALITY COURSES**

CULA-216	Dining Room Management
CULA-217	Beverage Management
HRMG-110	Food Service Sanitation
HRMG-203	Hospitality Purchasing, Inventory, and Cost Control
HRMG-204	Menu Planning and Food Merchandising
HRMG-205	Food and Beverage Cost Control
HRMG-211	Hospitality Supervision
HRMG-218	Hospitality Marketing
HRMG-220	Internship II

**REQUIRED GENERAL COURSES**

BUAD-110	Business Professionalism and Ethics
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**PROGRAM PATH**

**HOSPITALITY MANAGEMENT**

**RESTAURANT MANAGEMENT CERTIFICATE**

**ONE-YEAR CAREER PROGRAM**

**PREPARATION FOR EMPLOYMENT**

FIRST SEMESTER

Business Administration 110 (Business Professionalism and Ethics)	<u>Credit Hours</u>
Culinary Arts 216 (Dining Room Management)	2
Hospitality Management 110 (Food Service Sanitation)	3
Hospitality Management 204 (Menu Planning and Food Merchandising)	1
Hospitality Management 211 (Hospitality Supervision)	3
Total:	3
	12

SECOND SEMESTER

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
<b>Total Credit Hours:</b>	<b>28</b>

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

**HUMAN SERVICE ASSOCIATE**

**PROGRAM OVERVIEW**

Annette Clark, Program Director  
 aclark9@allegany.edu  
 Allied Heath 239  
 301-784-5558

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. 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, in combination with the Addictions Certificate, prepares students for the Maryland State Certification Examination for Addictions Counselors. Specialized areas of study are available in Integrative Health, Integrative Wellness, Leadership Development, and Addictions. (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 60% 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 Advising Center staff. 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.

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, Annette Clark, at 301-784-5558.

### **PROGRAM ADMISSIONS**

The process for application includes three parts; submission of the required written materials, four individual interviews with the members of the Human Service Admissions Committee, and completion of Sociology 104, Interdisciplinary Studies in Human Society, with a "B" or better. This course may be taken prior to making application to the Clinical Phase of the program or concurrently with the Admission process. If taken concurrently, a student will be reviewed as a candidate for admission, but acceptance will be conditional upon a final review, which is made at the completion of the course.

The Admissions Committee consists of Human Service faculty, second year Clinical Students or recent graduates, and a representative of the Admissions Office. The Committee considers four primary factors in determining admission to the clinical phase:

1. Academic performances as measured by a minimum of six credits in the Core Mix category (English, Psychology, Sociology, and Speech) and a computed Core Mix GPA of 2.5 or better. All courses in this category must be passed with a "C" or better, with the exception of Sociology 104 which must have a "B" or better.
2. Career goals.
3. Assessment of the areas, which contribute to successful performance in classroom, fieldwork, and employment settings. These areas include interpersonal skills, oral and written communication, maturity, motivation, flexibility, access to a support system, realistic career goals, potential to work as a team member, and the ability to balance current work, school, family, and personal responsibilities.
4. Related work, volunteer, or life experience.

Students who are accepted enroll in the required clinical coursework for the fall semester. Three agency-based clinical training experiences (field work) are included in the four semesters of the program. Students participate in the selection of these training sites and a wide variety of settings are available, including agencies accessible to students from Pennsylvania and West Virginia. The college carries a blanket professional liability insurance policy which covers Human Service students in the field.

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.

## **COURSE REQUIREMENTS**

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### **REQUIRED HUMAN SERVICE COURSES**

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HSRV-103	Group Process
HSRV-123	Introduction to Counseling and Interviewing
HSRV-170	Helping Techniques I
HSRV-190	Human Service Practicum I
HSRV-201	Helping Techniques II
HSRV-207	Human Service Practicum II
HSRV-210	Human Service Practicum III
HSRV-230	Human Service Clinical Skills Capstone

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### **REQUIRED GENERAL COURSES**

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BIO-116 or Biological Science Elective	Human Biology or Biological Science Elective
ENG-101	English Composition I
ENG-102 or ENG-112	English Composition II or Business and Technical Communication
IHLT-101	Mind/Body Skills for Health and Healing
POSC-101	American National Government
PSYC-101	General Psychology
PSYC-205	Introduction to Abnormal Psychology
SOC-101	Introduction to Sociology
SOC-104	Interdisciplinary Studies In Human Society
SPCH-101	Speech Communication

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### **REQUIRED ELECTIVE COURSES**

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**Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.**

**Mathematic Elective - 3 credits**

**Physical Activity Elective - 1 credit**

**Sociology Elective - 3 credits**

### **PROGRAM PATH**

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**HUMAN SERVICE ASSOCIATE**

**TWO-YEAR CAREER PROGRAM**

**PREPARATION FOR EMPLOYMENT**

<u>Summer or Previous Semester</u>	<u>Credit Hours</u>
Sociology 104 (Interdisciplinary Studies in Human Society)	3
Total:	3
 <b>FIRST SEMESTER</b>	
English 101 (English Composition I)	3
Human Service 103 (Group Processes)	3
Human Service 123 (Introduction to Counseling and Interviewing)	3
Mathematics Elective <sup>1</sup>	3
Psychology 101 (General Psychology)	3
Total:	15
 <b>SECOND SEMESTER</b>	
English 102 or 112 (English Composition II or Business and Technical Communication) <sup>2</sup>	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)	3
Total:	16
 <b>THIRD SEMESTER</b>	
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
 <b>FOURTH SEMESTER</b>	
Biological Science 116 (Human Biology) or Biological Science Elective	3
Human Service 210 (Human Service Practicum III)	5
Physical Activity	1
Human Service 230 (HS Clinical Skills Capstone)	3
Sociology Elective <sup>3</sup>	3
Total:	15
<b>Total Credit Hours:</b>	<b>60</b>

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

<sup>2</sup> English 112 is recommended for career preparation.

<sup>3</sup> 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.*

## **ACCREDITATION**

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.

## **INTEGRATIVE WELLNESS (LOR)**

Annette Clark, *Program Director*  
aclark9@allegany.edu  
Allied Health 239  
301-784-5558

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.

## COURSE REQUIREMENTS

### REQUIRED CORE COURSES

IHLT-101	Mind/Body Skills for Health and Healing
IHLT-112	Spirituality and Healing Traditions
<b>Restricted Elective*</b>	Choose from any physical activity course offered by the Physical Education department or Integrative Health 110, 126, or 127.

### REQUIRED DESIGNATED ELECTIVES COURSES

(choose a total of 6 credits from the following)

BIO-114	Fundamentals of Nutrition
BIO-150	Medicinal Botany
IHLT-106	Introduction to Energy Healing
IHLT-107	Energy Healing II
IHLT-110	Tai Chi*
IHLT-111	Introduction to Qigong
IHLT-114	Integrative Approach to Health and Healing
IHLT-126	Yoga for Wellness I (Physical Education 126)
IHLT-127	Yoga for Wellness II (Physical Education 127)*
IHLT-230	Introduction to Health Psychology (Psychology 230)
IHLT-298	Special Topics in Integrative Health
MASG-101	Introduction to Massage Therapy
PHED-155	Mind-Body Movement Stress Reduction Techniques

\*A class will only count one time and the most current grade will be calculated in the grade point average toward the 9 total credit hour graduation requirement.

## PROGRAM PATH

### INTEGRATIVE WELLNESS

#### LETTER OF RECOGNITION

#### PREPARATION FOR EMPLOYMENT

#### CORE CLASSES (required)

	<u>Credit Hours</u>
Integrative Health 101 (Mind/Body Skills for Health and Healing)	1
Integrative Health 112 (Spirituality and Healing Traditions)	1
Restricted Elective <sup>1</sup>	1
<b>Total:</b>	<b>3</b>

#### DESIGNATED ELECTIVES (choose a total of 6 credits from the following)

Biological Science 114 (Fundamentals of Nutrition)	3
Biological Science 150 (Medicinal Botany)	3
Integrative Health 106 (Introduction to Energy Healing)	1
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
<b>Total:</b>	<b>6</b>
<b>Total Credit Hours:</b>	<b>9</b>

<sup>1</sup> 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.



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## LEADERSHIP DEVELOPMENT (LOR)

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### PROGRAM OVERVIEW

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Jenna Gallion, *Division Chair*  
 jgallion@allegany.edu  
 Humanities 39  
 301-784-5239

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.

### COURSE REQUIREMENTS

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#### REQUIRED LEADERSHIP COURSES

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HUM-110	Interdisciplinary Leadership I
HUM-210	Interdisciplinary Leadership II
SPCH-101	Speech Communication

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### PROGRAM PATH

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#### LEADERSHIP DEVELOPMENT

#### LETTER OF RECOGNITION

#### PREPARATION FOR EMPLOYMENT

#### FIRST SEMESTER

Humanities 110 (Interdisciplinary Leadership I)	<u>Credit Hours</u>
Speech 101 (Speech Communication)	3
Total:	3
	6

#### SECOND SEMESTER

Humanities 210 (Interdisciplinary Leadership II)	3
Total:	3
<b>Total Credit Hours:</b>	<b>9</b>

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

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## LEGAL STUDIES

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### PROGRAM OVERVIEW

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Brandon James Hoover, J.D., *Program Director*  
 bhoover5265@allegany.edu  
 Technology 206  
 301-784-5300

This curriculum is designed for the student interested in learning about the legal field and various areas of law including criminal, family, contract, tort, and estate law. Graduation from this program will provide students with both career and transfer opportunities.

Students wishing to enter the workforce will graduate with the requisite knowledge and skills to obtain employment in beginner level positions in certain government offices or as an entry-level legal assistant/ paralegal. Students will also be prepared for transfer to a four-year institution to complete their Bachelor's Degree in Legal Studies or other Pre-Law related programs.

In order to graduate from the Legal Studies Program, the students must meet all college academic requirements plus achieve a grade of "C" or better in each Legal Studies (LEGL) and Criminal Justice (CRIM) course.

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

## **COURSE REQUIREMENTS**

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### **REQUIRED LEGAL STUDIES COURSES**

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CRIM-101	Introduction to Criminal Justice
CRIM-103	Criminal Law
CRIM-203	Ethics and Leadership in Criminal Justice
CRIM-205 or POSC-205	Introduction to American Constitutional Law (Political Science 205) or Introduction to American Constitutional Law (Criminal Justice 205)
LEGL-101	Introduction to Legal Studies
LEGL-104	Litigation
LEGL-202	Legal Research and Writing
LEGL-203	Family and Estate Law
LEGL-204	Real Property and Title Examination
LEGL-206	Torts

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### **REQUIRED GENERAL COURSES**

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BUAD-110	Business Professionalism and Ethics
BUAD-210	Business Law
COMP-101	Computer Literacy
COMP-221	Office Applications I
ENG-101	English Composition I
POSC-101	American National Government
SPCH-101	Speech Communication

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### **REQUIRED ELECTIVE COURSES**

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Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

**English Elective - 3 credits**

**Laboratory Science Elective - 4 credits**

**Mathematics Elective - 3 credits**

## **PROGRAM PATH**

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### **LEGAL STUDIES**

#### **TWO-YEAR CAREER PROGRAM**

#### **PREPARATION FOR EMPLOYMENT and/or RECOMMENDED TRANSFER**

<u>FIRST SEMESTER</u>	<u>Credit Hours</u>
English 101 (English Composition I)	3
Computer Technology 101 (Computer Literacy)	3
Legal Studies 101 (Introduction to Legal Studies)	3
Mathematics Elective	3
Political Science 101 (American National Government)	3
Total:	15
<u>SECOND SEMESTER</u>	
Computer Technology 221 (Office Applications I)	3
Criminal Justice 101 (Introduction to Criminal Justice)	3
Criminal Justice 103 (Criminal Law)	3
Legal Studies 104 (Litigation)	3
Speech 101 (Speech Communication)	3
Total:	15
<u>THIRD SEMESTER</u>	
Business Administration 210 (Business Law)	3
Criminal Justice 203 (Ethics and Leadership in Criminal Justice)	3
English Elective	3
Legal Studies 203 (Family and Estate Law)	3
Political Science 205 / Criminal Justice 205 (Introduction to American Constitutional Law)	3
Total:	15
<u>FOURTH SEMESTER</u>	
Business Administration 110 (Business Professionalism and Ethics)	2
Lab Science Elective	4
Legal Studies 202 (Legal Research and Writing)	3
Legal Studies 204 (Real Property and Title Examination)	3
Legal Studies 206 (Torts)	3
Total:	15
<b>Total Credit Hours:</b>	<b>60</b>

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

## **LEGAL STUDIES CERTIFICATE**

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### **PROGRAM OVERVIEW**

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Brandon James Hoover, J.D., *Program Director*  
 bhoover5265@allegany.edu  
 Technology 206  
 301-784-5300

This curriculum is designed for the student interested in a career in the legal field who wishes to primarily focus his or her education on legal studies. Through this certificate program, students learn about various areas of law including criminal, family, contract, tort, and estate law. Graduation from this certificate program will provide students with opportunities to enter the workforce with the requisite knowledge and skills to obtain employment in beginner level positions in certain government offices or as an entry-level legal assistant/ paralegal.

This certificate program can be taken 100% online, but traditional classroom offerings are available for many classes, as well.

In order to graduate from the Legal Studies Certificate Program, the students must meet all college academic requirements plus achieve a grade of "C" or better in each Legal Studies (LEGL) and Criminal Justice (CRIM) course.

Successful completion of this program qualifies students to apply for a Certificate in Legal Studies.

### **COURSE REQUIREMENTS**

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#### **REQUIRED LEGAL STUDIES COURSES**

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CRIM-103	Criminal Law
LEGL-101	Introduction to Legal Studies
LEGL-104	Litigation
LEGL-203	Family and Estate Law
LEGL-204 or	Real Property and Title Examination or
LEGL-206	Torts

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**REQUIRED GENERAL COURSES**

ENG-101	English Composition I
BUAD-210	Business Law
COMP-101	Computer Literacy
COMP-221	Office Applications I

**REQUIRED ELECTIVES**

English Elective	English Elective
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**PROGRAM PATH**

**LEGAL STUDIES PROGRAM**

**ONE-YEAR CAREER PROGRAM**

**PREPARATION FOR EMPLOYMENT**

**FIRST SEMESTER**

	<u>Credit Hours</u>
Computer Technology 101 (Computer Literacy)	3
Criminal Justice 103 (Criminal Law)	3
English 101 (English Composition I)	3
Legal Studies 101 (Introduction to Legal Studies)	3
Legal Studies 203 (Family and Estate Law)	3
<b>Total:</b>	<b>15</b>

**SECOND SEMESTER**

Business Administration 210 (Business Law)	3
Computer Technology 221 (Office Applications I)	3
English Elective	3
Legal Studies 104 (Litigation)	3
Legal Studies 204 or 206 (Real Property and Title Examination or Torts)	3
<b>Total:</b>	<b>15</b>
<b>Total Credit Hours:</b>	<b>30</b>

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

**MESSAGE THERAPY**

**PROGRAM OVERVIEW**

Kirsten O. Hansen, *Program Director*  
 khansen@allegany.edu  
 Allied Health 113  
 301-784-5191

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 gentle touch massage to the patients in the outpatient oncology department of our local hospital.

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.

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.

## PROGRAM ADMISSIONS

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. Pass the Allegany College of Maryland Placement Assessment for applicable courses;
2. Successfully complete Introduction to Massage with a minimum grade of "C" and an overall GPA of at least 2.0;
3. 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
4. Complete admission application and essay; and
5. 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 BLS/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 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.

## COURSE REQUIREMENTS

### REQUIRED MESSAGE THERAPY COURSES

MASG-101	Introduction to Massage Therapy
MASG-103	Massage Anatomy, Physiology and Movement
MASG-104	Anatomy and Physiology Interrelationships
MASG-108	Clinical Practice I
MASG-110	Holistic Approach to Wellness
MASG-113	Principles of Massage Therapy I
MASG-118	Clinical Practice II
MASG-120	Principles of Massage Therapy II
MASG-201	Legal and Ethical Topics in Massage Therapy
MASG-205	Pathology for Massage Therapy
MASG-206	Integrating Massage Therapy and Business Topics
MASG-207	Principles of Massage Therapy III
MASG-209	Clinical Practice III
MASG-210	Clinical Practice IV
MASG-218	Current Trends in Massage Therapy
MASG-221	Internship I
MASG-222	Medical Massage

### REQUIRED GENERAL COURSES

BIO-121 or	Musculoskeletal Anatomy of the Human or
BIO-101	General Biology I
BIO-201	Human Anatomy and Physiology
ENG-101	English Composition I
MDAA-110	Medical Terminology
PSYC-101	General Psychology
SPCH-101	Speech Communication

### REQUIRED ELECTIVES

Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

**Mathematics Elective - 3 credits**

## PROGRAM PATH

### MESSAGE THERAPY

#### TWO-YEAR CAREER PROGRAM

#### PREPARATION FOR EMPLOYMENT

<u>SUMMER OR PREVIOUS SEMESTER</u>	<u>Credit Hours</u>
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
<u>FIRST SEMESTER</u>	
Massage Therapy 103 (Massage Anatomy, Physiology and Movement)	3
Massage Therapy 110 (Holistic Approach to Wellness)	1
Massage Therapy 113 (Principles of Massage Therapy I)	4
Massage Therapy 201 (Legal and Ethical Topics in Massage Therapy)	2
Mathematics Elective	3
Total:	13
<u>SECOND SEMESTER</u>	
Massage Therapy 104 (Anatomy and Physiology Interrelationships)	2
Massage Therapy 108 (Clinical Practice I)	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 (English Composition I)	3
Total:	15
<u>SUMMER SESSION (following second semester)</u>	
Massage Therapy 118 (Clinical Practice II)	1
Total:	1
<u>THIRD SEMESTER</u>	
Massage Therapy 207 (Principles of Massage Therapy III)	4
Massage Therapy 209 (Clinical Practice III)	1
Massage Therapy 218 (Current Trends in Massage Therapy)	3
Medical Administrative Assistant 110 (Medical Terminology)	3
Psychology 101 (General Psychology)	3
Total:	14
<u>FOURTH SEMESTER</u>	
Massage Therapy 210 (Clinical Practice IV)	2
Massage Therapy 221 (Internship)	1
Massage Therapy 222 (Medical Massage)	2
Biological Science 201 (Human Anatomy and Physiology) <sup>1</sup>	4
Speech 101 (Speech Communication)	3
Total:	12
<b>Total Credit Hours:</b>	<b>60</b>

<sup>1</sup> 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.

## **MESSAGE THERAPY CERTIFICATE**

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

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## **PROGRAM OVERVIEW**

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Kirsten O. Hansen, *Program Director*  
 khansen@allegany.edu  
 Allied Health 124  
 301-784-5191

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

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, 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.

Once you have passed the examinations, you will then be eligible to use the designation of Registered Massage Practitioner (RMP). As a RMP you may now practice in the state of Maryland in all non-healthcare businesses such as spas and fitness centers.

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

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## **COURSE REQUIREMENTS**

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### **REQUIRED MASSAGE THERAPY COURSES**

MASG-101	Introduction to Massage Therapy
MASG-103	Massage Anatomy, Physiology and Movement
MASG-104	Anatomy and Physiology Interrelationships
MASG-108	Clinical Practice I
MASG-110	Holistic Approach to Wellness
MASG-113	Principles of Massage Therapy I
MASG-118	Clinical Practice II
MASG-120	Principles of Massage Therapy II
MASG-201	Legal and Ethical Topics in Massage Therapy
MASG-205	Pathology for Massage Therapy
MASG-206	Integrating Massage Therapy and Business Topics

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### **REQUIRED GENERAL COURSES**

BIO-101 or	General Biology I or
BIO-116	Human Biology
MDAA-110	Medical Terminology

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### **PROGRAM PATH**

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

**SUMMER OR PREVIOUS SEMESTER**

	<u>Credit Hours</u>
Massage Therapy 101 (Introduction to Massage Therapy)	1
Biological Science 101 or 116 (General Biology I or Human Biology)	3-4
Total:	4-5

**FIRST SEMESTER**

Massage Therapy 103 (Massage Anatomy, Physiology and Movement)	3
Massage Therapy 110 (Holistic Approach to Wellness)	1
Massage Therapy 113 (Principles of Massage Therapy I)	4
Massage Therapy 201 (Legal and Ethical Topics in Massage Therapy)	2
Medical Administrative Assistant 110 (Medical Terminology)	3
Total:	13

**SECOND SEMESTER**

Massage Therapy 104 (Anatomy and Physiology Interrelationships)	2
Massage Therapy 108 (Clinical Practice I)	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
Total:	12

**SUMMER SESSION (following second semester)**

Massage Therapy 118 (Clinical Practice II)	1
Total:	1
<b>Total Credit Hours:</b>	<b>30-31</b>

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

**MEDICAL ADMINISTRATIVE ASSISTANT**

**PROGRAM OVERVIEW**

Lisa Rocks, Program Director  
 lrocks@allegany.edu  
 Allied Health 124  
 301-784-5133

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.

Allegany College of Maryland's Medical Administrative Assistant program is an educational partner with the American Academy of Professional Coders (AAPC). As such, graduates of the Medical Administrative Assistant program will have the knowledge and competencies required to take the AAPC Certified Professional Coder (CPC) exam. In addition, graduates will also have the knowledge and skills 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 courses 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 Advising Center staff 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.



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**COURSE REQUIREMENTS**

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**REQUIRED MEDICAL ADMINISTRATIVE ASSISTANT COURSES**

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MDAA-110	Medical Terminology
MDAA-132	Elements of Human Disease
MDAA-133	Basic Disease Coding
MDAA-135	Basic Procedural Coding
MDAA-150	Computer Software for the Medical Office
MDAA-212	Applications in Medical Coding
MDAA-213	Principles of Medical Insurance
MDAA-214	Medical Administrative Assistant Practicum
MDAS-101	Essential Skills for Health Professional
MDAS-102	Introduction to Health Records
MDAS-209	Administrative Medical Assistant

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**REQUIRED GENERAL COURSES**

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COMP-101	Computer Literacy
COMP-107	Introduction to Cybersecurity
ENG-101	English Composition I
IHLT-101	Mind/Body Skills for Health and Healing
PHED-153	Cardiopulmonary Resuscitation and First Aid
PSYC-101	General Psychology
SPCH-101	Speech Communication

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**REQUIRED ELECTIVE COURSES**

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Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

**Biological Science Elective - 3 credits**

**Mathematic Elective - 3 credits**

**PROGRAM PATH**

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**MEDICAL ADMINISTRATIVE ASSISTANT**

**TWO-YEAR CAREER PROGRAM**

**PREPARATION FOR EMPLOYMENT**

<u>FIRST SEMESTER</u>	<u>Credit Hours</u>
Computer Technology 101 (Computer Literacy)	3
Computer Technology 107 (Introduction to Cybersecurity)	3
English 101 (English Composition I)	3
Mathematics Elective <sup>1</sup>	3
Medical Administrative Assistant 110 (Medical Terminology)	3
Total:	15
<u>SECOND SEMESTER</u>	
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 Administrative Assistant 150 (Computer Software in the Medical Office)	3
Medical Assistant 101 (Essential Skills for the Health Professional)	3
Total:	15
<u>THIRD SEMESTER</u>	
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 212 (Applications in Medical Coding)	6
Physical Education 153 (Cardiopulmonary Resuscitation and First Aid)	2
Total:	15
<u>FOURTH SEMESTER</u>	
Biological Science Elective <sup>1</sup>	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)	3
Total:	15
<b>Total Credit Hours:</b>	<b>60</b>

<sup>1</sup> Consult your advisor or Advising Center staff for appropriate courses.

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

## **MEDICAL CODING AND BILLING CERTIFICATE**

### **PROGRAM OVERVIEW**

Lisa Rocks, *Program Director*  
 lrocks@allegany.edu  
 Allied Health 124  
 301-784-5133

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.

Allegany College of Maryland's Medical Administrative Assistant Medical Coding and Billing certificate is an educational partner with the American Academy of Professional Coders (AAPC). As such, graduates of the Medical Administrative Assistant Medical Coding and Billing Certificate will have the knowledge and competencies required to take the AAPC Certified Professional Coder (CPC) exam. 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 of "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.

**COURSE REQUIREMENTS****REQUIRED MEDICAL COURSES**

MDAA-110	Medical Terminology
MDAA-132	Elements of Human Disease
MDAA-133	Basic Disease Coding
MDAA-135	Basic Procedural Coding
MDAA-212	Applications in Medical Coding
MDAA-213	Principles of Medical Insurance
MDAS-101	Essential Skills for Health Professional
MDAS-102	Introduction to Health Records
MDAS-209	Administrative Medical Assistant

**REQUIRED GENERAL COURSES**

COMP-101	Computer Literacy
IHLT-101	Mind/Body Skills for Health and Healing

**PROGRAM PATH****MEDICAL ADMINISTRATIVE ASSISTANT****MEDICAL CODING AND BILLING****ONE-YEAR CAREER PROGRAM****PREPARATION FOR EMPLOYMENT****SUMMER OR PREVIOUS SEMESTER**

Medical Administrative Assistant 110 (Medical Terminology)		<u>Credit Hours</u>
		3
	Total:	3

**FIRST SEMESTER**

Computer Technology 101 (Computer Literacy)		3
Medical Administrative Assistant 133 (Basic Disease Coding)		3
Medical Administrative Assistant 135 (Basic Procedural Coding)		3
Medical Assistant 101 (Essential Skills for the Health Professional)		3
Medical Assistant 102 (Introduction to Health Records)		3
	Total:	15

**SECOND SEMESTER**

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 212 (Applications in Medical Coding)		6
Medical Assistant 209 (Administrative Medical Assistant)		3
	Total:	16
	<b>Total Credit Hours:</b>	<b>34</b>

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

**MEDICAL ASSISTANT****PROGRAM OVERVIEW**

Lisa Rocks, *Program Director*  
lrocks@allegany.edu  
Allied Health 124  
301-784-5133

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 collect and prepare laboratory specimens, dispose of contaminated supplies, and sterilize 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 grow. The earnings of medical assistants vary, depending on experience, skill level, and location.

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).

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.

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## PROGRAM ADMISSIONS

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 (English Composition I) - 3 credit hours
  - Mathematics Elective - 3 credit hours
  - Medical Administrative Assistant 110 (Medical Terminology) - 3 credit hours
  - Medical Assistant 101 (Essential Skills for the Health Professional) - 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 contact the Medical Assistant Office or Admissions Office for an Application package, which will include details on admission criteria.

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## COURSE REQUIREMENTS

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### REQUIRED MEDICAL ASSISTANT COURSES

MDAA-110	Medical Terminology
MDAA-132	Elements of Human Disease
MDAA-133	Basic Disease Coding
MDAA-135	Basic Procedural Coding
MDAA-213	Principles of Medical Insurance
MDAS-101	Essential Skills for Health Professional
MDAS-102	Introduction to Health Records
MDAS-200	Medical Assistant Clinical I
MDAS-209	Administrative Medical Assistant
MDAS-211	Medical Assistant Clinical II
MDAS-212	Medical Assistant Clinical III
MDAS-213	Medical Assistant Pharmacology

MDAS-214	Medical Assistant Practicum
MDAS-218	Clinical Laboratory Procedures (Phlebotomy/Laboratory Assistant 218)
PBLA-110	Orientation to the Clinical Laboratory (Medical Laboratory Technology 110)
PBLA-111	Basic Phlebotomy Procedures

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### **REQUIRED GENERAL COURSES**

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COMP-101	Computer Literacy
ENG-101	English Composition I
PSYC-101	General Psychology
SPCH-101	Speech Communication

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### **REQUIRED ELECTIVE COURSES**

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Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

**Biological Science Elective - 3 credits**

**Mathematic Elective - 3 credits**

### **PROGRAM PATH**

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**MEDICAL ASSISTANT  
TWO-YEAR CAREER PROGRAM  
PREPARATION FOR EMPLOYMENT**

<u>FIRST SEMESTER</u>	<u>Credit Hours</u>
Computer Technology 101 (Computer Literacy)	3
English 101 (English Composition I)	3
Mathematics Elective <sup>1</sup>	3
Medical Administrative Assistant 110 (Medical Terminology)	3
Medical Assistant 101 (Essential Skills for the Health Professional)	3
Total:	15
<u>SECOND SEMESTER</u>	
Medical Administrative Assistant 133 (Basic Disease Coding)	3
Medical Administrative Assistant 135 (Basic Procedural Coding)	3
Medical Assistant 102 (Introduction to Health Records)	3
Medical Assistant 200 (Medical Assistant Clinical I)	2
Medical Assistant 218 (Clinical Laboratory Procedures)	2
Phlebotomy/Laboratory Assistant 110 (Orientation to the Clinical Laboratory)	1
Phlebotomy/Laboratory Assistant 111 (Basic Phlebotomy)	1
Total:	15
<u>SUMMER SESSION (following second semester)</u>	
Medical Administrative Assistant 132	3
(Elements of Human Disease)	
Medical Assistant 211 (Medical Assistant Clinical II)	3
Total:	6
<u>THIRD SEMESTER</u>	
Medical Administrative Assistant 213 (Principles of Medical Insurance)	3
Medical Assistant 209 (Administrative Medical Assistant)	3
Medical Assistant 212 (Medical Assistant Clinical III)	3
Medical Assistant 213 (Medical Assistant Pharmacology)	3
Total:	12
<u>FOURTH SEMESTER</u>	
Biological Science Elective <sup>1</sup>	3
Medical Assistant 214 (Medical Assistant Practicum)	3
Psychology 101 (General Psychology)	3
Speech 101 (Speech Communication)	3
Total:	12
<b>Total Credit Hours:</b>	<b>60</b>

<sup>1</sup> Consult your advisor or Advising Center staff for appropriate courses.

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

## **ACCREDITATION**

The Allegany College of Maryland's Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 9355 113th Street N, #7709, Seminole, FL, 33775; 727-210-2350, [www.caahep.org](http://www.caahep.org).

## **MEDICAL SCRIBE SPECIALIST CERTIFICATE**

### **PROGRAM OVERVIEW**

Lisa Rocks, *Program Director*  
 lrocks@allegany.edu  
 Allied Health 124  
 301-784-5133

The Medical Scribe Specialist is a one-year certificate program designed to prepare graduates for employment as medical scribes in hospitals, clinics and physician's offices. Medical scribes serve as part of the health care team, whose primary goal is to increase the efficiency and productivity of the physician. This program will provide students with the appropriate knowledge of medical terminology, anatomy and physiology; medical billing, coding and reimbursement; electronic health records, quality improvement principles; legal and privacy issues concerning protected health information; pharmacology and information workflow patterns in order to provide assistance to physicians in navigating and inputting patient information into the electronic health record at the point of care. Students will also have appropriate skills in computer applications; knowledge of federal, state, and local

laws; healthcare accreditation standards; HIPAA compliance; MACRA and meaningful use; patient safety; professionalism including ethical behavior and appropriate communication skills in a variety of healthcare settings.

This certificate program will prepare the student to take the Certified Medical Scribe Specialist (CMSS) certification exam. In order to graduate from the Medical Scribe Specialist certificate program, students must meet all college academic requirements plus achieve a grade of "C" or better in all Medical Assistant, Medical Administrative Assistant and Medical Scribe Specialist program courses.

Successful completion of this program qualifies a student to apply for a Certificate in Medical Scribe Specialist.

## COURSE REQUIREMENTS

### REQUIRED MEDICAL SCRIBE SPECIALIST COURSES

MDAA-110	Medical Terminology
MDAA-132	Elements of Human Disease
MDAA-133	Basic Disease Coding
MDAA-135	Basic Procedural Coding
MDAA-213	Principles of Medical Insurance
MDAS-101	Essential Skills for Health Professional
MDAS-102	Introduction to Health Records
MDAS-150	Medical Scribe I
MDAS-160	Medical Scribe II
MDAS-170	Medical Scribe Practicum
MDAS-213	Medical Assistant Pharmacology

### REQUIRED GENERAL COURSES

BIO-116	Human Biology
COMP-101	Computer Literacy

## PROGRAM PATH

### MEDICAL ASSISTANT

### MEDICAL SCRIBE SPECIALIST

### ONE-YEAR CAREER PROGRAM

### PREPARATION FOR EMPLOYMENT

#### FIRST SEMESTER

	<u>Credit Hours</u>
Computer Technology 101 (Computer Literacy)	3
Medical Administrative Assistant 110 (Medical Terminology)	3
Medical Administrative Assistant 133 (Basic Disease Coding)	3
Medical Administrative Assistant 135 (Basic Procedural Coding)	3
Medical Assistant 101 (Essential Skills for the Health Professional)	3
Medical Assistant 150 (Medical Scribe I)	3
<b>Total:</b>	<b>18</b>

#### SECOND SEMESTER

Biological Science 116 (Human Biology)	3
Medical Administrative Assistant 132 (Elements of Human Disease)	3
Medical Administrative Assistant 213 (Principles of Medical Insurance)	3
Medical Assistant 102 (Introduction to Health Records)	3
Medical Assistant 160 (Medical Scribe II)	3
Medical Assistant 213 (Medical Assistant Pharmacology)	3
<b>Total:</b>	<b>18</b>

#### Summer Session

Medical Assistant 170 (Medical Scribe Practicum)	3
<b>Total:</b>	<b>3</b>
<b>Total Credit Hours:</b>	<b>39</b>

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

## MEDICAL LABORATORY TECHNOLOGY

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### PROGRAM OVERVIEW

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Stacey Rohrbaugh, *Program Director*  
srohrbaugh@allegany.edu  
Allied Health 249  
301-784-5547

The Medical Laboratory Technology (MLT) Curriculum provides education and experience for those seeking employment in hospital and private clinical laboratories, research facilities, industry, health centers, and doctors' offices. Emphasis is placed on the development of those personal characteristics and professional skills essential to the competent worker in the field of medical technical work. The traditional Medical Laboratory Technician as a vital member of the health care team performs a variety of diagnostic procedures in the areas of hematology, clinical microscopy, clinical chemistry, blood banking, microbiology, serology, and coagulation.

This is a competitive admission program with courses and clinical experiences prescribed by the National Accrediting Agency for the Clinical Laboratory Sciences. The program consists of clinical and non-clinical components. Clinical experiences necessary to gain knowledge and clinical competency for employment are obtained at many regional healthcare facilities.

Practicum assignments for students shall be structured so that experiences are obtained in applying skills and knowledge under the supervision of clinical staff and MLT department faculty members. The College arranges the site and supervisor for the student to complete 448 hours of unpaid practicum experience during the practicum courses of the Phlebotomy/Laboratory Assistant program. In order to participate in practicum experiences, a satisfactory health record and a Criminal Record Check must be completed. 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 Laboratory Technology/Phlebotomy program.

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 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 Advising Center staff 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.

### PROGRAM ADMISSIONS

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The selective admission process for the Medical Laboratory Technology (MLT) program will occur in the fall for admission into the Spring MLT clinical course semester. Students wishing to be accepted must complete a program application (and ACM application if not a current ACM student). Applications for the program should be received in the Medical Laboratory Technology Program Office by the priority deadline November 1st each year. Applications are available on the MLT website or in the MLT department. Applications are accepted until the program has reached enrollment capacity. If seats are available after initial selection is made, additional applications will be accepted at the discretion of the program director until all seats are filled.

ACM students will work to complete the required pre-requisite courses and will be eligible to enter the clinical phase when the admission criteria are met.

Transfer and fast-track students (with a previous degree completed) are also eligible to apply by November 1st to start in the spring semester. The same admission criteria will apply to all students. Any course accepted as a program prerequisite must be equivalent in content and credit hours to Allegany College of Maryland courses.

The admission criteria for both current ACM and all transfer students requires that a student first successfully complete 17-21 of the general education courses course credits, on a full- or part-time basis, with a minimum GPA of 2.0 to be considered for the clinical sequence of the Medical Laboratory Technology program. Students enrolled in these courses during the fall semester, may apply to the program and be accepted on a provisional basis pending successful completion of the courses.

The required courses for admission to the Medical Laboratory Technology program are listed below:

- English 101 – English Composition (3 credits)
- Biological Science 101 – General Biology (4 credits)
- Mathematics 102 – College Algebra (3 credits) *OR* Mathematics 109 – Probability and Statistics (3 credits)
- Social and Behavioral Science Elective (3 credits) *and* Humanities Elective (3 credits)
- Completing one of the following science courses (3-4 credits):
  - Biological Science 116 – Human Biology (3 credits) *OR* Biological Science 201 – Human Anatomy & Physiology (4 credits) *OR* Biological Science 207 – Human Anatomy/Physiology of the Human I (4 credits)
  - Biological Science 204 – General Microbiology
  - Chemistry 100 – Elements of Chemistry (4 credits) *OR* Chemistry 101 – General Chemistry (4 credits)



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.

## COURSE REQUIREMENTS

### REQUIRED MLT COURSES

MLT-102	Hematology
MLT-104	Applied Immunology
MLT-106	Clinical Laboratory Mathematics and Quality System Assessment
MLT-110 or	Orientation to the Clinical Laboratory (Phlebotomy/Laboratory Assistant 110)
PBLA-110	or
	Orientation to the Clinical Laboratory (Medical Laboratory Technology 110)
MLT-210	Clinical Practicum
MLT-221	Urinalysis and Body Fluids
MLT-222	Blood Banking
MLT-223	Clinical Microbiology
MLT-224	Clinical Chemistry
PBLA-111	Basic Phlebotomy Procedures

### REQUIRED GENERAL COURSES

BIO-101	General Biology I
BIO-116 or	Human Biology or
BIO-201 or	Human Anatomy and Physiology or
BIO-207	Anatomy and Physiology of the Human I
BIO-204	Microbiology
CHEM-100 or	Elements of Chemistry or
CHEM-101	General Chemistry I
ENG-101	English Composition I
MATH-102 or	College Algebra or
MATH-109	Probability and Statistics
MDAS-101	Essential Skills for Health Professional

### REQUIRED ELECTIVE COURSES

Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

Humanities Elective - 3 credits

Social and Behavioral Science Elective - 3 credits

## PROGRAM PATH

MEDICAL LABORATORY TECHNOLOGY

TWO-YEAR CAREER PROGRAM

PREPARATION FOR EMPLOYMENT

<u>SUMMER SESSION</u>	<u>Credit Hours</u>
Biological Science 101 (General Biology I)	4
English 101 (English Composition I)	3
Total:	7
<u>FIRST SEMESTER</u>	
Biological Science 116 or 201 or 207 (Human Biology or Human Anatomy and Physiology or Anatomy and Physiology of the Human I)	3
Chemistry 100 or 101 (Elements of Chemistry or General Chemistry I)	4
Humanities Elective	3
Mathematics 102 or 109 (College Algebra or Probability and Statistics)	3
Medical Laboratory Technology 110/ Phlebotomy/Laboratory Assistant 110 (Orientation to the Clinical Lab)	1
Phlebotomy/Lab Assistant 111 (Basic Phlebotomy Procedures)	1
Total:	15
<u>SECOND SEMESTER</u>	
Biological Science 204 (Microbiology)	4
Medical Laboratory Technology 102 (Hematology)	4
Medical Laboratory Technology 104 (Applied Immunology)	3
Medical Laboratory Technology 106 (Clinical Laboratory Mathematics and Quality System Assessment)	1
Social and Behavioral Science Elective	3
Total:	15
<u>SUMMER SESSION (following second semester)</u>	
Medical Laboratory Technology 221 (Urinalysis and Body Fluids)	2
Medical Laboratory Technology 222 (Blood Banking)	4
Total:	6
<u>THIRD SEMESTER</u>	
Medical Assistant 101 (Essential Skills for the Health Professional)	3
Medical Laboratory Technology 223 (Clinical Microbiology)	6
Medical Laboratory Technology 224 (Clinical Chemistry)	4
Total:	13
<u>FOURTH SEMESTER</u>	
Medical Laboratory Technology 210 (Clinical Practicum) <sup>1</sup>	12
Total:	12
<b>Total Credit Hours:</b>	<b>68</b>

<sup>1</sup> Credit by examination is available in Medical Laboratory Technology 210 for those persons having previous laboratory training.

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

## **ACCREDITATION**

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.

## **MEDICAL LABORATORY TECHNOLOGY - BIOTECHNOLOGY CERTIFICATE**

### **PROGRAM OVERVIEW**

Stacey Rohrbaugh, *Program Director*  
 sprohrbaugh@allegany.edu  
 Allied Health 249  
 301-784-5547

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.

This program is NOT eligible for Student Financial Aid.

