Programs

ADDICTIONS CERTIFICATE

PROGRAM OVERVIEW

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

ADDICTIONS

ONE-YEAR CERTIFICATE

PREPARATION FOR EMPLOYMENT

SUMMER SEMESTER		Credit Hours
Psychology 101 (General Psychology)		3
Psychology 289 (Ethics for the Addiction Counselor)		3
Restricted Elective [1]		2
	Total:	8

FIRST SEMESTER		
Psychology 205 (Introduction to Abnormal Psychology)		3
Psychology 286 (Drugs and Human Behavior)		3
Sociology 203 (Social Problems)		3
	Total:	9

SECOND SEMESTER		
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
	Total Credit Hours:	**24**

[1] *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

PROGRAM OVERVIEW

Advising Center
301-784-5198

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.

PROGRAM PATH

APPLIED TECHNICAL STUDIES

TWO-YEAR CAREER PROGRAM

PREPARATION FOR EMPLOYMENT

COMPUTER TECHNOLOGY		Credit Hours
Computer Technology 101 (Computer Literacy)		3
	Total:	3
GENERAL EDUCATION		
English 101 (English Composition I)		3
English Elective [1]		3
Humanities Elective		3
Mathematics Elective		3
Natural Science Elective		3
Social and Behavioral Science Elective		3
	Total:	18
Restricted Electives [2]		9
	Total:	9
Electives [3]		30
	Total:	30
	Total Credit Hours:	**60**

[1] *English 112 (Business and Technical Communication) is recommended.*

[2] *Students may take additional courses in any of the General Education categories and/or electives in Business Administration, Computer Technology, Medical Administrative Assistant, or Physical Education (up to a maximum of three Physical Education credits).*

[3] *Students may elect any combination of career courses to meet their own specific career goals. Students must satisfy the prerequisites of elective courses selected. Below is an example of an American Council on Education approved training program: Students enrolled in the NJATC Apprentice Wireman Apprenticeship program will receive six (6) credits for each year of the five-year program completed upon receipt of the NJATC transcript. The five NJATC courses include:*
1) NJATC Apprentice Inside Wireman - First Year (6 credits)
2) NJATC Apprentice Inside Wireman - Second Year (6 credits)
3) NJATC Apprentice Inside Wireman - Third Year (6 credits)
4) NJATC Apprentice Inside Wireman - Fourth Year (6 credits)
5) NJATC Apprentice Inside Wireman - Fifth Year (6 credits)

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

ART (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. 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.

PROGRAM PATH

ART

AREA OF CONCENTRATION

PREPARATION FOR TRANSFER

FIRST SEMESTER	Credit Hours
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 [1,2]	3
Total:	15

SECOND SEMESTER	
Art 112 (Design II)	3
Art 221 (Drawing II)	3
English Elective [1]	3
Mathematics Elective [1]	3
Physical Activity	1
Social and Behavioral Science Elective [1,2]	3
Total:	16

THIRD SEMESTER	
Art 101 (Art Appreciation)	3
Elective [1]	3
Laboratory Science Elective [1]	4
Multimedia Technology 207 (Graphics)	3
Speech 101 (Speech Communication)	3
Total:	16

FOURTH SEMESTER	
Art 223 (Painting I)	3
Elective [1]	3
Elective [1]	3
Laboratory Science Elective [1]	4
Total:	13
Total Credit Hours:	**60**

[1] Students transferring to other institutions should check with their advisor or Advising Center staff for appropriate electives.

[2] Social and Behavioral Science electives must be from two different disciplines.

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

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 Bachelor's 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 $53 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.

PROGRAM PATH

AUTOMOTIVE TECHNOLOGY

TWO-YEAR CAREER PROGRAM

PREPARATION FOR EMPLOYMENT

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

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 209 (Automotive Diesel)		4
English 112 (Business and Technical Communication)		3
	Total:	16

SUMMER SESSION (following second semester)		
Automotive 212 (Automotive Internship)		1
	Total:	1

THIRD SEMESTER		
Automotive Technology 201 (Automotive Transmissions)		4
Automotive Technology 205(Body Repair and Refinishing)		3
Automotive Technology 215 (Steering and Suspension)		4
Business Administration Elective		3
Speech 101 (Speech Communication)		3
	Total:	18

FOURTH SEMESTER		
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
	Total:	16-17
	Total Credit Hours:	**68-69**

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

The Automotive Technology Program is accredited by the Automotive Education Foundation (ASE), 1503 Edwards Ferry Road, NE, Suite 401, Leesburg, VA 20176.

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 $53 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.

PROGRAM PATH

AUTOMOTIVE TECHNOLOGY

ONE-YEAR CAREER PROGRAM

PREPARATION FOR EMPLOYMENT

FIRST SEMESTER		Credit Hours
Automotive Technology 101 (Internal Combustion Engines I)		4
Automotive Technology 103 (Automotive Electricity I)		4
Automotive Technology 105 (Related Technical Automotive)		2
Automotive Technology 114 (Automotive Brakes)		2
Automotive Technology 215 (Steering and Suspension)		4
	Total:	16

SECOND SEMESTER		Credit Hours
Automotive Technology 102 (Internal Combustion Engines II)		4
Automotive Technology 104 (Automotive Fuel Systems)		3
Automotive Technology 106 (Automotive Ignition Systems)		2
Automotive Technology 203 (Engine Testing)		4
Automotive Technology 206 (Air Conditioning)		2
Automotive Technology 209 (Automotive Diesel)		4
	Total:	19
	Total Credit Hours:	**35**

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

SUMMER SEMESTER		Credit Hours
*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 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 $53 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.

PROGRAM PATH

AUTOMOTIVE SERVICE ATTENDANT

ONE-SEMESTER CAREER PROGRAM

PREPARATION FOR EMPLOYMENT

	Credit Hours
Automotive Technology 107 (Basic Automotive Service)	4
Automotive Technology 109 (Basic Engine Service)	4
Automotive Technology 110 (Basic Transmission and Driveline Service)	4
Automotive Technology 112 (Basic Chassis and Brakes Service)	4
Total Credit Hours:	**16**

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

BIOLOGY (AOC)

PROGRAM OVERVIEW

Cassie Foster, *Division Chair of Science*
cfoster3@allegany.edu
Science 51
301-784-5436

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.

PROGRAM PATH

BIOLOGY

AREA OF CONCENTRATION

PREPARATION FOR TRANSFER

FIRST SEMESTER		Credit Hours
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

SECOND SEMESTER		
Biological Science 102 (General Biology II)		4
Chemistry 102 (General Chemistry II)		4
English 103* (Introduction to Literature) or Arts and Humanities Elective [1]		3
Mathematics 109 (Probability and Statistics)		3
	Total:	14

THIRD SEMESTER		
Select 2 of the following Biological Sciences:		
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 [2]		3
	Total:	15

FOURTH SEMESTER		
Arts and Humanities Elective [1]		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 [2]		3
	Total:	16
	Total Credit Hours:	**60**

[*] *Depends on transfer institution. Consult advisor.*

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

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

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

BUSINESS ACCOUNTING (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.

PROGRAM PATH

BUSINESS ACCOUNTING

AREA OF CONCENTRATION

PREPARATION FOR TRANSFER

FIRST SEMESTER		Credit Hours
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

SECOND SEMESTER		
Business Administration 215 (Financial Accounting)		3
English Elective		3
Humanities Elective		3
Mathematics 200 (Calculus for Applications) or Elective [1]		3
Physical Activity [2]		1
	Total:	13

THIRD SEMESTER		
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 [3]		3
	Total:	16

FOURTH SEMESTER		
Business Administration 213 (Principles of Management)		3
Economics 202 (Principles of Microeconomics)		3
Elective [4]		3
Laboratory Science Elective		4
Social and Behavioral Science Elective [3]		3
	Total:	16
	Total Credit Hours:	**60**

[1] Mathematics 200 (Calculus for Applications) is a required course for many transfer institutions. Consult with your advisor.

[2] Students should consult with their advisor or Advising Center staff in selecting the most appropriate Physical Education course.

[3] Courses must be completed from two different Social and Behavioral Science disciplines.

[4] Consult with your advisor 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.

PROGRAM PATH

BUSINESS ACCOUNTING

ONE-YEAR CAREER PROGRAM

PREPARATION FOR EMPLOYMENT

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

SECOND SEMESTER		
Business Administration 207 (Managerial Accounting)		3
Business Administration 218 (Accounting Systems and Software)		3
Business Elective or Computer Technology 221 (Office Applications I)		3
Economics Elective		3
Mathematics Elective		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.