**COURSE REQUIREMENTS**

**REQUIRED MLT COURSES**

MLT-104	Applied Immunology
MLT-206	Biotechnology
MLT-220	Biotechnology Internship
<i>*MLT-220 - This course is not required but is offered to give the student the option for biotechnology work related experience.</i>	

**REQUIRED GENERAL COURSES**

BIO-220	Essentials of Cell Biology and Genetics
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**REQUIRED ELECTIVE COURSES**

Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

**Biological Science Elective - 3 credits**

**PROGRAM PATH**

**MEDICAL LABORATORY TECHNOLOGY –  
BIOTECHNOLOGY CERTIFICATE  
ONE-YEAR CAREER PROGRAM  
PREPARATION FOR EMPLOYMENT**

<u>FIRST SEMESTER</u>	<u>Credit Hours</u>
Biological Science Elective <sup>1</sup>	3
Medical Laboratory Technology 206 (Biotechnology)	4
Total:	7
<u>SECOND SEMESTER</u>	<u>Credit Hours</u>
Biological Science 220 Essentials of Cell Biology and Genetics)	4
Medical Laboratory Technology 104 (Applied Immunology)	3
Total:	7
<b>Total Credit Hours:</b>	<b>14</b>
<u>OPTIONAL SUMMER SESSION (following second semester)</u>	<u>Credit Hours</u>
Medical Laboratory Technology 220 (Biotechnology Internship) <i>(This course is not required but is offered to give the student the option for biotechnology work related experience.)</i>	11
Total:	11
<b>Total Credit Hours:</b>	<b>11</b>

<sup>1</sup> Environmental Science Elective is highly recommended.

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

## MULTIMEDIA TECHNOLOGY

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### PROGRAM OVERVIEW

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John A. Bone, *Program Director*  
jbone@allegany.edu  
Technology 105  
301-784-5635

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 Advising Center staff 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.

### COURSE REQUIREMENTS

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#### REQUIRED MULTIMEDIA COURSES

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MMTC-101	Introduction to Media
MMTC-102	Introduction to Video Production
MMTC-103	Introduction to Photography
MMTC-106	Audio Production
MMTC-201	Multimedia Production
MMTC-207	Graphics
MMTC-208	Principles of Media Production
MMTC-210	Practicum
MMTC-211	Advanced Photography
MMTC-212	Interactive Multimedia Design
MMTC-216	Video Desktop Publishing
MMTC-217	Page Layout and Desktop Publishing

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#### REQUIRED GENERAL COURSES

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ART-111	Design I
COMP-101	Computer Literacy
ENG-101	English Composition I
SPCH-101	Speech Communication

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#### REQUIRED ELECTIVE COURSES

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Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

English Composition Elective - 3 credits

Science Elective - 3 credits

Mathematic Elective - 3 credits

Social and Behavioral Science Elective - 3 credits

### PROGRAM PATH

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MULTIMEDIA TECHNOLOGY

TWO-YEAR CAREER PROGRAM

PREPARATION FOR EMPLOYMENT

<u>FIRST SEMESTER</u>	<u>Credit Hours</u>
Art 111 (Design I)	3
Computer Technology 101 (Computer Literacy)	3
English 101 (English Composition I)	3
Multimedia Technology 101 (Introduction to Media)	3
Multimedia Technology 103 (Introduction to Photography)	3
Total:	15
<u>SECOND SEMESTER</u>	
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 (Advanced Photography)	3
Total:	15
<u>THIRD SEMESTER</u>	
English Composition Elective <sup>1</sup>	3
Multimedia Technology 201 (Multimedia Production)	3
Multimedia Technology 207 (Graphics)	3
Science Elective	3
Speech 101 (Speech Communication)	3
Total:	15
<u>FOURTH SEMESTER</u>	
Multimedia Technology 210 (Practicum)	3
Multimedia Technology 212 (Interactive Multimedia Design)	3
Multimedia Technology 216 (Video Desktop Publishing)	3
Multimedia Technology 217 (Page Layout and Desktop Publishing)	3
Social and Behavioral Science Elective	3
Total:	15
<b>Total Credit Hours:</b>	<b>60</b>

<sup>1</sup> English Composition Elective includes: 102, 112 or 251 (Consult your advisor or Advising Center staff for appropriate courses.)

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

## **MULTIMEDIA - GRAPHIC DESIGN CERTIFICATE**

### **PROGRAM OVERVIEW**

John A. Bone, *Program Director*  
jbone@allegany.edu  
Technology 105  
301-784-5635

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.

### **COURSE REQUIREMENTS**

#### **REQUIRED MULTIMEDIA COURSES**

MMTC-101	Introduction to Media
MMTC-103	Introduction to Photography
MMTC-207	Graphics

MMTC-212  
MMTC-217

Interactive Multimedia Design  
Page Layout and Desktop Publishing

**REQUIRED GENERAL COURSES**

ART-111  
COMP-101  
COMP-191  
ENG-101

Design I  
Computer Literacy  
Web Page Development  
English Composition I

**PROGRAM PATH**

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

**FIRST SEMESTER**

	<u>Credit Hours</u>
Art 111 (Design I)	3
Computer Technology 101 (Computer Literacy)	3
Multimedia Technology 101 (Introduction to Media)	3
Multimedia Technology 103 (Introduction to Photography)	3
Multimedia Technology 207 (Graphics)	3
<b>Total:</b>	<b>15</b>

**SECOND SEMESTER**

Computer Technology 191 (Web Page Development)	3
English 101 (English Composition I)	3
Multimedia Technology 212 (Interactive Multimedia Design)	3
Multimedia Technology 217 (Page Layout and Desktop Publishing)	3
<b>Total:</b>	<b>12</b>
<b>Total Credit Hours:</b>	<b>27</b>

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

**MULTIMEDIA - PHOTOGRAPHY (LOR)**

**PROGRAM OVERVIEW**

John A. Bone, *Program Director*  
jbone@allegany.edu  
Technology 105  
301-784-5635

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.

**COURSE REQUIREMENTS**

**REQUIRED MULTIMEDIA COURSES**

MMTC-101  
MMTC-103  
MMTC-211

Introduction to Media  
Introduction to Photography  
Advanced Photography

**PROGRAM PATH**

**MULTIMEDIA TECHNOLOGY**

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

	<u>Credit Hours</u>
Multimedia Technology 101 (Introduction to Media)	3
Multimedia Technology 103 (Introduction to Photography)	3
Multimedia Technology 211 (Advanced Photography)	3
<b>Total Credit Hours:</b>	<b>9</b>

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

**NANOTECHNOLOGY (AOC)****PROGRAM OVERVIEW**

Steve Heninger, *Professor of Physics*  
sheninger@allegany.edu  
Science 70  
301-784-5257

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 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.

**COURSE REQUIREMENTS****REQUIRED NANOTECHNOLOGY COURSES (TAKEN AT PENN STATE)**

NANO0211	Material Safety and Equipment Overview, Nanotechnology
NANO0212	Basis Nanotechnology Processes
NANO0213	Materials in Nanotechnology
NANO0214	Patterning for Nanotechnology)
NANO0215	Nanotechnology Applications
NANO0216	Characterization & Testing of Nanotechnology Structures and Materials

**REQUIRED GENERAL COURSES (TAKEN AT ACM)**

BIO-101	General Biology I
CHEM-101	General Chemistry I
CHEM-102	General Chemistry II
COMP-101	Computer Literacy
ENG-101	English Composition I
MATH-119 or	Pre-Calculus I or
MATH-201	Calculus I
PHYS-101	Introductory Physics I
PHYS-102	Introductory Physics II
PSYC-101 or	General Psychology or
Social and Behavioral Science Elective	Social and Behavioral Science Elective
SPCH-101 or	Speech Communication or
Arts and Humanities Elective	Arts and Humanities Elective

**REQUIRED ELECTIVE COURSES (TAKEN AT ACM)**

Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

**Arts and Humanities Elective - 3 credits**

**Elective - 3 Credits**

**Social and Behavioral Science Elective - 3 credits**

**PROGRAM PATH**

**NANOTECHNOLOGY**

**AREA OF CONCENTRATION**

**PREPARATION FOR TRANSFER AND/OR EMPLOYMENT**

FIRST SEMESTER\*

	<u>Credit Hours</u>
Biological Science 101 (General Biology I)	4
Computer Technology 101 (Computer Literacy)	3
English 101 (English Composition I)	3
Mathematics 119 or 201 (Pre-Calculus I or Calculus I)	4
<b>Total:</b>	<b>14</b>

SECOND SEMESTER

Chemistry 101 (General Chemistry I)	4
Physics 101 (Introductory Physics I)**	4
Psychology 101 (General Psychology) <sup>1</sup> or Social and Behavioral Science Elective <sup>2</sup>	3
Speech 101 (Speech Communication) or Arts and Humanities Elective <sup>3</sup>	3
<b>Total:</b>	<b>14</b>

THIRD SEMESTER

Arts and Humanities Elective <sup>3</sup>	3
Chemistry 102 (General Chemistry II)	4
Physics 102 (Introductory Physics II)**	4
Social and Behavioral Science Elective <sup>2</sup>	3
<b>Total:</b>	<b>14</b>

FOURTH SEMESTER (at Penn State)

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
<b>Total:</b>	<b>18</b>
<b>Total Credit Hours:</b>	<b>60</b>

\* Math placement is critical for seamless program completion, the following rules apply:

- 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.

- 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.

<sup>1</sup> Psychology 101 and Speech 101 are preferred to other electives.

<sup>2</sup> Social and Behavioral Science elective must be from two different disciplines.

<sup>3</sup> 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****PROGRAM OVERVIEW**

Trina Geisler, *Advising Specialist for Nursing Programs*

tgeisler@allegany.edu

Allied Health 214

301-784-5570

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 program has established partnerships with several colleges and universities for baccalaureate degree completion, with RN-BSN degree options. For more information about dual enrollment with other 4 year schools, please check with the nursing office.

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 require further evaluation.

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 one year/2000 hours 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 Hybrid virtual / weekend option is the same curriculum. Admission criteria and application deadlines are the same as the on-campus RN program. Students selected for this cohort will experience virtual classroom content with on-campus weekend requirements to perform clinical and lab content. Interested applicants should contact the Nursing office for further detailed information.

The CMA to Nursing entrance option is for currently certified medical assistant CMA's (AAMA). There are specific Admission Criteria and Application Deadline Dates for acceptance into this pathway.

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.

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 will 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 for the state where their clinical experiences are held. 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. Failure of a second course in the program constitutes a program failure.

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.

BLS/CPR 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 Advising Center staff as soon as possible.

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

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## PROGRAM ADMISSIONS

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To be eligible for admission to Allegany College of Maryland's Nursing 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.
- Take the HESI A2 Admission exam
- 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.

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 grade point average of 2.5 for all nursing program requirements.
- 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 Nursing Admission test must be taken by February 28 to be considered for the Fall semester admission, and by September 30 to be considered for the Spring semester admission

Applicants will be ranked using the following factors:

- Scores on the standardized exam.
- A point system awarding points for each required course completed and grade earned.
  - For Anatomy and Physiology 207; Anatomy and Physiology 208; Microbiology 204; and College Algebra 102 or Probability and Statistics 109
    - 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

**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.**

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## COURSE REQUIREMENTS

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### REQUIRED NURSING COURSES

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NURS-120	Nursing I
NURS-150	Nursing II
NURS-204	Nursing in Society
NURS-205	Nursing III
NURS-206	Nursing IV
NURS-215	Nursing V

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### REQUIRED GENERAL COURSES

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BIO-204	Microbiology
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BIO-207	Anatomy and Physiology of the Human I
BIO-208	Anatomy and Physiology of the Human II
ENG-101	English Composition I
MATH-102 or MATH-109	College Algebra or Probability and Statistics
PSYC-101	General Psychology
PSYC-203	Human Growth and Development (Education 203)
SOC-101	Introduction to Sociology

## REQUIRED ELECTIVE COURSES

Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

Humanities Electives - 6 credits

## PROGRAM PATH

### NURSING

#### TWO-YEAR CAREER PROGRAM

#### PREPARATION FOR EMPLOYMENT

#### SUMMER OR PREVIOUS SEMESTER

Biological Science 207 (Anatomy and Physiology of the Human I)		Credit Hours
		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 (English Composition I)		3
Mathematics 102 or 109 (College Algebra or Probability and Statistics)		3
Nursing 150 (Nursing II)		9
Psychology 203 (Human Growth and Development)		3
	Total:	18

#### THIRD SEMESTER

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

Humanities Electives <sup>1</sup>		6
Nursing 204 (Nursing in Society)		1
Nursing 215 (Nursing IV)		9
	Total:	16
<b>Total Credit Hours:</b>		<b>70</b>

<sup>1</sup> 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.*

## ACCREDITATION

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 the Pennsylvania Campus 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). ACEN's address is: 3343 Peachtree Road, NE, Suite 850, Atlanta Georgia, 30326; 404-975-5000

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## NURSING ASSISTANT/GERIATRIC AIDE CERTIFICATE

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### PROGRAM OVERVIEW

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Diana Folk, *Program Coordinator*  
dfolk@allegany.edu  
Allied Health 223  
301-784-5529

The Nursing Assistant/Geriatric Aide Certificate Program is designed for students 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 apply for MD CNA certification and to sit for the state GNA 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 background check must be reported immediately by the student to the coordinator 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 American Heart Association BLS/CPR.

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 Advising Center staff 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.

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## COURSE REQUIREMENTS

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### REQUIRED NURSING COURSES

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AHLT-119	Disaster Preparedness
AHLT-128	Health Care Professionalism
NAGA-101	Introduction to Health and Wellness
NAGA-102	Nursing Assistant/Geriatric Aide
PHED-153	Cardiopulmonary Resuscitation and First Aid

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## PROGRAM PATH

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**NURSING ASSISTANT/GERIATRIC AIDE  
ONE-SEMESTER CAREER PROGRAM  
PREPARATION FOR EMPLOYMENT**

	<u>Credit Hours</u>
Allied Health 119 (Disaster Preparedness)	2
Allied Health 128 (Health Care Professionalism)	2
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
	<b>Total Credit Hours: 16</b>

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

## **NURSING - PRACTICAL NURSING CERTIFICATE**

### **PROGRAM OVERVIEW**

Sandy Clark, *Program Director*  
 sclark@allegany.edu  
 Allied Health 219  
 301-784-5379

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.

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. Failure of a second course in the program constitutes a program failure. 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 for the state where their clinical experiences are held. During enrollment any official change or the initiation of any governmental proceeding affecting the information revealed by the required criminal or child abuse background check must be reported immediately by the student to the director of the nursing program.

Completion of the program and recommendation by the Program Director entitles the graduate to be considered for admission to the National Council Licensing Exam for Practical Nurses (NCLEX-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.

BLS/CPR 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 Advising Center staff as soon as possible.

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

## PROGRAM ADMISSIONS

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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.
- 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/nursing/testing-dates.html](http://www.allegany.edu/nursing/testing-dates.html)). 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 84.
- 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 or Probability and Statistics 109
  - 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 56.

**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.**

**The CMA-PN Online program is for currently certified Medical Assistant CMA (AAMA). There is specific admission criteria and deadline dates for acceptance into this Practical Nursing pathway. Interested applicants should contact the Nursing office for detailed information.**

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.

## COURSE REQUIREMENTS

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### REQUIRED NURSING COURSES

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NURS-120	Nursing I
NURS-150	Nursing II
PNUR-106	Mental Health Concepts in Nursing
PNUR-108	Nursing in Society
PNUR-110	Concepts in Maternal-Child Nursing

**REQUIRED GENERAL COURSES**

BIO-207	Anatomy and Physiology of the Human I
BIO-208	Anatomy and Physiology of the Human II
ENG-101	English Composition I
MATH-102 or	College Algebra or
MATH-109	Probability and Statistics
PSYC-101	General Psychology
PSYC-203	Human Growth and Development (Education 203)

**PROGRAM PATH****PRACTICAL NURSING****ONE-YEAR CAREER PROGRAM****PREPARATION FOR EMPLOYMENT****SUMMER OR PREVIOUS SEMESTER**

Biological Science 207 (Anatomy and Physiology of the Human I)	Credit Hours
	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 (English Composition I)	3
Mathematics 102 or 109 (College Algebra or Probability and Statistics)	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
<b>Total Credit Hours:</b>	<b>45</b>

*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.*

**OCCUPATIONAL THERAPY ASSISTANT****PROGRAM OVERVIEW**

Jeffrey Hopkins, *Program Director*  
 jhopkins@allegany.edu  
 Allied Health 234  
 301-784-5536

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.

### 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 a significant 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 significant criminal history may prevent the student from becoming certified and licensed to practice occupational therapy. If participating in a clinical experience at a Pennsylvania site, the student must also obtain a Child Abuse History Clearance. During enrollment, any official change or the initiation of any governmental proceeding affecting the information revealed by the required criminal or child abuse background checks must be reported immediately by the student to the director of the Occupational Therapy Assistant Program.

The Occupational Therapy Assistant program at Allegany College of Maryland has been designated as a Health Manpower Shortage Program. The Maryland State Department of Health and Mental Hygiene has determined certain health occupations in the state to be in short supply. The Maryland Higher Education Commission has designated educational programs that correspond to these health occupations to be eligible for the Health Manpower Shortage Program. 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 Advising 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.

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## PROGRAM ADMISSIONS

### Phase II

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 eight (8) documented volunteer observation hours with a licensed Occupational Therapist (OT) or Occupational Therapy Assistant (COTA) at two different facilities. Four of the 8 hours must be in a hospital or long term care setting, and the remaining four hours must be in an outpatient setting (pediatrics, outpatient therapy clinic, home care, or mental health). The observation forms must be submitted directly to the OTA Department by the supervisor at the facility by the April 15 deadline. Forms must be submitted in a confidential manner or they will not be accepted.
4. Review assigned videos and submit reflection summary assignments and submit by the April 15 deadline.
5. Submission of program application by April 15 in order to be considered for admission in the summer session.

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.

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## COURSE REQUIREMENTS

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### REQUIRED OCCUPATIONAL THERAPY ASSISTANT COURSES

OTA-101	Introduction to Occupational Therapy
OTA-102	Dynamics of Human Motion
OTA-103	Intervention Techniques I
OTA-104	Diversity and Health Determinants
OTA-106	Intervention in Physical Rehabilitation
OTA-107	Domain of Occupational Therapy
OTA-203	Intervention Techniques II
OTA-204	Physical Agent Modalities
OTA-207	Intervention with Children and Adolescents
OTA-209	Clinical Internship I
OTA-210	Clinical Internship II



OTA-212	Specialty Skills Development
OTA-215	Mental Health Concepts and Techniques
OTA-217	Interventions with the Geriatric Population
OTA-220	OT Program Development

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### **REQUIRED GENERAL COURSES**

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BIO-121	Musculoskeletal Anatomy of the Human
BIO-201	Human Anatomy and Physiology
ENG-101	English Composition I
PSYC-101	General Psychology
PSYC-203	Human Growth and Development (Education 203)

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### **REQUIRED ELECTIVE COURSES**

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Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

**Humanities Elective - 3 credits**

**Mathematic Elective - 3 credits**

### **PROGRAM PATH**

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**OCCUPATIONAL THERAPY ASSISTANT**

**TWO-YEAR CAREER PROGRAM**

**PREPARATION FOR EMPLOYMENT**

<u>FIRST SEMESTER</u>	<u>Credit Hours</u>
Biological Science 121 (Musculoskeletal Anatomy of the Human) <sup>1</sup>	4
English 101 (English Composition I)	3
Humanities Elective	3
Psychology 101 (General Psychology)	3
Mathematics Elective	3
Total:	16
<u>SECOND SEMESTER</u>	
Biological Science 201 (Human Anatomy and Physiology) <sup>1</sup>	4
Occupational Therapy 101 (Introduction to Occupational Therapy)	3
Occupational Therapy 104 (Diversity and Health Determinants)	3
Psychology 203 (Human Growth and Development)	3
Total:	13
<u>SUMMER SESSION (following second semester)</u>	
Occupational Therapy 106 (Intervention in Physical Rehabilitation)	4
Occupational Therapy 103 (Intervention Techniques I)	2
Occupational Therapy 107 (Domain of Occupational Therapy)	2
Total:	8
<u>THIRD SEMESTER</u>	
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
<u>FOURTH SEMESTER</u>	
Occupational Therapy 204 (Physical Agent Modalities)	2
Occupational Therapy 209 (Clinical Internship I)	4
Occupational Therapy 212 (Specialty Skills Development)	3
Occupational Therapy 217 (Intervention with the Geriatric Population)	4
Occupational Therapy 220 (OT Program Development)	2
Total:	15
<u>SUMMER SESSION (following fourth semester)</u>	
Occupational Therapy 210 (Clinical Internship II)	4
Total:	4
<b>Total Credit Hours:</b>	<b>70</b>

<sup>1</sup> 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.

## **ACCREDITATION**

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](http://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), One Bank Street, Suite 300, Gaithersburg, MD 20877, [www.nbcot.org](http://www.nbcot.org); 301-990-7979.

## **PEACE AND CONFLICT STUDIES (LOR)**

### **PROGRAM OVERVIEW**

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.

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## COURSE REQUIREMENTS

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### REQUIRED PEACE AND CONFLICT STUDIES COURSES

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GEOG-102	Cultural Geography
HUM-110	Interdisciplinary Leadership I
IHLT-112	Spirituality and Healing Traditions
PSYC-110	Introduction to Peace and Conflict Studies

### PROGRAM PATH

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#### PEACE AND CONFLICT STUDIES

#### LETTER OF RECOGNITION

#### PREPARATION FOR EMPLOYMENT

#### FIRST SEMESTER

	Credit Hours
Psychology 110 (Introduction to Peace and Conflict Studies) <sup>1</sup>	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
<b>Total Credit Hours:</b>	<b>10</b>

<sup>1</sup> 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.

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## PHARMACY TECHNICIAN CERTIFICATE

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### PROGRAM OVERVIEW

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Diana Folk, *Program Coordinator*  
dfolk@allegany.edu  
Allied Health 123  
301-784-5529

Approved by the Maryland Board of Pharmacy, this certificate program provides students with a foundation that allows them to apply for Maryland 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:

1. A completed health record is on file.
2. American Heart Association BLS CPR and Introduction to Health and Wellness must be taken concurrently with or prior to Pharmacy Technician 101.
3. A Criminal Record Check must be completed upon entrance into the Pharmacy Technician 102 course, and students should be aware that results could affect clinical experiences. During enrollment, any official change or the initiation of any governmental proceeding affecting the information revealed by the required criminal background check must be reported immediately by the student to the coordinator 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 Advising 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.

## COURSE REQUIREMENTS

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### REQUIRED PHARMACY TECHNICIAN COURSES

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NAGA-101	Introduction to Health and Wellness
PHAR-101	Pharmacy Technician
PHAR-102	Pharmacy Tech Internship
PHED-153	Cardiopulmonary Resuscitation and First Aid

## PROGRAM PATH

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### PHARMACY TECHNICIAN ONE-SEMESTER CAREER PROGRAM PREPARATION FOR EMPLOYMENT

	<u>Credit Hours</u>
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
<b>Total Credit Hours:</b>	<b>16</b>

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

## PHLEBOTOMY/LABORATORY ASSISTANT CERTIFICATE

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### PROGRAM OVERVIEW

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Stacey Rohrbaugh, *Program Director*  
 srohrbaugh@allegany.edu  
 Allied Health 249  
 301-784-5547

This program is designed to provide instruction and practical experience in routine phlebotomy practices, CLIA waived clinical laboratory testing and basic medical office skills. The program prepares competent and valued individuals to work in hospitals, doctor's offices, clinics, and nursing homes as entry level phlebotomists and as clinical laboratory assistants. 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 CLIA waived laboratory procedures and basic quality control practices. The training also prepares graduates to perform basic medical office responsibilities. The Phlebotomy/ Laboratory Assistant curriculum is designed to be completed within two semesters.

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 120 hours of unpaid practicum experience during the practicum courses of the Phlebotomy/Laboratory Assistant program. In order to participate in practicum experiences, a satisfactory health record must be on file in the Medical Laboratory Technology office prior to the practicum course experience. Students must also obtain a Criminal Record Check prior to entrance into the practicum course experience. 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 Laboratory Technology/Phlebotomy program.

Unlike other health programs at Allegany College of Maryland, the Phlebotomy/Laboratory Assistant Certificate Program is not a selective or competitive admissions program, but interested students must possess a high school diploma or a GED and be reading at college level. Due to the clinical component of this curriculum, the program is limited in the number of seats available. A program application should be completed and acceptance is offered to students that have applied to the College and the program until seats are filled. In order to maintain the slot in the curriculum, the health and background screenings should be complete by August 15th for the fall semester. A satisfactory health record must be on file prior to campus

lab experience as well as a background check completed prior to beginning the practicum courses. Students must also obtain certification in basic cardiopulmonary resuscitation prior to the start of the clinical practicum 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/Laboratory Assistant, Medical Assistant or Medical Administrative Assistant course.

Graduates receive a certificate and will be eligible for the Phlebotomist (PBT) certification examination administered by the American Society for Clinical Pathology (ASCP).

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

Successful completion of this program qualifies a student to apply for a Certificate in Phlebotomy/Laboratory Assistant.

## COURSE REQUIREMENTS

### REQUIRED MEDICAL COURSES

MDAA-110	Medical Terminology
MDAA-133	Basic Disease Coding
MDAS-101	Essential Skills for Health Professional
MDAS-102	Introduction to Health Records
MDAS-218 or	Clinical Laboratory Procedures (Phlebotomy/Laboratory Assistant 218) or
PBLA-218 or	Clinical Laboratory Procedures (Medical Assistant 218) or
PBLA-110	Orientation to the Clinical Laboratory (Medical Laboratory Technology 110)
MLT-110	Orientation to the Clinical Laboratory (Phlebotomy/Laboratory Assistant 110)
PBLA-111	Basic Phlebotomy Procedures
PBLA-112	Advanced Phlebotomy Procedures
PBLA-113	Neonatal and Pediatric Phlebotomy Procedures
PBLA-114	Phlebotomy Practicum
PBLA-115	Laboratory Assistant Practicum

### REQUIRED GENERAL COURSES

BIO-116	Human Biology
COMP-101	Computer Literacy
ENG-101	English Composition I

## PROGRAM PATH

### PHLEBOTOMY/LABORATORY ASSISTANT

#### ONE-YEAR CAREER PROGRAM

#### PREPARATION FOR EMPLOYMENT

#### FIRST SEMESTER

	<u>Credit Hours</u>
Biological Science 116 (Human Biology)	3
Computer Technology 101 (Computer Literacy)	3
Medical Administrative Assistant 110 (Medical Terminology)	3
Medical Laboratory Technology 110/ Phlebotomy/Laboratory Assistant 110 (Orientation to the Clinical Laboratory)	1
Phlebotomy/Laboratory Assistant 111 (Basic Phlebotomy Procedures)	1
Phlebotomy/Laboratory Assistant 112 (Advanced Phlebotomy Procedures)	2
Phlebotomy/Laboratory Assistant 113 (Neonatal and Pediatric Phlebotomy Procedures)	1
<b>Total:</b>	<b>14</b>

#### SECOND SEMESTER

English 101(English Composition I)	3
Medical Administrative Assistant 133 (Basic Disease Coding)	3
Medical Assistant 101 (Essential Skills for the Health Professional)	3
Medical Assistant 102 (Introduction to Health Records)	3
Medical Assistant 218/ Phlebotomy/Laboratory Assistant 218 (Clinical Laboratory Procedures)	2
Phlebotomy/Laboratory Assistant 114 (Phlebotomy Practicum)	2
Phlebotomy/Laboratory Assistant 115 (Laboratory Assistant Practicum)	1
<b>Total:</b>	<b>17</b>
<b>Total Credit Hours:</b>	<b>31</b>

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

## PHYSICAL THERAPIST ASSISTANT

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### PROGRAM OVERVIEW

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Karin Savage, *PT, DPT, Program Director*  
ksavage@allegany.edu  
Allied Health 234A  
301-784-5535

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.

The Physical Therapist Assistant Program has been designed as a 1+1 program with two related but distinct phases (Phase I and Phase II). Phase I consists of 28 general education college credits which can be completed in one to multiple years. However, it is required that the Biology coursework is completed within five years prior to application to phase II (unless otherwise waived by the PTA Program Director). It is recommended that all other prerequisite coursework is completed within five years prior to applying to Phase II. Admittance to Phase I requires only that the student be accepted to the college as a pre-PTA student. Phase II, also known as the Clinical Phase, consists of 42 credits and is highly specialized. This phase can only be taken at the Cumberland campus and runs 12 consecutive months from August to August. Admittance to Phase II is selective and based in part on proven academic success of the first phase, volunteer experience, an essay, and a professional interview.

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 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 Physical Therapist Assistant and take the state licensing exam. Not until successful completion of this examination can one work as a Physical Therapist Assistant.

### PROGRAM ADMISSIONS

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#### Phase I – PTA Application Process

##### Student Checklist

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 a(an):

- Application to the College (go online at [www.allegany.edu](http://www.allegany.edu))
- Application to the PTA Program – Phase II
  - Including reading and signing off on understanding the Program Expectations.
  - Notice: it is to your advantage to submit the application form early. The observation forms do not need to be submitted with the application, but must be submitted prior to the April 15 deadline.
- Transcript which includes evidence that all Phase I prerequisite coursework was complete:
  - Before or during the spring semester of which the deadline falls.
  - Within 5 years for all biology prerequisites, unless waived by the program director.
  - With a “C” or better in each course.
  - With a minimum GPA of 2.5 for required coursework.
  - If transferring from another institution, the student should:
    - 1) consult early with the Admission’s Office to determine if specific courses will transfer;
    - 2) allow three weeks for processing of transcript(s);
    - 3) if enrolled in classes during the spring of which the deadline occurs, assure all transcripts are official and sent to the attention of ACM’s Admissions Office immediately upon completion of the spring semester, and notify the PTA Program Director when the transcript(s) have been sent. See college website for details on how to send acceptable transcripts.

- Observation Evaluation Forms which includes evidence that:
  - All hours were performed within the year of application.
  - A minimum of 40 hours were conducted with a licensed physical therapist or physical therapist assistant.
  - Twenty (20) hours were conducted in a hospital/long term care setting and 20 hours were conducted in an outpatient setting.
  - A different therapist signed off on the inpatient observation form than the outpatient observation form.
  - All forms were submitted or mailed directly to the College PTA Program by the supervising PT in a confidential manner.
  - Notice: 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 towards the final score.
- Reflective Assignment from both inpatient and outpatient observations. Reflective assignments can be submitted separate from application but prior to the April 15 deadline.
- Advising meeting with the PTA Program Director or Clinical Coordinator within 6 months (recommended by the end of the fall semester) 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;
- Social media footprint that is clean and professional or non-existent.
- Health Manpower paperwork (optional). You may qualify if you live in Maryland but not in Allegany County. This form can be obtained from and returned to the Admissions Office.

It is the student's responsibility to assure all application requirements are submitted to the PTA Program prior to the application deadline. If all of the above are met by the April 15th deadline, you will be notified by mail of an interview and essay time and date.

See PTA Program Phase II Clinical Application and PTA Program Booklet located on the ACM PTA website for more details.

### Phase II – Clinical

Admission to the Clinical Phase (Phase II) of the Program is competitive and completion of all requirements does not guarantee admission. Acceptance is based on Evaluative Criteria as described in the PTA Program Booklet. Feel free to contact the Physical Therapist Assistant Program for answers to any additional questions about the application process.

See PTA Program Phase II Clinical Application and PTA Program Booklet located on the ACM PTA website for more details. Phase II of the PTA Program includes the professional coursework and can only be taken at the Cumberland Campus of ACM. Students should plan for full time school for 12 consecutive months (fall and spring semesters both with a possible 2- week early start followed by a summer session) from August to August not counting orientation days. It is the student's responsibility to be prepared for approximately 40 hours per week of class, lab, clinic, and travel time. This preparation should include travel to a variety of clinics all over the region and may require temporary relocation. Transportation and the cost involved is solely the responsibility of the student. This portion of the curriculum is very intense and does require a substantial commitment of time and effort. Phase II course work 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:

- ACM Medical Health Examination Record Form which includes a:
  - physical examination indicating good mental and physical health;
  - satisfactory health record, including immunizations;
  - signature of completion by a licensed, practicing physician, nurse practitioner, or physician's assistant;
  - signature of the student indicating agreement with their records.
- American Heart Association Basic Life Support CPR Certification
- First Aid Certification
- Health/medical insurance;
- Liability insurance;
- APTA Membership (American Physical Therapy Association);
- PTA uniform purchase (includes professional dress, scrubs, and name badge);
- Criminal background record check.
  - If participating in clinical rotations in Pennsylvania, students must also obtain PA Access to Criminal History (PATCH), fingerprinting, and 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.
  - If a student has a criminal background history, he/she can still be admitted to the program. However, he/she may be unable to find clinical site placement or take the licensure examination. It is the responsibility of the student to report criminal background information to the licensure review board prior to sitting for the exam. Students will not be permitted to participate in clinical affiliations until these items have been submitted to the clinical coordinator.
    - Please note that different clinical sites may require additional information (i.e., fingerprinting, drug tests, etc.)
- Computer and internet knowledge and access.
- Ability to have transportation to and from various clinical sites all over the region.

The above phase II post acceptance requirements are the financial responsibility of the student. This cost is beyond tuition, fees, and books. A more detailed list of estimated costs can be found on the PTA Program Website in the PTA Program Handbook under Section III Student Information.

## COURSE REQUIREMENTS

### REQUIRED PHYSICAL THERAPIST ASSISTANT COURSES

PTA-101	Introduction to Physical Therapist Assistant
PTA-202	Procedures
PTA-203	Pathology I
PTA-204	Pathology II

PTA-205	Modalities I
PTA-206	Modalities II
PTA-208	Principles of Rehabilitation
PTA-209	Clinical Kinesiology
PTA-210	Therapeutic Exercise
PTA-213	Clinical I
PTA-214	Clinical II
PTA-216	Trends
PTA-218	Practicum I
PTA-219	Practicum II

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### REQUIRED GENERAL COURSES

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BIO-121	Musculoskeletal Anatomy of the Human
BIO-201	Human Anatomy and Physiology
ENG-101 or	English Composition I or
ENG-102	English Composition II
MATH-109 or	Probability and Statistics <i>or</i> Mathematics Elective
Mathematics Elective	
MDAA-110	Medical Terminology
PSYC-101	General Psychology
PSYC-203	Human Growth and Development (Education 203)
SPCH-101	Speech Communication

### PROGRAM PATH

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**PHYSICAL THERAPIST ASSISTANT  
TWO-YEAR CAREER PROGRAM  
PREPARATION FOR EMPLOYMENT**



**FIRST SEMESTER**

	<u>Credit Hours</u>
Physical Therapist Assistant 101 (Introduction to Physical Therapist Assistant)	2
Biological Science 121 (Musculoskeletal Anatomy of the Human) <sup>1</sup>	4
English 101 or 102 (English Composition I or English Composition II)	3
Medical Administrative Assistant 110 (Medical Terminology)	3
Psychology 101 (General Psychology)	3
Total:	15

**SECOND SEMESTER**

Biological Science 201 (Human Anatomy and Physiology) <sup>1</sup>	4
Mathematics 109 (Probability and Statistics) or Mathematics Elective	3
Psychology 203 (Human Growth and Development)	3
Speech 101 (Speech Communication)	3
Total:	13

**THIRD SEMESTER**

Physical Therapist Assistant 202 (Procedures)	5
Physical Therapist Assistant 203 (Pathology I)	2
Physical Therapist Assistant 205 (Modalities I)	3
Physical Therapist Assistant 209 (Clinical Kinesiology)	4
Physical Therapist Assistant 213 (Clinical I)	2
Total:	16

**FOURTH SEMESTER**

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 (following fourth semester)**

Physical Therapist Assistant 216 (Trends)	1
Physical Therapist Assistant 218 (Practicum I)	5
Physical Therapist Assistant 219 (Practicum II)	5
Total:	11
<b>Total Credit Hours:</b>	<b>70</b>

<sup>1</sup> 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.

*NOTE: The program may start one to two weeks prior to the college dates for the fall, spring, and summer sessions. Students will return on campus in the summer for final two to three days of class.*

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

**ACCREDITATION**

The Physical Therapist Assistant program at Allegany College of Maryland is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Avenue, Suite 100, Alexandria, VA 22305-3085, telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>. If needing to contact the program/institution directly, please call 301-784-5538 or email jandres@allegany.edu.

**PHYSICS (AOC)****PROGRAM OVERVIEW**

Steven Heninger, *Professor of Physics*  
sheninger@allegany.edu  
Science 70  
301-784-5257

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 Advising Center staff 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.

## **COURSE REQUIREMENTS**

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### **REQUIRED PHYSICS COURSES**

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PHYS-106	Introductory Astronomy
PHYS-201	General Physics I
PHYS-202	General Physics II

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### **REQUIRED GENERAL COURSES**

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CHEM-101	General Chemistry I
CHEM-102	General Chemistry II
ENG-101	English Composition I
ENG-103 or Arts and Humanities Elective	Introduction to Literature or Arts and Humanities Elective
MATH-201	Calculus I
MATH-202	Calculus II
MATH-203	Calculus III
MATH-206	Differential Equations

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### **REQUIRED ELECTIVE COURSES**

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Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

**Electives - 9 credits**

**Arts and Humanities Elective - 3 credits**

**Social and Behavioral Science Electives - 6 credits**

## **PROGRAM PATH**

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**PHYSICS**

**AREA OF CONCENTRATION**

**PREPARATION FOR TRANSFER**

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

<sup>1</sup> Arts and Humanities elective must be from two different disciplines.

<sup>2</sup> 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.

## PSYCHOLOGY (AOC)

### PROGRAM OVERVIEW

Dr. Stephen Gibson, *Division Chair*  
 sgibson@allegany.edu  
 Humanities 22  
 301-784-5208

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 Advising Center staff 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.

### COURSE REQUIREMENTS

#### REQUIRED PSYCHOLOGY COURSES

PSYC-101	General Psychology
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## REQUIRED GENERAL COURSES

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BIO-101	General Biology I
COMP-101	Computer Literacy
ENG-101	English Composition I
MATH-102 or MATH-109	College Algebra or Probability and Statistics
SOC-101	Introduction to Sociology
SPCH-101	Speech Communication

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## REQUIRED ELECTIVE COURSES

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Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

**Electives - 9 credits**

**English Elective - 3 credits**

**History Elective - 3 credits**

**Humanities Elective - 3 credits**

**Laboratory Science Elective - 4 credits**

**Physical Activity Elective - 1 credit**

**Psychology Electives - 9 credits**

**Social and Behavioral Science Elective - 3 credits**

**Sociology Elective - 3 credits**

## PROGRAM PATH

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**PSYCHOLOGY**

**AREA OF CONCENTRATION**

**PREPARATION FOR TRANSFER**

<u>FIRST SEMESTER</u>	<u>Credit Hours</u>
Biological Science 101 (General Biology I)	4
Computer Technology 101 (Computer Literacy)	3
English 101 (English Composition I)	3
Psychology 101 (General Psychology)	3
Sociology 101 (Introduction to Sociology)	3
Total:	16
<u>SECOND SEMESTER</u>	
Elective <sup>1</sup>	3
English Elective <sup>1</sup>	3
Mathematics 102 or 109 (College Algebra or Probability and Statistics)	3
Psychology Elective <sup>1,2</sup>	3
Laboratory Science Elective	4
Total:	16
<u>THIRD SEMESTER</u>	
Elective <sup>1</sup>	3
History Elective <sup>1</sup>	3
Humanities Elective <sup>1</sup>	3
Psychology Elective <sup>1,2</sup>	3
Speech 101 (Speech Communication)	3
Total:	15
<u>FOURTH SEMESTER</u>	
Elective <sup>1</sup>	3
Physical Activity	1
Psychology Elective <sup>1,2</sup>	3
Social and Behavioral Science Elective <sup>1</sup>	3
Sociology Elective <sup>1</sup>	3
Total:	13
<b>Total Credit Hours:</b>	<b>60</b>

<sup>1</sup> Consult your advisor or Advising Center staff for appropriate courses.

<sup>2</sup> 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.

## RESPIRATORY THERAPIST

### PROGRAM OVERVIEW

Paula Fuller, *Program Director*  
 pfuller@allegany.edu  
 Allied Health 105  
 301-784-5522

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 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.

The Respiratory Therapist curriculum is designed to be completed within four college semesters and one summer session. This time frame may be prolonged due to unforeseen circumstances; however, a maximum time limit of eight consecutive semesters is allowed for completion of the program.

Respiratory Therapist students must maintain the scholastic standards of the college and must achieve a grade of "C" or better in each Respiratory Therapist course. CPR certification is a prerequisite to clinical respiratory therapy. Certification and/or recertification are the responsibility of the student. The college regularly offers such courses.

A student making unsatisfactory progress in an Respiratory Therapist course may repeat it only once and may repeat only two Respiratory Therapist courses due to unsatisfactory progress.

A satisfactory health record must be on file prior to clinical experience. In order to participate in clinical experiences, students must obtain a Criminal Record Check prior to entrance into 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 Advising Center staff 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.

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.

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## COURSE REQUIREMENTS

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### REQUIRED RESPIRATORY THERAPIST COURSES

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RESP-101	Intro Respiratory Therapy
RESP-102	Pharmacology
RESP-104	Respiratory Pathogens
RESP-190	Clinical Practice I
RESP-206	Cardiopulmonary Anatomy and Physiology
RESP-207	Community Health Education
RESP-210	Clinical Practice II
RESP-212	Cardiopulmonary Pathophysiology
RESP-213	Cardiopulmonary Assessment and Diagnostics
RESP-225	Clinical Practice III
RESP-231	Research Methods
RESP-232	Advanced Respiratory Concepts
RESP-240	Pediatrics and Neonatology
RESP-250	Clinical Practice IV

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### REQUIRED GENERAL COURSES

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BIO-116	Human Biology
CHEM-100 or	Elements of Chemistry or
CHEM-101	General Chemistry I
ENG-101	English Composition I
MATH-102 or	College Algebra or
MATH-109	Probability and Statistics
COMP-101	Computer Literacy
PSYC-101	General Psychology

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### REQUIRED ELECTIVE COURSES

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Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

Humanities Elective - 3 credits

**PROGRAM PATH****RESPIRATORY THERAPIST  
TWO-YEAR CAREER PROGRAM  
PREPARATION FOR EMPLOYMENT****FIRST SEMESTER**

	<u>Credit Hours</u>
Biological Science 116 (Human Biology)	3
Chemistry 100 or 101 (Elements of Chemistry or General Chemistry I) <sup>1</sup>	4
English 101 (English Composition I)	3
Mathematics 102 or 109 (College Algebra or Probability and Statistics)	3
Respiratory Therapist 101 (Introduction to Respiratory Therapy)	3
Total:	16

**SECOND SEMESTER**

Computer Technology 101 (Computer Literacy)	3
Respiratory Therapist 102 (Pharmacology)	3
Respiratory Therapist 104 (Respiratory Pathogens)	1
Respiratory Therapist 190 (Clinical Practice I)	5
Respiratory Therapist 206 (Cardiopulmonary Anatomy and Physiology)	3
Total:	15

**SUMMER SESSION (following second semester)**

Respiratory Therapist 210 (Clinical Practice II)	6
Total:	6

**THIRD SEMESTER**

Psychology 101 (General Psychology)	3
Respiratory Therapist 212 (Cardiopulmonary Pathophysiology)	3
Respiratory Therapist 213 (Cardiopulmonary Assessment and Diagnostics)	3
Respiratory Therapist 225 (Clinical Practice III)	5
Respiratory Therapist 231 (Research Methods)	1
Total:	15

**FOURTH SEMESTER**

Humanities Elective	3
Respiratory Therapist 207 (Community Health and Education)	2
Respiratory Therapist 232 (Advanced Respiratory Concepts)	2
Respiratory Therapist 240 (Pediatrics & Neonatology)	3
Respiratory Therapist 250 (Clinical Practice IV)	5
Total:	15
<b>Total Credit Hours:</b>	<b>67</b>

<sup>1</sup> 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.

**ACCREDITATION**

The Respiratory Therapist Program is accredited by the Commission on Accreditation for Respiratory Care (CoARC), 264 Precision Blvd Telford, TN 37690. Graduates receive an Associate of Applied Sciences degree and are eligible to sit for the National Board for Respiratory Care (NBRC) examinations to become a Registered Respiratory Therapist.

**SOCIAL MEDIA MARKETING CERTIFICATE****PROGRAM OVERVIEW**

John Bone, *Program Director*  
jbone@allegany.edu  
Technology 105  
301-784-5635

Most people are experienced in using social media for personal networking, but leveraging it to support business strategy takes formal training and specialized knowledge. As a social media marketing expert, students would be in charge of maintaining a social media presence for their own business,

an employer, or as a consultant—implementing social media marketing campaigns, creating engaging and dynamic content, generating web traffic, leads and sales, developing brand awareness, monitoring social media profiles, and analyzing reports.

By earning a Certificate in Social Media Marketing, students will be prepared for a variety of professional social media roles including social media manager, social media strategist, online community manager, social media marketing coordinator, blogger, copywriter, consultant, analyst, and more.

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

Successful completion of this program qualifies a student to apply for a Certificate in Social Media Marketing.

**PROGRAM OVERVIEW**

**REQUIRED MULTIMEDIA COURSES**

MMTC-102	Introduction to Video Production
MMTC-103	Introduction to Photography
MMTC-207	Graphics
MMTC	Multimedia Technology Elective

**REQUIRED GENERAL COURSES**

BUAD-206 or BUAD-213	Entrepreneurship or Principles of Management
BUAD-101 BUAD-216	Introduction to Business Principles of Marketing
BUAD-220 or MMTC-220	Social Media Marketing or Social Media Marketing
COMP-101	Computer Literacy
ENG-101	English Composition I

**PROGRAM OVERVIEW**

**MULTIMEDIA TECHNOLOGY  
SOCIAL MEDIA MARKETING**

**ONE-YEAR CERTIFICATE**

**PREPARATION FOR EMPLOYMENT**

**FIRST SEMESTER**

	<u>Credit Hours</u>
Business Administration 101 (Introduction to Business)	3
Business Administration 216 (Principles of Marketing)	3
Multimedia Technology 103 (Introduction to Photography)	3
Multimedia Technology 207 (Graphics)	3
Computer Technology 101 (Computer Literacy)	3
Total:	15

**SECOND SEMESTER**

Business Administration 206 OR 213 (Entrepreneurship or Principles of Management)	3
Business Administration 220 / Multimedia Technology 220 (Social Media Marketing)	3
Multimedia Technology 102 (Introduction to Video Production)	3
English 101 (English Composition I)	3
Multimedia Technology Elective	3
Total:	15
<b>Total Credit Hours:</b>	<b>30</b>

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



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**SOCIAL WORK (AOC)**

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**PROGRAM OVERVIEW**

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Annette Clark, *Program Director*

aclark9@allegany.edu

Allied Health 240

301-784-5558

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. 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.

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**COURSE REQUIREMENTS**

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**REQUIRED SOCIOLOGY COURSES**

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SOC-101	Introduction to Sociology
SOC-104 or Sociology Elective	Interdisciplinary Studies In Human Society or Sociology Elective
SOC-203	Social Problems
SOC-250	Introduction to Social Work

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**REQUIRED GENERAL COURSES**

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ART-101 or MUS-112	Art Appreciation or Music Appreciation
BIO-116	Human Biology
COMP-101	Computer Literacy
ENG-101	English Composition I
ENG-102 or ENG-103 or ENG-112	English Composition II or Introduction to Literature or Business and Technical Communication
HIST-104	United States History II
MATH-109	Probability and Statistics
POSC-101	American National Government
PSYC-101	General Psychology
SPCH-101	Speech Communication

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**REQUIRED ELECTIVE COURSES**

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Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

**Electives - 6 credits**

**Laboratory Science Elective - 4 credits**

**Physical Education or Integrative Health Elective - 2 credits**

**Science Elective - 3 credits**

**Philosophy Elective - 3 credits**

**Social and Behavioral Science Elective - 3 credits**

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**PROGRAM PATH**

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**SOCIAL WORK**

**AREA OF CONCENTRATION  
PREPARATION FOR TRANSFER**

	<u>Credit Hours</u>
<b>FIRST SEMESTER</b>	
English 101 (English Composition I)	3
Philosophy Elective	3
Psychology 101 (General Psychology)	3
Sociology 101 (Introduction to Sociology)	3
Speech 101 (Speech Communication)	3
Total:	15
<b>SECOND SEMESTER</b>	
Art 101 (Art Appreciation) or Music 112 (Music Appreciation)	3
English 102, 103, or 112 (English Composition 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
<b>THIRD SEMESTER</b>	
Elective <sup>1,2</sup>	3
Integrative Health or Physical Education Electives <sup>3</sup>	2
Laboratory Science Elective <sup>4</sup>	4
Sociology 104 (Interdisciplinary Studies in Human Society) or Sociology Elective	3
Sociology 203 (Social Problems)	3
Total:	15
<b>FOURTH SEMESTER</b>	
Biological Science 116 (Human Biology)	3
Computer Technology 101 (Computer Literacy)	3
Elective <sup>1,2</sup>	3
History 104 (United States History II)	3
Sociology 250 (Introduction to Social Work)	3
Total:	15
<b>Total Credit Hours:</b>	<b>60</b>

<sup>1</sup> Consult your advisor or Advising Center staff for appropriate courses.

<sup>2</sup> Recommended electives: Humanities 110, Integrative Health Courses, Psychology or Sociology classes in area of interest.

<sup>3</sup> Recommended electives: Integrative Health 114 or Physical Education 145.

<sup>4</sup> Recommended: Biological Science 100 or Biological Science 101.

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

**SOCIOLOGY (AOC)**

**PROGRAM OVERVIEW**

Diane S. McMahon, Ph.D., Associate Professor of Sociology  
dmcMahon@allegany.edu  
Humanities 48  
301-784-5306

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 Advising Center staff 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.

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**COURSE REQUIREMENTS**

**REQUIRED SOCIOLOGY COURSES**

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SOC-101	Introduction to Sociology
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**REQUIRED GENERAL COURSES**

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ENG-101	English Composition I
ENG-102 or English Elective	English Composition II or English Elective
MATH-102 or MATH-109	College Algebra or Probability and Statistics
PSYC-101	General Psychology
SPCH-101	Speech Communication

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**REQUIRED ELECTIVE COURSES**

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Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

**Electives - 12 credits**

**Humanities Elective - 6 credits**

**Lab Science Electives - 7 credits**

**Physical Activity Elective - 2 credits**

**Social and Behavioral Science Electives - 6 credits**

**Sociology Electives - 9 credits**

**PROGRAM PATH**

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**SOCIOLOGY**

**AREA OF CONCENTRATION**

**PREPARATION FOR TRANSFER**

<u>FIRST SEMESTER</u>	<u>Credit Hours</u>
Elective <sup>1</sup>	3
English 101 (English Composition I)	3
Mathematics 102 or 109 (College Algebra or Probability and Statistics)	3
Sociology 101 (Introduction to Sociology)	3
Speech 101 (Speech Communication)	3
Total:	15
<u>SECOND SEMESTER</u>	
Elective <sup>1</sup>	3
English 102 (English Composition II) or English Elective	3
Psychology 101 (General Psychology)	3
Social and Behavioral Science Elective <sup>2</sup>	3
Sociology Elective <sup>3</sup>	3
Total:	15
<u>THIRD SEMESTER</u>	
Elective <sup>1</sup>	3
Humanities Elective	3
Laboratory Science Elective <sup>4</sup>	4
Physical Activity	1
Social and Behavioral Science Elective <sup>2</sup>	3
Sociology Elective <sup>3</sup>	3
Total:	17
<u>FOURTH SEMESTER</u>	
Elective <sup>1</sup>	3
Humanities Elective	3
Physical Activity	1
Science Elective <sup>4</sup>	3
Sociology Elective <sup>3</sup>	3
Total:	13
<b>Total Credit Hours:</b>	<b>60</b>

<sup>1</sup> Consult your advisor or Advising Center staff for appropriate courses.

<sup>2</sup> Courses must be completed from two different Social and Behavioral Science disciplines.

<sup>3</sup> Students need to complete three courses from these courses: Sociology 102, 203, 205, 207, and 211.

<sup>4</sup> Science electives must include one lab science. Some transfer institutions may require an additional lab science; therefore consult your advisor or Advising Center staff 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 CERTIFICATE**

### **PROGRAM OVERVIEW**

Jenna Gallion, *Division Chair*  
 jgallion@allegany.edu  
 Humanities 39  
 301-784-5239

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 Advising Center staff to ensure specific course transferability.

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

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

## COURSE REQUIREMENTS

### REQUIRED SPANISH COURSES

SPAN-103	Introductory Spanish I
SPAN-104	Introductory Spanish II
SPAN-203	Intermediate Spanish I
SPAN-204	Intermediate Spanish II

### REQUIRED GENERAL COURSES

ENG-101	English Composition I
SPCH-101	Speech Communication

## PROGRAM PATH

### SPANISH

#### ONE-YEAR CERTIFICATE

#### FIRST SEMESTER

	<u>Credit Hours</u>
English 101 (English Composition I)	3
Spanish 103 (Introductory Spanish I)	3
Total:	6

#### SECOND SEMESTER

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

#### THIRD SEMESTER

Spanish 203 (Intermediate Spanish I)	3
Total:	3

#### FOURTH SEMESTER

Spanish 204 (Intermediate Spanish II)	3
Total:	3
<b>Total Credit Hours:</b>	<b>18</b>

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

## TEACHER EDUCATION

### 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**

	<u>Credit Hours</u>
Education 100 Career Analysis in Education	3
Education 190 Preparation for the Pre-Professional Sequence	3
Education 191 Education Assistantship	3
Education 201 Foundations of Education, Philosophy and Practice	3
Education 204 Psychology of Learning and Teaching	3
Education 217 Mathematics for Teacher Education II	3
<b>Total Credit Hours:</b>	<b>12</b>

**TEACHER EDUCATION - EARLY CHILDHOOD (AOC)**

**PROGRAM OVERVIEW**

Robin Seddon, *Program Chair*  
 rseddon@allegany.edu  
 Humanities 7  
 301-784-5362

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	

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.

**COURSE REQUIREMENTS**

**REQUIRED EDUCATION COURSES**

EDUC-100	Career Analysis in Education
EDUC-190	Preparation for the Pre-Professional Sequence
EDUC-191	Education Assistantship
EDUC-195	Introduction to Emergent Literacy Skills
EDUC-201	Foundations of Education, Philosophy, and Practice
EDUC-204	Psychology of Learning and Teaching (Psychology 204)
EDUC-216	Mathematics for Teacher Education I (Mathematics 216)
EDUC-217	Mathematics for Teacher Education II (Mathematics 217)
EDUC-252	Early Childhood Foundations
EDUC-293	Early Childhood Learning Environments

**REQUIRED GENERAL COURSES**

ART-110	Visual Imagery
BIO-131 or Biological Laboratory Science Elective	Inquiries Into Biology or Biological Laboratory Science Elective
ENG-101	English Composition I
ENG-103	Introduction to Literature
MATH-102 or MATH-109	College Algebra or Probability and Statistics
MUS-252	Music and Creative Interaction for the Elementary Teacher
PHED-154	Integrated Health and Physical Education
PSYC-101	General Psychology
PSYC-207	Child Psychology
PHYS-130 or non-Biological Laboratory Science Elective	Inquiries in Physical Science I or non-Biological Laboratory Science Elective
PHYS-132 or Laboratory Science Elective	Inquiries in Physical Science I <b>or</b> Laboratory Science Elective

**PROGRAM PATH****EARLY CHILDHOOD EDUCATION****AREA OF CONCENTRATION****FIRST SEMESTER**

	<u>Credit Hours</u>
Art 110 (Visual Imagery)	3
Education 100 (Career Analysis in Education)	1
English 101 (English Composition 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**

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 216 (Mathematics for Teacher Education I)	3
Education 252 (Early Childhood Foundations)	3
Psychology 207 (Child Psychology)	3
Total:	17

**FOURTH SEMESTER**

Education 190 (Preparation for the PPST) <sup>1</sup>	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
<b>Total Credit Hours:</b>	<b>60</b>

<sup>1</sup> Education 190 may be waived and a one-credit elective substituted only if a student has successively completed the 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.

**TEACHER EDUCATION - ELEMENTARY (AOC)**

**PROGRAM OVERVIEW**

Robin Seddon, *Program Chair*  
 rseddon@allegany.edu  
 Humanities 7  
 301-784-5362

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	

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.

**COURSE REQUIREMENTS**

**REQUIRED EDUCATION COURSES**

EDUC-100	Career Analysis in Education
EDUC-190	Preparation for the Pre-Professional Sequence
EDUC-191	Education Assistantship
EDUC-195	Introduction to Emergent Literacy Skills
EDUC-201	Foundations of Education, Philosophy, and Practice
EDUC-204	Psychology of Learning and Teaching (Psychology 204)
EDUC-216	Mathematics for Teacher Education I (Mathematics 216)
EDUC-217	Mathematics for Teacher Education II (Mathematics 217)
EDUC-295	Processes and Acquisition of Reading
EDUC-296	Special and Multicultural Education

**REQUIRED GENERAL COURSES**

ART-110	Visual Imagery
BIO-131 or Biological Laboratory Science Elective	Inquiries Into Biology or Biological Laboratory Science Elective
ENG-101	English Composition I
ENG-103	Introduction to Literature
MATH-102 or MATH-109	College Algebra or Probability and Statistics
MUS-252	Music and Creative Interaction for the Elementary Teacher
PHED-154	Integrated Health and Physical Education
PSYC-101	General Psychology
PHYS-130 or non-Biological Laboratory Science Elective	Inquiries in Physical Science I or non-Biological Laboratory Science Elective
PHYS-132 or Laboratory Science Elective	Inquiries in Physical Science II or Laboratory Science Elective



**REQUIRED ELECTIVE COURSES**

Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

Elective in Specialization - 3 credits

**PROGRAM PATH****ELEMENTARY EDUCATION****AREA OF CONCENTRATION****FIRST SEMESTER**

	<u>Credit Hours</u>
Art 110 (Visual Imagery)	3
Education 100 (Career Analysis in Education)	1
English 101 (English Composition 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**

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 216 (Mathematics for Teacher Education I)	3
Education 295 (Process and Acquisition of Reading)	3
Elective in Specialization	3
Total:	17

**FOURTH SEMESTER**

<sup>1</sup> Education 190 (Preparation for the PPST)	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 Elective	4
Total:	15
<b>Total Credit Hours:</b>	<b>60</b>

<sup>1</sup> Education 190 may be waived and a one-credit elective substituted only if a student has successively completed the 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.

**TEACHER EDUCATION - SECONDARY (AOC)****PROGRAM OVERVIEW**

Robin Seddon, *Program Chair*  
 rseddon@allegany.edu  
 Humanities 7  
 301-784-5362

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	

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.

**COURSE REQUIREMENTS**

**REQUIRED EDUCATION COURSES**

EDUC-100	Career Analysis in Education
EDUC-190	Preparation for the Pre-Professional Sequence
EDUC-191	Education Assistantship
EDUC-201	Foundations of Education, Philosophy, and Practice
EDUC-204	Psychology of Learning and Teaching (Psychology 204)
EDUC-217	Mathematics for Teacher Education II (Mathematics 217)

**REQUIRED GENERAL COURSES**

ENG-101	English Composition I
ENG-103	Introduction to Literature
GEOG-102	Cultural Geography
PSYC-101	General Psychology
PHED-145	Personal Wellness
SPCH-101	Speech Communication

**REQUIRED ELECTIVE COURSES**

Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

**Art or Music Elective - 3 credits**

**History Elective - 3 credits**

**Laboratory Science Elective - 8 credits**

**Mathematic Elective - 3 credits**

**Sociology Elective or Elective - 3 credits**

**Teaching Field Electives - 11 credits**

**PROGRAM PATH**

**SECONDARY EDUCATION**

**AREA OF CONCENTRATION**

<u>FIRST SEMESTER</u>	<u>Credit Hours</u>
Education 100 (Career Analysis in Education)	1
English 101 (English Composition I)	3
Mathematics Elective	3
Psychology 101 (General Psychology)	3
Teaching Field Elective	3
<b>Total:</b>	<b>13</b>
<u>SECOND SEMESTER</u>	
Education 201 (Foundations of Education, Philosophy, and Practice)	3
Laboratory Science Elective	4
Physical Education 145 (Personal Wellness)	2
Speech 101 (Speech Communication)	3
Teaching Field Elective	3
<b>Total:</b>	<b>15</b>
<u>THIRD SEMESTER</u>	
English 103 (Introduction to Literature)	3
Geography 102 (Cultural Geography)	3
History Elective	3
Laboratory Science Elective	4
Teaching Field Elective	3
<b>Total:</b>	<b>16</b>
<u>FOURTH SEMESTER</u>	
Art Elective or Music Elective	3
Education 190 (Preparation for the PPST) <sup>1</sup>	1
Education 191 (Education Assistantship)	1
Education 204 (Psychology of Learning and Teaching)	3
Education 217 (Mathematics for Teacher Education II)	3
Sociology Elective or Elective	3
Teaching Field Elective	2
<b>Total:</b>	<b>16</b>
<b>Total Credit Hours:</b>	<b>60</b>

<sup>1</sup> Education 190 may be waived and a one-credit elective substituted only if a student has successively completed the 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)**

### **PROGRAM OVERVIEW**

Robin Seddon, *Program Chair*  
rseddon@allegany.edu  
Humanities 7  
301-784-5362

The Associate of Arts in Teaching (AAT) program has been specifically designed for students who are majoring in elementary education (grades 1-6). 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 Council for the Accreditation of Education Preparation (CAEP) 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/CORE 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.

## **COURSE REQUIREMENTS**

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### **REQUIRED EDUCATION COURSES**

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EDUC-100	Career Analysis in Education
EDUC-190	Preparation for the Pre-Professional Sequence
EDUC-191	Education Assistantship
EDUC-195	Introduction to Emergent Literacy Skills
EDUC-201	Foundations of Education, Philosophy, and Practice
EDUC-204	Psychology of Learning and Teaching (Psychology 204)
EDUC-216	Mathematics for Teacher Education I (Mathematics 216)
EDUC-217	Mathematics for Teacher Education II (Mathematics 217)
EDUC-295	Processes and Acquisition of Reading
EDUC-296	Special and Multicultural Education

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### **REQUIRED GENERAL COURSES**

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ART-110	Visual Imagery
BIO-131 or Biological Laboratory Science Elective	Inquiries Into Biology or Biological Laboratory Science Elective
ENG-101	English Composition I
ENG-103	Introduction to Literature
GEOG-102	Cultural Geography
HIST-105	Contemporary World History
MATH-102 or MATH-109	College Algebra or Probability and Statistics
MUS-252	Music and Creative Interaction for the Elementary Teacher
PHED-154	Integrated Health and Physical Education
PHYS-130 or non-Biological Laboratory Science Elective	Inquiries in Physical Science I or non-Biological Laboratory Science Elective
PHYS-132	Inquiries in Physical Science II
PSYC-207	Child Psychology
SPCH-101	Speech Communication

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## **PROGRAM PATH**

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### **TEACHING**

**ASSOCIATE OF ARTS IN TEACHING (AAT)**

**PREPARATION FOR TRANSFER**

<u>FIRST SEMESTER</u>	<u>Credit Hours</u>
Education 100 (Career Analysis in Education)	1
English 101 (English Composition I)	3
Geography 102 (Cultural Geography)	3
Mathematics 102 or 109 (College Algebra or Probability and Statistics)	3
Physical Education 154 (Integrated Health and Physical Education)	3
Physics 130	4
(Inquiries in Physical Science I) or non-Biology Laboratory Science	
Total:	17
 <u>SECOND SEMESTER</u>	
Education 190 (Preparation for the Pre-Professional Sequence) or Elective <sup>1</sup>	1
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
English 103 (Introduction to Literature)	3
Physics 132 (Inquiries in Physical Science II) or Laboratory Science Elective	4
Total:	16
 <u>THIRD SEMESTER</u>	
Art 110 (Visual Imagery)	3
Biological Science 131 (Inquiries into Biology) or Biology Laboratory Science	4
Education 191 (Education Assistantship)	1
Education 216 (Mathematics for Teacher Education I)	3
Education 295 (Process and Acquisition of Reading)	3
Psychology 207 (Child Psychology)	3
Total:	17
 <u>FOURTH SEMESTER</u>	
Education 191 (Education Assistantship)	1
Education 204 (Psychology of Learning and Teaching)	3
Education 191 (Education Assistantship)	1
Education 296 (Special and Multicultural Education)	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)	3
Total:	17
<b>Total Credit Hours:</b>	<b>67</b>

<sup>1</sup> Education 190 may be waived and a one-credit elective substituted only if a student has successively completed the 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.*

# **Course Descriptions**

## COURSES BY DEPARTMENT

### ALLIED HEALTH (AHLT)

**101 Physical Assessment** 1 credit hour  
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  
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  
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  
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  
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  
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  
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 and Healthcare** 3 credit hours  
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** 2 credit hours  
Fee: \$20.00

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 (Spanish 126)** 3 credit hours  
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.

**127 Ethical and Legal Issues in Health Care** 3 credit hours  
Fee: \$65.00 Inclusive Access Fee: \$62.00.

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**

**2 credit hours**

Fee: \$20.00

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**

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**

Fee: \$50.00.

The schedule varies. Please check the current schedule.

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 BLS/CPR completion card, second year clinical allied health student or permission of instructor.*

**209 Cross-section Anatomy**

**1 credit hour**

Offered summer session.

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)**

**101 Art Appreciation**

**3 credit hours**

Offered fall and spring semesters. 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. 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. 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. 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**

Four hours lecture/studio a week. 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. 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. 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. 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**

Four hours lecture/studio a week. 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**

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**  
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 automotive gasoline and diesel 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 reconditioning procedures of the automotive gasoline and diesel 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: Automotive Technology students only.*

**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 automotive gasoline and diesel 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: Automotive Technology students only.*

**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**  
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**  
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**  
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**  
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** **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: Automotive Technology students only.*

**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: Automotive Technology students only.*

**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): \$125.00.

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: Automotive Technology students only.*

**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 Electricity 103 or consent of instructor or advisor.*

**209 Automotive Diesel** **4 credit hours**  
Offered spring semester. Three hours lecture and three hours demonstration a week. Fee: \$145.00.

This course provides an introduction to automotive diesel engines and systems concentrating on domestic light-duty diesels. It involves the use of various types of testing equipment to diagnose problems in common systems such as Duramax, Cummins and PowerStroke. Studies include but are not limited to mechanical components, lubrication, air management, turbochargers, 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: Must be an Automotive Technology Student.*

**210 Automotive Parts Management** **4 credit hours**  
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: Automotive Technology students only.*

**211 Introduction to Diesel** **3 credit hours**  
Offered summer session. Two hours lecture and three hours lab per 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 diesel air, fuel, cooling, and lubrication systems. Other topics will include maintenance, troubleshooting, and basic repair procedures. The course also introduces the basics of modern Cummins, Duramax, and Ford Powerstroke engine systems. Costs incurred for parts and/or supplies are the responsibility of the student.

*Prerequisite: consent of the Instructor.*

**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: Automotive Technology students only.*

**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 Electricity 103.*

## BIOLOGICAL SCIENCE (BIO)

**93 Essentials of Biology** **3 credit hours**  
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: Minimum high school GPA of 3.0 or appropriate assessment scores and Mathematics 90.*

**100 Biology for Allied Health Students** **3 credit hours**  
Offered fall and spring semesters. Three hours lecture and three hours laboratory a week. Fee: \$65.00. Inclusive Access Fee: \$87.00. Web Biology: Odigia Access Fee: \$37.00

This course is designed for allied health majors and may serve as a prerequisite for Biological Science 201, 204 and 207. In this course, students will study the fundamental concepts common to all living organisms, be introduced to basic lab science skills, and learn about

the systematic approach to studying life. The relevance of the following topics to humans is emphasized: the chemical basis of life, biological organization, cell structures and functions, metabolism, energy utilization, heredity, and basic human anatomy. Through laboratory exercises, experiments, and animal and organ dissection the students' understanding of the concepts discussed in lecture will be enhanced.

*Prerequisite: English 92 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. Inclusive Access Fee: \$91.00.

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: Minimum high school GPA of 3.0 or appropriate assessment scores and Mathematics 90, or equivalent.*

**102 General Biology II** **4 credit hours**

Offered spring semester. Three hours lecture and three hours laboratory a week. Fee: \$65.00. Inclusive Access Fee: \$91.00.

This course is a continuation of Biological Science 101. Includes a study of whole organism biology, including diversity of all kingdoms, macroevolution and microevolution, and basic principles of ecology. Ecological topics include population ecology, how species interact within communities, biogeochemical cycles, ecological pyramids, and ways that humans affect the environment. The laboratory work involves the examination of biological specimens, including some 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 Ecology** **3 credit hours**

Offered spring semester. Two hours lecture and three hours laboratory a week. Fee: \$65.00.

This course covers 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: English 92 and Mathematics 90*

**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: English 92 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.

*Minimum high school GPA of 3.0 or appropriate assessment scores.*

**121 Musculoskeletal Anatomy of the Human** **4 credit hours**

Offered fall semester. 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: Minimum high school GPA of 3.0 or appropriate assessment scores in Reading. Appropriate Placement scores or a grade of "C" or better in Biological Science 93 and Mathematics 90.*

**131 Inquiries Into Biology** **4 credit hours**

Offered fall and spring semesters. 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**

Three hours lecture and three hours laboratory a week. Fee: \$65.00  
Inclusive Access Fee: \$48.00.

This course 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. All day field trips may be required.

*Mathematics 90, English 92.*

**150 Medicinal Botany** **3 credit hours**

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.

**175 Microbiology of Brewing** **4 credit hours**

Offered fall semester. Three hours lecture and three hours lab per week. Fee: \$200.00.

This course will introduce microbiology and laboratory practices used in the brewing process. Topics will include the biology of yeast, the fermentation process, and microorganisms that contribute to beer quality and deterioration.

*Prerequisite: Reading 97.*

**201 Human Anatomy and Physiology 4 credit hours**

Offered spring semester. 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 selected animal organs and physiological activities with comparison to the human.

This course is designed for selected allied health majors and is not equivalent to Biological Science 207 or 208 (Anatomy and Physiology of the Human I and II). It is not an approved prerequisite for Biological Science 208.

*Pre-requisites: Biological Science 100, or 101, or 121 or satisfactory score on Anatomy and Physiology Placement Assessment.*

**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.

Principal 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: A four credit Biological Science or Chemistry lab course, excluding Biological Science 145.*

**206 Biotechnology (Medical Laboratory Technology 206) 4 credit hours**

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 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. Inclusive Access Fee: \$91.00.

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 Mathematics 90. Minimum high school GPA of 3.0 or appropriate assessment scores in Reading.*

**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. Inclusive Access Fee: \$91.00.

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**

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**

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. Instructor consent required.*

**299 Special Problems 1-4 credit hours**

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. 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**

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**

Inclusive Access Fee: \$42.00 Fee: \$20.00

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 fall semester. 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**

Three hours lecture and discussion a week.

The central theme of this course is working with people and developing supervisors to become more effective and efficient. Course topics include planning and organizing, communicating, motivating, leadership, coaching, control, and managing human resources and diversity.

**210 Business Law 3 credit hours**

Offered fall and spring semesters. Three hours lecture and discussion a week.

An introduction to contracts, agency relationships, negotiable instruments, business association, property rights, and torts.

*Prerequisite: Business Administration 101, concurrent registration, or consent of instructor.*

**213 Principles of Management 3 credit hours**

Offered spring semester. 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.

**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. Three hours lecture and discussion a week.

Principles of marketing will discuss the principles, methods, and problems involved in the distribution and marketing of goods and services. The course will examine various marketing agents. The course will discuss problems and policies in relation to product, price, place, promotion, cost, and customer.

This course provides the student with an orientation to the field of marketing.

**218 Accounting Systems and Software 3 credit hours**

Offered spring semester.

The course develops an in-depth understanding of the accounting cycle, and includes special topics such as depreciation and payroll. Application of these issues to real-world problems will be addressed with established and operating PC-based financial software, especially Quickbooks.

*Prerequisite: Business Administration 215 and successful completion of Computer Technology 101.*

**220 Social Media Marketing 3 credit hours**

Offered spring semester. Three hours lecture and discussion a week. Fee: \$70.00

Explores the dynamic nature of social media as it transforms marketing communications from traditional mass media to individualized marketing. Using a variety of social media tools and platforms, this class identifies, explains and critiques the different methodologies used for social media marketing. Topics include creating social media, integrating social media into a marketing campaign, engaging in viral marketing, measuring social media success through analytics, and using social media marketing to maximize success in a variety of small and large organizations.

*Prerequisite: Business Administration 216.*

**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.*

**299 Study Projects**

**1-3 credit hours**

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. 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 90 and Reading 93.*

**101 General Chemistry I**

**4 credit hours**

Offered fall and spring semesters. Three hours lecture plus three hours laboratory a week. Fee: \$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: Minimum high school GPA of 3.0 or appropriate assessment scores 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**

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: \$50.00.

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: \$50.00.

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. Three hours lecture and application a week. Fee: \$50.00.

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.

**109 Emerging Technologies**

**3 credit hours**

Offered fall and spring semesters. Fee: \$50.00.

This course is designed to introduce students to emerging technologies in both computer and information technology as well as challenges facing IT professionals implementing emerging technologies within their organizations. This course will help students keep pace with the latest cutting-edge technology and innovation in the field.

*Prerequisites: Computer Technology 101 and Computer Technology 107, or instructor consent.*

**114 Mobile Application Development****3 credit hours**

Offered fall semester. Three hours lecture and application a week. Fee: \$50.00.

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. Three hours lecture and application a week. Fee: \$50.00.

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.*

**190 Computer Languages Survey****3 credit hours**

Offered fall semester. Three hours lecture and application a week. Fee: \$50.00.

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: \$50.00.

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. Three hours lecture and application a week. Fee: \$50.00.

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. Three hours lecture and application a week. Fee: \$50.00.

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 (Criminal Justice 216)****3 credit hours**

Offered spring semester. 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 107 for students enrolled in the Computer Technology/ Cybersecurity/Information Systems Programs. Criminal Justice 101 and 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: \$50.00.

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.*

**220 Linux Operating System****3 credit hours**

Offered fall and spring semesters. Fee: \$50.00.

This course provides an introduction to the Linux operating system. The topics in this course align with the industry standard CompTIA Linux+ Certification Exam. The course will prepare students to pass this exam.

*Prerequisite: Computer Technology 101, 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: \$50.00.

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. Three hours lecture and application a week. Fee: \$50.00.

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. Three hours lecture and application a week. Fee: \$50.00.

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. Three hours lecture and application a week. Fee: \$50.00.

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.*

**234 Computer Science Programming I 4 credit hours**

Offered fall semester. Four hours lecture and application a week. Fee: \$50.00.

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. Three hours lecture and application a week. Fee: \$50.00.

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 and 191 or consent of instructor.*

**238 Computer Science Programming II 4 credit hours**

Offered spring semester. Four hours lecture and application a week. Fee: \$50.00.

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. Three hours lecture and application a week. Fee: \$50.00.

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**

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. Instructor consent required.*

**241 Python Programming I 3 credit hours**

Offered spring semester. Fee: \$50.00.

This course is an introduction to the Python programming language. The Python programming language has an easy to understand syntax, and a powerful set of libraries. It is an interpreted language, with a rich programming environment, including a robust debugger and profiler. The course will cover such topics as data types, control flow, object-oriented programming techniques and concepts, and graphic user interface-driven applications.

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

**245 Ethical Hacking 3 credit hours**

Offered fall and spring semesters. Fee: \$50.00.

This course is an introduction to hacking tools and incident handling. Areas of instruction include various tools and vulnerabilities of operating systems, software and networks used by hackers to access unauthorized information. This course also addresses incident handling methods used when information security is compromised.

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

**246 Python Programming II 3 credit hours**

Offered fall semester. Fee: \$50.00.

This course is an advanced study of the Python programming language with a focus on enterprise development. Students learn how to leverage OS (Operating System) services, code graphical application interfaces, create modules and run unit tests, define classes, interact with network series, query databases, and process XML (Extensible Markup Language) data

*Prerequisite: Computer Technology 241.*

**250 R Programming 3 credit hours**

Offered fall and spring semester. Fee: \$50.00.

In this course, students will learn about the programming language known as R. Students will use RStudio, the environment that allows them to work with R. This course will also cover the software applications and tools that are unique to R, such as R packages. Students will learn how R can clean, organize, analyze, visualize, and report data in new and more powerful ways.

*Prerequisite: Computer Technology 103.*



**288 A+ Certification Exam Review****1 credit hour**

Offered spring semester. One-hour lecture and application a week. Fee: \$18.00. Test Out PC Pro License Fee: \$151.00.

This course is a final preparation for the Computing Technology Industry Association's (CompTIA) A+ Certification Exam. It is designed as a capstone review course for this industry certification. Students will use computer-based training modules to prepare for the CompTIA A+ Certification Exam.

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

**289 Security+ Certification Exam Review****1 credit hour**

Offered spring semester. One-hour lecture and application a week. Fee: \$22.00.

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

*Prerequisite: Computer Technology 201, or concurrent registration, or consent of instructor.*

**299 Independent Study****2-4 credit hours**

Fee: \$50.00.

Study projects directly related to the Computer Technology curriculum under the supervision of the instructor.

Instructor consent required to take this course.

*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: \$45.00.

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: \$75.00.

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: \$45.00.

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.*

**115 Juvenile Justice****3 credit hours**

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

Juvenile Justice is a comprehensive study of the prevention, detection, and correction of juvenile delinquency. The course includes a study of laws relating to young offenders, police procedures dealing with youth and the Juvenile Court process. The course also focuses on the processes of juvenile justice intake, assessment, community programs and the institutional treatment of youth.

**128 Physical Education for Criminal Justice (Physical Education 128)****1 credit hour**

Offered spring semester. One hour a week. Fee: \$15.00.

This course is organized with a primary focus on the physical dimension of wellness using a variety of physical activities to give the student practical experiences toward taking a physical fitness examination required by criminal justice agencies. Students will train in a variety of methods with the ultimate goal of a healthier lifestyle and the ability to pass an academy physical fitness test.

**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, or consent of instructor.*

**205 Introduction to American Constitutional Law (Political Science 205)****3 credit hours**

Offered fall semester. 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.

**207 Basic Forensics** **3 credit hours**  
Offered spring semester. Three hours lecture and application per week. Fee: \$45.00.

Basic Forensics focuses on the field of forensic science from a criminal justice perspective. The course emphasizes the role of the crime investigator in preserving, recording, and collecting physical evidence at the crime scene. Students will learn about the use of DNA in forensics, as well as discuss admission of scientific/DNA evidence into court proceedings. The course utilizes hands-on forensic science related activities.

*Prerequisite: Criminal Justice 101 and 105 or consent of the instructor.*

**208 Interpersonal Communications in Criminal Justice** **3 credit hours**  
Offered fall 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 and English 101 or consent of faculty advisor.*

**209 Forensics Photography** **1 credit hour**  
Offered spring semester. One hour lecture and application per week. Fee: \$15.00.

In this course students learn the basic principles of digital photography in the field of forensics. Students will develop basic photographic skills, as well as learn the procedures for proper photographic techniques as required in the criminal justice field.

**210 Advanced Policing** **3 credit hours**  
Offered spring semester. Three hours lecture and discussion a week. Fee: \$45.00.

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.

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

**216 Cyber Law (Computer Technology 216)** **3 credit hours**  
Offered spring semester. 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: Criminal Justice 101 and 103 for students enrolled in the Criminal Justice Program. Computer Technology 107 for students enrolled in the Computer Technology/Cybersecurity/Information Systems Programs.*

**299 Independent Study** **1-3 credit hours**  
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, or 105. Instructor consent required.*

## CULINARY ARTS (CULA)

**150 Culinary Techniques I** **3 credit hours**  
Offered fall semester. Two hours lecture a week. One hundred hours practicum a semester. Fee: \$250.00.

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 Culinary Techniques II** **3 credit hours**  
Offered spring semester. Two hours lecture a week. One hundred hours practicum a semester. Fee: \$250.00.

A continuation of Culinary Techniques I. Emphasis will be on the production of meats, poultry, fish/seafood, breads, pastries, and desserts.

*Prerequisite: Culinary Arts 150.*

**208 International Cuisines** **2 credit hours**  
Offered fall semester. One hour lecture a week. Fifty hours practicum a semester. Fee: \$250.00.

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 or Corequisite: Hospitality Management 110.*

**212 Baking I** **3 credit hours**  
Offered fall semester. Two hours lecture a week. Fifty hours practicum a semester. Fee: \$250.00.

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 or Corequisite: Hospitality Management 110.*

**213 Baking II** **3 credit hours**  
Offered spring session. Two hours lecture a week. Fifty hours practicum a semester. Fee: \$250.00.

A continuation of Baking I. Emphasis will be on the development of higher competency levels in baked good production.

*Prerequisite: Culinary Arts 212.*

**216 Dining Room Management** **3 credit hours**  
Offered fall semester. Two hours lecture and fifty hours practicum a semester. Fee: \$250.00.

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: Hotel and Restaurant Management 101 and 110.*

**217 Beverage Management** **2 credit hours**  
Offered spring semester. Two hours lecture a week. Fee: \$200.00.

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.*

**250 On-Site Practicum** **5 credit hours**

Offered summer session. Two hours lecture and one hundred hours practicum a semester. Fee: \$250.00.

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 and 212.*

## DATA ANALYTICS (DATA)

**101 Introduction to Data Analytics** **3 credit hours**

Offered fall semester. Fee: \$42.00.

This course will expose students to the introductory data analytics practices executed in the business world and other organizations and institutions. The course will explore such key areas as the analytical process, how data is created, stored, accessed, and how these entities work with data and create the environment in which analytics can flourish.

**103 Introduction to Machine Learning** **3 credit hours**

Offered spring semester. Fee: \$42.00.

Machine learning is an integral part of data analytics, which deals with developing data-driven insights for better designs and decisions and gives computers the ability to learn without being explicitly programmed. Supervised and unsupervised machine learning will be covered. This introductory course gives an overview of machine learning concepts, techniques and algorithms.

*Prerequisite: Data Analytics 101.*

**105 Introduction to Data Visualization** **3 credit hours**

Offered fall semester. Fee: \$42.00.

The primary focus of this course concerns the art and science of turning data into readable graphics known as data visualization using features in software applications such as Excel and Access. Students will also learn to evaluate the effectiveness of visualization designs, and think critically about each design decision, such as choice of color and choice of visual encoding as they begin to explore data visualization tools used by professionals in data analytics.