PROGRAM PATH

BUSINESS ADMINISTRATION

PREPARATION FOR TRANSFER

FIRST SEMESTER		Credit Hours
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

SECOND SEMESTER		
Business Administration 213 (Principles of Management)		3
Business Administration 215 (Financial Accounting)		3
English Elective		3
Mathematics 200 (Calculus for Applications) or Elective [1]		3
Speech 101 (Speech Communication)		3
	Total:	15

THIRD SEMESTER		
Business Administration 207 (Managerial Accounting)		3
Economics 201 (Principles of Macroeconomics)		3
Laboratory Science Elective		4
Physical Activity [2]		1
Mathematics 109 (Probability and Statistics)		3
	Total:	14

FOURTH SEMESTER		
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
	Total Credit Hours:	**60**

[1] Mathematics 200 (Calculus for Applications) is a required course for many transfer institutions. Consult with your advisor.

[2] Students should consult with their advisor or 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)

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 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.

PROGRAM PATH

BUSINESS ECONOMICS

AREA OF CONCENTRATION

PREPARATION FOR TRANSFER

FIRST SEMESTER		Credit Hours
Computer Technology 101 (Computer Literacy)		3
Elective [1]		3
English 101 (English Composition I)		3
Mathematics 102 (College Algebra)		3
Social and Behavioral Science Elective [2]		3
	Total:	15

SECOND SEMESTER		
Elective [1]		3
English Elective [1]		3
Humanities Elective [3]		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 [3]		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 [1]		3
Laboratory Science Elective		4
Physical Activity [4]		1
	Total:	14
	Total Credit Hours:	**60**

[1] *Consult with your advisor or Advising Center staff on an appropriate elective.*

[2] *Courses must be completed from two different Social and Behavioral Science disciplines.*

[3] *Courses must be completed from two different Humanities disciplines.*

[4] *Students should consult with their advisor or 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.

BUSINESS ENTREPRENEURSHIP CERTIFICATE

PROGRAM OVERVIEW

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.

PROGRAM PATH

BUSINESS ENTREPRENEURSHIP

ONE-YEAR CAREER PROGRAM

PREPARATION FOR EMPLOYMENT

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

SECOND SEMESTER		
Business Administration 104 (Sales and Customer Service)		3
Business Administration 210 (Business Law)		3
Business Administration 213 (Principles of Management)		3
Business Administration 216 (Principles of Marketing)		3
Computer Technology 101 (Computer Literacy)		3
	Total:	15
	Total Credit Hours:	**30**

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

BUSINESS ENTREPRENEURSHIP TRAINING (LOR)

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.

PROGRAM PATH

BUSINESS MANAGEMENT

ENTREPRENEURSHIP 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 206 (Entrepreneurship)	3
Total Credit Hours:	**9**

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

BUSINESS FIRST-LINE SUPERVISION (LOR)

PROGRAM OVERVIEW

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.

PROGRAM PATH

BUSINESS MANAGEMENT

FIRST-LINE SUPERVISION

LETTER OF RECOGNITION

PREPARATION FOR EMPLOYMENT

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

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

BUSINESS MANAGEMENT

PROGRAM OVERVIEW

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.

PROGRAM PATH

BUSINESS MANAGEMENT

TWO-YEAR CAREER PROGRAM

PREPARATION FOR EMPLOYMENT

FIRST SEMESTER		Credit Hours
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

SECOND SEMESTER		
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 [1]		1
Speech 101 (Speech Communication)		3
	Total:	15

THIRD SEMESTER		
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

FOURTH SEMESTER		
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 [2]		3
	Total:	15
	Total Credit Hours:	**60**

[1] Students should consult with their advisor or Advising Center staff in selecting the most appropriate Physical Education course.

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

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

BUSINESS 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.

PROGRAM PATH

BUSINESS MANAGEMENT

ACCOUNTING

LETTER OF RECOGNITION

PREPARATION FOR EMPLOYMENT

	Credit Hours
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
Total Credit Hours:	**9**

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

BUSINESS MARKETING AND SALES 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 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.

PROGRAM PATH

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
	Total:	15

SECOND SEMESTER		
Business Administration 104 (Sales and Customer Service)		3
Business Administration 213 (Principles of Management)		3
Business Administration 216 (Principles of Marketing)		3
Computer Technology 191 (Web Page Development)		3
Multimedia Technology 207 (Graphics)		3
	Total:	15
	Total Credit Hours:	**30**

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

BUSINESS MARKETING AND SALES TRAINING (LOR)

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.

PROGRAM PATH

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
Total Credit Hours:	**9**

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

BUSINESS SUPERVISION CERTIFICATE

PROGRAM OVERVIEW

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.

PROGRAM PATH

BUSINESS SUPERVISION

ONE-YEAR CAREER PROGRAM

PREPARATION FOR EMPLOYMENT

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

SECOND SEMESTER		
Business Administration 110 (Business Professionalism and Ethics)		2
Business Administration 209 or 213 (Human Resources and Supervision or Principles of Management)		3
Business Administration 216 (Principles of Marketing)		3
Elective		1
English 112 (Business and Technical Communication)		3
Humanities 110 or Speech 101 (Interdisciplinary Leadership I or Speech Communication)		3
	Total:	15
	Total Credit Hours:	**30**

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

CHEMISTRY (AOC)

PROGRAM OVERVIEW

Steven Heninger, *Professor of Physics and Chemistry*
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.

PROGRAM PATH

CHEMISTRY

AREA OF CONCENTRATION

PREPARATION FOR TRANSFER

FIRST SEMESTER		Credit Hours
Chemistry 101 (General Chemistry I)		4
English 101 (English Composition I)		3
Mathematics 201 (Calculus I)		4
Social and Behavioral Science Elective [1]		3
	Total:	14

SECOND SEMESTER		
Chemistry 102 (General Chemistry II)		4
Elective		3
English 103 (Introduction to Literature) or Arts and Humanities Elective [2]		3
Mathematics 202 (Calculus II)		4
Social and Behavioral Science Elective [1]		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 [2]		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
	Total Credit Hours:	**60**

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

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

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

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

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

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.

PROGRAM PATH

APPLICATIONS USER SPECIALIST

ONE-YEAR CERTIFICATE

PREPARATION FOR EMPLOYMENT

	Credit Hours
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 [1]	3
Total Credit Hours:	**31**

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

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

COMPUTER 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.

PROGRAM PATH

COMPUTER SCIENCE

SECURE COMPUTING AND INFORMATION SYSTEMS

PREPARATION FOR TRANSFER

FIRST SEMESTER		Credit Hours
Computer Technology 101 (Computer Literacy)		3
Computer Technology 103 (Computer Logic)		4
Computer Technology 107 (Introduction to Cybersecurity)		3
English 101 (English Composition I)		3
Mathematics 109 (Probability and Statistics)		3
	Total:	16

SECOND SEMESTER		
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

THIRD SEMESTER		
Computer Technology 234 (Computer Science Programming I)		4
Humanities Elective		3
Laboratory Science Elective		4
Social and Behavioral Science Elective		3
	Total:	14

FOURTH SEMESTER		
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
	Total Credit Hours:	**60**

*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).

FIRST SEMESTER		Credit Hours
Computer Technology 101 (Computer Literacy)		3
Computer Technology 103 (Computer Logic)		4
Computer Technology 107 (Introduction to Cybersecurity)		3
English 101 (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.

PROGRAM PATH

CYBERSECURITY

AREA OF CONCENTRATION

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

SECOND SEMESTER		
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

THIRD SEMESTER		
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

FOURTH SEMESTER		
Business Administration 101 or 104 (Introduction to Business or Sales and Customer Service)		3
Computer Technology 202 (Digital Forensics)		3
Computer Technology 216 or 232 (Cyber Law or Wireless Network Security)		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
	Total Credit Hours:	**60**

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

PROGRAM PATH

PROGRAMMING

AREA OF CONCENTRATION

FIRST SEMESTER		Credit Hours
Computer Technology 101 (Computer Literacy)		3
Computer Technology 103 (Computer Logic)		4
Computer Technology 107 (Introduction to Cybersecurity)		3
English 101 (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
	Total Credit Hours:	**60**

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)

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.