*Prerequisite: Data Analytics 101.*

**201 Advanced Data Analytics** **3 credit hours**

Offered spring semester. Fee: \$42.00.

This course builds on the concepts learned in the introductory course for data analytics. It prepares students to gather, describe, and analyze data, and use advanced statistical tools to make decisions on operations, risk management, finance, marketing, etc. Topics include probability, statistics, hypothesis testing, regression, clustering, decision trees, and forecasting.

*Prerequisite: Data Analytics 101.*

**206 Python for Data Analytics** **3 credit hours**

Offered spring semester. Fee: \$42.00.

In this course, students learn how to manipulate, process, clean, and crunch data in Python. It is also a practical, modern introduction to scientific computing in Python, tailored for data-intensive applications. Students will focus on parts of the Python language and libraries they will need to effectively solve a broad set of data analysis problems.

*Prerequisite: Computer Technology 241.*

**210 Data Warehouse Implementation** **3 credit hours**

Offered fall semester. Fee: \$42.00.

In this course, students will learn how to implement a data warehouse platform to support a business intelligence (BI) solution. Students will discover how to create a data warehouse, implement, extract, transform, and load (ETL) with SQL Server Integration Services (SSIS), and validate and cleanse data with SQL Server Data Quality Services (DQS) and SQL Server Master Data Services.

*Prerequisite: Data Analytics 101.*

**214 Advanced Data Visualization** **3 credit hours**

Offered spring semester. Fee: \$42.00.

In this course, students discover how new and advanced data visualization tools used by industry professionals offer analytics capabilities that can help groups understand large and complex data which can arise from networks, high-dimensional point clouds, multivariate functions, heterogeneous personal data and ensembles. This course will enable the students to become familiar with innovative techniques and tools that combine data analysis with data visualization, from both algorithmic and implementation perspectives.

*Prerequisite: Data Analytics 105.*

**216 Data Analysis in the Cloud** **3 credit hours**

Offered spring semester. Fee: \$42.00.

This course is designed to give students a comprehensive view of cloud computing including Big Data and Machine Learning. Students will learn a set of data mining tools used by industry professionals including interactive labs on Cloud Platforms (Google, AWS, Azure). This is a project-based course with extensive hands-on assignments.

*Prerequisite: Data Analytics 101 and 103.*

**240 Field Placement** **3 credit hours**

Offered fall and spring semester. Fee: \$42.00.

This course provides students on the job training with a local business. One-hour lecture and eight hours internship a week (sixteen hours a week if offered in A or B-terms). Students will complete worksite assignments in a structured environment as determined by the instructor and the internship site supervisor. Attention will also be given to resume writing, interviewing, communication and other applicable workplace skills.

*Prerequisite: Cumulative 2.75 GPA (or higher) of the courses required within the degree and successful completion of two Data Analytics courses. Instructor consent required.*

## DENTAL HYGIENE (DENT)

**101 Introduction to Dental Health** **2 credit hours**

Fee: \$20.00.

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.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Instructor consent required.*

**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.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Dental Hygiene 101. Instructor consent required.*

**103 Oral Anatomy**

**4 credit hours**

Offered fall semester. Three hours lecture and three hours laboratory a week. Fee: \$125.00.

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.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Instructor consent required.*

**104 Dental Materials**

**2 credit hours**

Offered spring semester. One-hour lecture and three hours laboratory a week. Fee: \$175.00.

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.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Dental Hygiene 101. Instructor consent required.*

**107 Dental Hygiene Techniques**

**4 credit hours**

Offered fall semester. Two hours lecture and nine hours laboratory a week. Fee: \$175.00. Criminal Background Check Fee: \$65.00. Nurse Managed Wellness Clinic Fee: \$60.00. Software Access Fee: \$54.00.

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.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Instructor consent required.*

**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: \$175.00. Nurse Managed Wellness Clinic Fee: \$60.00.

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.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Dental Hygiene 107. Instructor consent required.*

**109 Radiology**

**3 credit hours**

Offered spring semester. Two hours lecture and five hours laboratory a week. Fee: \$175.00.

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.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Dental Hygiene 103. Instructor consent required.*

**200 Pharmacology and Pain Management**

**3 credit hours**

Offered fall semester. Three hours lecture and demonstration a week. Fee: \$175.00.

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.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Dental Hygiene 108. Instructor consent required.*

**201 Clinical Dental Hygiene II**

**4 credit hours**

Offered fall semester. One-hour lecture and twelve hours clinic a week. Fee: \$200.00. Nurse Managed Wellness Clinic Fee: \$60.00.

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.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Dental Hygiene 108. Instructor consent required.*

**202 Clinical Dental Hygiene III**

**5 credit hours**

Offered spring semester. One-hour lecture and sixteen hours clinic a week. Fee: \$250.00. Nurse Managed Wellness Clinic Fee: \$60.00. Mock Board Fee \$250.00.

This course will incorporate dental hygiene care with critical thinking and case studies to prepare students for their national and regional board exams. Group discussions of problems related to clinical practice of dental hygiene are held. Continued clinical experience in enhancing clinical skills and techniques will be emphasized.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Dental Hygiene 201. Instructor consent required.*

**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.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Dental Hygiene 108. Instructor consent required.*

**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.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Dental Hygiene 201. Instructor consent required.*

**207 Community Dental Health Education I** **2 credit hours**

Offered fall semester. Two hours lecture per week. Fee: \$25.00.

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.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Dental Hygiene 108. Instructor consent required.*

**208 Community Dental Health Education II** **2 credit hours**

Offered spring semester. One-hour lecture and three hours laboratory and demonstration a week. Fee: \$100.00.

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.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Dental Hygiene 201. Instructor consent required.*

**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.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Dental Hygiene 108. Instructor consent required.*

**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.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Dental Hygiene 101. Instructor consent required.*

## ECONOMICS (ECON)

**103 Contemporary Economic Problems** **3 credit hours**

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. 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. 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. 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 and spring semesters, and summer session. 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**

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 and 201. It is also recommended that students have completed, or be concurrently enrolled in, Education 204. Instructor consent required.*

**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. 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. 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. 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.*

**ENGINEERING (ENGT)****101 Machine Tool Applications, Material Handling/ Fluid Power & Metallurgy** **3 credit hours**

Offered fall semester. Three hours of lecture with practicum applications. Fee: \$45.00. Testing/Subscription Fee: \$125.00.

This course will provide the theory and practical applications of projects using fundamental shop equipment such as manual mills, manual lathes, drill presses, surface grinders and Computer Numeric Control (CNC) mills and lathes. Emphasis will be on shop safety, quality control, and safety. Students will also be introduced to the science of physical metallurgy, the physical properties of metals and their application to modern manufacturing and selection of metals. Students will be eligible for the NIMS I - Measurement, Materials, & Safety industry certification assessment.

*Prerequisite: Minimum high school GPA of 3.0 or appropriate assessment scores.*

**102 Quality Control with Geometric Dimensions & Tolerances** **3 credit hours**

Offered fall semester. Three hours of lecture with practicum applications. Fee: \$45.00.

This course will provide the proper use of modern precision measurement tools such as micrometers/calipers, surface plate work, laser micrometers, digital height gages, coordinate measuring machines (CMM) and the interpretation of the data obtained from their use. Use of these tools will ensure that machined parts are acceptable as defined by the GD&T documents. Hands-on skills competencies include the areas of reaming, sawing, threading, and safety. Students will learn how to read and interpret blueprints and study different views of an object, including dimensioning techniques, tolerance methods and drawing notes. Students will be eligible for NIMS I - Job Planning, Benchwork & Layout industry certification assessment.

*Prerequisite: Minimum high school GPA of 3.0 or appropriate assessment scores.*

*Corequisite: Engineering-Automated Manufacturing Technology 101.*

**103 Mill Applications****3 credit hours**

Offered spring semester. Three hours of lecture with practicum applications. Fee: \$45.00.

This course will provide the basic theory and practical applications of basic metalworking. The class will emphasize manual mill applications, shop safety, and continue with material selection, job planning, benchwork, and layout. Tools used will include: Manual and Computer Numeric Control (CNC) milling machines, drill presses, pedestal grinders, band saws, hand tools, and measuring tools. Students will be eligible for NIMS I Drill Press and Milling industry certification assessment.

*Prerequisite: Engineering-Automated Manufacturing Technology 101 and 102.*

**104 Lathe Applications****3 credit hours**

Offered spring semester. Three hours of lecture with practicum applications. Fee: \$45.00.

This course will provide instruction on the theory and practical applications used to safely set up and operate manual metal turning engine lathes as well as an introduction into Computer Numeric Control (CNC) lathes. Students will be eligible for the NIMS I Turning (Between Centers) and Turning (Chucking) industry credential assessment.

*Prerequisite: Engineering-Automated Manufacturing Technology 101 and 102.*

**110 Introduction to Computer-Aided Design/Computer-Aided Manufacturing** **3 credit hours**

Offered fall semester. Three hours of lecture with practicum applications. Fee: \$45.00. Testing/Subscription Fee: \$100.00.

This course will provide students with the knowledge and skill to create and interpret of basic mechanical drawings using computer-aided design (CAD) software. Emphasis will be on standard and Geometric Dimensioning and Tolerancing (GD&T) drawing techniques based on the American Society of Mechanical Engineers (ASME) industry-recognized standards. Coursework will include the use of computer-aided manufacturing (CAM) software to generate programs for conversion to Computer Numerical Control (CNC) G-code. Students will be eligible for the Autodesk Associate in CAM 2.5 Axis Milling and Turning for Machinists industry credential assessment.

*Corequisite: Computer Technology 103.*

**120 Introduction to Computerized Numeric Control Programming and Machining** **3 credit hours**

Offered spring semester. Three hours of lecture with practicum applications. Fee: \$45.00. Testing/Subscription Fee: \$125.00.

This course will provide an introduction to Computer Numerical Control (CNC) machining practices and programming. Students will demonstrate ability to set and operate both a CNC milling center, as well as CNC turning center, maintain quality and safety standards, keep records, and maintain equipment and supplies. Students will be eligible for the NIMS I CNC Mill Programming Set-up & Operations and CNC Lathe Programming and Set-up industry certification assessments.

*Prerequisite: Engineering-Automated Manufacturing Technology 102 and Computer Technology 103.*

**201 Fixture Design and Fabrication** **4 credit hours**

Offered fall semester. Four hours of lecture with practicum applications. Fee: \$45.00. Testing/Subscription Fee: \$100.00.

This course will provide hands-on design and fabrication techniques utilized to work holding fixtures and jigs to support and locate parts for various manufacturing processes such as machining, welding, painting, forming, inspection, and assembling. Machine tools and equipment will be used to produce fixturing on manual and Computer Numerical Control (CNC) mills/lathes, 3D printers, and a variety of other machines. Students will receive training in Gas Tungsten Arc Welding (GTAW) and utilize previously acquired skills in CAD/CAM to design projects and simulations for 3D-Printing. Students will be eligible for the NIMS I Metalforming and the Stratasys Additive Manufacturing Certification assessments.

*Prerequisite: Engineering-Automated Manufacturing Technology 210.*

*Corequisite: Engineering-Automated Manufacturing Technology 220.*

**210 Advanced Computer-Aided Design/Computer-Aided Manufacturing** **3 credit hours**

Offered spring semester. Three hours of lecture with practicum applications. Fee: \$45.00. Testing/Subscription Fee: \$100.00.

This course will provide the study of the design of part geometry and the generation of computer numerical control (CNC) code. Students will learn translation of part geometry to and from computer aided design (CAD)/ computer aided manufacturing (CAM) systems. Manufacturing applications using CAM software to generate part programs for manufacturing. Applications include two-, three- and four-axis machining on vertical machining centers. Multi-axis turning, electrical discharge machining (EDM), and fabrication machinery will be also be studied. Students will be eligible for the Autodesk Associate in AutoCAD for Design and Drafting industry credential assessment (upon completion of required hours).

*Prerequisite: Engineering-Automated Manufacturing Technology 110.*

**212 Electrical Discharge Machining** **3 credit hours**

Offered spring semester. Three hours of lecture with practicum applications. Fee: \$45.00.

This course will provide programming and operation of wire and ram-type Electrical Discharge Machines (EDM) for both milling precision and to produce specified surface finishes. EDM processes will include: small hole boring, fine wire, two- and four-axis ram and wire operations. Given a blueprint and machining process plan, students will select proper electrode material, work holding devices, and EDM fluids. Students will be eligible for the NIMS II EDM Plunge and EDM Wire industry credential assessment.

*Prerequisite: Engineering-Automated Manufacturing Technology 220.*

**215 Abrasive Machining and Heat Treatment** **3 credit hours**

Offered spring semester. Three hours of lecture with practicum applications. Fee: \$45.00.

This course will provide the theory and application of precision abrasive machining, including surface, form, cylindrical (ID/OD), and cutter grinding. Students will demonstrate heat treatment processes such as carburizing, hardening, tempering, and annealing on both carbon and steel projects. Aluminum oxide, silicon carbide, cubic boron nitride, and diamond wheels will be utilized in the grinding process. Students will be eligible for the NIMS I - Grinding industry credential assessment.

*Prerequisite: Engineering-Automated Manufacturing Technology 101 and 102.*

**220 Advanced Computerized Numeric Control Programming and Machining** **4 credit hours**

Offered fall semester. Four hours of lecture with practicum applications. Fee: \$45.00.

This course will provide theory and practice in Computer Numeric Control (CNC) programming using G Code, Conversational, and Computer Aided Design (CAD)/ Computer Aided Manufacturing (CAM) programming for two, three, and four-axis millings and turning Centers. Students will be eligible for the NIMS I - CNC Mill Operations and CNC Lathe Operations industry certification assessment.

*Prerequisite: Engineering-Automated Manufacturing Technology 120.*

**225 Robotics Material Handling and Automation or Manufacturing Capstone** **4 credit hours**

Offered spring semester. Three hours of lecture with practicum applications. Fee: \$45.00. Testing/Subscription Fee: \$75.00.

This course will provide theory and practice in Computer Numeric Control (CNC) programming using G Code, Conversational, and Computer Aided Design (CAD)/ Computer Aided Manufacturing (CAM) programming for two, three, and four-axis millings and turning Centers. Students will be eligible for the NIMS I - CNC Mill Operations and CNC Lathe Operations industry certification assessment.

*Prerequisite: Engineering-Automated Manufacturing Technology 210, 220, and 201.*

**ENGLISH (ENG)**

**92 Reading/Writing Workshop I** **5 credit hours**

Offered fall and spring semesters. Five hours lecture and discussion a week.

Integrated instruction in reading and writing will help students develop the critical thinking skills necessary for college-level courses. 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 includes a supplemental lab for additional support. This course fulfills the developmental requirements for students whose placement



assessment scores indicate the need. Open to all students. This course does not meet associate degree graduation requirements.

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

*Prerequisite: Appropriate placement assessment scores.*

*Prerequisite or Corequisite: Student Development 106 (Connections: On Course for Success – 3 credit hours).*

**93 English Leap** **2 credit hours**  
Offered fall and spring semesters. Two hours lecture and discussion a week.

This course is taken concurrently with English 101. 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 A, B, C, D, F, W, R, or X is considered an attempt. The second attempt will require a minimum of one additional hour of instructional time each week in a designated ACM study lab.*

*Prerequisite: Appropriate placement assessment scores. Corequisite: English 101.*

*Prerequisite or Corequisite: Students required to take this course must complete one of the following options: Student Development 106 (Connections: On Course for Success – 3 credit hours) OR Student Development 103 (Habits for Success – 1 credit hour).*

**95 Reading/Writing Workshop II** **5 credit hours**  
Offered fall and spring semesters. 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. Open to all students. This course does not meet associate degree graduation requirements.

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

*Prerequisite: Appropriate placement assessment scores.*

*Prerequisite or Corequisite: Students required to take this course must complete Student Development 106 (Connections: On Course for Success – 3 credit hours).*

**101 English Composition 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.

*Pre-Requisite: Appropriate placement assessment scores for reading and writing or successful completion of developmental reading and writing requirements (grade of "C" or better in English 92 or English 95).*

**102 English Composition II** **3 credit hours**  
Offered fall and spring semesters. Three hours lecture and discussion a week. Check with advisor regarding transfer information.

Students further develop skills in academic writing introduced in English Composition 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. 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 Communication** **3 credit hours**  
Offered fall and spring semesters. 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 semesters. 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: English 93.*

**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 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 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**

Offered fall semester, three hours lecture and discussion a week. 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: \$150.00.

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: \$150.00.

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: \$150.00.

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: \$150.00.

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: \$150.00.

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: Forestry 101 or consent of instructor.*

**222 Advanced Forest Measurements 2 credit hours**

Offered fall semester. One hour lecture and three hours laboratory a week. Fee: \$150.00.

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: \$150.00.

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 112 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: \$150.00.

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: \$150.00.

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: \$150.00.

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: \$150.00.

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: \$150.00.

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: \$150.00.

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 214.*

**250 Harvesting and Primary Manufacturing** **3 credit hours**

Offered summer session. Five eight-hour days for four weeks. Fee: \$150.00.

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 112, 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: \$150.00.

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 213.*

**299 Forest Special Topics** **1-4 credit hours**

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.

A sophomore status and instructor consent required to take this course.

*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. 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. 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. 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. 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**  
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**  
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**  
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**  
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. Fee: \$200.00.

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.

**102 Brewing History and Introduction** **3 credit hours**  
Offered fall semester. Three hours lecture per week. Fee: \$200.00.

This course provides an introduction to fermented products and their history. Emphasis will be placed on agriculture, production, product characteristics and taxonomy. Career opportunities in the brewing industry will be highlighted.

**105 Sustainable Brewing** **3 credit hours**  
Offered fall semester. Three hours lecture per week. Fee: \$200.00.

This course introduces aspects of environmental sustainability in brewery design and operation. Topics include: wastewater consumption and disposal; waste reduction; utility usage; recycling; design considerations for sustainable development.

**110 Food Service Sanitation** **1 credit hour**  
Offered fall semester. One-hour lecture a week. Fee: \$200.00.

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.

**115 Brewing Equipment/Maintenance** **3 credit hours**  
Offered fall semester. Two hours lecture per week and 50 hours practicum per semester. Fee: \$200.00.

This course provides an overview of the various types of equipment used throughout the modern brewing process. Emphasis is placed on the cleaning, sanitizing, care, and maintenance of equipment so that all laws and regulations regarding brewing are followed. Students will be able to troubleshoot common equipment malfunctions in the production process.

**125 Brewing Methods and Production** **3 credit hours**  
Offered fall semester. Two hours lecture per week and 50 hours practicum per semester. Fee: \$250.00.

This course introduces and develops entry-level skills in craft beer brewing. Topics include recipe development, techniques and equipment used in the production of craft beer, packaging, storage, and product delivery.

**165 Catering Operations** **1 credit hour**  
Offered Spring Semester. Two hours lecture and fifty hours practicum a semester. Fee: \$250.00.

This course provides students with a comprehensive hands-on experience in planning, starting, and operating a successful catering business. Whether on premise, inside a hotel, part of a restaurant or small commercial kitchen, the student will develop the necessary skills in production and management to become a qualified, competent, and creative caterer.

- 200 Sensory Evaluation of Beer** **3 credit hours**  
Offered spring semester. Two hours lecture per week and 50 hours practicum per semester. Fee: \$250.00.
- This course provides an introduction to the critical evaluation and judging of a beer's sensory properties. Students will learn the vocabulary associated with judging and will develop their ability to identify a wide range of beer flavors and detect defects in beer.
- NOTE: Students must be age 21 or older prior to enrolling in this course and provide appropriate documentation.
- Prerequisite: Hospitality Management 102, 115, and 125.*
- 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: \$200.00.
- 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: \$200.00.
- 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, and 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: \$200.00.
- 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.
- 207 Principles of Event Management** **3 credit hours**  
Offered fall semester. Three hours lecture per week. Fee: \$250.00.
- This course will introduce the key principles of event management. Students will develop an understanding of the roles and responsibilities of an Event Manager. Emphasis will be placed on site selection, vendor selection, staff scheduling, and event coordination.
- 209 Front Office Management** **3 credit hours**  
Offered fall semester. Three hours lecture a week. Fee: \$200.00.
- 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.*
- 210 Internship I** **5 credit hours**  
Offered summer session. Two hours lecture and one hundred hours practicum a semester. Fee: \$250.00.
- Supervised on-the-job training in approved hospitality businesses. Placement and supervision is coordinated by the College.
- Prerequisite: Hospitality Management 101, 203, and 204.*
- 211 Hospitality Supervision** **3 credit hours**  
Offered fall semester. Three hours lecture a week. Fee: \$200.00.
- 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. Three hours lecture a week. Fee: \$200.00.
- 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, 203, and 209.*
- 219 Mechanics of Event Management** **4 credit hours**  
Offered fall semester. Two hours lecture per week and fifty hours practicum per semester. Fee: \$250.00.
- A course intended to develop and enhance skills in planning events for private, corporate and industry clients, including milestone parties, retreats, product launches and more.
- 220 Internship II** **5 credit hours**  
Offered spring semester. Two hours lecture and one hundred hours practicum a semester. Fee: \$250.00.
- 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.*
- 230 Event Production Internship** **5 credit hours**  
Offered spring semester. Two hours lecture per week and one hundred hours practicum per semester. Fee: \$250.00.
- This course is designed to provide intermediate and advanced levels of knowledge in special event creation and execution, along with the necessary organizational, site, design, production and execution strategies. Emphasis is placed on balancing corporate objectives and cost ratios, design objectives, vendor management, risk management plans, communications, timelines, production schedules and post-event analysis.
- Prerequisite: Hospitality Management 207 and 219.*
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- HUMAN SERVICE ASSOCIATE (HSRV)**
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- 103 Group Process** **3 credit hours**  
Offered fall semester. Two hours lecture and two hours laboratory a week. Fee: \$65.00. Learning Harbor Fee: \$25.00. Criminal Background Check Fee: \$39.00.
- Students practice skills needed to lead task, education, growth, support, and therapeutic groups and also complete a team-based advocacy project with clients at a local agency. An experiential lab focuses on personal goal setting, group dynamics, stages of group development, and basic group work skills. Self-awareness regarding interpersonal style and communication patterns is developed and mind/body skills applied to personal renewal and professional practice.
- In order to successfully pass this course, student must achieve a grade of "C" or better.
- Prerequisite: Sociology 104 and approval of Human Service Admissions Committee.*

**123 Introduction to Counseling and Interviewing 3 credit hours**

Offered fall semester. Two hours lecture and three hours laboratory/simulation a week. Fee: \$55.00. Theravue Software Fee: \$59.00. EHR Go Fee: \$70.00.

Students are introduced to basic counseling, case management, ethical decision-making, and cultural competency skills. Role plays and case study lab application are used to practice the active listening skills, genuineness, empathy, and unconditional positive regard required for building a therapeutic relationship. Simulation sessions will focus on skills needed for telehealth and students will practice online role play using the Theravue Simulation Program. Self-reflection on professional practice is used to enhance personal development.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Sociology 104 and approval of Human Service Admissions Committee.*

**170 Helping Techniques I 3 credit hours**

Offered spring semester. Two hours lecture and three hours laboratory/simulation a week. Fee: \$65.00. Theravue Software Fee: \$59.00.

Students are introduced to therapeutic approaches used in the helping field. The approaches include Adlerian Therapy, Person Centered Therapy, Gestalt Therapy, Reality Therapy, Behavior Therapy, and Cognitive-Behavior. Laboratory sessions focus on developing skills in Solution Focused therapy, case management practice, and ethical decision-making. Simulation sessions will focus on skills needed for telehealth and students will practice online role play using the Theravue Simulation Program.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Human Service 103 and 123.*

**190 Human Service Practicum I 4 credit hours**

Offered spring semester. Three hours lecture and two hours of clinical simulation lab. Nurse Managed Wellness Clinic Fee: \$60.00. Fee: \$55.00. Trajecsyst Access Fee: \$165.00.

The focus of this Clinical Simulation course is on preparing students for fieldwork and the workforce. Students will participate in 3 hours of lecture and 2 hours of clinical simulation. Course work will include case management, stages of change, self-care, professionalism, work ethic, utilizing field work supervision, and client advocacy. Clinical simulation will involve appropriate documentation, case study analysis, mock interviews, supervisor/intern role plays, and team building exercises.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Human Service 103 and 123.*

**201 Helping Techniques II 3 credit hours**

Offered fall semester. Two hours lecture and three hours laboratory/simulation a week. Fee: \$65.00. Theravue Software Fee: \$59.00. EHR Go Fee: \$70.00.

Students practice advanced helping techniques including Cognitive Behavior Therapy and Motivational Interviewing, Addiction Counselor competencies, the twelve core functions of addictions counseling, and Mindfulness practice. Case Management skills in resource coordination and advanced ethical decision-making skills are acquired. Simulation sessions will focus on skills needed for telehealth and students will practice online role play using the Theravue Simulation Program.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Human Service 170 and 190.*

**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. Nurse Managed Wellness Clinic Fee: \$60.00. Trajecsyst Access Fee: \$58.00.

Students practice skills in basic crisis intervention with specific emphasis on the application of mind/body skills and brain science to crisis situations. Basic concepts in trauma informed care are introduced. Knowledge of specific service populations (battered women, suicide victims, bereaved individuals, victims of sexual assault and others) is acquired. Case management skills in assessment, documentation, and service planning are applied to a case study and to client record keeping and political action strategies for social change are examined. In preparation for graduation, future career directions that build on the human service degree are explored. Students complete a semester of fieldwork at one placement site supervised by the cooperating agency, institution, or school.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Human Service 170 and 190.*

**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. Nurse Managed Wellness Clinic Fee: \$60.00. Trajecsyst Access Fee: \$58.00

Working in groups, students complete a capstone project on a social and political action issue which demonstrates competencies acquired in group work, nonviolent communication, leadership, civic engagement, workforce wellness, advocacy, and oral/written communication. Students learn and practice skills in program planning and community organization as well as complete a career-planning unit in preparation for employment. Students complete a semester of fieldwork at one placement site supervised by the cooperating agency, institution, or school.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Human Service 201 and 207.*

**230 Human Service Clinical Skills Capstone 3 credit hours**

Offered spring semester. EHR Go Fee: \$70.00. Theravue SW Fee: \$59.00.

This is the Capstone Clinical course for the Human Service Program. Application of knowledge in mind/body medicine and health psychology to human service practice skills acquired over the previous three semesters is demonstrated within a group work model where advanced skills in group counseling are practiced. Experiential learning, lecture, and a Clinical Capstone Case Study are the primary teaching learning approaches.

*Prerequisite: Human Service 201 and 207.*

**297 Addictions Internship for Licensure 1-6 credit hours**

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.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*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. Instructor consent required.*

**298 Special Topics in Human Service 1-4 credit hours**

Offered fall and spring semesters.

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.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Instructor consent required.*

**299 Independent Study** **1-4 credit hours**  
Offered fall and spring semesters.

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.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

## HUMANITIES (HUM)

**100 Mini-Civilizations** **3 credit hours**  
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**

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.

*Prerequisite: Instructor consent required.*

**110 Interdisciplinary Leadership I** **3 credit hours**

Offered fall and spring semesters and summer session. Meets forty-five hours a semester. Meeting times vary. Please check the semester schedule. Fee: \$175.00 (Non-refundable). Book Rental/Shirt Fee: \$90.00.

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 fall and spring semesters. 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.*

**298 Special Topics in Humanities** **NaN credit hours**

Students enrolled in Humanities 298 will study special topics using an integrated approach of the humanities discipline such as language and culture, philosophy, religion, and/or arts. Students will apply the tools of humanities—reading texts, research, critical reasoning and analysis, to expand the breadth and depth of inquiry in a special topic. In addition to examinations, students will produce written, oral and/or visual projects. The course may be repeated for credit. Instructor consent is required to take the course.

*Prerequisite: English 101 or consent of division chair.*

## INTEGRATIVE HEALTH (IHLT)

**101 Mind/Body Skills for Health and Healing** **1 credit hour**  
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**  
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**  
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**  
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**  
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**  
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**  
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 Approach to Health and Healing** **2 credit hours**  
Offered fall and spring semesters. 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. 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**  
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** **3 credit hours**  
**(Psychology 230)**  
Offered spring semester. 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. 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.

## LEGAL STUDIES (LEGL)

**101 Introduction to Legal Studies** **3 credit hours**  
Offered fall semester. Three hours lecture a week. Fee: \$50.00.

This course is designed to provide the student with the necessary foundation to comprehend the basics of law. The course covers the development of the law. The course will also introduce students to various areas of the law including torts, criminal law, contract law, and others. The course will also provide an overview of legal terminology to prepare the student for future legal studies courses.

**104 Litigation** **3 credit hours**  
Offered spring semester. 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.

**202 Legal Research and Writing** **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.

*Prerequisite: Legal Studies 101 and English 101 or consent of instructor.*

**203 Family and Estate Law** **3 credit hours**  
Offered fall 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.

**204 Real Property and Title Examination** **3 credit hours**  
Offered spring semester. 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.

**206 Torts** **3 credit hours**  
Offered spring semester. 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.



**MASSAGE THERAPY (MASG)**

**101 Introduction to Massage Therapy** 1 credit hour  
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. Exam Coach Fee: \$65.00.

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: Massage Therapy 101.*

**104 Anatomy and Physiology Interrelationships** 2 credit hours  
Offered spring semester. Two hours lecture a week. Fee: \$75.00.

This course will explore the structure and function the various systems of the body. Classes will address the interrelationship of the mind body connection. Energy anatomy will also be examined.

*Prerequisite: Successful completion of first semester Massage Therapy courses.*

**108 Clinical Practice I** 1 credit hour  
Offered spring semester. Three hours of clinical a week. Pass-fail grading. MBLEX Exam Fee: \$265.00. Nurse Managed Wellness Clinic Fee: \$60.00.

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.

**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: Massage Therapy 101.*

**118 Clinical Practice II** 1 credit hour  
Offered summer session. Four hours two days a week for six weeks. Pass-fail grading. Fee: \$150.00. Nurse Managed Wellness Clinic Fee: \$60.00.

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. Two hours lecture and seven hours laboratory a week. Fee: \$150.00.

This course will provide experiential learning for students in Deep Tissue massage. Students will spend seven 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.

This course will provide experiential learning for students in advanced massage therapy modalities such as lymphatic drainage technique.

*Prerequisite: Students are required to have successfully completed the second semester of the massage therapy courses.*

**209 Clinical Practice III** 1 credit hour  
Offered fall semester. Three hours clinical a week. Pass-fail grading. Fee: \$150.00. Nurse Managed Wellness Clinic Fee: \$60.00.

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. Pass-fail grading. Fee: \$150.00. Nurse Managed Wellness Clinic Fee: \$60.00.

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 I 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. Three hours of lecture and discussion a week. Inclusive Access Fee: \$85.00.

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. Three hours lecture and discussion a week. Inclusive Access Fee: \$85.00.

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**

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. Three hours lecture and discussion a week. Inclusive Access Fee: \$75.00.

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. 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. Three hours lecture and discussion a week. Inclusive Access Fee: \$75.00.

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. Inclusive Access Fee: \$85.00.

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. Four hours lecture and discussion a week. Inclusive Access Fee: \$85.00.

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. Inclusive Access Fee: \$85.00.

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.

Students who have completed Mathematics 201 may not take 200 for credit.

*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. Inclusive Access Fee: \$85.00.

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. Inclusive Access Fee: \$85.00.

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**

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**

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.

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**MEDICAL ADMINISTRATIVE ASSISTANT (MDAA)**

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**110 Medical Terminology** **3 credit hours**

Offered fall and spring semesters. Three hours lecture a week. Fee: \$85.00.

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.

**132 Elements of Human Disease** **3 credit hours**

Offered fall and spring semesters. Three hours of lecture a week. Fee: \$85.00. Inclusive Access Fee: \$60.00.

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.

*Prerequisite:* Medical Administrative Assistant 110.

**133 Basic Disease Coding** **3 credit hours**

Offered fall and spring semesters. 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.

*Corequisite or Prerequisite:* Medical Administrative Assistant 110 and minimum high school GPA of 3.0 or appropriate assessment scores.

**135 Basic Procedural Coding** **3 credit hours**

Offered fall and spring semesters. 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.

*Corequisite or Prerequisite: Medical Administrative Assistant 110 and minimum high school GPA of 3.0 or appropriate assessment scores.*

**150 Computer Software for the Medical Office** **3 credit hours**  
Offered spring semester. Fee: \$85.00.

This course will provide a study of advanced computer applications specific to the medical office. Students will have hands-on experience preparing documents, reports, and presentations used in medical offices and hospitals.

*Prerequisite: Computer Technology 101.*

**212 Applications in Medical Coding** **6 credit hours**  
Offered fall and spring semesters. Six hours of lecture and application a week. Fee: \$85.00. AAPC Member Fee: \$140.00. CPC Exam Fee: \$375.00.

This course is designed to enhance diagnostic and procedural coding skills and provide students with a simulated professional practice experience in medical coding. Students will assign diagnostic and procedural codes to sample records from a variety of healthcare settings. Students will also become familiar with diagnostic and procedural-based payment systems and emerging technology in the medical coding profession.

*Prerequisite: Medical Administrative Assistant 133 and 135.*

*Corequisite or Prerequisite: Medical Administrative Assistant 132.*

**213 Principles of Medical Insurance** **3 credit hours**  
Offered fall semester and spring semesters. Three hours lecture a week. Fee: \$81.00. Inclusive Access Fee: \$61.00.

A study of managed healthcare and major medical insurance programs is the emphasis of this course. Topics discussed include insurance terminology, electronic and manual completion and processing of insurance claims, medicolegal issues and billing and collection procedures. Medical terminology and diagnostic and procedural coding will be reviewed.

*Prerequisite: Medical Administrative Assistant 133 and 135.*

**214 Medical Administrative Assistant Practicum** **3 credit hours**  
Offered spring semester. Three hours of lecture a week and 150 practicum hours are required to be completed during the semester. Fee: \$85.00. Criminal Background Check Fee: \$65.00. CMAA Exam Fee: \$125.00. Clinical Edoc Fee: \$50.00. Nurse Managed Wellness Clinic Fee: \$60.00.

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.

*Prerequisite: Medical Assistant 209.*

**299 Medical Administrative Assistant Special Topics** **1-3 credit hours**  
Offered fall semester. Fee: \$85.00.

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.

*Prerequisite: Instructor consent required.*

**MEDICAL ASSISTANT (MDAS)**

**101 Essential Skills for Health Professional** **3 credit hours**  
Offered fall and spring semesters. Three hours lecture a week. Fee: \$75.00.

This course introduces the dynamic structure and services of healthcare delivery systems including the role of professions and our role to serve patients as customers. Students will learn communication skills necessary for the healthcare professional, diversity in healthcare, professionalism, confidentiality, legal and ethical issues, and basic clinical skills.

**102 Introduction to Health Records** **3 credit hours**  
Offered fall and spring semesters. 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.

*Prerequisite or Corequisite: Computer Technology 101.*

**150 Medical Scribe I** **3 credit hours**  
Offered fall semester. Three hours of lecture/lab a week. Fee: \$50.00.

This course is designed to provide information on the responsibilities of the Medical Scribe. Topics to be discussed are the roles and responsibilities of the medical scribe; keyboarding; the clinical environment and informational workflow of the hospital, emergency room, and physician's office; privacy practices; documentation; communication skills, professionalism, confidentiality, handwashing and aseptic techniques, and other basic clinical skills.

**160 Medical Scribe II** **3 credit hours**  
Offered spring semester. Three hours of lecture/lab a week. Fee: \$50.00.

This course prepares students to participate in a practicum experience by teaching them the practical skills of a medical scribe. Students will have hands-on experience documenting patient encounters. Topics covered include keyboarding, medical documentation, medical billing, legal guidelines, common diagnostic tests, and quality improvement outcomes.

*Prerequisite: Medical Assistant 150.*

**170 Medical Scribe Practicum** **3 credit hours**  
Offered summer session. Three hours of lecture/lab a week and 80 practice/practicum hours. Fee: \$50.00. Background Check Fee: \$65.00. Clinical Edoc Fee: \$50.00. Nurse Managed Wellness Clinic Fee: \$60.00.

This course is designed to empower students to become medical scribes trained in medical documentation assisting providers to be more efficient and productive with patient care. Students will need to complete an 80-hour practice/practicum in a hospital, medical office, or in a monitored lab receiving practical instruction and related experience in many phases of medical scribe practicum skills. Students will be assigned to offices where experience will be gained under professional supervision. This course is also designed to provide skills to assist students gain employment including searching for jobs, preparing a resume and cover letter, interview techniques, lifelong learning, and review for the certification exam.

*Prerequisite: Medical Assistant 160*

**200 Medical Assistant Clinical I** **2 credit hours**  
Offered spring semester. Three hours of lecture and three hours of clinical lab a week. Fee: \$100.00. Simtix Software Fee: \$135.00

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, pharmacology math, drug categories and pharmacology law and regulations.

*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.

*Prerequisite: Medical Administrative Assistant 133 and 135.*

**211 Medical Assistant Clinical II** **3 credit hours**  
Offered summer session. Three hours of lecture and three hours of clinical lab a week. Fee: \$100.00. Criminal Background Check Fee: \$65.00. Nurse Managed Wellness Clinic Fee: \$60.00.

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 and performing electrocardiography and spirometry.

*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 three hours of clinical lab a week. Fee: \$100.00. Clinical Edoc Fee: \$50.00. Nurse Managed Wellness Clinic Fee: \$60.00.

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, applying physical agents that promote healing, and identifying community resources.

*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 medication according to their therapeutic application using a systems approach to the physiology and related diseases. Pathology and medications for specific body systems including cardiovascular, reproductive, endocrine, musculoskeletal, gastrointestinal, renal, respiratory nervous, immune, skin disorders, and psychotropic drugs will be discussed.

*Prerequisite: Medical Assistant 102 and 208.*

**214 Medical Assistant Practicum** **3 credit hours**  
Offered spring semester. Three hours of lecture a week and 160 practicum hours are required to be completed during the semester. Fee: \$75.00. CMA Exam Fee: \$125.00. Nurse Managed Wellness Clinic Fee: \$60.00. Inclusive Access Fee: \$57.00. Clinical Edoc Fee: \$50.00.

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.

*Prerequisite: Medical Assistant 209, 212, 213, 218, Medical Administrative Assistant 133 and 135, and Phlebotomy/Laboratory Assistant 111.*

**218 Clinical Laboratory Procedures (Phlebotomy/ Laboratory Assistant 218)** **2 credit hours**  
Offered spring semester. Two hours of lecture/discussion and two hours of lab/application a week. Fee: \$150.00.

This course is designed to provide instruction and performance opportunities for CLIA waived tests. Students will discuss the role of medical assistants and other professionals in performing clinical laboratory testing. 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; and screening results.

**299 Special Topics for Medical Assistants** **1-4 credit hours**  
Offered fall semester. 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.

You must be accepted into the Medical Assistant program to take this class.

*Prerequisite: Instructor consent required.*

## **MEDICAL LABORATORY TECHNOLOGY (MLT)**

**102 Hematology** **4 credit hours**  
Offered spring semester. Two hours lecture and four hours laboratory a week. Fee: \$115.00.

This course is designed to provide instruction on the theory in normal blood cell production, hematopoiesis, as well as blood and bone marrow disorders such as leukemia/anemia. In addition, the coagulation of blood, hemostasis, is also presented. Students will perform cell counts, differentials and coagulation tests.

*Prerequisite: Admission to the Medical Laboratory Technology program or consent of instructor.*

**104 Applied Immunology** **3 credit hours**  
Offered spring semester. Three hours lecture and application a week. Fee: \$130.00.

This course will include a study of the basic principles of human immunity system and the role of the immune system in health and disease. Students will study and be given the opportunity to perform and evaluate techniques and applications of immunochemistry which are used in medical diagnostics and biotechnology.

*Prerequisite: Admission into the Medical Laboratory Technology program or consent of instructor.*

**106 Clinical Laboratory Mathematics and Quality System Assessment** **1 credit hour**  
Offered spring semester. One hour of lecture/laboratory per week. Fee: \$50.00.

This course provides a review of arithmetic, algebra, scientific notation, rounding and figure significance, measurement systems and conversions, solutions and concentrations, dilutions, titers and other mathematic calculations commonly used in the clinical laboratory setting. This

course includes the principles and practices of quality control and quality assurance used in clinical laboratory science.

*Prerequisites or Co-requisites: Admission into the Medical Laboratory Technology Program, Mathematics 102 or 109, or consent of instructor.*

**110 Orientation to the Clinical Laboratory (Phlebotomy/Laboratory Assistant 110)** **1 credit hour**

Offered fall and spring semesters. Fee: \$50.00.

This course will introduce students to laboratory medicine including an overview of each area within the laboratory and the types of patient testing performed in each area. Students will learn about the OSHA safety precautions and regulatory considerations applicable to clinical laboratories in the US. Students will also identify the organizations representing the profession and the certification/licensure requirements and career opportunities in acute and ambulatory care laboratories. Students will be given instruction on basic laboratory techniques such as specimen processing and use of a centrifuge, microscope, and autoclave. Students will tour a clinical laboratory as part of the course experience.

*Prerequisite: Successful completion of English 92 or the appropriate corresponding score on the reading portion of the placement assessment.*

**206 Biotechnology** **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.*

**210 Clinical Practicum** **12 credit hours**

Offered spring semester. 448 hours of clinic/practicum. Fee: \$300.00. Nurse Managed Wellness Clinic Fee: \$60.00. Clinical Edoc Fee: \$85.00.

Study and supervised practice in affiliated clinical laboratories. Pass-fail grading.

*Prerequisite: Admission to the Medical Laboratory Technology Program or consent of instructor.*

**220 Biotechnology Internship** **11 credit hours**

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.

**221 Urinalysis and Body Fluids** **2 credit hours**

Offered summer session. Three hours lecture and two hours laboratory a week for 5 weeks. Fee: \$100.00.

This course presents a study of kidney structure and function including the formation of urine as well as diseases of the kidney. Through lecture and laboratory sessions the student will gain experience in the detection of physical, chemical and microscopic properties of urine in normal and abnormal states. The course also includes the study of miscellaneous fluid analysis, cerebrospinal fluid analysis, and fecal analysis. Principles of safety, quality control and quality assurance as appropriate to urine and body fluid analysis are also included in the course.

*Prerequisite: Admission to the Medical Laboratory Technology Program or consent of instructor.*

**222 Blood Banking** **4 credit hours**

Offered summer session. Nine hours lecture and six hours laboratory a week for five weeks. Fee: \$130.00.

This course provides instruction on the fundamentals of blood grouping and typing, compatibility testing, antibody screening, component preparation, donor selection, and transfusion reactions and investigation. Blood banking procedures, including ABO grouping, Rh typing, detection and identification of antibodies, ant globulin testing, and compatibility testing are performed.

*Prerequisite: Admission to the Medical Laboratory Technology Program or consent of instructor.*

**223 Clinical Microbiology** **6 credit hours**

Offered fall semester. Nine hours lecture and six hours laboratory a week for eight weeks. Fee: \$250.00.

This course includes a study of the theory, methods, and pathological processes in medical microbiology. Instruction will include the setup of cultures, identification of organisms, susceptibility testing, automation, and reporting procedures. Principles of safety, quality control and quality assurance as appropriate to clinical microbiology analysis are also included in the course.

The agents most often implicated as causing disease in patients, such as the gram positive and negative cocci and gram negative rods, are included. Study of the medically important fungi and parasites, miscellaneous and unclassified bacteria, mycobacteria and viruses are also included in this course. Antimicrobial susceptibility testing, anaerobic bacteria studies and automated techniques utilized in microbiology are included.

*Prerequisite: Admission to the Medical Laboratory Technology program or consent of instructor.*

**224 Clinical Chemistry** **4 credit hours**

Offered fall semester. Seven week course: Seven and ½ hours lecture per week and 4 hours of laboratory per week for seven weeks. Fee: \$130.00.

This course provides instruction in the concepts of Clinical Chemistry. Emphasis is on clinical tests which evaluate the function of body systems: protein metabolism and clinical enzymes, the renal system, liver function, carbohydrate and lipid metabolism, electrolytes and acid-base balance, the cardiac and respiratory systems, the endocrine system as well as testing for therapeutic and abusive drug levels. Analytes and lab results are correlated to normal homeostasis and disease. Laboratory work includes the theory, operation and maintenance of the specialized and semi-automated analytical instrumentation used to perform these tests.

*Prerequisite: Admission to the Medical Laboratory Technology program or consent of instructor.*

**299 Independent Study in Medical Laboratory Technology** **1-4 credit hours**

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.

*Prerequisite: Instructor consent required.*

**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: \$80.00.

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 an introductory course in photography that includes digital camera and industry-standard photography editing software. Assignments will teach technical skills and aesthetics and will familiarize the student with processes of capturing, editing, and sharing images in various forms. Lighting and studio portrait techniques are explored.

**106 Audio Production** **3 credit hours**  
Offered spring semester. Two hours lecture and three hours laboratory a week. Fee: \$80.00.

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: \$80.00.

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. 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 Advanced Photography** **3 credit hours**  
Offered spring semester. Two hours lecture and three hours laboratory a week. Fee: \$70.00.

This course will explore further the study of aesthetic and technical theories and techniques of photography. Students will also explore advanced digital camera and image editing software techniques. Students will complete assignments that will advance the style of their images to the professional level. It is highly encouraged that students have their own digital camera for this course. 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.**

*Prerequisite: Multimedia Technology 103 or consent of instructor.*

**212 Interactive Multimedia Design** **3 credit hours**  
Offered spring semester. 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: \$80.00.

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.

*Prerequisite: Multimedia Technology 201 or consent of Instructor.*

**217 Page Layout and 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 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.**

**220 Social Media Marketing** **3 credit hours**  
Offered spring semester. Three hours lecture and discussion a week. Fee: \$70.00

Explores the dynamic nature of social media as it transforms marketing communications from traditional mass media to individualized marketing. Using a variety of social media tools and platforms, this class identifies, explains and critiques the different methodologies used for social media marketing. Topics include creating social media, integrating social media into a marketing campaign, engaging in viral marketing, measuring social media success through analytics, and using social media marketing to maximize success in a variety of small and large organizations.

*Prerequisite: Business Administration 216.*

**299 Independent Study** **3 credit hours**  
 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.*

This 6-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.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Pre-requisite: Biological Science 204, 207, and 208, Mathematics 102 or 109; English 101, Psychology 101 and 203.*

**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 (Allegany College of Maryland Singers)** **1 credit hour**  
 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.

**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: \$215.00. Test/Software Fee: \$215.00. Nurse Managed Wellness Clinic Fee: \$60.00. Simulation Fee: \$125.00. Equipment Kit Fee: \$165.00.

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.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Admission to the Nursing curriculum and Biological Science 207 with a grade of "C" or better.*

*Corequisite: Biological Science 208.*

**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.

**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: \$215.00. Test/Software Fee (Face-to-Face): \$215.00. Test/Software Fee (Online Only): \$215.00. Nurse Managed Wellness Clinic Fee: \$60.00. Simulation Fee: \$125.00. Proctor U Fee (Online Only): \$200.00. Administrative/Clinical Placement Fee (Online Only): \$250.00. Examity Fee (Online Only): \$20.00.

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.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*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.*

**NANOTECHNOLOGY (NANO)**

**211 Material Safety and Equipment Overview, Nanotechnology (NANO211)** **3 credit hours**  
 Fee: \$2,500.00 (Penn State)

**212 Basic Nanotechnology Processes (NANO212)** **3 credit hours**

**213 Materials in Nanotechnology (NANO213)** **3 credit hours**

**214 Patterning for Nanotechnology (NANO214)** **3 credit hours**

**215 Nanotechnology Applications (NANO215)** **3 credit hours**

**216 Characterization and Testing of Nanotechnology Structures and Materials (NANO216)** **3 credit hours**

**NURSING (NURS)**

**295W LPN-RN Online Adv. Transitions** **6 credit hours**  
 Offered as a web course fall, spring, and summer semesters. Course Fee: \$75.00. Learning Harbor Fee: \$25.00. Testing/Software Fee: \$215.00. Proctor U Fee: \$200.00. Administrative/Clinical Placement Fee: \$250.00. Examity Fee: \$20.00.

**151 Nutrition in Health Care and Diet Therapy** **1 credit hour**  
 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.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Nursing 120 or consent of the instructor.*

### **177 Introduction CMA to Nursing** **6 credit hours**

Offered Fall semester. Fee: \$190.00. Test/Software Fee: \$215.00. Proctor U Fee: \$200.00.

Introduction CMA-Nursing will explore the differences between a Certified Medical Assistant and a nurse (either LPN or RN). This course will build upon content from previous CMA courses and will explore physical assessment and the nursing process. The skills taught and evaluated will be NG tube insertion, medication administration via NG tube or PEG tube. Foley catheter insertion and basic Intravenous (IV) skills. The basic IV skills will include spiking an IV bag, priming the IV tubing, assessing an IV site, connecting an IV to a patient and discontinuing an intravenous catheter. It does NOT cover IV insertion.

*Prerequisites: Completion of CMA program at Allegany College of Maryland*

### **204 Nursing in Society** **1 credit hour**

Offered fall and spring semesters. Two hours seminar a week. Fee: \$60.00.

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.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Requisite: Must be taken in the last semester of the Nursing Program.*

### **205 Nursing III** **6 credit hours**

Offered fall and spring semesters, and summer session. 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: \$140.00. Test/Software Fee (Face-to-Face): \$110.00. Test/Software Fee (Online Only): \$110.00. Nurse Managed Wellness Clinic Fee: \$30.00. Simulation Fee: \$125.00. Proctor U Fee (Online Only): \$100.00. Administrative/Clinical Placement Fee (Online Only): \$250.00. Examity Fee (Online Only): \$40.00.

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.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*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 and spring semesters. This course is taught concurrently with Nursing 205. On average, for both courses, four hours lecture and fifteen hours seminar/campus laboratory/clinical laboratory a week. Fee: \$75.00. Test/Software Fee (Face-to-Face): \$105.00. Test/Software Fee (Online Only): \$105.00. Nurse Managed Wellness Clinic Fee: \$30.00. Proctor U Fee (Online Only): \$100.00. Administrative/Clinical Placement Fee (Online Only): \$250.00. Examity Fee (Online Only): \$20.00.

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.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*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. 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: \$215.00. Test/Software Fee (Face-to-Face): \$215.00. Test/Software Fee (Online Only): \$215.00. Nurse Managed Wellness Clinic Fee: \$60.00. Simulation Fee: \$125.00. Proctor U Fee (Online Only): \$200.00. Administrative/Clinical Placement Fee (Online Only): \$500.00. Examity Fee (Online Only): \$100.00.

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.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*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**

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.

In order to successfully pass this course, student must achieve a grade of "C" or better.

**298 Nursing Bridge Course** **2-4 credit hours**  
Offered summer session. Course Fee: \$70.00. Testing/Software Fee: \$215.00.

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.

In order to successfully pass this course, student must achieve a grade of "C" or better.

Prerequisite: Consent of the Nursing Program Director.

**299 Special Topics in Nursing** **1-4 credit hours**  
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.

Must be enrolled in the clinical phase of nursing to register for the course.

In order to successfully pass this course, student must achieve a grade of "C" or better.

Prerequisite: Must be enrolled in the clinical phase of nursing to register for the course.

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## **NURSING ASSISTANT/GERIATRIC AIDE (NAGA)**

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**101 Introduction to Health and Wellness** **3 credit hours**  
Three hours of lecture and discussion a week. Fee: \$20.00. Learning Harbor Fee: \$25.00.

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 style 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**  
Six hours lecture, one-hour laboratory, and three hours clinic/practicum a week. Fee: \$100.00. Test Fee: \$130.00. CNA Registration Fee: \$20.00. Criminal Background Check Fee: \$62.00. Nurse Managed Wellness Clinic Fee: \$40.00.

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 their 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 apply for state certification and sit for the National Nurse Aide Assessment Program exam. 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: Minimum high school GPA of 3.0 or appropriate assessment scores. Instructor consent required.

Prerequisite or Corequisite: Nursing Assistant 101 and Physical Education 153.

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## **OCCUPATIONAL THERAPY ASSISTANT (OTA)**

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**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 four hours laboratory a week. Fee: \$50.00.

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, body mechanics, and kinetic principles; and 4) perform standardized assessments of the skeletal and muscular system as they relate to occupational performance.

Prerequisite: Admission to the OTA Program and completion of entire first OTA summer semester.

**103 Intervention Techniques I** **2 credit hours**  
Offered summer session. One-hour lecture and two and a half hours laboratory a week. Fee: \$100.00. Learning Harbor Fee: \$25.00.

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.

**104 Diversity and Health Determinants** **3 credit hours**  
Offered fall and spring semesters. Three hours lecture a week.

This is an introductory course to Occupational Therapy that explores the diverse social factors related to delivering effective treatment plans. Introduction to occupations, basic values, cultural customs, and sociological factors related to healthcare services are provided. Students will complete a final project illustrating the complex factors that influence roles and values unique to a client to demonstrate the importance of individualized healthcare service delivery.

**106 Intervention in Physical Rehabilitation** **4 credit hours**  
Offered summer session. Three hours lecture and four hours laboratory a week. Eight (eight-hour) days of fieldwork a semester. 50% of fieldwork will be simulated. Fee: \$100.00. Criminal Background Check Fee: \$39.00. Nurse Managed Wellness Clinic Fee: \$40.00. Online Simulation Fee: \$100.00.

Through study and discussion the student will: 1) identify commonly seen medical diseases, disorders, and conditions in the adult population and 2) identify Occupational Therapy evaluation techniques and methods of intervention for these medical conditions. Through lab application, the student will: 1) apply assessments and intervention skills within the context of facilitating occupational engagement and 2) develop clinical skills and reasoning to guide intervention planning and implementation. 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: Completion of pre-requisites and admission to the OTA Program.

- 107 Domain of Occupational Therapy** **3 credit hours**  
Offered summer session. Two hours lecture and 1 hour laboratory per week.
- This is a 2-credit occupational therapy framework course that explores the intricacies of domain – the components that create a holistic client. The Occupational Therapy Practice Framework will be examined and conceptualized into clinical practice through a bottom up approach. Students will utilize the Person-Environment-Occupation Model to understand client domain and identify deficits that impact occupational engagement.
- Completion of pre-requisites and 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: \$100.00.
- 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**  
Meets thirty hours a semester. Meeting times vary. Fee: \$100.00.
- 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: \$100.00. Nurse Managed Wellness Clinic Fee: \$40.00.
- This 4-credit course, students will: 1) identify common injuries, diseases and difficulties encountered in individuals from birth through adolescence 2) correlate occupational therapy evaluation techniques and intervention methods in relation to occupational engagement. Students will apply the Occupational Therapy Process as within the context of age, diagnostic categories, and functional performance. Through fieldwork observation/participation, the student will identify commonly seen pediatric disabilities, evaluation techniques, and methods of intervention for these conditions, including complementary and alternative methods.
- Prerequisite: Admission to OTA Program and completion of entire first semester.*
- 209 Clinical Internship I** **4 credit hours**  
Offered spring semester. Eight to twelve forty-hour week sessions. Pass-fail grading. Nurse Managed Wellness Clinic Fee: \$40.00.
- 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.*
- 210 Clinical Internship II** **4 credit hours**  
Offered summer session. Eight to twelve forty-hour week sessions. Pass-fail grading. Exam Prep Fee: \$140.00. Nurse Managed Wellness Clinic Fee: \$40.00.
- 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 and two and a half hours lab a week. Fee: \$100.00.
- Occupational Therapy Assistant Capstone course. The student is guided through assessment of his/her own skills as they relate to specialty areas of interest. The 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. Additionally, students will be guided through the exploration of specialty practice areas and related skills, fostering a well-rounded entry-level clinician.
- Prerequisite: Admission to OTA Program and completion of entire first and second semesters of the OTA program.*
- 215 Mental Health Concepts and Techniques** **4 credit hours**  
Offered fall semester. Two and a half hours lecture and four hours laboratory a week. Six (8 hour) days of fieldwork a semester - two simulated and four traditional settings. Fee: \$100.00.
- Through lecture, discussion, fieldwork, and observation/participation, the student will 1) identify common 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, 5) develop therapeutic use of self, and 6) identify roles of group leader and follower. Through fieldwork observation/participation, the student will identify commonly seen psychosocial conditions, evaluation techniques, and methods of intervention for these conditions, including complementary and alternative methods.
- Prerequisite: Admission to OTA Program and completion of entire first OTA summer session.*
- 217 Interventions with the Geriatric Population** **4 credit hours**  
Offered Spring semester. Two-and-a-half-hours lecture and four hours of laboratory a week. Five (eight-hour) days of traditional fieldwork a semester. Fee: \$100.00.
- This 4-credit course is designed to provide the student with entry-level knowledge in the occupational therapy practice areas with the geriatric population. Student will learn, apply, and integrate concepts related to the aging adult including various theories of aging, physical and psychosocial changes associated with aging, strategies of health and wellness in the later years, holistic intervention planning with the geriatric population, and intervention techniques addressing all components of occupational therapy domain. Through fieldwork and observation/participation, the student will identify commonly seen conditions of the older adult, evaluation techniques, and intervention methods for these conditions.
- Admission to OTA Program and completion of entire first and second semesters of the OTA program.*
- 220 OT Program Development** **2 credit hours**  
Offered spring semester. Two hours lecture a week.
- This course is designed to allow the student to understand the steps in developing a program providing services to individuals in need of occupational therapy. The student will explore management and leadership styles, human resources issues, budgeting, supervision, organization, and planning as they relate to the provision of occupational therapy.
- Prerequisite: Admission to OTA Program and completion of entire first and second semesters.*

**229 Special Topics in Occupational Therapy 1-3 credit hours**

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.

*Prerequisite: Instructor consent required.*

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**PHARMACY TECHNICIAN (PHAR)**

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**101 Pharmacy Technician 6 credit hours**

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: Minimum high school GPA of 3.0 or appropriate assessment scores in Reading and Mathematics. Instructor consent required.*

*Prerequisite or Corequisite: Nursing Assistant 101 and Physical Education 153.*

**102 Pharmacy Tech Internship 5 credit hours**

One-hour lecture and twelve hours clinical practicum a week. Fee: \$100.00. Criminal Background Check Fee: \$62.00. Nurse Managed Wellness Clinic Fee: \$40.00.

Student will spend approximately 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: Instructor consent required.*

*Prerequisite or Corequisite: Nursing Assistant 101, Physical Education 153, and Pharmacy Technician 101.*

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**PHILOSOPHY (PHIL)**

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**199 Thanatos - A Humanities Approach to Death and Dying (Psychology 199) 3 credit hours**

Offered fall and spring semesters. Three hours lecture and discussion a week.

This course is intended to provide a historical and contemporary examination of the biological, psychological, cultural, philosophical, and sociological perspectives of death, the process of dying, grief, and coping after loss. Topics include death in the lives of children and adults, cultural values and ethical issues, as well as an examination of death systems through works of literature, art, music, and media in contemporary societies.

**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**

Three hours lecture and discussion a week.

This course is an introduction to the study of religions. The course will begin with a study of ancient religions, including those of Greece and Rome. The course will examine Hinduism, Buddhism, Taoism, Confucianism, Shintoism, Judaism, Christianity and Islam. An effort will be made to stress the ethical systems, which form an essential part of a religion.

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**PHLEBOTOMY/LABORATORY ASSISTANT (PBLA)**

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**110 Orientation to the Clinical Laboratory (Medical Laboratory Technology 110) 1 credit hour**

Offered fall and spring semesters. Fee: \$50.00.

This course will introduce students to laboratory medicine including an overview of each area within the laboratory and the types of patient testing performed in each area. Students will learn about the OSHA safety precautions and regulatory considerations applicable to clinical laboratories in the US. Students will also identify the organizations representing the profession and the certification/licensure requirements within the laboratory profession. Students will be given instruction on basic laboratory techniques such as specimen processing and use of a centrifuge, microscope, and autoclave. Students will tour a clinical laboratory as part of the course experience.

*Prerequisite: Successful completion of English 92 or the appropriate corresponding score on the reading portion of the placement assessment.*

**111 Basic Phlebotomy Procedures 1 credit hour**

Offered fall and spring semesters. Offered in the first half of a semester. Fee: \$80.00.

This course is designed to train allied health students and practicing professionals in the skills necessary to ensure proper blood specimen collection. Participants will learn the techniques necessary to obtain a quality specimen for use in a laboratory setting or point of care testing environment.

*Prerequisite: Minimum high school GPA of 3.0 or appropriate assessment scores. Students should be enrolled in a healthcare program or be an experienced healthcare professional.*

**112 Advanced Phlebotomy Procedures 2 credit hours**

Offered fall semester. Offered in the second half of a semester. Fee: \$80.00.

This course is designed to expand the initial training of allied health students and practicing professionals in the skills necessary to ensure proper blood specimen collection. Participants will perform the techniques necessary to obtain a quality specimen for use in a laboratory setting or point of care testing environment. This course will concentrate on the management of difficult collection situations and on the collection of specialized situations/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.

Should be enrolled in a healthcare program or be an experienced healthcare professional.

*Prerequisite or Corequisite: Phlebotomy/Laboratory Assistant 110, 111, or consent of instructor. Should be enrolled in a healthcare program or be an experienced healthcare professional.*

- 113 Neonatal and Pediatric Phlebotomy Procedures** **1 credit hour**  
Offered fall semester. Offered in the second half of a semester. Fee: \$80.00.
- This course is designed to expand the initial training of allied health students and practicing professionals in the skills necessary to ensure proper blood specimen collection from neonatal and pediatric populations. Participants will learn the age specific collection techniques necessary to obtain a quality specimen for use in a laboratory setting or point of care testing environment. This course will concentrate on the management of difficult pediatric collection situations and on the collection of specialized pediatric situations/tests.
- Prerequisite or Corequisite: Phlebotomy/Laboratory Assistant 110, 111 or consent of instructor. Should be enrolled in a healthcare program or be an experienced healthcare professional.*
- 114 Phlebotomy Practicum** **2 credit hours**  
Offered spring semester. Fee: \$80.00. Clinical Edoc Fee: \$85.00. Nurse Managed Wellness Clinic Fee: \$60.00.
- This course is designed to provide the clinical training of those students completing the Phlebotomy/Laboratory Assistant curriculum. Participants will perform the techniques necessary to obtain a quality specimen for use in a laboratory setting or point of care testing environment. This course will provide a minimum of 100 clock hours in the clinical setting. In order to pass this course, students must complete the required number of successful specimen collections and students must achieve a grade of "C" or better, along with meeting the academic standards of the college.
- Prerequisite: Phlebotomy/Laboratory Assistant 111, 112, 113, or consent of instructor.*
- 115 Laboratory Assistant Practicum** **1 credit hour**  
Offered spring semester. Fee: \$80.00.
- This course is designed to provide the clinical training of those students completing the Phlebotomy/Laboratory Assistant curriculum. In this practicum students will spend a minimum of 25 hours performing waived testing in an acute care laboratory setting or ambulatory care/point of care testing environment.
- Prerequisite: Phlebotomy/Laboratory Assistant 111, 112, 113, or consent of instructor.*
- Prerequisite or Corequisite: Medical Assistant 218 / Phlebotomy/Laboratory Assistant 218.*
- 218 Clinical Laboratory Procedures (Medical Assistant 218)** **2 credit hours**  
Fee: \$150.00. This course is designed to provide instruction and performance opportunities for CLIA waived tests. Students will discuss the role of medical assistants and other professionals in performing clinical laboratory testing. Topics to be discussed are coordinating laboratory tests and results; understating CLIA regulations and quality assurance; performing CLIA waived testing for urinalysis, hematology, serology, basic chemistry, microbiology, and immunology; and screening results.
- In order to successfully pass this course, a student must achieve a grade of "C" or better in this course.
- Prerequisite or Co-requisite: Phlebotomy/Laboratory Assistant 110, 111, or consent of instructor.*
- 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. Two meetings a week. Fee: \$15.00.
- 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.
- Prerequisite: Instructor consent required.*
- 122 Fitness Center** **1 credit hour**  
Offered fall and spring semesters. Fee: \$40.00.
- 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. Fee: \$10.00.
- 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. 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 (Integrative Health 127)** **1 credit hour**  
Offered spring semester. Two hours a week. Fee: \$10.00.
- 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.*
- 128 Physical Education for Criminal Justice (Criminal Justice 128)** **1 credit hour**  
Offered spring semester. One hour a week. Fee: \$15.00.
- This course is organized with a primary focus on the physical dimension of wellness using a variety of physical activities to give the student practical experiences toward taking a physical fitness examination required by criminal justice agencies. Students will train in a variety of methods with the ultimate goal of a healthier lifestyle and the ability to pass an academy physical fitness test.
- 104 Swimming (Beginning and Intermediate)** **1 credit hour**  
Offered fall and spring semesters. Fee: \$30.00.
- 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.
- 130 Intermediate Weight Training (Co-Ed)** **1 credit hour**  
Offered spring semester. Two meetings a week. Fee: \$15.00.
- 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.
- Prerequisite: Instructor consent required.*

## PHYSICAL EDUCATION (PHED)

- 104 Swimming (Beginning and Intermediate)** **1 credit hour**  
Offered fall and spring semesters. Fee: \$30.00.
- 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.
- 130 Intermediate Weight Training (Co-Ed)** **1 credit hour**  
Offered spring semester. Two meetings a week. Fee: \$15.00.
- 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.
- Prerequisite: Instructor consent required.*

**145 Personal Wellness**

**2 credit hours**

Offered fall and spring semesters. Two meetings a week. Fee: \$10.00.

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. One-hour lecture and discussion a week. Fee: \$30.00.

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

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. Three hours lecture a week. Fee: \$10.00.

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.

**173 Introduction to Exercise and Sport Science**

**3 credit hours**

Offered fall semester. Three meetings per week. Fee: \$35.00.

Students will explore the various opportunities that are available in the exercise and sport science field. Students will also discover the history of exercise science and explore the philosophies that the field is based upon. An emphasis will be placed on the sub-disciplines of kinesiology.

**174 Foundations of Resistance Training**

**1 credit hour**

Offered fall semester. One meeting per week. Fee: \$35.00.

This course will provide students with the foundational principles of resistance training. Students will learn various resistance training techniques, identify bone structures and muscle groups, and demonstrate proper form and spotting technique.

**175 Group Methods of Exercise**

**3 credit hours**

Offered spring semester. Three meetings per week. Fee: \$35.00.

Students will learn the foundational skills and knowledge necessary to lead a group in a fitness class. Students will explore and learn the dispositions, leadership, and technical skills for safe and effective group exercise programs.

*Prerequisite: Physical Education 174.*

**203 Intramural 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.*

**232 Lifespan Health and Fitness** **3 credit hours**

Offered fall semester. Three meetings per week. Fee: \$35.00.

Students will learn the advanced science and application of nutrition for both the general population as well as the physically active. Explore the varying needs of nutrition and exercise across the lifespan and the impact it has on human health.

*Prerequisite: Biological Science 114.*

**233 Exercise Science Administration** **3 credit hours**

Offered fall semester. Three meetings per week. Fee: \$35.00.

Students will learn about effective administration and management strategies in health and fitness. This class will address various human resource management, financial management, facility design and planning, client management issues, and legal liability issues. Emphasis is put on health fitness and personal training management.

**235 Biomechanics of Exercise Science** **3 credit hours**

Offered spring semester. Three meetings per week. Fee: \$35.00.

Students will learn the mechanics of human motion; muscles and joints. Application of mechanical principles to the study of human movement in exercise and daily life. Biomechanical relationships in the upper and lower extremities, and the vertebral column.

*Prerequisite: Biological Science 207.*

**298 Special Topics for Physical Education** **1-3 credit hours**

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)**

**101 Introduction to Physical Therapist Assistant** **2 credit hours**

Offered fall semester. Two-hour lecture web course. Fee: \$100.00.

The student will learn: 1) the profession of physical therapy including its history, professional organization, and structure in the healthcare setting; 2) Physical Therapy practice including settings, interventions, and the roles of the physical therapist (PT) and the physical therapist assistant (PTA); 3) ethical and legal issues; 4) professionalism and cultural awareness; 5) verbal communication including teaching and learning; 6) nonverbal communication including basic documentation and medical record reviews; 7) reimbursement and research; and 8) strategies for success in the program and the profession.

In order to successfully pass this course, student must achieve a grade of "C" or better

**202 Procedures** **5 credit hours**

Offered fall semester. Two hours lecture and on average nine hours of seminar/campus laboratory/clinical lab a week. Fee: \$100.00.

This course includes: 1) introduction to patient care; 2) handwashing, asepsis, and sterile field techniques; 3) proper body mechanics and lifting; 4) obtaining vitals; 5) positioning, and draping; 6) manual techniques including passive joint range of motion and therapeutic massage; 7) joint measurements including goniometry; 8) application of assistive/adaptive equipment; 9) wheelchair maintenance and mobility; 10) functional training in self-care and domestic, education, work, community, social, and civic life; and 11) motor function training (i.e. transfers, gait training, balance) with emphasis on proper body mechanics. Skill checks and/or practical examinations on all appropriate clinical topics will be conducted.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Acceptance into Phase II of the PTA Program.*

**203 Pathology I** **2 credit hours**

Offered fall semester. Four hours lecture and on average one hour of seminar a week. Fee: \$100.00.

This course describes the etiology, signs, symptoms and treatments of diseases, disorders, and injuries commonly requiring physical rehabilitation in a system approach.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Acceptance into Phase II of the PTA Program.*

**204 Pathology II** **2 credit hours**

Offered spring semester. Four hours lecture and on average one hour of seminar a week. Fee: \$100.00.

This course describes the etiology, signs, symptoms and treatments of diseases, disorders, and injuries commonly requiring physical rehabilitation in a system approach.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Successful completion of all PTA third semester courses.*

**205 Modalities I** **3 credit hours**

Offered fall semester. Two hours lecture and on average two hours of seminar/campus laboratory/clinical lab a week. Fee: \$100.00.

This course provides an introduction to patient treatment including preparation of the patient and related equipment. Patient issues such as inflammation and repair, pain, tone, and movement restrictions will be explored. The student will learn the physics, physiology, application, indications, and contraindications behind various biophysical agents including superficial and deep thermal agents, cryotherapy, electromagnetic agents, compression therapies, hydrotherapy, and light therapy. Paraffin bath, ultrasound, phonophoresis, ultraviolet, and diathermy will also be covered. In addition, students will have an introduction to electrotherapeutic modalities such as transcutaneous electrical stimulation (TENS). Related medical terminology and SOAP format documentation are utilized. Skill checks and/or practical examinations on all appropriate clinical topics will be conducted.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Acceptance into Phase II of the PTA Program.*

**206 Modalities II** **3 credit hours**

Offered spring semester. Two hours lecture and on average two hours of seminar/campus laboratory/clinical lab a week. Fee: \$100.00.

The student will learn the physics, physiology, application, indications, and contraindications behind various biophysical agents including

electrotherapeutic physical agents for pain, tissue healing, muscle strengthening, and muscle reeducation including direct, alternating, and pulsed current. The student will also learn both cervical and lumbar mechanical traction, hydrotherapy including pool therapy, and related documentation for all of the above. Skill checks and/or practical examinations on all appropriate clinical topics will be conducted.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Successful completion of all PTA third semester courses.*

**208 Principles of Rehabilitation** **4 credit hours**

Offered spring semester. Two hours lecture and on average seven hours of seminar/campus laboratory/clinical lab a week. Fee: \$100.00.

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. Skill checks and/or practical examinations on all appropriate clinical topics will be conducted.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Successful completion of all PTA third semester courses.*

**209 Clinical Kinesiology** **4 credit hours**

Offered fall semester. Three hours lecture and on average five hours of seminar/campus laboratory/clinical lab a week. Fee: \$100.00.

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. Skill checks and/or practical examinations on all appropriate clinical topics will be conducted.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Acceptance into Phase II of the PTA Program.*

**210 Therapeutic Exercise** **4 credit hours**

Offered spring semester. Two hours lecture and on average eight hours of seminar/campus laboratory/clinical lab a week. Fee: \$100.00.

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. Skill checks and/or practical examinations on all appropriate clinical topics will be conducted.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Successful completion of all PTA third semester courses.*

**213 Clinical I** **2 credit hours**

Offered fall semester. Two hours lecture, and, on average, two hours of seminar/campus laboratory/clinical lab a week, plus ninety-six hours of clinical fieldwork throughout the semester. Fee: \$100.00. Learning Harbor Fee: \$25.00. Criminal Background Check Fee: \$39.00. Nurse Managed Wellness Clinic Fee: \$40.00. Uniform Fee: \$30.00.

This course will consist of weekly lecture/lab/seminar on topics pertinent to the field of physical therapy including information needed for successful orientation into the clinical setting (e.g., professionalism, psychosocial issues, documentation, ethics, laws and regulations, reimbursement, as well as, orientation to applicable clinical equipment and techniques.) The clinical hours involve observation and utilization of skills assessed thus far in the curriculum as per Academic Coordinator of Clinical Education (ACCE) and Clinical Instructor (CI) discretion. Skill checks and/or practical examinations will be conducted as needed including a cumulative practical examination.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Acceptance into Phase II of the PTA Program.*

**214 Clinical II** **2 credit hours**

Offered spring semester. Two hours lecture, and, on average, two hours of seminar/campus laboratory/clinical lab a week, plus 120 hours of clinical fieldwork throughout the semester. Fee: \$100.00. Testing Fee: \$90.00. Exam Prep Fee: \$275.00. Nurse Managed Wellness Clinic Fee: \$40.00.

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 student will participate in patient treatment skills mastered in the fall PTA coursework as well as clinical applications of the theory and techniques in the spring PTA coursework 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. Weekly seminar on topics pertinent to the field of physical therapy including professionalism, ethics, reimbursement, etc. will also be covered. Skill checks and/or practical examinations on all appropriate clinical topics will be conducted.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Successful completion of all PTA third semester courses.*

**216 Trends** **1 credit hour**

Offered summer session. Fifteen hours of lecture. Fee: \$100.00.

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 a licensing exam preparation among other assignments.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Successful completion of all PTA fourth semester courses*

**218 Practicum I** **5 credit hours**

Offered summer session. Forty clinical hours and three online lecture hours a week for five weeks. Fee: \$100.00. Nurse Managed Wellness Clinic Fee: \$40.00.

The course consists of a five-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.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Successful completion of all PTA fourth semester courses.*



**219 Practicum II****5 credit hours**

Offered summer session. Forty clinical hours and three online lecture hours a week for five weeks. Fee: \$100.00. Nurse Managed Wellness Clinic Fee: \$40.00.

The course consists of a five-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.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*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: Minimum high school GPA of 3.0 or appropriate assessment scores 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 minimum high school GPA of 3.0 or appropriate assessment scores.*

**105 Physical Geology****4 credit hours**

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 minimum high school GPA of 3.0 or appropriate assessment scores.*

**106 Introductory Astronomy****4 credit hours**

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 minimum high school GPA of 3.0 or appropriate assessment scores.*

**109 Geography of Environmental Systems****4 credit hours**

Three hours lecture and three hours laboratory a week. Fee: \$75.00.

This course provides an introduction to physical geography, a natural science allied with sciences such as geology, climatology, meteorology, oceanography, hydrology botany and agronomy. The geographic perspective is unique in that it integrates not only the individual systems that have commonly been associated with a single discipline, but also the interaction of these systems within a framework we call Earth System Science. The major goal of this class is to provide a fundamental understanding of the physical environment we live in. In doing so, the course will provide the basis for comprehending modern environmental issues, including those affected by human activities.

*Prerequisite: Mathematics 90 and English 92*

**130 Inquiries in Physical Science I****4 credit hours**

Offered fall and spring semesters. 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 minimum high school GPA of 3.0 or appropriate assessment scores.*

**132 Inquiries in Physical Science II****4 credit hours**

Offered spring semester. 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: Minimum high school GPA of 3.0 or appropriate assessment scores and Mathematics 201.*

**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**

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. Instructor consent required.*

**299 Special Problems in Physical Science 1-4 credit hours**  
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. 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 spring semester. 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. 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**

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**

This course includes study projects related to political science.

*Prerequisite: Instructor consent required.*

**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.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*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.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Nursing 150 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.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Nursing 150 with a grade of "C" or better.*

**PSYCHOLOGY (PSYC)**

**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. 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. 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**  
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. 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. 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. 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**

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**

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. 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. 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**

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** **3 credit hours**

Three hours lecture a week.

Students are introduced 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) are reviewed and similarities among addiction and other helping professionals discussed. Required course for Maryland Addictions Counselor certification.

*Recommendation: Psychology 101.*

## READING (READ)

### 97 Critical Reading 1 credit hour

Offered fall and spring semesters. Offered two hours a week for one half of semester.

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 A, B, C, D, F, W, R, or X is considered an attempt. The second attempt will require a minimum of one additional hour of instructional time each week in a designated ACM study lab.*

*Prerequisite: Appropriate placement assessment scores.*

## RESPIRATORY THERAPIST (RESP)

### 101 Intro 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: \$25.00.

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.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

### 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.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

Acceptance into the Respiratory Therapist program is required to take this course.

*Prerequisite: Mathematics 102 or 109 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.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Mathematics 102 or 109 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: \$65.00. Nurse Managed Wellness Clinic Fee: \$60.00. Simulation Fee: \$35.00.

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.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Mathematics 102 or 109 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.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Mathematics 102 or 109 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.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

### 210 Clinical Practice II 6 credit hours

Offered summer session. Five hours of lecture and, on average, 32 clinical hours a week. Clinical/lab hours will total 192. Fee: \$125.00. Nurse Managed Wellness Clinic Fee: \$60.00. Clinical Edoc Fee: \$112.00. Uniform Fee: \$30.00.

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.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Respiratory Therapy 101, 102, 104, 190, and 206.*

**212 Cardiopulmonary Pathophysiology****3 credit hours***Corequisite: Respiratory Therapy 212, 213 and 225.*

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.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*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.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Biological Science 116, Mathematics 102 or 109, 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. Nurse Managed Wellness Clinic Fee: \$60.00.

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.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*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.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Respiratory Therapy 101, 102, 104, 190, 206, and 210.*

**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.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Respiratory Therapy 101, 102, 104, 190, 206, 210, 212, 213, 225, and 231.*

*Corequisite: Respiratory Therapy 207, 232, 240, and 250.*

**240 Pediatrics and 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.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*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. Nurse Managed Wellness Clinic Fee: \$60.00. Online Testing Fee: \$128.00. Simulation Fee: \$35.00.

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.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*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. 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.

*In order to successfully pass this course, student must achieve a grade of "C" or better.*

*Prerequisite: Instructor consent required.*

## SOCIOLOGY (SOC)

### 101 Introduction to Sociology 3 credit hours

Offered fall and spring semesters. 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

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. Three hours lecture and discussion a week. MBTI Profile Fee: \$43.00.

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

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)

### 103 Introductory Spanish I 3 credit hours

Offered fall semester. Three hours lecture.

Develops speaking and understanding skills through a conversational approach.

### 104 Introductory Spanish II 3 credit hours

Offered spring semester. Three hours lecture.

Further develops aural-oral skills; elementary reading and writing exercises. This course will acquaint the student with various aspects of Spanish culture. 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 (Allied Health 3 credit hours 126)

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: Minimum high school GPA of 3.0 or appropriate assessment scores.*

### 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)**

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**101 Speech Communication** **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)**

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**103 Habits for Success** **1 credit hour**

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. 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.

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**Students**



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## ADMISSIONS

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### ADMISSIONS

All persons must submit an application for admission to the College. Those seeking admission to a degree or certificate program must furnish;

- Final official high school transcripts from an accredited institution either by its own State Department of Education or by a regional accrediting association recognized by the United States Office of Education, or
- GED issued from the State Department of Education, and/or
- Official college transcripts from an accredited institution

The transcripts must be mailed or electronically submitted through a digital credential service directly to the Admissions Office from the institution(s) previously attended. Applicants will be placed into college level or developmental courses based on several factors. These factors may include, but are not limited to, high school GPA, grades in specific high school courses, SAT, ACT, and ACM placement scores.

Students are admitted who have 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.

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.

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.

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### 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, pre-requisites and co-requisites must be met for course enrollment. A non-degree student is not a candidate for either a degree or certificate.

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.

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### ADMISSION AS A TRANSIENT

Transient applicants with college credits earned elsewhere and plan to take courses at Allegany College of Maryland for credit toward a degree at another college. Written authorization for the home institution is recommended to ensure transferability of credits.

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### ADMISSION WITH ADVANCED STANDING (TRANSFER CREDIT)

Applicants with 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, 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.

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### 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.

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### 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.

## DUAL ENROLLMENT (EARLY COLLEGE STATUS)

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An Early College applicant is a student interested in enrolling in college courses while attending high school/homeschool. Applicants under the age of 16 must complete appropriate approval forms and meet the College admissions criteria.

## PROBATIONARY ADMISSION

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An applicant for admission who has been suspended once from any college may be admitted on academic probation with the approval of the Admissions Committee.

A student who has been suspended twice from any college or colleges, regardless of whether attendance has been interrupted or not, normally shall not be eligible for admission to Allegany College of Maryland. However, admission of these students may be considered on an individual basis through the Admission Committee.

## READMISSION

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Students having interrupted enrollment for more than one semester excluding summer session 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.

## SELECTIVE ADMISSIONS HEALTH PROGRAMS

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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.

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. **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, Massage Therapy, Medical Assistant, Medical Laboratory Technology, Nursing, Occupational Therapy Assistant, Physical Therapist Assistant, Practical Nursing, and Respiratory Therapist.*

## STUDENT RESIDENCY CLASSIFICATIONS FOR TUITION PURPOSES

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"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 1/2 of the student's financial support during the most recently completed year. (This definition is derived from COMAR.)

Requirements for domicile to be established:

1. The student\* has made the new place of abode his/her permanent home;
2. The student\* has abandoned his/her former home state/county;
3. The student\* intends to reside in the new place of abode indefinitely; and
4. 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 1/2 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;
- 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; and
- 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.