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.

PROGRAM PATH

TECHNICAL SUPPORT

AREA OF CONCENTRATION

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

SECOND SEMESTER		
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

THIRD SEMESTER		
Computer Technology 109 (Emerging Technologies)		3
Computer Technology 180 (PC Architecture)		3
Computer Technology 239 (Cisco Networking 2)		3
Computer Technology 200-Level Elective [1]		3
Speech 101 (Speech Communication)		3
	Total:	15

FOURTH SEMESTER		
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
	Total Credit Hours:	**60**

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.

PROGRAM PATH

WEB DEVELOPMENT

AREA OF CONCENTRATION

FIRST SEMESTER		Credit Hours
Computer Technology 101 (Computer Literacy)		3
Computer Technology 103 (Computer Logic)		4
Computer Technology 107 (Introduction to Cybersecurity)		3
English 101 (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 [1]		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
	Total Credit Hours:	**60**

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

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

COMPUTER TECHNOLOGY - 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.

PROGRAM PATH

CYBERSECURITY

ONE-YEAR CERTIFICATE

PREPARATION FOR EMPLOYMENT

BUSINESS ADMINISTRATION		Credit Hours
Business Administration 101 or 104 (Introduction to Business or Sales and Customer Service)		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 or 232 (Cyber Law or Wireless Network Security)		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
	Total Credit Hours:	**31**

*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.

PROGRAM PATH

TECHNICAL SUPPORT

ONE-YEAR CERTIFICATE

PREPARATION FOR EMPLOYMENT

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

COMPUTER TECHNOLOGY		Credit Hours
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
	Total Credit Hours:	**29**

*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.

PROGRAM PATH

WEB PAGE DEVELOPMENT

LETTER OF RECOGNITION

PREPARATION FOR EMPLOYMENT

	Credit Hours
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
Total Credit Hours:	**9**

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.

PROGRAM PATH

CRIMINAL JUSTICE TRANSFER

PREPARATION FOR TRANSFER

FIRST SEMESTER		Credit Hours
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

SECOND SEMESTER		
Criminal Justice 106 (Introduction to Corrections)		3
Criminal Justice 210 (Policing)		3
English Elective		3
Speech 101 (Speech Communications)		3
Psychology 101 (General Psychology)		3
	Total:	15

THIRD SEMESTER		
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
Elective		3
Laboratory Science Elective		4
	Total:	16

FOURTH SEMESTER		
Criminal Justice 104 or 207 (Criminal Evidence and Procedure or Criminalistics)		3
Laboratory Science Elective		4
Physical Education Elective		1
Political Science 101 (American National Government)		3
Humanities Elective		3
	Total:	14
	Total Credit Hours:	**60**

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.

PROGRAM PATH

CRIMINAL JUSTICE

TWO-YEAR CAREER PROGRAM

PREPARATION FOR EMPLOYMENT

FIRST SEMESTER		Credit Hours
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

SECOND SEMESTER		
Criminal Justice 104 (Criminal Evidence and Procedure)		3
Criminal Justice 106 (Introduction to Corrections)		3
Criminal Justice 210 (Policing)		3
Physical Education Elective		1
Psychology 101 (General Psychology)		3
Speech 101 (Speech Communication)		3
	Total:	16

THIRD SEMESTER		
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
Political Science 101 (American National Government)		3
	Total:	15

FOURTH SEMESTER		
Criminal Justice 207 (Criminalistics)		3
English Elective		3
Laboratory Science Elective		4
Physical Education Elective		1
Social and Behavioral Science Elective		3
	Total:	14
	Total Credit Hours:	**60**

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

CRIMINAL JUSTICE CERTIFICATE

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.

PROGRAM PATH

CRIMINAL JUSTICE

ONE-YEAR CAREER PROGRAM

PREPARATION FOR EMPLOYMENT

FIRST SEMESTER		Credit Hours
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
Sociology 101 (Introduction to Sociology)		3
	Total:	15

SECOND SEMESTER		
Criminal Justice 106 (Introduction to Corrections)		3
Criminal Justice 205/Political Science 205 (Introduction to American Constitutional Law)		3
Criminal Justice 210 (Policing)		3
Political Science 101 (American National Government)		3
Psychology 101 (General Psychology)		3
	Total:	15
	Total Credit Hours:	**30**

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

CRIMINAL JUSTICE/CORRECTIONS (LOR)

PROGRAM OVERVIEW

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 certain courses but will be required to take Criminal Justice 203—Ethics and Leadership in Criminal Justice. Non-graduates of the Maryland Department of Corrections Academy or the Federal Correctional Officers Academy must take all of the courses noted below.

PROGRAM PATH

CRIMINAL JUSTICE

CORRECTIONS

LETTER OF RECOGNITION

PREPARATION FOR EMPLOYMENT

	Credit Hours
Criminal Justice 101 (Introduction to Criminal Justice)	3
Criminal Justice 106 (Introduction to Corrections)	3
Criminal Justice 203 (Ethics and Leadership in Criminal Justice)	3
Total Credit Hours:	**9**

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

CULINARY ARTS

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.

PROGRAM PATH

CULINARY ARTS

TWO-YEAR CAREER PROGRAM

PREPARATION FOR EMPLOYMENT

FIRST SEMESTER		Credit Hours
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
	Total:	13

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
	Total:	15

Summer Semester (following second semester)		
Culinary Arts 250 or Hospitality Management 210 (On Site Practicum or Internship I)		5
	Total:	5

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
	Total:	14

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
	Total:	13
	Total Credit Hours:	**60**

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

The Culinary Arts Program is accredited by the American Culinary Federation, 6816 Southpoint Parkway, Suite 400, Jacksonville, FL 32216.

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.

PROGRAM PATH

CULINARY ARTS

BAKING ESSENTIALS CERTIFICATE

ONE-YEAR CAREER PROGRAM

PREPARATION FOR EMPLOYMENT

FIRST SEMESTER		Credit Hours
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
	Total:	12

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
	Total:	14
	Total Credit Hours:	**26**

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.

PROGRAM PATH

CULINARY ARTS

COOKING ESSENTIALS CERTIFICATE

ONE-YEAR CAREER PROGRAM

PREPARATION FOR EMPLOYMENT

FIRST SEMESTER		Credit Hours
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
	Total Credit Hours:	**26**

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. 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 an Associate of Applied Science degree in Data Analytics.

PROGRAM PATH

DATA ANALYTICS

TWO-YEAR CAREER PROGRAM

PREPARATION FOR EMPLOYEMENT

FIRST SEMESTER		Credit Hours
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

SECOND SEMESTER		
Mathematics 102 (College Algebra)		3
Science Elective		3
Data Analytics 103 (Introduction to Machine Learning)		3
Data Analytics 105 (Introduction to Data Visualization)		3
Computer Technology 241 (Python Programming I)[1]		3
	Total:	15

THIRD SEMESTER		
Business Administration 216 (Principles of Marketing)		3
Social and Behavioral Science Elective		3
Data Analytics 201 (Advanced Data Analytics)		3
Data Analytics 206 (Python for Data Analytics)		3
Speech 101 (Speech Communication)		3
	Total:	15

FOURTH SEMESTER		
Philosophy 202 (Ethics)		3
Economics 202 (Principles of Microeconomics)		3
Data Analytics 210 (Data Warehouse Implementation)		3
Data Analytics 214 (Advanced Data Visualization)		3
Data Analytics 216 (Data Analysis in the Cloud)		3
	Total:	15
	Total Credit Hours:	**60**

[1] 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

PROGRAM OVERVIEW

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

DATA ANALYTICS

ONE-YEAR CERTIFICATE

PREPARATION FOR EMPLOYMENT

FIRST SEMESTER		Credit Hours
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)[1]		3
Mathematics 109 (Probability and Statistics)		3
	Total:	15

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
	Total:	15
	Total Credit Hours:	**30**

[1] *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.

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

*Please see course descriptions for prerequisites

[1]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.