## CODE OF STUDENT CONDUCT

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Allegany College of Maryland has a comprehensive Code of Student Conduct that is designed not only to preserve a safe living and learning environment but also to guarantee due process to students accused of misconduct on or off-campus. All disciplinary matters are handled in Student and Legal Affairs. Students are expected to be familiar with the Code prior to or soon after registering for classes. The complete Code may be read in the "Student Handbook" or online at [www.allegany.edu/student-and-legal-affairs/student-discipline.html](http://www.allegany.edu/student-and-legal-affairs/student-discipline.html).

## FINANCIAL AID

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

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

### AVAILABLE FINANCIAL AID RESOURCES

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In addition to having its own funds, Allegany College of Maryland participates in most federal programs. Residents of Maryland, Pennsylvania, and the District of Columbia are also eligible to receive state scholarships from their respective states. Last year, Allegany College of Maryland disbursed more than \$15,000,000 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 Programs.

## FINANCIAL AID POLICY

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**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. Attempts during a semester when no Federal Financial Aid was received are not counted in the Repeat rule.

**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 <https://catalog.allegany.edu/current/students/financial-aid.html>

**Degree Audit** - Financial Aid can only pay for courses that meet program graduation requirements. Students taking other non-required courses will not have the credits associated with those courses counted in their enrollment status when determining financial aid amounts.

**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/financial-aid/student-consumer-information.html](http://www.allegany.edu/financial-aid/student-consumer-information.html).

**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 in a semester where more credits are in web courses than credits in in-classroom based courses will not be eligible to receive any PA State Grant funds. 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](http://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.**

## 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 a Maryland-state 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 [www.mhec.state.md.us](http://www.mhec.state.md.us) under Financial Aid Resources.

## PROCEDURES TO FOLLOW WHEN APPLYING FOR FINANCIAL AID

Students need to complete the FAFSA (Free Application for Federal Student Aid) to apply for federal financial aid and add ACM's school code 002057 so that we receive the results. The FAFSA for 2023-2024 became available October 1, 2022 and is available at [www.studentaid.gov](http://www.studentaid.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, 2023.

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

An email confirmation is sent to the student's ACM email account when ACM receives the FAFSA results. This email also provides important instructions on completing the financial aid process here at ACM.

A Financial Aid Offer Letter detailing all award decisions and giving additional information and instructions about the aid offered is sent to each student's ACM Self-Service account. Students accepting federal student loans must also complete the 2023-2024 Annual Student Loan Acknowledgment process at [studentaid.gov](http://studentaid.gov). Allegany College of Maryland also provides to students the College Financing Plan, which is a comparative consumer tool designed by the federal government to simplify and standardize financial aid information. It can be accessed in the student's self-service portal.

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.

## 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, ninety-two percent of all enrolled students at Allegany College of Maryland receive some form of financial aid.

## SCHOLARSHIPS

Scholarship catalogs are available in November 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](http://www.allegany.edu/scholarships).

### 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.

#### 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;
- An application is required and a final official high school transcript must be provided;
- Deadline to apply is September 15.

#### 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;
- No application is required.

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.

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 or to inquire about the Allegany County Opportunity Continuing Education and Workforce Development Scholarship or the Allegany County Opportunity Jump Start Early College Scholarship, 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 ACM scholarship application.

**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 a \$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. Students must have a GPA of 3.0 or higher 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	North Star High School
Bedford County Technical Center	Northern Bedford High School
Bedford High School	Northern Garrett High School
Berlin Brothersvalley High School	Paw Paw High School
Central High School, Pennsylvania	Rockwood Area High School
Chestnut Ridge High School	Salisbury-Elk Lick High School
Claysburg-Kimmel High School	Shade Central City High School
Everett Area High School	Shanksville Stoneycreek High School
Forbes Road High School	Somerset Area High School
Frankfort High School	Somerset County Technology Center
Hancock High School	Southern Fulton High School
HOPE for Hyndman Charter School	Southern Garrett High School
Keyser High School	Turkeyfoot Valley High School
McConnellsburg High School	Tussey Mountain High School
Meyersdale Area High School	Washington County Technical High School
Mineral County Technical Center	Windber Area High School

**Application:**

Contact your high school guidance counselor for information about this scholarship no later than March 1st. The guidance counselor must make written recommendation and forward Presidential Scholarship Recommendation Form to the Allegany College of Maryland Foundation before March 31st.

**For information regarding any scholarships, please contact the Allegany College of Maryland Foundation Office at 301-784-5200.**

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

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## STUDENT AFFAIRS AND SERVICES

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### ACADEMIC ACCESS & DISABILITY RESOURCES

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Students who had an IEP or 504 plan in high school or have been diagnosed with a learning disability, ADHD, or a chronic medical or mental health disorder may qualify for academic accommodations. Those students who provide appropriate documentation of their condition to the Academic Access and Disability Resources Office (AADR) will have a set of academic accommodations established that uphold equal access to educational opportunities at ACM, such as extended time on tests, a reader for tests, or testing in a quiet environment. To assure timely acquisition of services, students should contact AADR at least four 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 AADR on the Cumberland Campus, located in the Humanities Building, Suite H-1 through H-3, by calling 301-784-5234 or emailing ADR@allegany.edu. Individuals who need assistive calling may place a call through Maryland Relay by dialing 711.

American with Disabilities Act of 1990, Title II prohibits discrimination on the basis of disability; this legislation established comprehensive standards that were expanded per 2008 Amendments. Rehabilitation Act of 1972, Section 504 prohibits discrimination against any person on the basis of a "handicap" by entities receiving federal funds.

- Allegany College of Maryland will provide access to its programs and activities to disabled persons. Discrimination against an actual or perceived disability is prohibited.
- The person must be otherwise qualified for the program or activities, accommodations must be reasonable; and accommodations may not fundamentally alter the program of service.
- Students who have a documented disability that affects learning for which reasonable accommodations are needed should contact Academic Access and Disability Resources. (See above)
- Employees who have a documented disability for which reasonable accommodations are needed during employment should contact Human Resources.
- Any person with a documented disability for which reasonable accommodations are needed for other programs or activities should contact the ADA/504 Coordinator.
- Any person who experiences discrimination on the basis of a disability may file a complaint under the College's grievance process; retaliation for filing a complaint is prohibited.

For instructional accommodations, contact <https://allegany.edu/academic-access-and-disability-resources/index.html>. For non-instructional accommodations or if you need to make a complaint, contact ACM's ADA/504 Coordinator, Dr. Renee Conner in CC-12, by email at [rconner@allegany.edu](mailto:rconner@allegany.edu) or by phone 301-784-5206. For detailed information about policy, procedures, and prevention education, see <https://allegany.edu/student-and-legal-affairs/>.

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### ACM LEARNING COMMONS - LIBRARY / TESTING / TUTORING

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The ACM Learning Commons is a center created in response to the need of our students. The Learning Commons combines the services of the library, testing, and tutoring in one central location. Learning on each branch of the Learning Commons, our staff in library, testing, and tutoring work together to strengthen services and support students with an efficient, service driven, and collaborative approach.

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### DONALD L. ALEXANDER LEARNING COMMONS/LIBRARY

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

The Cumberland campus Learning Commons / Library, named for the College's third president, is a comfortable place for students to study and relax, both individually and in groups. The space allows seating and study areas, and a lounge where students may take refreshments and have wireless Internet connectivity.

The Learning Commons / Library includes the Appalachian Collection, the popular repository of genealogy and regional history materials. The Allegany County Genealogical Society's offices and its collection are also housed in this area. There is a 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 the Janet Zastrow Cook Willa Cather and Rare Book Collections.

Cumberland Campus library resources include printed books and periodicals and a large selection of non-print materials such as DVDs, eBooks, and CDs. 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.

Mac and PC computers with internet access and Microsoft products allow 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 online databases of journal articles and other electronic resources. 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 are also available at the Bedford County Campus. The Bedford County Campus offers computer stations that give access to the library online catalog and databases, and electronic resources, which are accessible through the college library webpage. 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.

## ALUMNI ACTIVITIES

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Allegany 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.allegany.edu/alumni](http://www.allegany.edu/alumni).

## ATHLETICS

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Allegany College of Maryland offers an athletic program of intercollegiate and intramural sports activities. Allegany College of Maryland is a member of the Maryland JUCO Conference, which is composed of member institutions of junior and community colleges throughout the State and Region 20, which comprises Maryland, West Virginia, and western Pennsylvania junior colleges. Allegany College of Maryland plays a full schedule of intercollegiate competition in basketball (men's and women's), volleyball, baseball, softball, soccer, and cross country. 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 Fitness 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 Allegany College of Maryland's athletic programs can be found on the College's website at [www.allegany.edu/athletics](http://www.allegany.edu/athletics).

For information regarding the graduation rate of student athletes, see the "Admissions" section 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.allegany.edu/student-and-legal-affairs](http://www.allegany.edu/student-and-legal-affairs) (Student Handbook tab).

## CAMPUS STORE

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The Allegany College of Maryland Campus Store provides students, faculty, and staff with convenient and affordable access to academic supplies and campus life merchandise. Textbook orders are fulfilled through a partnership with Books by eCampus to provide students with a variety of purchasing options and competitive pricing. Students receive free shipping on textbook orders to the Cumberland or Bedford County Campus. Visit <https://allegany.ecampus.com/> to order your textbooks.

To purchase ACM apparel, gifts, meal vouchers, and school supplies, visit the Campus Store website at <https://campus-store.allegany.edu/>.

Contact the Campus Store at 301-784-5348 for information on hours and services.

## CAMPUS COMPUTER LABS

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The Information Technology Department supports computer laboratories spread across the college campuses. The Cumberland Campus labs are located in the following campus buildings: Technology, Science, Allied Health, Humanities, Automotive Technology, 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 the Bedford County Campus. In addition to the computer laboratories noted above, the Learning Commons, and various academic departments have personal computers available for use.

Additional information on lab locations and availability can be found at [www.allegany.edu/computer-labs](http://www.allegany.edu/computer-labs).

### Wireless Network Access

Students may access wireless network services at the Bedford County Campus, Cumberland Campus, Willowbrook Woods, and Gateway Center. Students connect via the "ACM" wireless SSID and must login using their Self-Service username and password. Additional information on accessing the wireless network can be found at [www.allegany.edu/wifi](http://www.allegany.edu/wifi).

### 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 [www.allegany.edu/students](http://www.allegany.edu/students). Lost or forgotten email addresses and passwords can be retrieved by contacting the Student IT Help Desk at 301-784-4357.

### Student Helpdesk

Students from both campuses and the Gateway Center can call the Student IT 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 contact the Technology Help Line or send an email to [ithelpdesk@allegany.edu](mailto:ithelpdesk@allegany.edu).



## CLUBS/ORGANIZATIONS

The Student Government Association funds a wide variety of student organizations/clubs. Clubs listed below are either nonacademic, which means that they are open to all students, regardless of the student's program of study or academic, which means that membership is based on the student being enrolled in that specific program of study. Groups that been funded in the past include Alpha Sigma Lambda, C2J, Choir, Christian Fellowship Club, Culture Club, Dance Team, Forestry Club, 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., Respiratory Therapy Club, SADHA (Student American Dental Hygienists' Association), Science Club, 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/student-life](http://www.allegany.edu/student-life), or contact Erin Yokum, Director of Student Life at [eyokum@allegany.edu](mailto:eyokum@allegany.edu).

## COUNSELING SERVICES

1. **Personal Counseling** – Allegany College of Maryland contracts with UPMC Western Maryland (Cumberland) to provide counseling to individual students. Individual counseling is the primary service. (Couples and family counseling are also available) All services provided by UPMC are completely confidential and provided by qualified, licensed mental health professionals. We offer 2 locations for students to see a professional counselor; on campus and at UPMC outpatient services.

On-site: UPMC Counselor is on campus when classes are in session during the Fall and Spring semesters at the Nurse Managed Wellness Clinic (Allied Health #115) weekdays. Students are urged to make an appointment by calling UPMC-WM Behavioral Health at 240-964-8585. "Walk-ins" are accepted if UPMC Counselor is available.

Off-site: Multiple counselors are available by appointment in the following situations: (1) students prefer to go off-campus to see or (2) students need counseling on days/times outside the on-site schedule above. Any eligible student is entitled to receive up to seven\* (7) hours of counseling per semester for any mental health issues with which s/he needs assistance.

\*14 sessions per year are paid by ACM.

(7 during the period July 1 – December 31; 7 during the period January 1 – June 30)

To schedule an appointment with a counselor at UPMC Western Maryland call 240-964-8585.

Crisis Counselors are also available to speak to students over the phone and can be reached at 240-964-1399.

The Pennsylvania campus contracts separately with Bedford-Somerset Developmental and Behavioral Health Services 814-623-5166; for more information, contact the Student Services offices at the Bedford County Campus at 301-784-6200.

2. **Additional On-Site Support** - Students who are in need of emotional support and guidance are encouraged to contact Renee Gibson, Student Support Coordinator. In addition to students having a confidential and comforting space to express their challenges or struggles, students will also have access to information regarding Mental Health, community resources, referrals to mental health services (both on and off campus) and additional campus services that may be beneficial. Connect with Renee by calling 301-784-5206, emailing [rgibson@allegany.edu](mailto:rgibson@allegany.edu) or stopping by CC12.

3. **Holistic Mental Health Network**- Life can be challenging. Academic, work, and personal issues can interfere with our success. Allegany College of Maryland is committed to supporting students, faculty, and staff by offering comprehensive mental health services. This holistic network focuses on the wellbeing and resilience of each individual person, and is built upon a foundation of self-care. Picture it as a staircase; the first step begins with self-care (bottom) and builds toward crisis care (top), with steps of more help from others in-between. We urge you to see where you are on the continuum of care. Click on each "step" to see all the suggestions and resources available to you

For Bedford County Campus Information:

- visit the [BCC Holistic Mental Health Network](#) page
- [Printable PDF](#)

For Cumberland Campus Information:

- visit the [ACM Holistic Mental Health](#) page.
- [Printable PDF](#)

4. **Online Therapy for Veterans** - Active duty military members and veterans experience a high rate of PTSD with as many as 34% suffering from this debilitating condition as well as other mental health issues, including addiction, anxiety, and depression. Given the troubling statistic that veterans are two times more likely than civilians to commit suicide, it's clear that not enough is being done to support our veterans and to ensure they receive the care that they deserve.

To learn more about online therapy services for veterans visit <https://www.onlinetherapy.com/therapy-for-veterans/>.

(Costs associated with Online Therapy are borne by the user.)

5. **Family Crisis Resource Center** – 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. To learn more about Family Crisis Resource Center, visit <http://www.familycrisisresourcecenter.org/>

6. **Screening for Mental Health** – ACM recognizes that brief online screenings are the quickest way to determine if you, or someone you care about, should connect with a licensed professional. Think of these as a checkup from your neck up. Screenings include, depression, anxiety, alcohol &

substance use, post-traumatic stress, eating habits and more. Immediately following the brief questionnaire, your results, recommendations, and key resources will be provided to better understand what you are feeling or experiencing.

Curious about your mental health? Take a free, anonymous and confidential [Mental Health screening](#) today.

7. **Emergencies** – Anyone who witnesses a medical or mental health emergency requiring immediate intervention should [CALL 911 AND THEN CALL CAMPUS SECURITY @ X.5555](#). Health and safety are too important to hesitate, and you do not need permission to call 911. (NOTE: ACM does not provide transportation and/or hospitalization costs.)

National Suicide Prevention: Dial 988 - 24/7 free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals.

Crisis Text Line: Text “HOME” to 741741 (Free/confidential) A global not-for-profit organization providing free mental health texting service through confidential crisis intervention via SMS message. Available 24/7

Maryland Crisis Connect: 1-800-422-0009 / 1-866-411-6803 (or Dial 211 select option 1, for crisis help or resources.) Offers crisis intervention & linkage with local community resources, information and referral and telephone support for anyone experiencing a crisis. Assistance is available by phone, text, and chat.

Veteran’s Crisis Line: 1-800-273-8255 or 1-877-VET2VET If you’re a Veteran in crisis or concerned about one, caring & qualified VA responders are standing by to help 24/7. The Veterans Crisis Line is a free, anonymous, and confidential resource that’s available to anyone, even if you’re not registered with VA or enrolled in VA health care.

The Trevor Project: 1-866-488-7386 or text “START” to 678-678 A national organization providing crisis intervention and suicide prevention services to lesbian, gay, bisexual, transgender, queer & questioning (LGBTQ) young people under 25.

National Domestic Violence Hotline: 1-800-799-7233 Available 24/7 to talk confidentially with anyone experiencing domestic violence, seeking resources or information, or questioning unhealthy aspects of their relationship.

RAINN (Rape, Abuse, and Incest Natl. Network): 1-800-656-4673 The nation's largest anti-sexual violence organization. Available 24/7. RAINN also carries out programs to prevent sexual violence, help survivors, and ensure that perpetrators are brought to justice.

Doctors on Demand: 24/7 access to doctors, psychiatrists, psychologists, therapists and other medical experts. Select and see your favorite providers right from your smartphone, tablet or computer. (While it’s free to sign up and check your coverage when you register, students are responsible for any costs associated with virtual care.)

8. **Mental Health Resources** - Resources at your fingertips! These resources will help you better understand mental health, suicide, substance use and more.

Feeling anxious, stressed, or down? Check out the Mental Health & Stress Management apps that can help to reduce stress, anxiety, and improve your mood through positive affirmations, motivational and inspirational quotes, breathing techniques, and more!

9. **Private Referrals - local providers** – A list of local mental health providers (Cumberland Campus) is available by contacting the Office of Student & Legal Affairs or the Nurse Managed Wellness Clinic. Selecting a private provider is the student’s choice; payment is the student’s responsibility.

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## 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.

Café hours are 8:00 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, Learning Commons, Automotive Technology, 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.

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## JAMES ZAMAGIAS LEARNING COMMONS - TESTING / TUTORING

The James Zamagias Learning Commons/Testing/Tutoring 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.

Learning Commons-Testing/Tutoring (Cumberland Campus)  
301-784-5554 (LC Testing)  
301-784-5669 (LC Tutoring)

Bedford County Campus Student Services      814-652-9528, ext. 1-6200

Assessment/Testing

As part of the registration process, students planning to pursue a degree or take courses requiring a prerequisite may need to complete a college placement assessment. The assessment consists of three sections: Reading, English (writing) and mathematics. Students who speak English as a second language have the option to take the ESL Writing 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. Students should contact the Advising Center to determine which section(s) of the placement test are required.

#### Placement Exemptions

Multiple measures are considered as possible exemptions to taking the college placement assessment.

Students who transferred in a college-level English composition course or College Algebra course at an accredited college/university are exempt from taking the respective portion of the assessment. Students transferring in more than 6 credits of general education courses are exempt from taking the reading portion.

Students must provide documentation for one of the approved multiple measures to determine course placement.

#### Classroom Testing

Learning Commons Testing Services accommodates classroom, correspondence, online, and make-up exams, in addition to national standardized testing and special accommodations testing. Students will work with their instructors to arrange testing in the lab.

#### Tutoring

A variety of tutorial services is offered to assist students who are experiencing academic difficulties. Individual peer learning specialists 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 mathematics basic through introductory calculus, biology, chemistry, physics, writing, economics, accounting, medical terminology, nursing, 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 Learning Commons/Tutoring or the Student Services office at the Bedford County Campus. Tutors must demonstrate excellent academic and communication skills.

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## NON-TRADITIONAL STUDENTS

Additional support and advising is available for non-traditional student learners as they begin their journey into college. Non-traditional learners are students who have been out of school for 5 or more years, are 25 years of age or older, are parents, military veterans, dislocated workers, or GED recipients. Support is provided through the Academic Access and Disability Resources 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, community referrals, and advocacy. The Academic Access and Disability Resources Coordinator is located in the Humanities Building, room H-1, on the Cumberland campus.

For more information or to schedule an appointment, please call Dione Clark-Trub at 301-784- 5234 or email [ADR@allegany.edu](mailto:ADR@allegany.edu).

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## NURSE MANAGED WELLNESS CLINIC

The Nurse Managed Wellness Clinic offers health and wellness services to students, and the local ACM and surrounding community. Services offered include Allied Health program and sports physicals, influenza vaccinations, Tuberculosis (PPD) screenings, immunity titers, cholesterol and blood sugar screenings as well as health education clinics on a variety of topics. The NMWC serves as a clinical site for nursing and allied health students, providing opportunities for hands on learning during supervised clinics. The NMWC is located on the first floor of the Allied Health Building (room 115). A full list of services with dates and times is available at NMWC 301-784-5670 and on the College website at [allegany.edu/health-clinics/nmwc](http://allegany.edu/health-clinics/nmwc).

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## ORIENTATION

All incoming first semester students are expected to participate in an orientation program. The purpose of these orientations is to inform students about academic, social, and general College policies affecting their growth and success at the College. Orientation is hands-on, interactive, and conducive to making new connections. Interested students may register online; additionally, orientation programs are available to students attending the Bedford County campus.

For more information regarding Orientation, log onto [www.allegany.edu/orientation/index.html](http://www.allegany.edu/orientation/index.html).

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## 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 currently enrolled at Allegany College of Maryland, OR be accepted for enrollment in the next academic term;
4. Have a need for academic support in order to successfully pursue a post-secondary educational program;
5. Be income-eligible OR a first-generation college student, OR a student with a documented disability; and
6. If applicable, successfully completed English 92.

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-for-success](http://www.allegany.edu/pathways-for-success).

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## RESIDENCE LIFE

Allegany College of Maryland offers on-campus student housing for full-time students. Willowbrook Woods is a garden-style apartment complex comprised of five apartment buildings of three floors as well as a Clubhouse. Each apartment includes a kitchen, living room, balcony, four private bedrooms, and two bathrooms. The Clubhouse has a lounge area with TV, vending machines, and laundry facilities for residents. Residence Life staff offer a multitude of services for on-campus residents such as educational and social programs, academic support, campus and community referrals, and more. Residents and eligible guests are permitted to enter Willowbrook Woods via the Gatehouse, which is staffed 24 hours a day by Campus Security staff when the complex is open. Tobacco, alcohol, and other drugs are prohibited at Willowbrook Woods. Additional information is available by visiting [allegany.edu/student-housing](http://allegany.edu/student-housing) or visiting our office in the College Center.

Applications are available by visiting [allegany.edu/student-housing](http://allegany.edu/student-housing) or visiting our offices in the College Center.

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## STUDENT AND LEGAL AFFAIRS

The Mission of the Office of Student & Legal Affairs is to provide direct, non-instructional support services to students, to cultivate a safe learning environment, and to support institutional compliance with laws and regulations. This mission is accomplished in numerous ways every day. Direct services to students include managing the Student Counseling Program, off-campus housing list, residency petitions, background checks (employment and college transfer), student discipline, student services appeals, support/outreach in times of crisis, intervention plans, and information/referral. The Office also assists faculty/staff with student issues and works closely with Campus Safety and Special Police; the Dean of S&LA receives all Security reports, directs any appropriate follow-up, and manages both the Willowbrook Woods No Trespassing List and the Campus Ban List. In addition to managing legal issues related to students, the Office is responsible for multiple state/federal compliance matters including drug/alcohol, diversity, non-discrimination, and the Clery Act. The Dean of S&LA serves as ACM's Title IX Coordinator, ADA/504 Coordinator, and FOIA Officer; additionally, the Dean is responsible for implementing the College's First Amendment policy. Various publications and brochures are produced by the Office including the Student Handbook, Student Services Booklet, and the Alcohol & Drug Resource Manual. Lastly, the Dean of S&LA supervises Residence Life, Student Life, and Student Support.

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## STUDENT GOVERNMENT ASSOCIATION

At Allegany College of Maryland, the Student Government Association (SGA) functions as the governing organization of the student body. It serves as a means of participation in College governance with the faculty and administration, and it acts on behalf of the students. Additionally, SGA allocates student activity funds, supervises elections, coordinates campus social activities, and approves new campus student organizations.

Any student of Allegany College of Maryland who plans to seek office or serve on the Student Government Association must maintain a cumulative grade point average of 2.5 or higher. In addition, a minimum of six hours of credit instruction must be attempted and successfully completed each semester in order to serve.

Students elected to serve must not be on academic or disciplinary probation.

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## 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 County Campus Student Services Office, and on the College's website under "Student and Legal Affairs".

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## 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 UPMC Western Maryland located across the street from the Cumberland Campus. Allegany County Health Department (located next to the Cumberland Campus) maintains a list of local emergency and urgent medical care providers. Nurse Managed Wellness Clinic and the Campus Safety/Special Police 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.

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## STUDENT LIFE

Student Life incorporates a broad range of social, cultural, and educational programs in an attempt to meet the needs of the diverse student population at Allegany College of Maryland. The Director of Student Life serves as a liaison between the Student Government Association and other areas of the College community including the administration, faculty, and staff members. Each year the Office of Student Life distributes funds to support the following areas: recognized clubs/organizations on campus, athletics, intramurals, scholarship programs, tutorial services, and numerous student activities sponsored throughout the school year. Additionally, the Office of Student Life coordinates: New Student Orientation programs, Red Cross Blood Drives, Drug, Alcohol and AIDS Awareness programs, and more. All student activities sponsored by the Student Government Association and the Office of Student Life are offered for free or at a reduced cost with a valid ACM student ID.

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## STUDENT PHOTO IDENTIFICATION (ID) CARDS

Students at all physical campus locations/instructional sites are required to obtain an official Allegany College of Maryland Photo ID by the end of the second week of classes of their first semester of attendance and must display or be able to immediately produce their College-issued photo ID card upon request by an authorized College official. This policy does not apply to the following ACM students: those taking exclusively online, remote or virtual classes, or early college students taking courses exclusively in local high schools.

To obtain your ACM Student ID, simply bring a current photo ID (such as a driver's license) and a current class schedule to the Office of Student Life (Cumberland Campus, room CC-12) or Student Services (Bedford County Campus).

The first ID card is free and provides access to many student services, activities, sporting events, etc. Also, students who show their ACM ID receive discounts at some local businesses.

To learn more, email [eyokum@allegany.edu](mailto:eyokum@allegany.edu) (Cumberland Campus) or [Idefibaugh@allegany.edu](mailto:Idefibaugh@allegany.edu) (Bedford County Campus).

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## SUBSTANCE ABUSE TRAINING

Allegany College of Maryland is required to provide heroin/opioid training to all new, full-time students, as well as educational information to part-time students. Allegany College of Maryland has created educational training for all students via Brightspace, and all incoming students must complete the training before the end of their first semester of enrollment. The college urges everyone to be informed and offers educational resources (including treatment information) at [www.allegany.edu/drug-and-alcohol-information/index.html](http://www.allegany.edu/drug-and-alcohol-information/index.html).

\*Allegany College of Maryland prohibits the possession and use of drugs and alcohol on all college property and in all college-affiliated activities without the express permission of the College President.

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## THE UNITY CENTER (U-CENTER) FORMERLY DIVERSITY CENTER

Located in Room 66 of the Humanities Building, the Unity Center is a dynamic space for multicultural learning opportunities that engage students, faculty and staff in meaningful ways. It offers comfortable seating for conversation, independent study, and small group interactions as well as computers for student use. The Center serves as an educational space for the College's many campus groups and clubs, including Aspiring Young MENTors (AYM) who use it as their headquarters for activities. The Center's schedule is maintained by the Humanities Department's administrative assistant. It is managed by the Institutional and Student Affairs Office in coordination with the Academic Development Department.

AYM, founded in 2018, is a group of African American male mentors and emerging mentors who help guide, encourage and support other African American male students on campus. AYM mentors emphasize connection and a sense of belonging for student-mentees who may be having a hard time adjusting socially to college or struggling to adapt to the demands of college courses. Students receive training on accessing campus resources, time-management, goal setting, and other topics they identify as important to their success.

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## VETERANS SERVICES

The Office of Veterans Services serves the needs of individuals eligible for educational benefits through the Department of Veterans Affairs (VA). The Veterans Service's office is here to serve all veterans, military service members, veteran's dependents and others eligible for educational benefits with concerns or questions regarding military educational benefits, enrollment certification or other matters relating to VA educational benefits. The office is located in College Center, in the Advising Center on the Cumberland Campus. The Veterans Services phone number is 301-784- 5209. It is prudent for new, re-entering or returning students, who are or may be eligible for VA benefits, to contact the Office of Veterans Services prior to registration to ensure that all necessary VA paper-work is properly initiated. Please keep in mind, eligibility for military educational benefits is determined solely by the VA. Eligibility for VA educational benefits bears no relationship to an individual's indebtedness to Allegany College of Maryland.

Allegany College of Maryland, which has a long history of helping military veterans transition to rewarding civilian careers, has a Veteran's Center on the main campus that gives these students a place to call their own. The Veterans Center is located in the Humanities Building and features several Internet-linked computer stations, a seating lounge and a small kitchen.

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## VIRTUAL STUDENT LOUNGE

The Student Lounge on Brightspace provides students with an opportunity to stay connected with others. When students self-enroll, they have immediate access to mental health support, resources, motivation, encouragement, inspiration, links to de-stress, resources for student clubs, and connectedness. Students are free to visit the Student Lounge to pick as much as or as little as they want and pick and choose the content they want to interact with and find helpful.

To learn more, email [eyokum@allegany.edu](mailto:eyokum@allegany.edu) or [rgibson@allegany.edu](mailto:rgibson@allegany.edu)

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## TUITION AND FEES

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### FINANCIAL OBLIGATIONS

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

For **covered individuals** who are entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill® benefits:

These individuals must follow the published beginning and ending dates of the academic calendar. These individuals will be able to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility

for entitlement to educational assistance under Chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ website e-Benefits, or a VAF 28-1905 form for Chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

These covered individuals will not be imposed any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or 33. This does not include any amount that is the difference between the amount of the student’s financial obligation and the amount of the VA education benefit disbursement. This amount is the responsibility of the student and is subject to late fees, withholding transcripts and denying registration for future classes.

**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:

1. The student must be enrolled in an approved Health Manpower Shortage Program;
2. 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.**

<b>Certificate:</b>	
Addictions	Nursing Assistant/Geriatric Aide
Medical Coding and Billing	Pharmacy Technician
Medical Laboratory Technology - Biotechnology*	Phlebotomy/Laboratory Assistant
Medical Scribe Specialist	Practical Nursing*

\*Selective Admission

<b>Associate Degree:</b>	
Dental Hygiene*	Nursing*
Human Service Associate*	Occupational Therapy Assistant*
Massage Therapy*	Physical Therapist Assistant*
Medical Assistant*	Respiratory Therapist*.
Medical Laboratory Technology*	

\*Selective Admission

For a list of other Health Manpower Shortage Programs available at other Maryland public community colleges, visit the Maryland Higher Education Commission’s website at [www.mhec.state.md.us/](http://www.mhec.state.md.us/).

**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
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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 after classes start)	\$40.00
Student Fee per Semester Hour	\$10.00
Technology Fee per Semester Hour	\$10.00
Sustainability Fee per Semester Hour	\$6.00
Placement Test (first-time students only; non-refundable after classes start)	\$20.00
Transcripts (official copy)	\$5.00
Automotive Technology Tool Usage Fee	\$50.00
Automotive Technology ASE Testing Fee (Fall semester)	\$45.00
Automotive Technology Uniform Fee (Fall semester)	\$50.00
Departmental Challenge Examination	\$25.00
Late Payment Fee (assessed on any balances owed after last payment plan date)	\$50.00
Cengage Subscription (Various Courses)	\$133.00

- 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 charges for specific courses by contacting the Campus Store at 301-784-5348 or using the "shop by course" tool at <https://allegany.ecampus.com/>.
- Cengage Subscription- fee per semester. Only charged once per semester for multiple courses.

## 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](http://www.allegany.edu)) or on-site at the Cumberland Campus. The College accepts VISA, Master Card, and Discover payments. A payment plan is available. 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 de-registered from classes.

The following tuition schedule may change for the 2023-2024 academic year. The tuition rates for the upcoming academic year are finalized in June. Most of the fees listed in this catalog will remain the same for 2023-2024. 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*	STANDARD RATES	Regional Tuition Waiver	PA State Subsidy	STUDENT PAYS
Allegany County Resident	\$129			\$129

Maryland Resident (other than Allegany County)	\$274			\$274
Cumberland Campus (other than Maryland Resident)	\$374			\$374
Cumberland Campus (Somerset, Bedford, and Fulton, PA Counties - Mineral, Hampshire, and Morgan, WV Counties)	\$374	(\$75)		\$299
Bedford County Campus (Somerset, Bedford, and Fulton, PA Counties)	\$374	(\$37)	TBD	\$337
Bedford County Campus (Mineral, Hampshire, and Morgan, WV Counties)	\$374	(\$37)		\$337
Bedford County Campus (PA Residents of Other Counties)	\$374		TBD	\$374

\*For process used for determination of legal residence, see Admissions, Student Residency Classifications for Tuition Purposes.

**Pennsylvania State Subsidy:** Residents in certain counties of Pennsylvania are assisted by the Commonwealth of Pennsylvania for credit hours taken at the Bedford County Campus and web classes. These amounts are calculated each semester based on funding from the State of Pennsylvania. This funding is not guaranteed.

### 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:

1. The student must be enrolled in an approved Statewide Designated Program;
2. The student must be a resident in a Maryland county other than Allegany County;
3. 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;
4. 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:	Associate Degree:
Automotive Service Attendant	Automotive Technology
Automotive Technology	Culinary Arts
Tree Care Technician	Forest Technology
	Hospitality Management -Hotel and Restaurant Management AOC

For a list of other Statewide Designated Programs available at other Maryland public community colleges, visit the Maryland Higher Education Commission's website at [www.mhec.state.md.us/](http://www.mhec.state.md.us/).



## SPECIAL RATES

### EARLY COLLEGE STUDENTS

All Early College students receive a discounted 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 Health Manpower Shortage Programs and Statewide Designated Programs tab.

The following is a list of the eligible programs:

Statewide Designated Programs:		
Automotive Service Attendant	Culinary Arts	Hospitality Management
Automotive Technology	Forest Technology	Tree Care Technician
Health Manpower Shortage Programs:		
Addictions	Medical Laboratory Technology*	Pharmacy Technician
Dental Hygiene*	Medical Laboratory Technology - Biotechnology*	Phlebotomy/Laboratory Assistant
Human Service Associate*	Medical Scribe Specialist	Physical Therapist Assistant*
Massage Therapy*	Nursing*	Practical Nursing*
Medical Assistant*	Nursing Assistant/Geriatric Aide	Respiratory Therapist*
Medical Coding and Billing	Occupational Therapy Assistant*	

\*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.

## 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 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 non-refundable fees) are refundable if a student officially withdraws or drops a class or classes prior to the end of the third week of classes for fall and spring semesters; for summer, it is before twenty percent of the semester is completed. 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 non-refundable fees) 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.

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## General

## ACCREDITATION

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Allegany College of Maryland is accredited by the Middle States Commission on Higher Education, 1007 North Orange Street, 4th Floor, MB #166, Wilmington, DE 19801; 267-284-5011. 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.