PROGRAM PATH

DENTAL HYGIENE

TWO-YEAR CAREER PROGRAM

PREPARATION FOR EMPLOYMENT

Prerequisite Coursework		Credit Hours
Chemistry 100 or 101 (Elements of Chemistry or General Chemistry I)		4
Biological Science 201 (Human Anatomy and Physiology) or Biological Science 207 and 208		4
(Anatomy and Physiology of the Human I and II)		
Biological Science 204 (Microbiology)		4
English 101 (English Composition I)		3
	Total:	15

FIRST SEMESTER		Credit Hours
Dental Hygiene 101 (Introduction to Dental Health)		2
Dental Hygiene 103 (Oral Anatomy)		4
Dental Hygiene 107 (Dental Hygiene Techniques)		4
Mathematics 109 (Probability and Statistics)		3
	Total:	13

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

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

FOURTH SEMESTER		
Dental Hygiene 202		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
	Total Credit Hours:	**70**

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.

PROGRAM PATH

ENGLISH

AREA OF CONCENTRATION

PREPARATION FOR TRANSFER

FIRST SEMESTER	Credit Hours
Elective [1]	3
English 101 (English Composition I)	3
Mathematics Elective [1]	3
Social and Behavioral Science Elective [2]	3
Art 101 or Music 112 (Art Appreciation or Music Appreciation)	3
Total:	15

SECOND SEMESTER	
Elective [1]	3
English Elective [3]	3
Social and Behavioral Science Elective [2]	3
Philosophy Elective	3
Speech 101 (Speech Communication)	3
Total:	15

THIRD SEMESTER	
English 213 (A Survey of American Literature)	3
Arts and Humanities Elective [1]	3
Laboratory Science Elective [1]	4
Physical Activity	1
English Elective 102, 112, or 251 (English Composition II, Business and Technical Communication, or Creative Writing)	3
Total:	14

FOURTH SEMESTER	
Elective [1]	3
Elective [1]	3
English 203 or 223 (A Survey of European and Neo European Literature or A Survey of British Literature)	3
Laboratory Science Elective [1]	4
English 299 (English Reading Project) [4]	3
Total:	16
Total Credit Hours:	**60**

[1] *Students transferring to other institutions should check with their advisor or Advising Center staff for appropriate electives.*

[2] *Social and Behavioral Science electives must be from two different disciplines.*

[3] *Students transferring to a Maryland public institution should choose English 233. Students transferring to a Pennsylvania or West Virginia institution should choose English 102.*

[4] *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 (AOC)

PROGRAM OVERVIEW

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

The Engineering - Automated Manufacturing Technology A.A.S. area of concentration is designed to prepare students with theory-based (knowledge) and performance-based (hands-on) experiences crucial to advanced and automated manufacturing processes. This pathway is suggested for students seeking direct entry into the workforce upon graduating. Through the integration of mathematics, metallurgy, computer-aided design software, 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 thirteen skill specific credentials and one 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) Grinding Skills I, (13) Quality Inspector and (14) NIMS Machining Certificate of Special Merit.

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

PROGRAM PATH

ENGINEERING-AUTOMATED MANUFACTURING TECHNOLOGY

ENGINEERING AREA OF CONCENTRATION

Preparation for Employment

Two Year Career Program

FIRST SEMESTER	Credit Hours
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

SECOND SEMESTER	
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 102 (College Algebra)	3
Total:	15

THIRD SEMESTER	
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
Physical Science Elective	4
Total:	18

FOURTH SEMESTER	
Engineering Automated Manufacturing Technology 213 (Quality Assurance)	3
Engineering-Automated Manufacturing Technology 215 (Abrasive Machining & Heat Treatment)	3
Engineering-Automated Manufacturing Technology 225 (Manufacturing Capstone)	4
Mathematics 109 (Probability and Statistics)	3
English 112 (Business and Technical Communications)	3
Total:	16
Total Credit Hours:	**65**

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

ENGINEERING - AUTOMATED MANUFACTURING TECHNOLOGY (TRANSFER)

PROGRAM OVERVIEW

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

The Engineering - Automated Manufacturing Technology A.A.S. is designed to prepare students with theory-based (knowledge) and performance-based (hands-on) experiences crucial to advanced and automated manufacturing processes. This pathway is suggested for students that may choose to transfer to a four-year institution. Through the integration of mathematics, metallurgy, computer-aided design software, 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 thirteen skill specific credentials and one 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) Grinding Skills I, (13) Quality Inspector and (14) NIMS Machining Certificate of Special Merit.

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

PROGRAM PATH

ENGINEERING-AUTOMATED MANUFACTURING TECHNOLOGY

TWO-YEAR CAREER PROGRAM

PREPARATION FOR EMPLOYMENT

FIRST SEMESTER	Credit Hours
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

SECOND SEMESTER	
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

THIRD SEMESTER	
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
Physics 101 (Introductory Physics I)	4
Total:	18

FOURTH SEMESTER	
Engineering Automated Manufacturing Technology 213 (Quality Assurance)	3
Engineering-Automated Manufacturing Technology 215 (Abrasive Machining & Heat Treatment)	3
Engineering-Automated Manufacturing Technology 225 (Manufacturing Capstone)	4
Mathematics 201 (Calculus I)	4
English 112 (Business and Technical Communication)	3
Total:	17
Total Credit Hours:	**67**

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

ENGINEERING - AUTOMATED MANUFACTURING TECHNOLOGY CERTIFICATE

PROGRAM OVERVIEW

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

The Engineering-Automated Manufacturing Technology Certificate Program is designed to prepare students with theory-based (knowledge) and performance-based (hands-on) experiences crucial to advanced and automated manufacturing processes. Through the integration of mathematics, metallurgy, computer-aided design software, 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 thirteen skill specific credentials and one 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) Grinding Skills I, (13) Quality Inspector and (14) NIMS Machining Certificate of Special Merit.

Successful completion of this program qualifies a student to apply for a Certificate in Engineering-Automated Manufacturing Technology.

PROGRAM PATH

ENGINEERING-AUTOMATED MANUFACTURING TECHNOLOGY

CERTIFICATE

PREPARATION FOR EMPLOYMENT

FIRST SEMESTER	Credit Hours
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
Total:	9

SECOND SEMESTER	
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
Total:	12

THIRD SEMESTER	
Engineering-Automated Manufacturing Technology 201 (Fixture Design and Fabrication)	4
Engineering-Automated Manufacturing Technology 220 (Advanced Computerized Numeric Control Programming and Machining)	4
Total:	8

FOURTH SEMESTER	
Engineering Automated Manufacturing Technology 213 (Quality Assurance)	3
Engineering-Automated Manufacturing Technology 215 (Abrasive Machining & Heat Treatment)	3
Engineering-Automated Manufacturing Technology 225 (Manufacturing Capstone)	4
Total:	10
Total Credit Hours:	**39**

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*
treams4244@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.

PROGRAM PATH

EXERCISE SCIENCE

AREA OF CONCENTRATION

FIRST SEMESTER		Credit Hours
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
	Total:	16

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
	Total:	15

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 [1]		3
	Total:	14

FOURTH SEMESTER		
Biological Science 208 (Anatomy and Physiology of the Human II)		4
Humanities Elective [1]		3
Physical Education 153 (Cardiopulmonary Resuscitation and First Aid)		2
Physical Education 235 (Biomechanics of Exercise Science)		3
Social and Behavioral Science Elective [1]		3
	Total:	15
	Total Credit Hours:	**60**

[1] *Consult your advisor or Advising Center staff for appropriate courses.*

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

FOREST TECHNOLOGY

PROGRAM OVERVIEW

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.

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
	Total Credit Hours:	**70**

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.

TREE CARE TECHNICIAN CERTIFICATE

PROGRAM OVERVIEW

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.

PROGRAM PATH

FOREST TECHNOLOGY

TREE CARE TECHNICIAN

ONE-YEAR CAREER PROGRAM

PREPARATION FOR EMPLOYMENT

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
Forest Technology 103 (Tree Climbing)		1
	Total:	12

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
	Total:	12
	Total Credit Hours:	**24**

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

GENERAL STUDIES (TRANSFER)

PROGRAM OVERVIEW

Advising Center
301-784-5198

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.

PROGRAM PATH

GENERAL STUDIES

PREPARATION FOR TRANSFER

FIRST SEMESTER	Credit Hours
Elective [1]	3
English 101 (English Composition I)	3
Humanities Elective [1]	3
Mathematics Elective	3
Social and Behavioral Science Elective [1,2]	3
Total:	15

SECOND SEMESTER	
Elective [1]	3
Elective [1]	3
Elective [1]	3
English Elective [1]	3
Social and Behavioral Science Elective [1,2]	3
Total:	15

THIRD SEMESTER	
Elective [1]	3
Elective [1]	3
Laboratory Science Elective [3]	4
Physical Education Elective	1
Speech 101 (Speech Communication)	3
Total:	14

FOURTH SEMESTER	
Elective [1]	3
Elective [1]	3
Elective [1]	3
Science Elective [3]	3
Social and Behavioral Science Elective [1,2]	3
Physical Education Elective	1
Total:	16
Total Credit Hours:	**60**

[1] *Consult your advisor or Advising Center staff for appropriate courses.*

[2] *Courses must be completed from two different Social and Behavioral Science disciplines.*

[3] *Students transferring to many four-year colleges and universities will be required to complete two or more lab science to meet bachelor's degree requirements.*

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

GENERAL STUDIES CERTIFICATE

PROGRAM OVERVIEW

Advising Center
301-784-5198

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.

PROGRAM PATH

GENERAL STUDIES CERTIFICATE

PREPARATION FOR TRANSFER

	Credit Hours
English 101 (English Composition I)	3
Humanities Electives [1]	6
Mathematics Elective	3
Science Elective	3-4
Social and Behavioral Science Electives [2]	6
Elective	9
Total Credit Hours:	**30 - 31**

[1] *Students must take at least two classes from two different disciplines from approved list.*

[2] *Students must take at least two classes from two different disciplines from approved list.*

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

HEALTH/PHYSICAL EDUCATION (AOC)

PROGRAM OVERVIEW

Tommie Reams, *Director of Athletics, Physical Education and Health*
treams4244@allegany.edu
Gymnasium 164
301-784-5264

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

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.

PROGRAM PATH

HEALTH/PHYSICAL EDUCATION

AREA OF CONCENTRATION

PREPARATION FOR TRANSFER

FIRST SEMESTER		Credit Hours
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

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

THIRD SEMESTER		
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

FOURTH SEMESTER		
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
	Total Credit Hours:	**60**

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@allegany.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.

PROGRAM PATH

HISTORY

AREA OF CONCENTRATION

PREPARATION FOR TRANSFER

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

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

THIRD SEMESTER		
Elective [1]		3
History 103 (United States History I)		3
Humanities Elective [3]		3
Laboratory Science Elective		4
Physical Activity		1
	Total:	14

FOURTH SEMESTER		
Elective [1]		3
History 104 (United States History II)		3
History 105 (Contemporary World History)		3
Political Science 101 (American National Government)		3
Science Elective [4]		3
	Total:	15
	Total Credit Hours:	**60**

[1] *Consult your advisor or Advising Center staff for appropriate courses.*

[2] *Courses must be completed from two different Social and Behavioral Science disciplines.*

[3] *Courses must be completed from two different Humanities disciplines.*

[4] *Students transferring to many four-year colleges and universities might be required to complete four credit hours to ensure transferability of this laboratory science course in order to meet bachelor's degree requirements.*

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

HOSPITALITY MANAGEMENT - HOTEL AND RESTAURANT MANAGEMENT (AOC)

PROGRAM OVERVIEW

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

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.

PROGRAM PATH

HOSPITALITY MANAGEMENT

HOTEL AND RESTAURANT MANAGEMENT AREA OF CONCENTRATION

TWO-YEAR CAREER PROGRAM

PREPARATION FOR EMPLOYMENT

FIRST SEMESTER		Credit Hours
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
	Total Credit Hours:	**60**

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

The Hospitality Management Program is accredited by the Accreditation Commission for Programs in Hospitality Management, P.O. Box 400, Oxford, MD 21654.

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.

PROGRAM PATH

HOSPITALITY MANAGEMENT

BREWING OPERATIONS
ONE-YEAR CAREER PROGRAM

PREPARATION FOR EMPLOYMENT

FIRST SEMESTER		Credit Hours
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
	Total:	14

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
	Total:	14

SUMMER SESSION		
Hospitality management 210 (Internship I)		5
	Total:	5
	Total Credit Hours:	**33**

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

HOSPITALITY MANAGEMENT - CATERING AND 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 catering and 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.

Catering and 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 Catering and Event Management.

PROGRAM PATH

HOSPITALITY MANAGEMENT

CATERING AND EVENT MANAGEMENT CERTIFICATE

ONE-YEAR CAREER PROGRAM

PREPARATION FOR EMPLOYMENT

FIRST SEMESTER		Credit Hours
Hospitality Management 204 (Menu Planning and Food Merchandising)		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
	Total Credit Hours:	**27**

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.

PROGRAM PATH

HOSPITALITY MANAGEMENT

RESTAURANT MANAGEMENT CERTIFICATE

ONE-YEAR CAREER PROGRAM

PREPARATION FOR EMPLOYMENT

FIRST SEMESTER		Credit Hours
Business Administration 110 (Business Professionalism and Ethics)		2
Culinary Arts 216 (Dining Room Management)		3
Hospitality Management 110 (Food Service Sanitation)		1
Hospitality Management 204 (Menu Planning and Food Merchandising)		3
Hospitality Management 211 (Hospitality Supervision)		3
	Total:	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
	Total Credit Hours:	**28**

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.

PROGRAM PATH

HUMAN SERVICE ASSOCIATE

TWO-YEAR CAREER PROGRAM

PREPARATION FOR EMPLOYMENT

Summer or Previous Semester		Credit Hours
Sociology 104 (Interdisciplinary Studies in Human Society)		3
	Total:	3

FIRST SEMESTER		
English 101 (English Composition I)		3
Human Service 102 (Mental Health Perspectives)		3
Human Service 103 (Group Processes)		3
Human Service 123 (Introduction to Counseling and Interviewing)		3
Psychology 101 (General Psychology)		3
	Total:	15

SECOND SEMESTER		
Human Service 111 (Case Management)		3
Human Service 170 (Helping Techniques I)		3
Human Service 190 (Human Service Practicum I)		4
Mathematics Elective		3
Speech 101 (Speech Communication)		3
	Total:	16

THIRD SEMESTER		
Human Service 201 (Helping Techniques II)		3
Human Service 207 (Human Service Practicum II)		5
Integrative Health 101 (Mind/Body Skills for Health and Healing)		1
Psychology 205 (Introduction to Abnormal Psychology)		3
Sociology 101 (Introduction to Sociology)		3
	Total:	15

FOURTH SEMESTER		
Biological Science 116 (Human Biology) or Biological Science Elective		3
Human Service 210 (Human Service Practicum III)		5
Human Service 230 (HS Clinical Skills Capstone)		3
Physical Activity		1
Sociology Elective [3]		3
	Total:	15
	Total Credit Hours:	**64**

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

[2] *English 112 is recommended for career preparation.*

[3] *Sociology 203 or Sociology 250 is recommended for students planning to transfer to Social Work programs at four-year schools.*

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

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*
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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 ensure students can choose classes which meet their individual interests and needs.

PROGRAM PATH

INTEGRATIVE WELLNESS

LETTER OF RECOGNITION

PREPARATION FOR EMPLOYMENT

CORE CLASSES (required)		Credit Hours
Integrative Health 101 (Mind/Body Skills for Health and Healing)		1
Integrative Health 112 (Spirituality and Healing Traditions)		1
Restricted Elective [1]		1
	Total:	3

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
	Total:	6
	Total Credit Hours:	**9**

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

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

LEADERSHIP DEVELOPMENT (LOR)

PROGRAM OVERVIEW

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.

PROGRAM PATH

LEADERSHIP DEVELOPMENT

LETTER OF RECOGNITION

PREPARATION FOR EMPLOYMENT

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

SECOND SEMESTER		
Humanities 210 (Interdisciplinary Leadership II)		3
	Total:	3
	Total Credit Hours:	**9**

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

LEGAL STUDIES

PROGRAM OVERVIEW

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 or "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.

PROGRAM PATH

LEGAL STUDIES

TWO-YEAR CAREER PROGRAM

PREPARATION FOR EMPLOYMENT and/or RECOMMENDED TRANSFER

FIRST SEMESTER		Credit Hours
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

SECOND SEMESTER		
Criminal Justice 101 (Introduction to Criminal Justice)		3
Criminal Justice 103 (Criminal Law)		3
Legal Studies 104 (Litigation)		3
Legal Studies 202 (Legal Research and Writing)		3
Speech 101 (Speech Communication)		3
	Total:	15

THIRD SEMESTER		
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

FOURTH SEMESTER		
Business Administration 110 (Business Professionalism and Ethics)		2
Elective		3
Lab Science Elective		4
Legal Studies 204 (Real Property and Title Examination)		3
Legal Studies 206 (Torts)		3
	Total:	15
	Total Credit Hours:	**60**

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

LEGAL STUDIES CERTIFICATE

PROGRAM OVERVIEW

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 or "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.