## ACCREDITATION

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## ADMINISTRATION, FACULTY AND STAFF

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### FULL-TIME FACULTY

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BARMOY, MICHÈLE A. (2011)  
BIOLOGICAL SCIENCES  
BA, University of Maryland at Baltimore  
MS, Frostburg State University  
Associate Professor

BOGGS, ANASTASIA L. (STACEY) (2001)  
MATHEMATICS  
AA, Potomac State College  
BA, MEd, Frostburg State University  
EdD, West Virginia University  
MA, Liberty University  
Professor

BRUNELLI, DONNA M. (2003)  
BIOLOGICAL SCIENCES  
BS, Wilkes University  
DO, Philadelphia College of Osteopathic Medicine  
Professor  
Division Chair of Science

CALHOUN, CLORINDA R. (2013)  
MATHEMATICS  
AA, Allegany College of Maryland  
BS, Frostburg State University  
Assistant Professor

CLARK, SANDY R. (2008)  
NURSING  
AA, Allegany College of Maryland  
BSN, University of Phoenix  
MSN, Phoenix University  
RN, LNC, CRNI  
Professor  
Director of On-Campus Nursing Programs

COFIELD, RACHEL K. (2019)  
ENGLISH  
AA, Potomac State College  
BA, MA, West Virginia University  
Instructor

COSNER, MICHELE (2020)

BAUGHMAN, KAREN S. (2018)  
NURSING  
AA, Allegany College of Maryland  
BSN, MSN, American Sentinel University  
RN  
Assistant Professor

BONE, JOHN A. (2009)  
MULTIMEDIA TECHNOLOGY/COMPUTER TECHNOLOGY  
AAS, Allegany College of Maryland  
BIT, American Intercontinental University  
MEd, Frostburg State University  
Associate Professor  
Program Director, Multimedia Technology

BURRISS, JENNIFER R. (2021)  
NURSING  
BSN, Alderson Broaddus College  
MSN, Walden University  
RN  
LPN-RN Coordinator

CLARK, ANNETTE C. (2016)  
HUMAN SERVICE ASSOCIATE  
AA, Allegany College of Maryland  
BS, Frostburg State University  
MS, Capella University  
Licensed Clinical Alcohol and Drug Counselor  
Associate Professor  
Program Director

COCHRUM, GILBERT L. (2019)  
ENGLISH AND ACADEMIC DEVELOPMENT  
BS, Frostburg State University  
MFA, Spalding University  
Assistant Professor

CORLE, DEVON L. (2020)  
NURSING  
AS, Allegany College of Maryland  
BSN, MSN, Grand Canyon University  
Additional DNP study, American Sentinel University  
Assistant Professor

COURTNEY, TINA L. (2018)

NURSING, ONLINE LPN-RN PROGRAM

AAS, Allegany College of Maryland  
BSN, University of Phoenix  
MSN, Regis College  
Assistant Professor

CRISLIP, COURTNEY A. (2021)  
ATHLETICS AND PHYSICAL EDUCATION

AA, Allegany College of Maryland  
BS, MEd, Frostburg State University  
Sports Information Coordinator  
Assistant Professor

DIVELY, ASHLEY C. (2015)  
DEVELOPMENTAL EDUCATION  
BS, Frostburg State University  
MA, Millersville University  
Assistant Professor  
Assistant Chair, Academic Development

DOUTHITT, RENEE S. (2022)  
NURSING  
BSN, Chamberlain University  
RN  
Instructor

FISCUS, LAURA N (2009)  
DEVELOPMENTAL EDUCATION  
BA, University of Pittsburgh  
MEd, Frostburg State University  
Professor  
Program Director

GAITHER, JASON A. (2021)  
HUMAN SERVICE ASSOCIATE  
AA, Allegany College of Maryland  
BSW, Frostburg State University  
MSW, Aurora University  
Assistant Professor

GASCHLER, MELODY A. (2002)  
MUSIC  
BS, Indiana University of Pennsylvania  
MEd, Frostburg State University  
Assistant Professor

GIBSON, STEPHEN A. (2007)  
HISTORY  
BA, Illinois College  
MA, University of Illinois at Springfield  
PhD, St. Louis University  
Associate Professor  
Division Chair

GREISE, HEATHER M. (2016)  
DEVELOPMENTAL EDUCATION  
BA, Westminster College  
MA, West Virginia University  
Associate Professor

HANSEN, KIRSTEN O. (2010)  
MASSAGE THERAPY  
BA, Skolen for Kropsterapi og Afspaending Copenhagen, DK  
LMT  
Associate Professor  
Program Director

HENINGER, STEVEN G. (1992)  
PHYSICS  
BA, University Connecticut  
MS, Pennsylvania State University

DENTAL HYGIENE  
AA, Allegany College of Maryland  
BS, Pennsylvania College of Technology  
RDH  
Instructor and Clinical Coordinator

DIEHL, DAVID S. (2017)  
RESPIRATORY THERAPIST  
AAS, Allegany College of Maryland  
BS, Kaplan University  
Assistant Professor  
Director, Clinical Education

DOTY, CASSIE F. (2020)  
BIOLOGY  
BS, Wheeling Jesuit College  
MS, West Virginia University  
Assistant Professor  
Assistant Chair of Science

FAIRGRIEVE, STEVEN C. (2001)  
MATHEMATICS  
BS, Frostburg State University  
MS, West Virginia University  
Associate Professor

FULLER, PAULA A. (1988)  
RESPIRATORY THERAPIST  
AA, Allegany College of Maryland  
BS, Salisbury University  
MEd, Frostburg State University  
RRT  
Professor  
Program Director

GALLION, JENNA L. (2000)  
ENGLISH AND SPEECH  
BS, Frostburg State University  
MA, Oklahoma State University  
Professor  
Division Chair, English (Arts and Humanities)

GEORGE, CAROLYN (2020)  
BIOLOGY  
BS, Juniata College  
PhD, Cornell University  
Assistant Professor

GOLUB, SCOTT K. (2016)  
CRIMINAL JUSTICE/LAB COORDINATOR  
BSAS, MS, Youngstown State University  
LICDC-CS  
Associate Professor

GRIMM, CATHERINE (ALEX) (2021)  
OCCUPATIONAL THERAPY ASSISTANT  
AAS, Allegany College of Maryland  
BS, University of Cincinnati  
Instructor  
Fieldwork Coordinator

HARVEY, MICHELLE E. (2017)  
NURSING  
AAS, Allegany College of Maryland  
BS, Frostburg State University  
DNP, University of Boise  
Associate Professor

HEYNE, MASON (2021)  
ATHLETICS AND PHYSICAL EDUCATION  
BA, Rider University  
MS, California University of Pennsylvania

Professor

HOOVER, AMANDA L. (2018)  
MEDICAL ADMINISTRATIVE ASSISTANT/MEDICAL ASSISTANT  
AAS, Allegany College of Maryland  
BS, Southern New Hampshire University  
M.Ed, Frostburg State University  
Instructor

HOOVER, JERRY W. (2016)  
COMPUTER TECHNOLOGY  
BS, Park University  
MS, University of Phoenix  
Associate Professor

HOSSELRODE, THEA J. (1997)  
BUSINESS ADMINISTRATION  
AA, Allegany College of Maryland  
BS, MEd, Frostburg State University  
Professor

HOWARD, EDWARD H. (2022)  
NURSING  
AS, Golden West College  
BSN, California University, Fullerton  
MSN, California University, Long Beach

HUNT, RAY G. (2006)  
AUTOMOTIVE TECHNOLOGY  
AA, Allegany College of Maryland  
BS, Geneva College  
Instructor  
Program Director

JACOVINO, RACHEL L. (2021)  
NURSING, ONLINE LPN-RN PROGRAM  
AS, Allegany College of Maryland  
BSN, MSN, West Virginia University  
Assistant Professor

KENDALL, EMILY J. (2023)  
NURSING  
AS, Allegany College of Maryland  
MS, Walden University

KOONTZ, TRACIE L. (2021)  
MEDICAL LABORATORY TECHNOLOGY/PHLEBOTOMY  
AS, Allegany College of Maryland  
BS, MHA, University of Cincinnati  
Associate Professor  
Practicum Coordinator

KWOK, WILLSON (2015)  
ANATOMY/PHYSIOLOGY  
AA, Kapiolani Community College  
BS, BA, University of Hawaii at Manoa  
MBA, PhD, University of North Carolina at Charlotte  
Professor

LEIBFREID, JOSHUA T. (2007)  
BUSINESS ADMINISTRATION  
BS, Mount Saint Mary's University  
MBA, Saint Francis University  
Assistant Professor

MCKENZIE, MATHEW J. (2014)

Assistant Professor  
Assistant Director of Student Success and Development

HOOVER, BRANDON J. (2013)  
LEGAL STUDIES/POLITICAL SCIENCE/CRIMINAL JUSTICE  
BS, Frostburg State University  
JD, Ohio Northern University - Claude W  
Pettit College of Law  
Associate Professor  
Director of Criminal Justice and Legal Studies

HOPKINS, JEFFREY D. (2021)  
OCCUPATIONAL THERAPY ASSISTANT  
BS, University of Maryland  
MS, University of Puget Sound  
Associate Professor  
Program Director

HOUSE, JAMES E. JR. (1996)  
COMPUTER TECHNOLOGY/MULTIMEDIA TECHNOLOGY  
AA, Potomac State College  
BS, Frostburg State University  
MA, West Virginia University  
Associate Professor  
Division Chair, Computer Technology

HUMBERTSTON, LISA D. (2017)  
MEDICAL ADMINISTRATIVE ASSISTANT/MEDICAL ASSISTANT  
AAS, Allegany College of Maryland  
BS, Southern New Hampshire University  
Assistant Professor

IMGRUND, ROBIN L. (1994)  
BUSINESS ADMINISTRATION/ECONOMICS  
BS, Frostburg State University  
MA, University of Maryland  
Professor  
Division Chair

JONES, DEREK S. (2018)  
COMPUTER TECHNOLOGY, BEDFORD COUNTY CAMPUS  
BS, University of Pittsburgh at Johnstown  
MS, Shenandoah University  
PhD, Indiana University of Pennsylvania  
Associate Professor

KENNEDY, ADAM J. (2022)  
CULINARY ARTS  
AA, Allegany College of Maryland  
Instructor

KRUG, RONALD W. (2006)  
BUSINESS ADMINISTRATION  
BS, State University of New York at Old Westbury  
MBA, State University of New York at Albany  
MS, State University of New York at Binghamton  
Additional graduate study at SUNY-Albany  
Associate Professor  
Assistant Division Chair

LAYMAN, RICHARD W. (1989)  
SOCIOLOGY/PSYCHOLOGY  
BS, MEd, Frostburg State University  
EdD, West Virginia University  
Professor

MARAFINO, MATHEW R. (1995)  
ENGLISH  
BA, MA, Georgetown University  
Professor

MCKENZIE, PATSY A. (2018)

AUTOMOTIVE TECHNOLOGY  
AAS, Allegany College of Maryland  
Instructor

MCCMAHON, DIANE S. (2015)  
SOCIOLOGY  
BS, Carlow University  
MA, University of Pittsburgh  
PhD, Indiana University of Pennsylvania  
Professor

MERRILL, LEX L. (2014)  
PSYCHOLOGY  
ABS, University of LaVerne  
MA, PhD, US International University  
Associate Professor

MULLEN, HANNAH (2020)  
NURSING  
LPN, Mineral County School of Practical Nursing  
AS, Fairmont State University  
BSN, MSN, Grand Canyon University  
Instructor

NELSON, CHERYL K. (2008)  
NURSE MANAGED WELLNESS CLINIC  
AA, Allegany College of Maryland  
BSN, MSN, Shenandoah University  
Post-Master's Certificate Women's Health, West Virginia University  
DNP, Johns Hopkins University  
RN, FNP-BC, WHNP-BC  
Professor

OLDHAM, JEREMY G. (2010)  
PHYSICAL THERAPIST ASSISTANT  
AAS, Allegany College of Maryland  
BS, The Pennsylvania State University  
MEd, Frostburg State University  
Associate Professor

PERRIN-MILLER, MARIE L. (2012)  
FORESTRY  
AAS, Allegany College of Maryland  
BS, West Virginia University  
MS, Oregon State University  
Associate Professor  
Program Director

PYLES, STACY F. (2020)  
MEDICAL ASSISTANT  
AA, Allegany College of Maryland  
BS, University of Louisiana-Monroe  
Instructor

REAMS, TOMMIE D. (2013)  
ATHLETICS AND PHYSICAL EDUCATION  
AS, Allegany College of Maryland  
BS, MEd, Frostburg State University  
MA, Ball State University  
Assistant Professor  
Director of Athletics, Physical Education and Health

ROHRBAUGH, STACEY L. (1989)  
MEDICAL LABORATORY TECHNOLOGY  
BS, West Virginia University  
MT (ASCP)  
CLS (NCA)  
MEd, Frostburg State University  
Professor

PSYCHOLOGY  
BS, MEd, Frostburg State University  
PhD, Walden University  
Associate Professor

MERRILL, DEVON J. (2020)  
COMPUTER TECHNOLOGY  
BS, MS, PhD, University of California San Diego  
Associate Professor

MORTON, BROOKE A. (2020)  
NURSING  
AA, Allegany College of Maryland  
BSN, MSN, Western Governors University  
Assistant Professor

MULLENAX, DANEAN R. (2020)  
DENTAL HYGIENE  
AS, AAS, Allegany College of Maryland  
BSW Frostburg State University  
RDH  
Assistant Professor

OBERT, SHERRY J. (2009)  
NURSING  
BSN, The Pennsylvania State University  
MSN, University of Maryland  
RN  
Professor

OWENS, BRENDA L. (2005)  
NURSING  
AA, Allegany College of Maryland  
BSN, Indiana University of Pennsylvania  
MS, University of Pittsburgh  
RN, FNP-BC  
DNP, John Hopkins University  
Professor

PRICE, ROBIN L. (1996)  
ART  
AA, Allegany College of Maryland  
BS, MEd, Frostburg State University  
Additional graduate study at Frostburg State University  
Professor

RAFTER, STACIE M. (2005)  
BIOLOGICAL SCIENCES  
BS, Georgia State University  
MEd, George Washington University  
Associate Professor

ROCKS, LISA A. (2008)  
MEDICAL ADMINISTRATIVE ASSISTANT/MEDICAL ASSISTANT  
AAS, Columbus Technical Institute  
BS, Western Michigan University  
MEd, Frostburg State University  
Additional graduate study at West Virginia University  
Professor  
Program Director

ROMESBERG, MELINDA J. (2003)  
NURSING  
BSN, Alderson-Broadus College  
MS, Carlow College  
RN  
Associate Professor

Program Director

SANFORD, DAVID L. (1998)  
CULINARY ARTS  
AOS, Culinary Institute of America  
Instructor  
Program Coordinator

SEDDON, ROBIN E. (2004)  
EDUCATION  
BS, Slippery Rock University of Pennsylvania  
MEd, Frostburg State University  
Additional graduate study at University of Illinois and Illinois State University  
Associate Professor  
Field Placement Coordinator  
Chair, Teacher Education

SHEPHERD, TONYA A. (2010)  
ENGLISH/SPEECH  
BA, Slippery Rock University  
MA, Carnegie Mellon  
PhD, Indiana University of Pennsylvania  
Professor, English  
Assistant Chair

SISLER, LEVI E. (2022)  
FORESTRY  
BS, MS, West Virginia University  
Assistant Professor

SODERMAN, RICHARD J. (2010)  
COMPUTER TECHNOLOGY  
BS, MS, University of Rochester  
Assistant Professor

SWOPE, DEBRA A. (1997)  
HOSPITALITY MANAGEMENT  
AAS, Allegany College of Maryland  
BS, Geneva College  
MS, Indiana University of Pennsylvania  
Assistant Professor  
Program Director

THOMPSON, CODY D. (2011)  
MATHEMATICS  
AA, Allegany College of Maryland  
BS, Frostburg State University  
MS, Indiana University of Pennsylvania  
Assistant Professor

THOMPSON, KATHLEEN G. (2002)  
BIOLOGICAL SCIENCES  
BS, Pennsylvania State University  
PhD, Thomas Jefferson University  
Professor

TURNER, TIMOTHY T. (1996-2001; 2008)  
BIOLOGICAL SCIENCES  
BS, MEd, Frostburg State University  
Associate Professor

WAKEFIELD, CATHY B. (2003)  
DENTAL HYGIENE  
AA, Allegany College of Maryland

SAVAGE, KARIN E. (2009)  
PHYSICAL THERAPIST ASSISTANT  
BS, California University of Pennsylvania  
DPT, Slippery Rock University  
Associate Professor  
Program Director

SENKA, STACY F. (2020)  
MEDICAL ASSISTANT  
AA, Allegany College of Maryland  
BS, University of Louisiana, Monroe  
Instructor

SHORE, MARK A. (1994)  
MATHEMATICS  
BS, MS, Frostburg State University  
EdD, West Virginia University  
Professor  
Division Chair

SMEARMAN, ELIZABETH M. (2019)  
NURSING  
AS, Allegany College of Maryland  
BSN, Kaplan University  
MSN, Purdue Global University  
Instructor

SUTER, JENNIFER D. (2021)  
NURSING  
AA, Potomac State College  
AAS, Allegany College of Maryland  
BSN, West Virginia University  
MSN, Capella University  
Associate Professor

TASKER-BOUCOT, BRENDA J. (2021)  
NURSING  
AS, Shenandoah University  
BSN, MSN, Frostburg State University  
Instructor

THOMPSON, JENNIFER E. (2013)  
DENTAL HYGIENE  
AA, Allegany College of Maryland  
BSDH, Pennsylvania College of Technology  
MHL, Park University  
Associate Professor

TUMMINO, KATHY L. (2018)  
EDUCATION  
BA, MS, Hood College  
Associate Professor  
Assistant Chair

VICTORY, SAMANTHA R. (2019)  
NURSING  
AA, Allegany College of Maryland  
BSN, Frostburg State University  
MSN, University of Maryland, Baltimore  
Additional study DNP, University of Maryland, Baltimore  
RN, MSN  
Assistant Professor

WALCH, MELISSA A. (2020)  
NURSING  
BSN, University of Phoenix



BS, West Virginia University  
 MEd, Frostburg State University  
 Associate Professor  
 Program Director

MSN, Walden University  
 RN  
 Associate Professor

WHITE, KARISA R. (2017)  
 NURSING  
 ASN, Allegany College of Maryland  
 BSN, MSN, Kaplan University  
 DNP, Grand Canyon University  
 Assistant Professor

WILFONG, TINO G. (2015)  
 ENGLISH  
 BA, University of Pittsburgh, Johnstown  
 MA, PhD, Indiana University of Pennsylvania  
 Associate Professor

YOUNKIN, AIMEE L. (2003)  
 NURSING, ONLINE LPN-RN PROGRAM  
 BSN, MSN, Carlow University  
 PhD, Capella University  
 RN  
 Associate Professor  
 Director of Online Nursing Programs

ZUMBRUN, CYNTHIA M. (2001)  
 MEDICAL ADMINISTRATIVE ASSISTANT/MEDICAL ASSISTANT  
 AA, Allegany College of Maryland  
 BS, MEd, Frostburg State University  
 Assistant Professor  
 Assistant Program Director

**PROFESSOR EMERITUS**

A'HEARN, BETTIE C. (1988-2017)  
 PHYSICS  
 BS, EdD, West Virginia University  
 MS, Marshall University  
 Professor

ANDREWS, PATRICIA S. (1968-2007)  
 BIOLOGICAL SCIENCES  
 BS, MEd, Frostburg State University  
 Additional graduate study at Frostburg State University  
 Professor

BAKER, THOMAS C. (1969-2007)  
 BIOLOGICAL SCIENCES  
 BS, MS, Brigham Young University  
 EdD, University of Maryland  
 Additional graduate study at University of Kansas and Utah State University  
 Professor

BRADY, W. PATRICK (1985-1987; 1992-2008; 2015-2016)  
 BUSINESS ADMINISTRATION  
 BA, University of Pittsburgh  
 MBA, Frostburg State University  
 CPA  
 Professor

BROWN, MAUREEN M. (2001-2018)  
 EDUCATION  
 BS, MEd, Frostburg State University  
 Additional graduate study at West Virginia University and Frostburg State University  
 Associate Professor  
 Division Coordinator

COSTELLO, DEBORAH A. (1980-2018)  
 NURSING  
 AA, Allegany College of Maryland  
 BSN, MSN, University of Maryland  
 RN  
 Professor  
 Program Director

ETCHISON, CRAIG (1993-2008)  
 ENGLISH  
 BA, Lynchburg College  
 MA, Shippensburg University  
 PhD, Indiana University of Pennsylvania  
 Professor

HELSEL, MERLE W. (2001-2015)  
 BUSINESS ADMINISTRATION  
 BS, The Pennsylvania State University  
 JD, Dickinson School of Law  
 Professor

HOTT, SHARON C. (1963-2000)  
 PSYCHOLOGY  
 RN, Memorial Hospital of Nursing  
 BS, Concord College  
 MA, EdD, West Virginia University  
 Additional graduate study at Columbia University  
 Professor

HOWELL, JAMES A. (1977-2017)  
 BIOLOGICAL SCIENCE  
 BA, MS, PhD, Miami University of Ohio  
 Additional graduate study at Frostburg State University and West Virginia University  
 Professor

JASTRZEMBSKI, JOHN P. (1994-2019)  
 FOREST TECHNOLOGY  
 LPF, AS, Nassau Community College  
 BS, State University of New York College of Environmental Science and Forestry  
 MS, University of New Hampshire  
 Professor  
 Division Chair, Sciences

KERSHAW, CAROLYN G. (1975-2005)  
 ENGLISH/SPEECH/READING  
 BS, MA, West Virginia University  
 Additional graduate study at West Virginia University  
 Professor

LEIBFRED, FRANCES K. (1982-2016)  
 INSTRUCTIONAL AFFAIRS  
 BSN, West Virginia University  
 MEd, Saint Francis College  
 RN

MARKEY, E. LOWELL (1988-2008)  
 POLITICAL SCIENCE  
 BA, Lycoming College  
 MS, University of Louisville  
 JD, West Virginia University  
 Additional study at Wright State University

Professor

MASTRANGELO, MOLLY F. (1987-1996)  
BIOLOGICAL SCIENCES  
BA, Mount Holyoke College  
Graduate study at University of Stockholm, Sweden  
PhD, Yale University  
Additional study at The National Institute of Health, Catholic University, The George Washington University  
Professor

POWERS, JOSEPHINE A. (1976-2011)  
DENTAL HYGIENE  
BS, West Virginia University  
MEd, Frostburg State University  
Professor

REUSCHLEIN, G. VICTOR (1992-2006)  
CRIMINAL JUSTICE  
AA, Frostburg State University  
JD, University of Baltimore/Eastern College  
Professor

SHAFFER, GARY D. (1983-2008)  
MATHEMATICS  
BS, MEd, Shippensburg University  
Professor

STICKLER, JAMES D. (1986-2013)  
BIOLOGICAL SCIENCES/CHEMISTRY  
BS, West Virginia University  
MS, PhD, University of Kentucky  
BA, Morris Harvey College  
CAS, West Virginia College of Graduate Studies  
Professor

WINNER, JIM P. (1981-1999)  
MATHEMATICS  
BS, Frostburg State University  
MTS, College of William and Mary  
Professor

Professor

NEFF, CYNTHIA K. (1983-2016)  
NURSING  
BSN, MSN, University of Maryland  
RN  
Professor

RESH, STEVE F. (1986-2018)  
FOREST TECHNOLOGY  
BS, Pennsylvania State University  
MS, University of Maine  
Professor  
Program Coordinator

SAUNDERS-BLOOM, MOLLY H. (1976-2011)  
MEDICAL LABORATORY TECHNOLOGY  
BS, West Virginia University  
MT (ASCP)  
CLS (NCA)  
MEd, Frostburg State University  
Professor

SHREVE, JACK (1975-2007)  
ENGLISH/SPANISH  
BA, Pennsylvania State University  
MA, PhD, University of Pittsburgh  
Additional study at University of Salamanca, Spain, The University of Texas at Austin, (NEH Fellow), The George Washington University, University of California at Santa Cruz (NEH Fellow), and University of Chicago (NEH Fellow)  
Professor

WILCOX, BEVERLY A. (1976-2018)  
ENGLISH/SPEECH/LEADERSHIP  
BS, MA, EdD, West Virginia University  
Additional graduate study at University of Maryland  
Professor

WORKMAN, JR., GLENN O. (1968-1992)  
BIOLOGICAL SCIENCES  
AA, Potomac State College  
BS, MS, PhD, West Virginia University  
Additional graduate study at North Dakota State University  
Professor

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**ADMINISTRATIVE AND PROFESSIONAL SUPPORT STAFF**

BAMBARA, CYNTHIA S. (2011)  
PRESIDENT  
BS, Juniata College  
MEd, University of South Alabama  
PhD, Colorado State University

BENNETT, CHELSEY R. (2018)  
ADMISSIONS AND SCHEDULING COORDINATOR  
AS, Allegany College of Maryland  
BS, Potomac State College of West Virginia University

BLUE, WAYNE M. (2000) (Part-time)  
EXECUTIVE DIRECTOR OF PA WORKFORCE  
BS, Robert Morris College  
MA, Saint Francis University

BOONE, TIFFANY M. (2003)  
COORDINATOR FOR EARLY COLLEGE/COLLEGE AND CAREER  
COACH

BECKER, AUTUMN M. (2010)  
DIRECTOR OF THE WESTERN MARYLAND IT CENTER OF  
EXCELLENCE  
BS, MA, Frostburg State University

BERKLEY, RUTH E. (2000)  
COORDINATOR DATABASE AND SYSTEM DESIGN  
AAS, Allegany College of Maryland  
BSCIS, St. Leo University

BOHN, JAREN B. (2021)  
CONTINUING EDUCATION ADVANCED MANUFACTURING PROJECT  
MANAGER  
AS, Potomac State College  
BS, Frostburg State University

BRACKEN, JUNE E. (1996)  
DIRECTOR OF ACADEMIC ACCESS & DISABILITY RESOURCES  
BA, Gordon College

AA, Allegany College of Maryland  
BS, Geneva College

BROWELL, GRANT M. (2022)  
FORESTRY TECHNICIAN  
AA, Allegany College of Maryland

BUFFENMYER, SHERRY L. (1990)  
DIRECTOR OF FISCAL AFFAIRS  
BS, Frostburg State University

CESSNA, LEROY A. (2003)  
COORDINATOR OF TRANSPORTATION  
Certificate, Automotive Technology, Allegany College of Maryland

CLARK-TRUB, DIONE L. (2018)  
COORDINATOR ACADEMIC ACCESS & DISABILITY RESOURCES  
AS, Allegany College of Maryland  
BS, Frostburg State University  
Graduate Certificate, University of Maryland  
MS, Capella University

COOPER, PAUL E. (RICK) (1994)  
NURSING  
AA, Allegany College of Maryland  
BSN, MSN, West Virginia University  
RN  
Program Administrator  
Director of Nurse Managed Wellness Clinic  
Associate Dean of Nursing

CONNER, B. RENEE (2005)  
DEAN OF STUDENT AND LEGAL AFFAIRS  
BA, Washington College  
JD, TC, University of Richmond

CRAWFORD, SHERMAN (RICH) (1990)  
DEAN OF INFORMATION TECHNOLOGY  
AA, Allegany College of Maryland  
BS, MBA, Frostburg State University

DEFIBAUGH, LONDON T. (2020)  
STUDENT SERVICES SPECIALIST, BEDFORD COUNTY CAMPUS  
AS, Allegany College of Maryland  
BS, St. Francis University

DEVORE, TARA L. (2010)  
DIRECTOR OF PATHWAYS FOR SUCCESS (TRiO SSS)  
BA, University of Pittsburgh at Johnstown  
MEd, Frostburg State University

DUCKWORTH, MELINDA K. (2008)  
DIRECTOR OF HUMAN RESOURCES  
BS, MBA, Frostburg State University

ENGELBACH, JENNIFER L. (1996)  
EXECUTIVE DIRECTOR OF ENROLLMENT AND ADVISING SERVICES  
AA, Allegany College of Maryland  
BS, MS, Geneva College

FEASTER, LEVI J. (2015)  
MULTIMEDIA PRODUCTION SPECIALIST/eLEARNING & EDUCATION  
TECHNOLOGY SERVICES  
BS, Pensacola Christian College

FORD, CARRIE J. (2002)

MEd, University of Virginia  
EdD, West Virginia University

BROWNING, BARBARA A. (1996)  
TECHNICAL SERVICES/REFERENCE LIBRARIAN  
BS, Frostburg State University  
MLIS, Louisiana State University

BURNSIDE, SHANNON D. (2018) (Part-time)  
GRAPHIC DESIGNER  
Undergraduate study at the Art Institute of Pittsburgh and Allegany College of Maryland

CHAPMAN, MELANIE J. (2016)  
CONTINUING EDUCATION DIRECTOR OF ADULT BASIC EDUCATION  
BS, Frostburg State University  
Graduate study at Frostburg State University and University of Phoenix

COFIELD, RICHARD O. (2016)  
ADVISEMENT COORDINATOR PATHWAYS FOR SUCCESS (TRiO SSS)  
AA, Potomac State University  
BA, MA, West Virginia University

CONDOR, KATHY J. (2007)  
CONTINUING EDUCATION DIRECTOR OF HEALTH AND HUMAN  
SERVICES  
BA, DePaul University

COOK, LUANNE (2021)  
CAREER & TECHNICAL EDUCATION RECRUITMENT/RETENTION  
SPECIALIST  
AA, Tidewater Community College  
BS, Fairmont State University  
MS, University of Maryland Global Campus

CUTHBERTSON, ROBERT W. (2013)  
DIRECTOR OF SECURITY  
Certificate, Criminal Justice, Community College of Baltimore County  
AS, Allegany College of Maryland

DEPREY, PATRICE M. (2021)  
CONTINUING EDUCATION, ADULT BASIC EDUCATION COORDINATOR  
OF MIS  
BA, University of Maine

DIEHL, KATHY A. (2012)  
CONTINUING EDUCATION COORDINATOR OF CAREER AND  
EMPLOYER SOLUTIONS  
AA, Allegany College of Maryland  
BS, Frostburg State University

DUVALL, JOANNA L. (1990)  
EXECUTIVE ASSOCIATE TO SENIOR VICE PRESIDENT OF  
INSTRUCTIONAL AND STUDENT AFFAIRS  
AA, AS, Allegany College of Maryland  
BS, Geneva College  
Additional graduate study at Frostburg State University

EVANS, SUSAN E. (2000)  
HELPDESK COORDINATOR  
AA, Allegany College of Maryland

FOLK, DIANA L. (2003)  
COORDINATOR ALLIED HEALTH TECHNICIAN PROGRAMS  
AS, AAS, AA, Allegany College of Maryland

FREIDENBLOOM, JOY L. (2016)

STUDENT FINANCIAL AID COORDINATOR OF CAMPUS-BASED PROGRAMS  
AS, Allegany College of Maryland  
BS, MS, Geneva College

GABRIEL, SUSAN A. (2001-2012; 2014)  
PAYROLL ADMINISTRATOR  
AS, ICM School of Business  
BS, Robert Morris University

GEISLER, TRINA C. (2000-2018; 2019)  
ADVISING SPECIALIST, ASSISTANT TO NURSING DIRECTORS  
AA, Allegany College of Maryland  
BS, Geneva College

GETZ, JOSHUA D. (2006)  
MARKETING AND ALUMNI SPECIALIST  
AA, Potomac State College  
BAE, Fairmont State University

GRIMM, C. LYNN (1995)  
ADMINISTRATIVE COORDINATOR CAREER EDUCATION  
AA, Allegany College of Maryland

HAY, MATTHEW D. (2008)  
CATALOGING/REFERENCE LIBRARIAN  
AA, Allegany College of Maryland  
BA, Frostburg State University  
MLIS, University of Pittsburgh

HENSON, DEBORAH E. (2022)  
WORKFORCE EXPERIENCE PROGRAM (WEX) INTAKE SPECIALIST  
BA, MS, Hood College

HOLT, KAREN RENAE (2021)  
GRANTS ACCOUNTANT  
AA, Allegany College of Maryland  
BS, Frostburg State University

IMES, TINA M. (2005)  
DIRECTOR OF THE BEDFORD COUNTY CAMPUS AND STUDENT SERVICES  
AS, Central Penn Business College  
BS, Geneva College

JONES, DAVID R. (1996)  
VICE PRESIDENT OF ADVANCEMENT AND COMMUNITY RELATIONS AND EXECUTIVE DIRECTOR OF THE ALLEGANY COLLEGE OF MARYLAND FOUNDATION  
BS, MEd, Frostburg State University

KENNEY, ADAM J. (2020)  
SUPERVISING CHEF, CULINAIRE CAFE  
AA, Allegany College of Maryland

KING, SHYANN N. (2022)  
FINANCE ASSOCIATE  
BS, Frostburg State University

KRAVETS, TINA L. (2020)  
COLLEGE AND CAREER COACH, BEDFORD COUNTY CAMPUS  
BS, Liberty University  
MEd, University of Virginia

LASHBAUGH, JENNIFER R. (2012)  
SENIOR ACCOUNTANT

LAB COORDINATOR  
BS, Pennsylvania State University

GEIL, GERALD R. (2004)  
DIRECTOR OF RESIDENCE LIFE  
BA, Marietta College  
Additional graduate study at Marietta College

GEORGE, GABRIEL T. (2003)  
SUCCESS & RETENTION COACH, ADVISING SPECIALIST  
AA, Allegany College of Maryland  
BS, Frostburg State University

GIBSON, RENEE L. (2019)  
STUDENT SUPPORT COORDINATOR AND OPERATIONS SPECIALIST  
BS, California University of Pennsylvania

HARRAH, SCOTT T. (2011)  
ASSOCIATE DEAN OF INSTITUTIONAL EFFECTIVENESS, RESEARCH AND PLANNING  
BS, Frostburg State University  
MA, University of Pittsburgh

HENSLEY, SARAH L. (2015)  
LICENSED CERTIFIED ATHLETIC TRAINER  
BS, MS, Shenandoah University

HOFFMAN, KURT W. (2000)  
SENIOR VICE PRESIDENT OF INSTRUCTIONAL AND STUDENT AFFAIRS  
AA, Scottsdale Community College  
BS, Arizona State University  
MA, Sonoma State University  
EdD, Frostburg State University

HORMUTH, DEBORAH K. (2021)  
CONTINUING EDUCATION, ADULT BASIC EDUCATION COORDINATOR OF INSTRUCTION  
AA, Allegany College of Maryland  
BS, MS, MAT, Frostburg State University

JENSEN, COURTNEY B. (2021)  
COLLEGE RECRUITER  
BA, Messiah University

KEHRWALD, KRISTIN L. (2018)  
COMMUNICATIONS COORDINATOR  
BS, MEd, Frostburg State University

KILDUFF, CHRISTINA S. (2016)  
VICE PRESIDENT OF FINANCE AND ADMINISTRATION  
BS, Mount St. Mary's College  
MBA, Frostburg State University  
CPA, CGMA

KNOPSNIDER, MATTHEW K. (2012)  
COORDINATOR OF TECHNICAL SERVICES  
AAS, Allegany College of Maryland

LANCASTER, DAVID M. (2009)  
ASSISTANT DIRECTOR OF SECURITY  
Maryland Correctional Training Academy

LASHBAUGH, KATHLEEN (KASS) F. (1998)  
COORDINATOR OF ACADEMIC SOFTWARE SUPPORT

BS, Frostburg State University

LAYMAN, KOREY R. (2019)  
FACILITIES PLANNER AND RISK MANAGER  
BS, Frostburg State University

MARSH, JACKIE L. (1986)  
DEVELOPER/ANALYST  
AA, Allegany College of Maryland

MILLER, LINDA R. (1985)  
DIRECTOR OF BUSINESS OFFICE  
AA, Allegany College of Maryland  
BS, Frostburg State University

MOUSE, KIMBERLY S. (2007)  
COORDINATOR OF PUBLIC RELATIONS AND ADVANCEMENT SERVICES  
BS, Shepherd College

NIGHTENGALE, ELIZABETH C. (2005)  
ASSOCIATE REGISTRAR  
AS, Allegany College of Maryland  
BS, Frostburg State University  
MS, Geneva College

PALUMBO, MEGHAN S. (2003-2004; 2005)  
STUDENT FINANCIAL AID STUDENT LOAN OFFICER  
BS, Towson University

PERDEW, JAMES R. (2019)  
ASSISTANT ATHLETIC DIRECTOR OF RECRUITMENT, FUNDRAISING,  
COMMUNITY RELATIONS  
AA, Allegany College of Maryland  
BS, MEd, Frostburg State University

PHIPPS, ADAM D. (2012)  
DIRECTOR OF PHYSICAL PLANT  
AA, Saint Francis University

PRIADKIN, ARTHUR D. (2015)  
RESEARCH ANALYST  
BS, George Washington University  
MBA, Frostburg State University

PRICE, JENNA C. (2008)  
ACCOUNTS PAYABLE OFFICER MANAGER  
AS, AAS, Allegany College of Maryland

REDMAN, SHANNON N. (2004)  
DIRECTOR OF DESIGN, PRINT & MAIL SERVICES  
BFA, Frostburg State University  
Graduate study at Savannah College of Art and Design

RICE, CARLA A. (2004)  
CAMPUS STORE MANAGER  
AAS, Allegany College of Maryland  
BS, University of Maryland University College

RIVERS, LAURA J. (2019) (Part-time)  
COORDINATOR OF WESTERN MARYLAND WORKS  
AA, Allegany College of Maryland  
BA, Frostburg State University

ROCKS, WILLIAM R. (1984)  
DEAN OF CAREER EDUCATION  
BS, California State College  
RRT Columbus Technical Institute  
MEd, Frostburg State University

BS, Frostburg State University

LIGHT, JENNIFER P. (2017)  
ADMINISTRATIVE ASSOCIATE, WESTERN MARYLAND WORKS  
BA, Virginia Polytechnic Institute & State University  
PhD, West Virginia University

MCQUADE, SHAUNA N. (2002)  
DIRECTOR OF PUBLIC RELATIONS AND MARKETING  
BS, Towson University  
MEd, Frostburg State University

MILLER, TAMMY J. (2016)  
DIRECTOR OF eLEARNING & EDUCATION TECHNOLOGY SERVICES  
BS, Lebanon Valley College  
MA, George Washington University

MULLER, GRACE R. (2021) (Part-time)  
FORESTRY TECHNICIAN  
AAS, Allegany College of Maryland  
AS, Hagerstown Community College

PAAPE, VALERIE C. (2010)  
ACCOUNTING AND BUDGETING  
AA, Garrett College  
BS, MBA, Frostburg State University

PEPPLE, LEAH M. (2002)  
DIRECTOR OF PENNSYLVANIA ADVANCEMENT AND COMMUNITY RELATIONS  
BS, Duquesne University  
MS, Geneva College

PHILLIPS, ALICIA M. (2017)  
SENIOR GRAPHIC DESIGNER  
BS, Frostburg State University

POTTS, DAVID W. (1998)  
NETWORK AND SECURITY ENGINEER  
AAS, Allegany College of Maryland

PRICE, AMY L. (2009)  
STUDENT FINANCIAL AID STUDENT LOAN COUNSELOR  
AA, Allegany College of Maryland  
BS, Towson University

PYLES, CHRISTOPHER L. (2017)  
SYSTEMS ADMINISTRATOR  
AAS, Allegany College of Maryland

REESE, THERESA H.Z. (2017)  
COLLEGE AND CAREER COACH  
BA, University of Pittsburgh  
MA, Simmons College

RITCHEY, JARED L. (2012)  
EDUCATION TECHNOLOGY COORDINATOR, eLEARNING & EDUCATION TECHNOLOGY SERVICES  
AAS, Allegany College of Maryland  
BA, Frostburg State University  
MET, Boise State University

ROBINETTE, BRANDON L. (2015)  
BUDGET COORDINATOR  
AA, Allegany College of Maryland  
BS, University of Phoenix

RUPPERT, REBECCA L. (2003)  
INTERIM DEAN OF CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT  
BS, MEd, Frostburg State University

EdD, West Virginia University

SADLIER, LORI M. (2017)  
COORDINATOR OF THE WORKFORCE EXPERIENCE PROGRAM (WEX)  
BS, Frostburg State University  
MBA, University of Phoenix

SAGAL, CHANDLER T. (2018)  
DIRECTOR OF WESTERN MARYLAND WORKS  
AS, Allegany College of Maryland  
BS, MBA, Frostburg State University

SECRETI, MICHAEL A. (2022)  
RESIDENCE LIFE AREA COORDINATOR  
BA, Felician University  
MEd, Merrimack College

SIVIC, JOHN R. (2000)  
ACADEMIC LAB COORDINATOR  
AA, Allegany College of Maryland

SMARIK, DAVID M. (2018)  
MAKERSPACE PROJECT MANAGER  
BA, MEd, Frostburg State University

SMITH, TERRI A. (1997)  
BUSINESS OFFICE MANAGER  
BA, Potomac State College

SMITH, VICKI A. (1985)  
DIRECTOR OF STUDENT FINANCIAL AID PROGRAMS  
AA, Allegany College of Maryland  
BS, Shepherd College  
MEd, Frostburg State University

SNYDER, CHRISTA A. (2001)  
CONTINUING EDUCATION HEALTH AND HUMAN SERVICES  
COORDINATOR  
AA, Allegany College of Maryland  
BS, MEd, Frostburg State University

SPENCE, LORI H. (2001)  
SENIOR ADMINISTRATIVE ASSISTANT TO THE PRESIDENT  
BS, MBA, Frostburg State University

STALLINGS, BETH (2020)  
EDUCATIONAL SPECIALIST (TRiO/SSS)  
BS, Frostburg State University  
MS, West Virginia University

TAYLOR, NICHOLAS E. (2002)  
COORDINATOR OF WEB SERVICES  
AA, Potomac State College  
BS, MS, West Virginia University

THOELE, MELINDA M. (2021) (Part-time)  
ADVISING SPECIALIST  
AA, Lincoln Land Community College  
BS, University of Illinois at Springfield  
MS, Saint Louis University

VERBA, TINA L. (2014)  
LEAD SUCCESS AND CAREER COACH  
BA, Slippery Rock University  
MS, Capella University

WARE, DENISE J. (2014)  
CONTINUING EDUCATION COORDINATOR OF COMMUNITY &  
LIFELONG ENGAGEMENT  
BA, Fairmont State University

WARNICK, JUSTIN D. (2018)  
WEB AND MEDIA DESIGN SPECIALIST  
AA, Allegany College of Maryland  
BFA, Frostburg State University

WESTFALL, KATRINA (2023)  
SUCCESS & RETENTION COACH, ADVISING SPECIALIST  
BA, Glenville State College  
MA, Frostburg State University

WESTFALL, SHANESE M. (2015)  
HUMAN RESOURCES GENERALIST  
AA, Potomac State College  
BS, West Virginia University  
MS, Capella University

WHETSTONE, JULI S. (2018)  
INSTRUCTIONAL DESIGNER, eLEARNING & EDUCATION  
TECHNOLOGY SERVICES  
BS, Indiana University of Pennsylvania  
MA, Syracuse University

WILMES, TERESA B. (2002)  
COORDINATOR LIBRARY SERVICES  
MA, Jagiellonian University  
MLIS, University of Rhode Island

WILSON, LISA J. (1991)  
ASSISTANT REGISTRAR OF EXTERNAL CREDIT, INTERNATIONAL  
AFFAIRS AND ACADEMIC STANDARDS  
Certificate, AA, Allegany College of Maryland  
BA, West Virginia University

WILT, BRANDON D. (2016)  
EDUCATION TECHNOLOGY AND MULTIMEDIA SPECIALIST  
AA, Allegany College of Maryland  
BS, Frostburg State University

WINTERBERG, LAUREN A. (2017)  
COORDINATOR OF STUDENT RECRUITMENT  
BA, Allegheny College

WOOD, MIHAELA A. (2011)  
DEAN OF ARTS AND SCIENCES  
BA, MA, University of Bucharest  
MA, PhD, University of Illinois  
Professor

YOKUM, ERIN K. (2005)  
DIRECTOR OF STUDENT LIFE  
BA, Lebanon Valley College  
MA, Indiana University of Pennsylvania

YOUNG, DEREK B. (2008)  
ASSISTANT DIRECTOR OF STUDENT FINANCIAL AID PROGRAMS  
AS, Garrett College  
BS, Frostburg State University

ZIRK, CATHERINE M. (1998)  
DIRECTOR OF ACCOUNTING  
AA, Allegany College of Maryland  
BS, Frostburg State University

ZUCHELLI, BARBARA K. (1991)  
DIRECTOR OF EARLY COLLEGE  
BA, University of Pittsburgh at Johnstown  
MEd, Frostburg State University

EdD, Indiana University of Pennsylvania

## ASSOCIATE SUPPORT STAFF

ACKERMAN, JOHN P. (2022) (Part-time)  
ATHLETICS AND PHYSICAL EDUCATION, TECHNICIAN I  
BS, West Virginia University

ANDRES, JAMIE A. (1989)  
ADMINISTRATIVE ASSOCIATE, OTA AND PTA PROGRAMS  
AA, Allegany College of Maryland

BARCLAY, CHRISTINA G. (2012) (Part-time)  
FINANCE INVENTORY ADMINISTRATIVE ASSISTANT  
AA, Allegany College of Maryland

BECK, GEORGE H. (2016)  
CUSTODIAN, SECOND SHIFT

BENSON, SALLY A. (2018) (Part-time)  
ACCOUNTS RECEIVABLE BILLING SPECIALIST  
AA, Allegany College of Maryland

BLANK, PAUL F. (2018)  
CUSTODIAN, NIGHT SHIFT SUPERVISOR

BONARIGO, SHEA A. (2006)  
ADMINISTRATIVE ASSOCIATE TO THE DEAN OF CONTINUING  
EDUCATION AND WORKFORCE DEVELOPMENT  
AA, Potomac State College

BOWERS, FRANK L. (2017) (Part-time)  
CUSTODIAN

BRIDGES, ELAINE S. (2001)  
ADMINISTRATIVE ASSOCIATE, MEDICAL LABORATORY TECHNOLOGY,  
PHLEBOTOMY/LABORATORY ASSISTANT, HUMAN SERVICE  
ASSOCIATE  
LOR, AAS, Allegany College of Maryland

BUCHANAN, DEBRA L. (2020) (Part-time)  
ADMINISTRATIVE ASSOCIATE, SCHOOL OF HOSPITALITY AND  
CULINARY ARTS AND CATERING  
AA, Allegany College of Maryland

BUSKIRK, PATRICK L. (2016)  
LAB TECHNICIAN, CUMBERLAND

BYRAM, CHARLES E. (2021)  
CUSTOMER SERVICE ASSOCIATE AND TECHNICIAN, MAKERSPACE

CARNELL, MEGHAN (2023) (Part-time)  
ADMINISTRATIVE ASSOCIATE FOR RESPIRATORY AND MASSAGE  
THERAPY

CERNAK, TIMOTHY B. (2022)  
CUSTODIAN, NIGHT SHIFT

CLITES, CAMILLA C. (2018) (Part-time)  
HOUSING & BUSINESS OFFICE ACCOUNT RECEIVABLE ASSISTANT  
AA, Allegany College of Maryland