PROGRAM PATH

LEGAL STUDIES PROGRAM

ONE-YEAR CAREER PROGRAM

PREPARATION FOR EMPLOYMENT

FIRST SEMESTER		Credit Hours
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
	Total:	15

SECOND SEMESTER		
Criminal Justice 101 (Introduction to Criminal Justice)		3
Business Administration 210 (Business Law)		3
English Elective		3
Legal Studies 104 (Litigation)		3
Legal Studies 204 or 206 (Real Property and Title Examination or Torts)		3
	Total:	15
	Total Credit Hours:	**30**

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

MASSAGE 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.

PROGRAM PATH

MASSAGE THERAPY

TWO-YEAR CAREER PROGRAM

PREPARATION FOR EMPLOYMENT

SUMMER OR PREVIOUS SEMESTER		Credit Hours
Massage Therapy 101 (Introduction to Massage Therapy)		1
Biological Science 121 or 101 (Musculoskeletal Anatomy of the Human or General Biology I)		4
	Total:	5

FIRST SEMESTER		
Massage Therapy 103 (Massage Anatomy, Physiology and Movement)		3
Massage Therapy 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

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
English 101 (English Composition I)		3
	Total:	15

SUMMER SESSION (following second semester)		
Massage Therapy 118 (Clinical Practice II)		1
	Total:	1

THIRD SEMESTER		
Massage Therapy 207 (Principles of Massage Therapy III)		4
Massage Therapy 209 (Clinical Practice III)		1
Massage Therapy 218 (Current Trends in Massage Therapy)		3
Medical Administrative Assistant 110 (Medical Terminology)		3
Psychology 101 (General Psychology)		3
	Total:	14

FOURTH SEMESTER		
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) [1]		4
Speech 101 (Speech Communication)		3
	Total:	12
	Total Credit Hours:	**60**

[1] *Students who have had Biological Science 207 and 208 may substitute them for Biological Science 201.*

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

MASSAGE THERAPY CERTIFICATE

PROGRAM OVERVIEW

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.

PROGRAM PATH

MASSAGE THERAPY

ONE-YEAR CAREER PROGRAM

PREPARATION FOR EMPLOYMENT

SUMMER OR PREVIOUS SEMESTER		Credit Hours
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
	Total Credit Hours:	**30-31**

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

MEDICAL ADMINISTRATIVE ASSISTANT

PROGRAM OVERVIEW

Lisa Humbertson, *Program Director*
lhumbertson@allegany.edu
Allied Health 124
301-784-5319

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 and 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.

PROGRAM PATH

MEDICAL ADMINISTRATIVE ASSISTANT
TWO-YEAR CAREER PROGRAM
PREPARATION FOR EMPLOYMENT

FIRST SEMESTER		Credit Hours
Computer Technology 101 (Computer Literacy)		3
Computer Technology 107 (Introduction to Cybersecurity)		3
English 101 (English Composition I)		3
Mathematics Elective [1]		3
Medical Administrative Assistant 110 (Medical Terminology)		3
	Total:	15

SECOND SEMESTER		
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

THIRD SEMESTER		
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

FOURTH SEMESTER		
Biological Science Elective [1]		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
	Total Credit Hours:	**60**

[1] *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 Humbertson, *Program Director*
lhumbertson@allegany.edu
Allied Health 124
301-784-5319

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 or "C" or better in each Medical Administrative Assistant and Medical Assistant course.

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

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

PROGRAM PATH

MEDICAL ADMINISTRATIVE ASSISTANT

MEDICAL CODING AND BILLING

ONE-YEAR CAREER PROGRAM

PREPARATION FOR EMPLOYMENT

SUMMER OR PREVIOUS SEMESTER		Credit Hours
Medical Administrative Assistant 110 (Medical Terminology)		3
	Total:	3

FIRST SEMESTER		
Computer Technology 101 (Computer Literacy)		3
Medical Administrative Assistant 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
	Total Credit Hours:	**34**

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

MEDICAL ASSISTANT

PROGRAM OVERVIEW

Lisa Humbertson, *Program Director*
lhumbertson@allegany.edu
Allied Health 124
301-784-5319

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.

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.

PROGRAM PATH

MEDICAL ASSISTANT

TWO-YEAR CAREER PROGRAM

PREPARATION FOR EMPLOYMENT

FIRST SEMESTER		Credit Hours
Computer Technology 101 (Computer Literacy)		3
English 101 (English Composition I)		3
Mathematics Elective [1]		3
Medical Administrative Assistant 110 (Medical Terminology)		3
Medical Assistant 101 (Essential Skills for the Health Professional)		3
	Total:	15

SECOND SEMESTER		
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

SUMMER SESSION (following second semester)		
Medical Administrative Assistant 132 (Elements of Human Disease)		3
Medical Assistant 211 (Medical Assistant Clinical II)		3
	Total:	6

THIRD SEMESTER		
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

FOURTH SEMESTER		
Biological Science Elective [1]		3
Medical Assistant 214 (Medical Assistant Practicum)		3
Psychology 101 (General Psychology)		3
Speech 101 (Speech Communication)		3
	Total:	12
	Total Credit Hours:	**60**

[1] *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) 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.

MEDICAL SCRIBE SPECIALIST CERTIFICATE

PROGRAM OVERVIEW

Lisa Humbertson, *Program Director*
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Allied Health 124
301-784-5319

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

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.

PROGRAM PATH

MEDICAL ASSISTANT

MEDICAL SCRIBE SPECIALIST

ONE-YEAR CAREER PROGRAM

PREPARATION FOR EMPLOYMENT

FIRST SEMESTER		Credit Hours
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
	Total:	18

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
	Total:	18

Summer Session		
Medical Assistant 170 (Medical Scribe Practicum)		3
	Total:	3
	Total Credit Hours:	**39**

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

MEDICAL LABORATORY TECHNOLOGY

PROGRAM OVERVIEW

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 Medical Laboratory Technology 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

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 16-20 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.

PROGRAM PATH

MEDICAL LABORATORY TECHNOLOGY

TWO-YEAR CAREER PROGRAM

PREPARATION FOR EMPLOYMENT

SUMMER SESSION		Credit Hours
Biological Science 101 (General Biology I)		4
English 101 (English Composition I)		3
	Total:	7

FIRST SEMESTER		
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

SECOND SEMESTER		
Biological Science 204 (Microbiology)		4
Medical Laboratory Technology 102 (Hematology)		4
Medical Laboratory Technology 104 (Applied Immunology)		3
Social and Behavioral Science Elective		3
	Total:	14

SUMMER SESSION (following second semester)		
Medical Laboratory Technology 106 (Clinical Laboratory Mathematics and Quality System Assessment)		1
Medical Laboratory Technology 221 (Urinalysis and Body Fluids)		2
Medical Laboratory Technology 222 (Blood Banking)		4
	Total:	7

THIRD SEMESTER		
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

FOURTH SEMESTER		
Medical Laboratory Technology 210 (Clinical Practicum) [1]		12
	Total:	12
	Total Credit Hours:	**68**

[1] *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*
srohrbaugh@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.

PROGRAM PATH

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

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

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

OPTIONAL SUMMER SESSION (following second semester)		Credit Hours
Medical Laboratory Technology 220 (Biotechnology Internship)		11
(This course is not required but is offered to give the student the option for biotechnology work related experience.)		
	Total:	11
	Total Credit Hours:	**11**

[1] *Environmental Science Elective is highly recommended.*

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

MULTIMEDIA TECHNOLOGY

PROGRAM OVERVIEW

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, digital editing, 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.

PROGRAM PATH

MULTIMEDIA TECHNOLOGY

TWO-YEAR CAREER PROGRAM

PREPARATION FOR EMPLOYMENT

FIRST SEMESTER	Credit Hours
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

SECOND SEMESTER	
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

THIRD SEMESTER	
English Composition Elective [1]	3
Multimedia Technology 201 (Multimedia Production)	3
Multimedia Technology 207 (Graphics)	3
Science Elective	3
Speech 101 (Speech Communication)	3
Total:	15

FOURTH SEMESTER	
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
Total Credit Hours:	**60**

[1] *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.