CRAIG, MICHAEL E. (2016) (Part-time)  
CUSTODIAN, BEDFORD COUNTY CAMPUS

CREEGAN, ALEXANDER J. (2022)  
IT ASSOCIATE TECHNICIAN

ADAMS, KEVIN C. (2022)  
CUSTODIAN, NIGHT SHIFT

BALLOU, MISTY L. (2016)  
ADMINISTRATIVE ASSOCIATE, IT CENTER FOR EXCELLENCE AND  
FORESTRY  
AA, Montgomery College

BARCLAY, COLBY L. (2021) (Part-time)  
CAMPUS STORE ASSOCIATE

BEEMAN, BROCK D. (2020)  
CUSTODIAN, SECOND SHIFT

BISHOP, LEANDRA M. (2019) (Part-time)  
LIBRARY SERVICE ASSISTANT  
AA, Allegany College of Maryland

BLUBAUGH, DAVID S. (2006)  
ATHLETICS AND PHYSICAL EDUCATION TECHNICIAN I

BONE, JENNIFER F. (2022)  
ADMINISTRATIVE ASSOCIATE, CAREER PROGRAMS  
AA, Allegany College of Maryland

BRADLEY, JUSTIN M. (2022)  
CUSTODIAN, NIGHT SHIFT

BRISKEY, BARRY E. (2012) (Part-time)  
CUSTODIAN

BURKETT, JENNA L. (2013) (Part-time)  
DINING ROOM MANAGER, CULINAIRE CAFÉ  
AA, Allegany College of Maryland  
BA, Frostburg State University

CALHOUN, MICHAEL (2023) (Part-time)  
MAKERSPACE TECHNICIAN

CAMPBELL, MELISSA A. (2022)  
ADMINISTRATIVE ASSOCIATE, DENTAL HYGIENE  
AA, Pennsylvania State University

CASTEEL, DENEER R. (2022)  
HUMAN RESOURCES RECRUITMENT & PAYROLL ASSOCIATE  
AA, Allegany College of Maryland

CLAUSON, MARSHA L. (2007)  
ADMINISTRATIVE ASSOCIATE, BUSINESS AND ECONOMICS,  
COMPUTER TECHNOLOGY, MULTIMEDIA TECHNOLOGY, CRIMINAL  
JUSTICE AND LEGAL STUDIES  
AS, Allegany College of Maryland

COAKLEY, CONNIE M. (2002)  
ACCOUNTS PAYABLE SPECIALIST  
AS, Allegany College of Maryland

CRASS, GEORGE C. (2017)  
IT LEAD TECHNICIAN  
AAS, Allegany College of Maryland

DAVIS, DUSTIN P. (2021) (Part-time)  
MAKERSPACE TECHNICIAN

DELAUTER, MARY J. (2021) (Part-time)  
UTILITY CUSTODIAL SUPPORT, CULINAIRE CAFÉ

EASTON, DOUG W. (2022)  
ADMINISTRATIVE ASSOCIATE, DENTAL HYGIENE  
AA, Allegany College of Maryland  
BS, Frostburg State University

EVANS, MARY C. (1997)  
REGISTRATION ASSOCIATE, CONTINUING EDUCATION  
AA, Allegany College of Maryland  
BS, Frostburg State University

FEMI, JOSEPH A. (2020)  
SECURITY GUARD

FOSTER, RYAN M. (2019) (Part-time)  
BUS DRIVER

FREEMAN, MICHAEL S. (2018)  
CUSTODIAN SUPERVISOR, BEDFORD COUNTY CAMPUS

GARLOCK, SR., JAMES R. (2005) (Part-time)  
CAMPUS SECURITY  
Anne Arundel Community College Public Safety Academy

GLASSER, ERICA N. (2014) (Part-time)  
LIBRARY ASSISTANT FOR GOVERNMENT DOCUMENTS  
BA, Amherst College

GREGORY, PATRICIA E. (2021) (Part-time)  
ADMINISTRATIVE ASSISTANT I, DISABILITY SERVICES  
BS, MBA, Frostburg State University

HARDMAN, SCOTT L. (2017) (Part-time)  
GENERAL MAINTENANCE, GOUNDSKEEPER

HARRIS, MICHAEL E. (2014) (Part-time)  
FACILITIES ASSISTANT, CONTINUING EDUCATION  
AA, Allegany College of Maryland

HARTMAN, SUZANNE I. (2020)  
ADMINISTRATIVE ASSOCIATE, WESTERN MARYLAND WORKS  
AA, Allegany College of Maryland

HEDRICK, PAYTON A. (2022)  
CATERING AND CAFE PRODUCTION SPECIALIST

HIGSON, APRIL L. (1992)  
ADMINISTRATIVE ASSISTANT, ATHLETICS AND PHYSICAL EDUCATION  
DEPARTMENT  
AA, Allegany College of Maryland  
BS, Geneva College

HITE, BRYAN E. (2016)  
CUSTODIAN, WILLOWBROOK WOODS

HOPPERT, AMY D. (2022) (Part-time)  
THOMAS WELCOME CENTER SPECIALIST  
AA, Allegany College of Maryland

HUMBERTSON, SUSAN C. (2004)  
THOMAS WELCOME CENTER SUPERVISOR  
AA, Allegany College of Maryland

DEFRANCO, MADISON A. (2023)  
STUDENT INTAKE SPECIALIST  
AA, Allegany College of Maryland

EDWARDS, ALEXANDRA (2023) (Part-time)  
MAKERSPACE TECHNICIAN

FAIRALL, CHRIS L. (2022)  
MAKERSPACE CUSTOMER SERVICE ASSOCIATE

FOREMAN, SANDRA L. (2000)  
ADMINISTRATIVE ASSOCIATE TO THE VICE PRESIDENT OF  
ADVANCEMENT AND COMMUNITY RELATIONS  
AS, Allegany College of Maryland  
BS, Potomac State College of West Virginia University

FRAM, THOMAS P. (2008) (Part-time)  
DRIVER/COURIER, TRANSPORTATION

GACKI, MARGARET M. (2011)  
ADMINISTRATIVE ASSISTANT, LIBRARY  
BA, Marywood University

GILES, WILLIAM J. (2021)  
HUMAN RESOURCES BENEFITS ASSOCIATE  
BA, MS, McDaniel College

GRACE, DWAYNE L. (2018) (Part-time)  
SECURITY GUARD

HARDINGER, DEBBY J. (2004)  
OFFICE MANAGER, PATHWAYS FOR SUCCESS (TRiO SSS)  
AA, Allegany College of Maryland

HARMAN, SAM G. (2015) (Part-time)  
SECURITY, WILLOWBROOK WOODS

HARTELL, GARY A. (1992)  
IT SPECIALIST  
AAS, AA, Allegany College of Maryland  
BS, Colorado Technical University  
MS, Kaplan University  
MS, American Public University System

HAYES, MICHAEL A. (2014)  
HELPDESK TECHNICIAN  
AA, ITT Tech  
AA, Empire Business College

HEINRICH, COLLEEN M. (2014)  
ADMINISTRATIVE ASSOCIATE TO DIRECTOR OF DENTAL HYGIENE  
AA, Allegany College of Maryland

HINOJOSA, ROBERTO J. (2022)  
SECURITY GUARD

HOGARTY, ONA S. (2021)  
LEARNING SPECIALIST II

HOTT, HELEN M. (2006)  
ACCOUNTS RECEIVABLE ASSISTANT  
AA, Allegany College of Maryland

JACKSON, MELISSA (2023) (Part-time)  
SECURITY GUARD



KELLY, RYAN (2021)  
CUSTODIAN, NIGHT SHIFT

KEPHART, HEATHER L. (2022)  
ENROLLMENT SERVICES GENERALIST  
AA, Potomac State College

KNOPSNIDER, WENDY (2016)  
WEB CONTENT SPECIALIST  
AA, Garrett College  
AS, Allegany College of Maryland

LEE, JANNA L. (2007)  
SECRETARY, PHYSICAL PLANT  
AA, Allegany College of Maryland

LONG, SUSAN E. (2016)  
ACCOUNTS RECEIVABLE ASSISTANT  
AA, Allegany College of Maryland

MARTIN, JESSICA E. (1998)  
LIBRARY ASSISTANT FOR ACQUISITIONS AND TECHNICAL SERVICES  
AA, Allegany College of Maryland  
BS, Frostburg State University

MCBRIDE, TOMMY W. (2001)  
CUSTODIAN

MCKENZIE, ROBIN R. (1987)  
LIBRARY ASSOCIATE FOR CIRCULATION/TESTING LAB ASSISTANT  
BS, Frostburg State University

MERRITT, WILLIAM (2023) (Part-time)  
SECURITY GUARD

MILLER, SR., LEROY R. (2015)  
CUSTODIAN

MOORE, MICHELLE L. (2011) (Part-time)  
THOMAS WELCOME CENTER SPECIALIST

NOLAN, KEN E. (2012)  
LEAD PRINT PRODUCTION SPECIALIST  
AAS, Allegany College of Maryland

PARKER, MARCEL P. (2023)  
HELPDESK TECHNICIAN  
BS, Frostburg State University

PETRILLA, LEONARD (2011)  
BUS DRIVER/TECHNICIAN, TRANSPORTATION

RHODES, STEVEN L. (2020) (Part-time)  
SECURITY GUARD

RILEY, KARA M. (2000)  
ADMINISTRATIVE ASSISTANT, INFORMATION TECHNOLOGY  
DEPARTMENT  
AA, Allegany College of Maryland

ROWAN, DEBORAH A. (2018) (Part-time)  
FACILITIES ASSISTANT, CONTINUING EDUCATION

RYAN, REBECCA S. (1991) (Part-time)  
ADMINISTRATIVE ASSOCIATE ALLIED HEALTH TECHNICIAN  
PROGRAMS

KEPHART, ANNA M. (2015)  
OFFICE MANAGER, NURSE MANAGED WELLNESS CLINIC  
Associates of Business Technology, Tiffin University

KIDWELL, BRANDON C. (2017)  
CAMPUS TECHNICIAN

KREYDATUS, LIISA K. (2021) (Part-time)  
FOUNDATION AND COMMUNITY RELATIONS ASSISTANT, BEDFORD  
COUNTY CAMPUS  
BS, Metropolitan State University, Denver

LINDNER, ANDREW J. (2019)  
PRINT PRODUCTION SPECIALIST  
Journey Pressman Certification

LOUGH, JIM D. (2012) (Part-time)  
CAMPUS SECURITY  
Maryland Correctional Training Academy

MATHEWS, BRENDA A. (1987)  
FACULTY/ADMINISTRATIVE ASSISTANT, HUMANITIES  
AA, Allegany College of Maryland

MCCORMICK, NANCY M. (2001)  
REGISTRATION SPECIALIST/OFFICE MANAGER, CONTINUING  
EDUCATION  
AA, Allegany College of Maryland

MCKINLEY, SOMERS W. (2021) (Part-time)  
MAILROOM TECHNICIAN  
AA, Allegany College of Maryland

MILLER, DONALD L. (2016)  
CUSTODIAN, NIGHT SHIFT

MILLS, ROBERTA M. (1998)  
OFFICE MANAGER, SCIENCE DIVISION AND AUTOMOTIVE  
TECHNOLOGY  
AAS, Allegany College of Maryland

MUIR, WILLIAM G. (2004) (Part-time)  
SECURITY, WILLOWBROOK WOODS

PAGE, D. RENEE (2009) (Part-time)  
WILLOWBROOK WOODS ON-CALL INCIDENT MANAGER  
BS, Frostburg State University

PARMER, EDWARD R. (2023)  
MAKERSPACE CUSTOMER SERVICE ASSOCIATE

PIPER, JUSTIN N. (2022)  
GROUNDSKEEPER

RESH, STEVE F. (1986-2018; 2022) (Part-time)  
TRANSPORTATION  
BS, Pennsylvania State University  
MS, University of Maine

ROCKWELL, ELIZABETH A. (2018)  
CAMPUS STORE ASSOCIATE II  
AA, Allegany College of Maryland

RUPPENKAMP, CHRISTOPHER A. (1981)  
ATHLETICS AND PHYSICAL EDUCATION TECHNICIAN II  
AA, Allegany College of Maryland  
BS, Frostburg State University

SANNER, TIM A. (2001)  
CUSTODIAL SUPERVISOR, FIRST SHIFT

AA, Allegany College of Maryland

SCHLERETH, IAN J. (2016)  
CUSTODIAN, NIGHT SHIFT

SCOTT, SHANE (2021)  
CUSTODIAN, WILLOWBROOK WOODS

SENESE, KAI L. (2018) (Part-time)  
HELPPDESK TECHNICIAN  
BS, Frostburg State University

SHROUT, ROBERT J. (2021)  
CUSTODIAN, NIGHT SHIFT

SLOAN, HEATHER J. (2022)  
ADMINISTRATIVE ASSOCIATE OF NURSING PROGRAM  
AA, Allegany College of Maryland

SMITH, WALTER L. (2007) (Part-time)  
SECURITY, WILLOWBROOK WOODS  
Maryland Correctional Training Academy

STAGGS, MARSHA L. (1989)  
IT ASSOCIATE TECHNICIAN  
BS, Frostburg State University

STEELE, MARTHA L. (2000)  
ASSISTANT REGISTRATION SPECIALIST, CONTINUING EDUCATION  
AA, Allegany College of Maryland

STONESTREET, DANIELLE A. (2007) (Part-time)  
OFFICE ASSISTANT, AUTOMOTIVE TECHNOLOGY AND  
TRANSPORTATION  
AA, Allegany College of Maryland

THOMAS, GINA M. (2023)  
LEAD MAILROOM TECHNICIAN  
AA, Allegany College of Maryland

TICE, ISAAC G. (2023)  
EDUCATION TECHNOLOGY SUPPORT TECHNICIAN  
AS, Hesston College  
BS, Eastern Mennonite University

UMSTOT, DIANA L. (2017) (Part-time)  
ADMINISTRATIVE ASSOCIATE, CAREER AND EMPLOYER RELATIONS  
AA, Allegany College of Maryland  
BS, Frostburg State University

VOGEL, ROGER L. (2016)  
TESTING COORDINATOR  
BA, University of Pittsburgh, Johnstown

WALKER, SR, DAVE L. (2007)  
CAMPUS TECHNICIAN

WARNER, SAMUEL E. (2022)  
CUSTODIAN, NIGHT SHIFT

WILHELM, LARRY O. (2005)  
CAMPUS TECHNICIAN

WILLIS, GARY (2021) (Part-time)  
CUSTODIAN

SCHWENNINGER, SAMUEL J. (2016)  
IT ASSOCIATE TECHNICIAN  
AS, Allegany College of Maryland  
Master Certificate, Clark University

SEE, ROBERTA K. (2007) (Part-time)  
OFFICE MANAGER, HEALTH CONTINUING EDUCATION  
AA, Allegany College of Maryland

SHIREY, TIFFANY N. (2022)  
ADVISING CENTER GENERALIST  
AA, Allegany College of Maryland

SINDY, J. GARY (2015) (Part-time)  
SECURITY, WILLOWBROOK WOODS  
BS, Frostburg State University

SMITH, CHARLENE A. (1978) (Part-time)  
ADMINISTRATIVE ASSISTANT TO THE VICE PRESIDENT OF FINANCE  
AND ADMINISTRATION  
AA, Allegany College of Maryland

SNYDER, MATTHEW L. (1993)  
LIBRARY ASSISTANT FOR INTERLIBRARY LOAN, CIRCULATION AND  
TECHNICAL SERVICES  
AA, Allegany College of Maryland

STAYER, ROBIN (2020)  
ADMINISTRATIVE ASSOCIATE, LPN-RN ONLINE PROGRAM

STEIN, LOUISE A. (2004)  
FINANCIAL AID SERVICES ASSOCIATE  
AA, Allegany College of Maryland

TAYLOR, GARY L. (2021)  
CUSTOMER SERVICE ASSOCIATE AND TECHNICIAN, MAKERSPACE

THOMPSON, KRISTA R. (1992) (Part-time)  
LAB TECHNICIAN I  
AA, Allegany College of Maryland

TOMLINSON, ALLISSA M. (2014)  
CAREER & EMPLOYER SOLUTIONS OFFICE MANAGER  
LOR, Certificate, AA, Allegany College of Maryland

VANMETER, LONALD R. (2004)  
GROUNDS/CUSTODIAN

WAGONER, TRISHA L. (2022)  
FINANCIAL AID SERVICES SPECIALIST  
AA, Allegany College of Maryland

WALSH, MARTIN J. (2022)  
CAMPUS SECURITY

WEICHT, AMY J. (2000) (Part-time)  
ADMINISTRATIVE ASSOCIATE FOR WORKFORCE DEVELOPMENT (PA)  
AAS, Allegany College of Maryland

WILLIAMS, MARIE W. (2019)  
PRINT AND MAIL SERVICES MANAGER  
AAS, Allegany College of Maryland

WILSON, SHIRLEY R. (1988)  
TUTORING COORDINATOR  
AAS, Allegany College of Maryland  
BS, MS, Geneva College

**PART-TIME FACULTY**

BEER, JOSEPH M.  
HISTORY  
BS, University of Cincinnati  
MS, PhD, Lancaster Theological Seminary

BOWMAN, LYNN G.  
ENGLISH/SPEECH  
BA, St. Mary's College of Maryland  
MA, University of Maryland, College Park  
Additional graduate study at University of Maryland, College Park

BRANSON, REGINA M.  
NURSING ASSISTANT/GERIATRIC AIDE  
AA, Allegany College of Maryland  
BSN, University of Maryland  
MSN, Mountain State University  
RN

BRINSFIELD, MICHELE K.  
SOCIOLOGY  
BS, Towson University  
MSW, West Virginia University

BUSKIRK, DENNIS C.  
COMPUTER TECHNOLOGY  
AA, Allegany College of Maryland  
BS, MBA, Frostburg State University  
Graduate study at West Virginia University

CLEM, AMY L.  
DENTAL HYGIENE  
AAS, Allegany College of Maryland  
RDH

CURLEY, MIKE S.  
PHYSICAL THERAPIST ASSISTANT  
AAS, Allegany College of Maryland  
BS, The Pennsylvania State University

DUNN, DONALD J.  
ALLIED HEALTH  
AA, Allegany College of Maryland  
Additional study at Frostburg State University

GERO, CYNTHIA A.  
NURSING ASSISTANT/GERIATRIC AIDE  
BS, MBA, University of Maryland

GOMBITA, EMILY L.  
PHYSICAL THERAPIST ASSISTANT

HAY, CYNTHIA D.  
PSYCHOLOGY

HENRY, AMANDA L.  
PSYCHOLOGY  
AA, Allegany College of Maryland  
BG Geneva University  
MS, West Virginia University  
PhD, Walden University

HOOVER, EVA T.  
SPANISH  
BA, Universidad Albert Einstein  
MA, Universidad Politencnia de Madrid

BLANK, LEESA A.  
EDUCATION  
BS, Kent State University  
MS, Frostburg State University

BRADY, JASON P.  
ENGLISH AND PHILOSOPHY  
BA, Frostburg State University  
MA, Hood College

BRIGHT, ROBERT E.  
CRIMINAL JUSTICE  
BS, Marshall University

BRODECK, DEBRA L.  
ALLIED HEALTH  
AA, Allegany College of Maryland

CARR, JUDY L.  
GEOGRAPHY  
BA, University of Pittsburgh at Johnstown  
MSW, The Ohio State University

CRAMER, JADON J. (2023)  
ENGINEERING & ADVANCED MANUFACTURING  
AA, Pennsylvania Highlands Community College  
BS, Indiana University of Pennsylvania

DEAL, AMANDA J.  
BIOLOGY  
BS, Alderson-Broadus College  
MS, Frostburg State University

FICKES, PATRICIA D.  
BEHAVIORAL AND SOCIAL SCIENCES  
BS, University of Pittsburgh  
BA, MS, DEd, The Pennsylvania State University

GLASS, JOSEPH M.  
PHARMACY TECHNICIAN  
RPh, MS, Frostburg State University  
BS, University of Maryland, Baltimore  
Graduate program NIH

GROSS, BRIANNE N.  
DENTAL HYGIENE  
AAS, Allegany College of Maryland,  
RDH

HAYNES-MCMULLEN, STEPHANIE N.  
OCCUPATIONAL THERAPY ASSISTANT  
AAS Allegany College of Maryland  
BFA, Frostburg State University  
COTA/L

HILLIKER, BETH A.  
MASSAGE THERAPY  
AAS, Allegany College of Maryland

KELLY, MELISSA A.  
ANATOMY  
BS, University of Maryland Baltimore County  
MSCJ, Boston University

KISNER, BRYAN W.  
HISTORY

LOGSDON, BYRON A.  
RESPIRATORY THERAPIST  
AA, Allegany College of Maryland

LOGSDON, SHARON L.  
NURSING ASSISTANT/GERIATRIC AIDE  
AS, University of the State of New York, Albany  
RN

MANSFIELD, ANIKA N.  
NURSING  
AS, Allegany College of Maryland  
BSN, Chamberlain University

MCELFISH, SHAWNEE L.  
EDUCATION  
AA, Allegany College of Maryland  
BS, MA, Frostburg State University

MELMED, BEVERLY M.  
RESPIRATORY THERAPIST  
AA, Allegany College of Maryland

NEVINS, JULIANA  
ENGLISH  
BS, Saint Francis University  
MS, New Mexico State University

ORNDOFF, JESSICA  
PSYCHOLOGY  
BS, Towson University  
MS, University of Maryland

PROSSER, ROBERT W.  
ENGINEERING

RITCHEY, JARED L.  
MULTIMEDIA TECHNOLOGY  
AAS, Allegany College of Maryland  
BA, Frostburg State University  
MET, Boise State University

SANGIOVANNI, ANNE MARIE  
LEGAL STUDIES  
BS, University of Maryland University College

SCHUMAN, ABRAHAM (2023)  
CE ADULT BASIC EDUCATION

SHANK, BEVERLY K.  
NURSING ASSISTANT/GERIATRIC AIDE  
AS, Allegany College of Maryland  
RN

SHROUT, WILLIAM B.  
PHILOSOPHY AND SPEECH  
BA, Southeastern University  
MS, PhD, Liberty University

SMITH, MELISSA  
MASSAGE

LARIVÉE, SUSAN I.  
ALLIED HEALTH TECHNICIAN PROGRAMS  
BSN, Oregon Health Sciences Center University  
RN

LOGSON, REBECCA G.  
PHLEBOTOMY  
AA, Allegany College of Maryland

MALONE, SARAH J.  
MATHEMATICS/EDUCATION  
BA, MA, West Virginia University

MARTIN CHRISTA S.  
NURSING  
AS, Allegany College of Maryland  
BSN, Liberty University

MCMULLIN, ELIZABETH  
ENGLISH  
BS, Lock Haven University in Pennsylvania  
MSEd, Cannon University of Erie Pennsylvania

MEYER, CHRIS L.  
COMPUTER TECHNOLOGY  
BS, Duquesne University  
MS, California University of Pennsylvania

NICHOLS, D. SHANNON  
ART  
BFA, Frostburg State University

OVER, S. KELLY  
SOCIOLOGY  
BS, MEd, The Pennsylvania State University

REED, SONYA L.  
PHLEBOTOMY  
AA, Allegany College of Maryland

ROBINETTE, NICOLE M.  
ENGLISH  
BS, Wagner College  
MEd, Saint Francis University  
EdD Walden University

SANTOS, ANTHONY R.  
RESPIRATORY THERAPIST  
AA, Allegany College of Maryland  
BS, Penn State University

SEIFARTH, JEAN M.  
NURSING  
BSN, Towson University  
MSN, University of Maryland  
PhD, West Virginia University

SHIPE, BEVERLY S.  
NURSING  
AS, Allegany College of Maryland  
BSN, Grand Canyon University  
MSN, Frostburg State University

SLOPE, BRIAN D.  
COMPUTER TECHNOLOGY  
BS, Pennsylvania State University  
MEd, Walden University  
Additional graduate study at DeSales University, California University of PA,  
and Southern New Hampshire University

SMITH, RAE ANN  
PSYCHOLOGY

AAS, Allegany College of Maryland

AA, Allegany College of Maryland  
BS, Towson University  
BS, MEd, Frostburg State University  
OTD, University of St. Augustine  
OTR/L

SNYDER, CHERIE L.  
HUMAN SERVICE  
BA, Dickinson College  
MA, Pennsylvania State University

STARK, ANNE  
BIOLOGY  
BS, MA, Frostburg State University

STEWART, LOGAN  
ATHLETICS AND PHYSICAL EDUCATION  
BS, Frostburg State University

STICKLER, JAMES D.  
BIOLOGICAL SCIENCES/CHEMISTRY  
BS, West Virginia University  
MS, PhD, University of Kentucky  
BA, Morris Harvey College  
CAS, West Virginia College of Graduate Studies

STOLTZ, MOLLY M.  
SPEECH  
MA, DA, Duquesne University

SWAUGER, LISA K.  
PSYCHOLOGY/SOCIOLOGY  
AA, Allegany College of Maryland  
BS, Frostburg State University  
MSW, West Virginia University

THOMAS, RITA M.  
COMPUTER TECHNOLOGY  
AAS, Allegany College of Maryland  
BS, MEd, EdD, Frostburg State University

THOMPSON, ANYA A.  
NURSING  
AS, Allegany College of Maryland  
BSN, Frostburg State University  
MSN, Aspen University

VOGEL, MELANIE J.  
DENTAL HYGIENE  
AAS, Allegany College of Maryland  
RDH

WAGENBRENNER, KARL P.  
HOSPITALITY

WALSH, PATRICK C.  
PHILOSOPHY  
BS, MEd, Slippery Rock University

WEBB, PATRICIA A.  
NURSING ASSISTANT/GERIATRIC AIDE  
AA, Allegany College of Maryland

WOY, THERESA M.  
ONLINE NURSING  
AA, Mount Aloysius College  
BSN Gwynedd Mercy College  
MSN, Indiana University of Pennsylvania  
RN

YANEZ, A. ELAINE  
PSYCHOLOGY  
BS, Lamar University  
ScM, PhD, Brown University

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---

## CAMPUS LOCATIONS

### CUMBERLAND CAMPUS

12401 Willowbrook Road, SE

Cumberland, MD 21502-2596

301-784-5000

301-784-5005 – Welcome Center

[www.allegany.edu](http://www.allegany.edu)

**BEDFORD COUNTY CAMPUS**

18 North River Lane  
Everett, PA 15537-1410  
814-652-9528  
[www.allegany.edu/bedford-county-campus](http://www.allegany.edu/bedford-county-campus)

**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  
[www.allegany.edu/school-of-hospitality-culinary](http://www.allegany.edu/school-of-hospitality-culinary)

**GARRETT COUNTY NURSING SITE**

317 Pythian Avenue  
Oakland, MD 21550-5111  
301-334-0530

**SOMERSET EDUCATION SITE**

Somerset County Technology Center  
281 Technology Drive  
Somerset, PA 15501-4309  
814-445-9848

**WESTERN MARYLAND IT CENTER OF EXCELLENCE**

12401 Willowbrook Road, SE  
Cumberland, MD 21502-2596  
Technology Building - Room T221  
301-784-5434  
[itexcellence.org/contact](http://itexcellence.org/contact)

**WESTERN MARYLAND WORKS**

37 Lane Avenue  
LaVale, MD 21502-7012  
301-784-5077  
[www.allegany.edu/western-maryland-works](http://www.allegany.edu/western-maryland-works)

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**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 15 buildings, which provide modern facilities for both credit and non-credit students. Facilities and equipment are consistent with and designed to maintain the high academic standards of the College. In addition to the Learning Commons-Library, Humanities, and Science Buildings, there is a College Center which houses the student lounge, dining facilities, 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 fitness center. The Technology Building houses instructional and laboratory facilities for several of the career technology programs in addition to the Information Technology and eLearning and Education Technology Services departments. The Continuing Education and Workforce Development Building houses classrooms and meeting rooms for conferences, workshops, and seminars. The College's health programs are located in the Allied Health Building. The Automotive Technology Building houses the Automotive Technology program. The Advancement Building houses the ACM Foundation office, public relations, student recruitment, and marketing departments, and the Campus Store.

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## **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 leased 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 including two computer labs and three telecourse classrooms; learning commons, student lounge, conference room and faculty offices. Administrative offices on campus also include student services, testing lab, career planning, transfer advising, and Foundation.

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## **BEDFORD COUNTY TECHNICAL CENTER**

In 2000 an agreement was established between Allegany College of Maryland and the Bedford County Technical Center to create the ACM/BCTC PA Workforce Training Center. The 25,000 square-foot facility offers a variety of technical training and education including automotive repair and PA inspection, building trades, welding, health technologies, cosmetology, culinary/hospitality and Ag/Biotech. 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. The Bedford County Campus provides academic support to technical students. The College's office of Workforce Development and Training for Pennsylvania is located 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, nursing lab and classroom for the ACM Associates Degree of 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 where both day and evening ACM science classes are offered.

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## **GARRETT COUNTY NURSING SITE**

Allegany College of Maryland Nursing program has an off-site location in Oakland, Garrett County, Maryland. The site is behind Garrett Regional Medical Center (GRMC). This program started in 2008 at the request of GRMC. Students have class in a private setting. The building has a classroom, a campus lab, and a lounge area for students. This site has all the conveniences and learning opportunities offered at our other two campus locations. The program accepts 20 students every other year starting in the spring semester of odd years.

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## **GATEWAY CENTER/SCHOOL OF HOSPITALITY MANAGEMENT & CULINARY ARTS**

The Gateway Center, located at 110-114 Baltimore Street in downtown Cumberland, is a three-story, historic building that serves as the college's public profile off campus and a stronghold in the city's revitalization efforts. Retaining many of its original art deco design features, its first floor is home to the School of Hospitality Management and Culinary Arts and the Culinaire Cafe, a student-run restaurant. The building's second floor houses administrative offices and an IT and business training facility for businesses and their employees who work in the downtown or the Canal Place business sector. Training sessions and courses are provided through the college's Center for Continuing Education and Workforce Development. The Adult Basic Education program at ACM is located on the building's third floor and offers preparation for high school equivalency and literacy services for family as well as workforce development skill-building courses. The program is funded by the Maryland Department of Labor, Licensing and Regulation and the U.S. Department of Education, and courses for Maryland residents are offered free of charge.

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## **SOMERSET EDUCATION SITE**

The Somerset Education Site was established in 2017 in support of its Early College program, which offers college-level courses to high school students. This effort has enriched the secondary education curriculum in Somerset County for more than two decades. With the support of principals and school district superintendents, multiple Somerset County high schools host college-level courses for high school juniors and seniors to add to their regular academic curricula each semester.

In addition, open enrollment coursework is offered during the Fall and Spring semesters to students enrolled at the Cumberland or Bedford County campuses and the general public. ACM staff the local office, which is located at the Somerset County Technology Center on Technology Drive.

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## **WESTERN MARYLAND IT CENTER OF EXCELLENCE**

The Western Maryland IT Center of Excellence focuses on educating and upskilling a local workforce to meet the demands of IT business retention, expansion, and attraction in the region. We offer a variety of in-demand industry credential training programs in cyber security, networking, IT project management, and service desk management. The Center also focuses on delivering a wide range of training programs in STEM fields such as basic computer technology, environmental compliance, and youth coding and robotics. Additionally, we offer online training opportunities to our region in virtually every professional field and personal interest category through several online learning partnerships.

## **WESTERN MARYLAND WORKS**

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Located four miles from the Cumberland campus in lower LaVale, Western Maryland Works at Allegany College of Maryland is a 30,000-square foot training facility owned by Allegany County with state-of-the-art equipment owned, operated and managed by Allegany College of Maryland. The adaptive space houses the College's A.A.S Engineering - Automated Manufacturing Technology degree, and non-credit continuing education and workforce development training programs, offers dedicated classroom and lab space for advanced manufacturing technology, including digital fabrication, industrial maintenance, machining, robotics, welding, and woodworking. Program participants can earn National Institute of Metalworking Skills (NIMS) certifications and other industry-recognized credentials while taking advantage of on-site technology, including CNC routers, plasma cutters, robotic arms and I-Pendants, 3D and garment printers, and a full woodworking shop among its many offerings. The facility, supported by a variety of public and private partners including the Appalachian Regional Commission, serves more than 10 rural and underserved communities in Maryland, West Virginia, and Pennsylvania with the intention of creating and retaining high-quality jobs.

ACM program students in other disciplines may utilize Western Maryland Works at Allegany College of Maryland's resources through course projects or independently through a Makerspace membership. Western Maryland Works at Allegany College of Maryland proudly partners with Allegany County Public Schools to offer high school juniors and seniors the opportunity to complete 39 college credits over two years in Automated Technology Engineering while simultaneously earning up to 20 valuable industry-recognized credentials. Students will then be recognized by the State of Maryland with a CTE completer certification in Manufacturing Engineering Technology upon finishing high school.

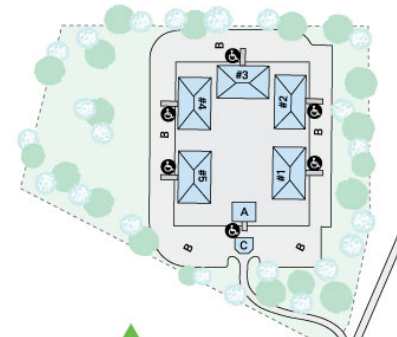


CAMPUS MAP

# 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
- P • Handicap Parking



• THIS MAP NOT TO SCALE

LEGEND			
<b>AD</b> Advancement <i>(Foundation, Public Relations, Marketing)</i>	<b>CS</b> Campus Store (Bookstore)	<b>S</b> Science	<b>WCT</b> Western Region Correctional Training Center
<b>AH</b> Allied Health	<b>H</b> Humanities	<b>SG</b> Storage	<b>1-23</b> Parking
<b>AT</b> Automotive Technology	<b>L</b> Learning Commons	<b>T</b> Technology	<b>P</b> Handicap Parking
<b>CC</b> College Center	<b>LB</b> Labyrinth	<b>TR</b> Transportation	
<b>CE</b> Continuing Education and Workforce Development	<b>M</b> Maintenance	<b>WB</b> Workforce Building	
	<b>PE</b> Physical Education / Gymnasium <i>(Bob Kirk Arena)</i>	<b>WC</b> Thomas Welcome Center	

Financial Aid, Admissions/Registration, Advising Center, Business and Student Housing Offices are located in the College Center (CC). Ample parking is available, with reserved parking identified for the handicapped. All-Gender Restrooms are available throughout the campus. To view a list of locations, visit: [www.allegany.edu/agr](http://www.allegany.edu/agr)

Allegany College of Maryland does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities. For inquiries related to this policy, Title IX, and ADA/504, please contact: Dr. Renee Conner, Dean of Student and Legal Affairs, Title IX Coordinator, ADA/504 Coordinator, 301-784-5206 / rconner@allegany.edu. Allegany College of Maryland is required to inform prospective and current students of important College policies. For full details on these key policies, please visit the Allegany College of Maryland website at [allegany.edu/policy-mandates](http://allegany.edu/policy-mandates).

## 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.

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## FACILITIES

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### DR. ROBERT ZIMMER COLLEGE THEATRE

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

### GEORGE HAZEN ART GALLERY

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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 offers a space to exhibit paintings, photographs, sculpture and other objects by tri-state area and student artists.

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## PARKING

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

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## SECURITY

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Allegany College of Maryland is committed to ensuring a safe environment for students, faculty, staff and visitors. The Department of Campus Safety and Special Police, 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 Department realizes that security is also an individual responsibility and strives to educate the campus community about personal and public safety. The 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 Department works closely with the police and fire departments.

In order to maintain a safe environment for students to learn, for faculty to teach and for administration and staff to work, the Department of Campus Safety and Special Police 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, Learning Commons/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 Western Region Correctional Training Center. For additional information or to review our library of emergency videos, visit the college website at [www.allegany.edu/campus-safety-special-police](http://www.allegany.edu/campus-safety-special-police).

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## THOMAS WELCOME CENTER

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The Thomas Welcome Center, named after Dottie and Danny Thomas, is considered the front door of the Cumberland Campus. Housed in the Donald L. Alexander Learning Commons/Library, the Welcome Center provides an inviting atmosphere to prospective and current students, parents, donors, alumni, community members, and visitors. The Welcome Center includes a presentation room, lounge, and staff office. For more information regarding services provided by the Welcome Center, visit <https://allegany.edu/facilities/index.html>.

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## FOUNDATIONS

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### ALLEGANY COLLEGE OF MARYLAND FOUNDATION, INC.

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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, SE**  
**Cumberland, MD 21502-2596**  
**Phone: 301-784-5200**

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## **BEDFORD COUNTY REGIONAL EDUCATIONAL FOUNDATION, INC.**

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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 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 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**

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**BEDFORD COUNTY REGIONAL EDUCATION FOUNDATION BOARD OF DIRECTORS**

---

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Leah Pepple

*Director of PA Advancement and Community Relations*

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## BEDFORD COUNTY CAMPUS ADVISORY COMMITTEE

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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.

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Bette Slayton

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Larry Williams

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## HISTORY (THE COLLEGE)

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

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

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

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## MISSION AND VISION

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### GUIDING PRINCIPLES

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- To provide convenient geographical access to post-secondary education to people within the service region of the college.
- To provide financial access to a college education by assuring reasonable tuition rates, comprehensive financial assistance, and college scholarship opportunities.
- To provide quality education and services, in a safe and comfortable environment, at a reasonable cost.
- To support an environment that promotes quality teaching and learning.
- To promote a college that enhances lives and the community through education and service.
- To instill in our students a philosophy of life-long learning.
- To foster a pro-learning campus environment that embraces the values of Allegany College of Maryland.
- To develop the technical competence and knowledge and other essential skills that prepare students for direct entry into the workforce, for career change and advancement, or for transfer to another college or university.
- To continually assess our programs and services in order to promote and encourage continuous improvement.

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### MISSION

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We deliver diverse and relevant education centered around student success in a supportive and engaging community.

## PHILOSOPHY

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

- We believe in democracy as a way of life, and in both the freedoms and responsibilities inherent in a democracy. We believe in preparation for active participation in a democracy.
- We believe that education is a process by which certain objectives of society are reached.
- We believe that education is sustained, utilized, and protected by society.
- We believe that our college, as an essential and integral part of the American way of life, has a direct relationship and responsibility to the community to serve as a leader in educational thought and practice. To this end, the educational resources of the institution are made available for use by the community.
- We believe that education embraces knowledge, training, and aspiration. Consequently, we believe in the dissemination of knowledge, the liberation of minds, the development of skills, the promotion of free inquiry, the encouragement of the creative or inventive spirit, and the establishment of wholesome attitude toward order and change, with an emphasis on ethical and legal concerns.
- We believe that we should educate broadly through a program of general education which introduces the students to the basic fields of knowledge: the arts and humanities, English composition, social and behavioral sciences, mathematics, and the biological and physical sciences.
- We believe that it is our responsibility to guide students in the exercise of self-direction and self-discipline in the solution of their problems, and to instill in them the desire to continue education as long as they live.
- We believe that knowledge alone is not enough. Ethics is indispensable; therefore, our program emphasizes appreciation of and response to beauty, truth, and justice, thus contributing to the general cultural development of the community through the individual.
- We believe in the cooperation of the College with all segments of its service area and in the continual evaluation of the College, its purpose and program, to the end that it may contribute to the maximum development of the individual and the area.

## VALUES

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### Quality

We improve through assessment.

### Integrity

We promote honesty and trust.

### Respect

We foster dignity and worth.

### Opportunity

We provide innovative choices.

### Wellness

We promote healthy lifestyles.

## VISION

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

## POLICIES

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### ALLEGANY COLLEGE OF MARYLAND OPEN DOOR ADMISSIONS POLICY

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#### OUR DOOR IS OPEN

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

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

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

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

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## POLICY MANDATES

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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 see Accreditation section of this catalog).

Allegany College of Maryland does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities.

For inquiries related to this policy, Title IX, and ADA/504, please contact: Dr. Renee Conner, Dean of Student and Legal Affairs; Title IX Coordinator; ADA/504 Coordinator; 301-784-5206; rconner@allegany.edu

Allegany College of Maryland is required to inform prospective and current students of important College policies including Non-Discrimination, Title IX, Child Abuse Mandated Reports, Clery Act, Heroin & Opioid, Drug and Alcohol Use, Academic Disabilities, ADA/504, FERPA, Accreditation, and Medical Disclosure Procedure. For full details on these key policies, please visit the Allegany College of Maryland website at [allegany.edu/policy-mandates](http://allegany.edu/policy-mandates).

Allegany College of Maryland prohibits sexual harassment 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-12, by email at [rconner@allegany.edu](mailto:rconner@allegany.edu), or by phone at 301-784-5206. For detailed information about policy, procedures, and prevention education, see [www.allegany.edu/title-ix](http://www.allegany.edu/title-ix).

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-12). 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/legal-consumer-information](http://www.allegany.edu/legal-consumer-information). 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-12) or through the College's website at [www.allegany.edu](http://www.allegany.edu).

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## STUDENT POPULATION

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

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