PROGRAM PATH

MULTIMEDIA TECHNOLOGY –

GRAPHIC DESIGN CERTIFICATE

ONE-YEAR CAREER PROGRAM

PREPARATION FOR EMPLOYMENT

FIRST SEMESTER		Credit Hours
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
	Total:	15

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
	Total:	12
	Total Credit Hours:	**27**

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.

PROGRAM PATH

MULTIMEDIA TECHNOLOGY

PHOTOGRAPHY

LETTER OF RECOGNITION

PREPARATION FOR EMPLOYMENT

	Credit Hours
Multimedia Technology 101 (Introduction to Media)	3
Multimedia Technology 103 (Introduction to Photography)	3
Multimedia Technology 211 (Advanced Photography)	3
Total Credit Hours:	**9**

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

NANOTECHNOLOGY (AOC)

PROGRAM OVERVIEW

Steve Heninger, *Professor of Physics and Chemistry*
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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.

PROGRAM PATH

NANOTECHNOLOGY

AREA OF CONCENTRATION

PREPARATION FOR TRANSFER AND/OR EMPLOYMENT

FIRST SEMESTER*		Credit Hours
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
	Total:	14

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

THIRD SEMESTER		
Arts and Humanities Elective [3]		3
Chemistry 102 (General Chemistry II)		4
Physics 102 (Introductory Physics II)**		4
Social and Behavioral Science Elective [2]		3
	Total:	14

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
	Total:	18
	Total Credit Hours:	**60**

* 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.

[1] *Psychology 101 and Speech 101 are preferred to other electives.*

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

[3] *Arts and Humanities elective must be from two different disciplines.*

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

NURSING

PROGRAM OVERVIEW

Tonia Letrent, *Advising Specialist for Nursing Programs*
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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 general education 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 LPNs 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 educational standards of the College and in addition must achieve a grade of "C" or better in each nursing course and each required general education 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.

PROGRAM ADMISSIONS

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

To become eligible as an Online LPN-RN student attending Allegany College of Maryland or transferring from another institution, an applicant must satisfy the following minimum requirements:

- Have a minimum grade point average of 2.5 for all nursing program requirements.
- *Complete* Anatomy and Physiology I and II (Biology 207 and 208), Microbiology (Biology 204), English 101, Psychology 101, Human Growth and Development (Psychology 203), and Math (Probability and Statistics OR College Algebra) with a grade of "C" or better.
- Schedule and take the Online LPN-RN Entrance Test. The Entrance Exam must be taken by April 15 to be considered for August admission, September 1 to be considered for September admission, or December 1 to be considered for May admission.
- Submit supporting application documentation:
  - Copy of Driver's license or state-issued ID
  - Nursing license
  - Employer Verification Letter
  - Professional Reference
  - Official LPN transcript should be submitted to the Registrar's Office

To become eligible as a college student currently attending Allegany College of Maryland or transferring from another institution, an applicant must satisfy the following minimum requirements:

- Hold a current CMA (AAMA) certification
- Schedule and pass the Nursing Admission Assessment Test for the Nursing program with a minimum required score of 75.
- CMA to Nursing: *Complete* Anatomy and Physiology I and II (Biology 207 and 208), Microbiology (Biology 204), English 101, Psychology 101, Human Growth and Development (Psychology 203), and Math (Probability and Statistics OR College Algebra) with a grade of "C" or better.
- CMA to LPN: *Complete* Anatomy and Physiology I and II (Biology 207 and 208), English 101, Psychology 101, Human Growth and Development (Psychology 203), and Math (Probability and Statistics OR College Algebra) with a grade of "C" or better.
- Additional general education courses are required for graduation.

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.**

PROGRAM PATH

NURSING

TWO-YEAR CAREER PROGRAM

PREPARATION FOR EMPLOYMENT

SUMMER SESSION OR TAKEN PRIOR TO ADMISSION		Credit Hours
Biological Science 207 (Anatomy and Physiology of the Human I)		4
	Total:	4

FIRST SEMESTER		
Biological Science 208 (Anatomy and Physiology of the Human II)		4
Nursing 120 (Nursing I)		9
Psychology 101 (General Psychology)		3
	Total:	16

SECOND SEMESTER		
English 101 (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 [1]		6
Nursing 204 (Nursing in Society)		1
Nursing 215 (Nursing IV)		9
	Total:	16
	Total Credit Hours:	**70**

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

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

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

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, 2525 North Seventh Street, Harrisburg, PA 17110; 833-367-2762. The Associate Degree Nursing Program is also accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN). ACEN's address is: 3390 Peachtree Road, NE, Suite 1400, Atlanta Georgia, 30326; 404-975-5000

NURSING ASSISTANT/GERIATRIC AIDE CERTIFICATE

PROGRAM OVERVIEW

Deborah Henson, *Program Coordinator*
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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.

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.

PROGRAM PATH

NURSING ASSISTANT/GERIATRIC AIDE

ONE-SEMESTER CAREER PROGRAM

PREPARATION FOR EMPLOYMENT

	Credit Hours
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
Total Credit Hours:	**16**

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

NURSING - PRACTICAL NURSING CERTIFICATE

PROGRAM OVERVIEW

Sandy Clark, *Program Director*
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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

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). 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 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 general education 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.

PROGRAM PATH

PRACTICAL NURSING

ONE-YEAR CAREER PROGRAM

PREPARATION FOR EMPLOYMENT

SUMMER OR PREVIOUS SEMESTER		Credit Hours
Biological Science 207 (Anatomy and Physiology of the Human I)		4
	Total:	4

FIRST SEMESTER		
Biological Science 208 (Anatomy and Physiology of the Human II)		4
Nursing 120 (Nursing I)		9
Psychology 101 (General Psychology)		3
	Total:	16

SECOND SEMESTER		
English 101 (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
	Total Credit Hours:	**45**

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*
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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.

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 alternate 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.
6. Following completion of the above requirements you will be invited to participate in a professional interview with our program staff.

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.

PROGRAM PATH

OCCUPATIONAL THERAPY ASSISTANT
TWO-YEAR CAREER PROGRAM
PREPARATION FOR EMPLOYMENT

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

SECOND SEMESTER		
Biological Science 201 (Human Anatomy and Physiology) [1]		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

SUMMER SESSION (following second semester)		
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

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

FOURTH SEMESTER		
Occupational Therapy 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

SUMMER SESSION (following fourth semester)		
Occupational Therapy 210 (Clinical Internship II)		4
	Total:	4
	Total Credit Hours:	**70**

[1] *Students may elect to take both Biological Science 207 and 208 in place of both Biological Science 121 and 201. If the student's long-term goal is to transfer to a four-year college or university, then it is recommended that the student take Biological Science 207 and 208.*

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

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), 7501 Wisconsin Avenue, Suite 510E, Bethesda, MD 20814, www.acoteonline.org; 301-652-6611. 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; 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.

PROGRAM PATH

PEACE AND CONFLICT STUDIES
LETTER OF RECOGNITION
PREPARATION FOR EMPLOYMENT

FIRST SEMESTER		Credit Hours
Psychology 110 (Introduction to Peace and Conflict Studies) [1]		3
Humanities 110 (Interdisciplinary Leadership I)		3
	Total:	6

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

[1] *Recommended that students take Introduction to Peace and Conflict Studies prior to the other courses.*

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

PHARMACY TECHNICIAN CERTIFICATE

PROGRAM OVERVIEW

Deborah Henson, *Program Coordinator*
dhenson@allegany.edu
CE 22
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.

PROGRAM PATH

PHARMACY TECHNICIAN

ONE-SEMESTER CAREER PROGRAM

PREPARATION FOR EMPLOYMENT

	Credit Hours
Nursing Assistant 101 (Introduction to Health and Wellness)	3
Pharmacy Technician 101 (Pharmacy Technician)	6
Pharmacy Technician 102 (Pharmacy Technician Internship)	5
Physical Education 153 (Cardiopulmonary Resuscitation and First Aid)	2
Total Credit Hours:	**16**

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

PHLEBOTOMY/LABORATORY ASSISTANT CERTIFICATE

PROGRAM OVERVIEW

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 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.

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.

PROGRAM PATH

PHLEBOTOMY/LABORATORY ASSISTANT
ONE-YEAR CAREER PROGRAM
PREPARATION FOR EMPLOYMENT

FIRST SEMESTER		Credit Hours
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
	Total:	14

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
	Total:	17
	Total Credit Hours:	**31**

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

PHYSICAL THERAPIST ASSISTANT

PROGRAM OVERVIEW

Melody Kentrus, *PT, DPT, Program Director*
mkentrus@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

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)
- 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.

PROGRAM PATH

PHYSICAL THERAPIST ASSISTANT
TWO-YEAR CAREER PROGRAM
PREPARATION FOR EMPLOYMENT

FIRST SEMESTER		Credit Hours
Physical Therapist Assistant 101 (Introduction to Physical Therapist Assistant)		2
Biological Science 121 (Musculoskeletal Anatomy of the Human) [1]		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) [1]		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
	Total Credit Hours:	**70**

[1] *Students may elect to take both Biological Science 207 and 208 in place of both Biological Science 121 and 201. If the student's long-term goal is to obtain a four-year degree, then it is recommended that the student take Biological Science 207 and 208.*

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 and Chemistry*
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.

PROGRAM PATH

PHYSICS

AREA OF CONCENTRATION

PREPARATION FOR TRANSFER

FIRST SEMESTER		Credit Hours
Elective		3
English 101 (English Composition I)		3
Mathematics 201 (Calculus I)		4
Physics 201 (General Physics I)		4
	Total:	14

SECOND SEMESTER		
Elective		3
English 103 (Introduction to Literature) or Arts and Humanities Elective [1]		3
Mathematics 202 (Calculus II)		4
Physics 202 (General Physics II)		4
Social and Behavioral Science Elective [2]		3
	Total:	17

THIRD SEMESTER		
Arts and Humanities Elective [1]		3
Chemistry 101 (General Chemistry I)		4
Elective		3
Mathematics 203 (Calculus III)		4
	Total:	14

FOURTH SEMESTER		
Chemistry 102 (General Chemistry II)		4
Mathematics 206 (Differential Equations)		4
Physics 106 (Introductory Astronomy)		4
Social and Behavioral Science Elective [2]		3
	Total:	15
	Total Credit Hours:	**60**

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

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

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

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.

PROGRAM PATH

PSYCHOLOGY

AREA OF CONCENTRATION

PREPARATION FOR TRANSFER

FIRST SEMESTER	Credit Hours
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

SECOND SEMESTER	
Elective [1]	3
English Elective [1]	3
Mathematics 102 or 109 (College Algebra or Probability and Statistics)	3
Psychology Elective [1,2]	3
Laboratory Science Elective	4
Total:	16

THIRD SEMESTER	
Elective [1]	3
History Elective [1]	3
Humanities Elective [1]	3
Psychology Elective [1,2]	3
Speech 101 (Speech Communication)	3
Total:	15

FOURTH SEMESTER	
Elective [1]	3
Physical Activity	1
Psychology Elective [1,2]	3
Social and Behavioral Science Elective [1]	3
Sociology Elective [1]	3
Total:	13
Total Credit Hours:	**60**

[1] *Consult your advisor or Advising Center staff for appropriate courses.*

[2] *Students need to complete three courses from these courses: Psychology 110, 199, 203, 205, and 207.*

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

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 a 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.

PROGRAM PATH

RESPIRATORY THERAPIST
TWO-YEAR CAREER PROGRAM
PREPARATION FOR EMPLOYMENT

FIRST SEMESTER		Credit Hours
Biological Science 116 (Human Biology)		3
Chemistry 100 or 101 (Elements of Chemistry or General Chemistry I) [1]		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
	Total Credit Hours:	**67**

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

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

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

MULTIMEDIA TECHNOLOGY
SOCIAL MEDIA MARKETING

ONE-YEAR CERTIFICATE

PREPARATION FOR EMPLOYMENT

FIRST SEMESTER		Credit Hours
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
	Total Credit Hours:	**30**

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

SOCIAL WORK (AOC)

PROGRAM OVERVIEW

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.

PROGRAM PATH

SOCIAL WORK

AREA OF CONCENTRATION

PREPARATION FOR TRANSFER

FIRST SEMESTER		Credit Hours
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

SECOND SEMESTER		
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

THIRD SEMESTER		
Elective [1, 2]		3
Integrative Health or Physical Education Electives [3]		2
Laboratory Science Elective [4]		4
Sociology 104 (Interdisciplinary Studies in Human Society) or Sociology Elective		3
Sociology 203 (Social Problems)		3
	Total:	15

FOURTH SEMESTER		
Biological Science 116 (Human Biology)		3
Computer Technology 101 (Computer Literacy)		3
Elective [1, 2]		3
History 104 (United States History II)		3
Sociology 250 (Introduction to Social Work)		3
	Total:	15
	Total Credit Hours:	**60**

[1] *Consult your advisor or Advising Center staff for appropriate courses.*

[2] *Recommended electives: Humanities 110, Integrative Health Courses, Psychology or Sociology classes in area of interest.*

[3] *Recommended electives: Integrative Health 114 or Physical Education 145.*

[4] *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.

PROGRAM PATH

SOCIOLOGY

AREA OF CONCENTRATION

PREPARATION FOR TRANSFER

FIRST SEMESTER		Credit Hours
Elective [1]		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

SECOND SEMESTER		
Elective [1]		3
English 102 (English Composition II) or English Elective		3
Psychology 101 (General Psychology)		3
Social and Behavioral Science Elective [2]		3
Sociology Elective [3]		3
	Total:	15

THIRD SEMESTER		
Elective [1]		3
Humanities Elective		3
Laboratory Science Elective [4]		4
Physical Activity		1
Social and Behavioral Science Elective [2]		3
Sociology Elective [3]		3
	Total:	17

FOURTH SEMESTER		
Elective [1]		3
Humanities Elective		3
Physical Activity		1
Science Elective [4]		3
Sociology Elective [3]		3
	Total:	13
	Total Credit Hours:	**60**

[1] *Consult your advisor or Advising Center staff for appropriate courses.*

[2] *Courses must be completed from two different Social and Behavioral Science disciplines.*

[3] *Students need to complete three courses from these courses: Sociology 102, 203, 205, 207, and 211.*

[4] *Science electives must include one lab science. Some transfer institutions may require an additional lab science; therefore, consult your advisor 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.

PROGRAM PATH

SPANISH

ONE-YEAR CERTIFICATE

FIRST SEMESTER		Credit Hours
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
	Total Credit Hours:	**18**

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

	Credit Hours
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
Total Credit Hours:	**12**

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.

PROGRAM PATH

EARLY CHILDHOOD EDUCATION
AREA OF CONCENTRATION

FIRST SEMESTER		Credit Hours
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) [1]		1
Education 293 (Early Childhood Learning Environments)		4
English 103 (Introduction to Literature)		3
Physical Education 154 (Integrated Health and Physical Education)		3
Physics 132 (Inquiries in Physical Science II) or Laboratory Science Elective		4
	Total:	15
	Total Credit Hours:	**60**

[1] *Education 190 may be waived and a one-credit elective substituted only if a student has successively completed 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*
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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.

PROGRAM PATH

ELEMENTARY EDUCATION
AREA OF CONCENTRATION

FIRST SEMESTER		Credit Hours
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		
[1] 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
	Total Credit Hours:	**60**

[1] *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

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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.

PROGRAM PATH

SECONDARY EDUCATION
AREA OF CONCENTRATION

FIRST SEMESTER		Credit Hours
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
	Total:	13

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

THIRD SEMESTER		
English 103 (Introduction to Literature)		3
Geography 102 (Cultural Geography)		3
History Elective		3
Laboratory Science Elective		4
Teaching Field Elective		3
	Total:	16

FOURTH SEMESTER		
Art Elective or Music Elective		3
Education 190 (Preparation for the PPST) [1]		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
	Total:	16
	Total Credit Hours:	**60**

[1] *Education 190 may be waived and a one-credit elective substituted only if a student has successfully 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.

PROGRAM PATH

TEACHING

ASSOCIATE OF ARTS IN TEACHING (AAT)

PREPARATION FOR TRANSFER

FIRST SEMESTER	Credit Hours
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 Elective	
Total:	17

SECOND SEMESTER	
Education 190 (Preparation for the Pre-Professional Sequence) or Elective [1]	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)	4
Total:	16

THIRD SEMESTER	
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

FOURTH SEMESTER	
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
Total Credit Hours:	**67**

[1] *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.