GETTING TO KNOW US

Three campuses: Cumberland, MD, Bedford and Somerset counties, PA.

Enrollment: 4,071 credit students overall (615, Bedford Co.; 699, Somerset Co.) and 15,537 student registrations in continuing education.

Faculty: 114 full-time, 164 part-time.

Student-to-faculty ratio: 17:1

Degrees granted: Authorized by the Maryland Higher Education Commission to award the Associate in Arts (AA), Associate in Science (AS), Associate in Applied Science (AAS) and the Associate of Arts in Teaching (AAT) degrees as well as credit and continuing education certificates and letters of recognition.

Accreditation: The college is accredited by the Commission on Higher Education, Middle States Association of Colleges and Schools. (Address: 3624 Market Street, Philadelphia, PA 19104-2680. Phone: 215-662-5606.) Middle States is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. The college is also accredited and approved for operation by the Maryland Higher Education Commission. (Address: 839 Bestgate Road, Suite 400, Annapolis, MD 21401. Phone: 410-260-4500.)

Certification: The Pennsylvania Department of Education has granted certification to the Allegany College of Maryland campuses in Bedford and Somerset counties and to the academic programs they offer.

Additional accreditation: The college’s allied health programs are accredited by national and regional associations. Many continuing education offerings are approved by accrediting bodies and professional associations.

MORE ABOUT US

Quality instruction - Strong, diversified faculty with teaching and learning as its primary concern.

Graduates satisfaction - Recent grads surveyed reveal a high degree of satisfaction with both job and transfer preparation.

Employer approval - Employers surveyed consistently express high satisfaction with the ACM graduates they had hired.

Service to the community - Area residents tell us in surveys of their very high regard for the college and its service to the community.

WHAT’S INSIDE

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GET TO KNOW US BETTER!

You’re invited to visit. When you come, we’re confident that you’ll like what you see and hear.

We can also make arrangements for you to talk with a financial aid counselor, visit a faculty member in your interest field or attend a class. You’re also welcome to look at our student housing.

Tell us about your interests when you schedule an appointment. For the Cumberland campus, call either the Information Center at 301-784-5005 or the Recruitment Office at 301-784-5120.

At our Pennsylvania campuses - in Bedford County and in Somerset County - call 814-652-9528 or 814-445-9848.

Easiest get-acquainted option: Visit us at an open house for each of our three campuses!

These annual events feature a variety of programs and activities to give a comprehensive college view in one easy session.

The 2011-12 open house schedule is as follows:

- November 3, 2011 - Thursday Open House, Bedford County Campus, PA, 5:00-7:00 p.m.
- October 20, 2011 - Thursday Open House, Somerset County Campus, PA, 5:00-7:00 p.m.
- April 14, 2012 - Saturday Open House, Cumberland Campus, 11:00 a.m. to 2:30 p.m.

Or write us at:
Admissions Office
Allegany College of Maryland
12401 Willowbrook Road, SE
Cumberland, MD 21502-2596


WE LOOK FORWARD TO MEETING YOU AND YOUR FAMILY!
Decision-Making Time

Decide to build a solid future with Allegany College of Maryland.

OPPORTUNITIES ABOUND HERE.

- Career programs ready graduates for prompt employment in fields with strong job prospects.
- Transfer programs lead graduates to success in bachelor’s degrees at four-year colleges and beyond.

QUALITY EDUCATION, CARING ATMOSPHERE, REASONABLE COST

- Faculty who are highly qualified and dedicated
- Learning and teaching valued most for student success
- Costs typically thousands less than public universities
**FRIENDLY FACES, PLEASING PLACES**
At each of our three campuses and our two centers.

**Cumberland Campus**

There is plenty to like and a lot to offer at our Cumberland campus. On 316 suburban acres in this Western Maryland city, our programs and people are headquartered in 13 major buildings.

**Here are several important ones:**

- **College Center** - With a student lounge, cafeteria and game room, and most college administrative offices, including Admissions and Registration, Financial Aid and Business.
- **Campus Store/Advancement** - With a bookstore and other academic supplies students need and (next door) the Advancement Office, home of Recruitment and the Foundation, another source of student scholarships and aid.
- **Humanities Building** - With the Student Success Center and key services for new and current students.
- **Library** - A center of learning with an impressive collection of more than 58,000 volumes and 150 periodicals, selected U.S. government documents and local history resources, the library offers such valuable research features as full-text databases, interlibrary loans of books and articles, and an on-line catalog of the library’s extensive holdings.

The Donald L. Alexander Library recently underwent a complete renovation and 30 percent expansion to create an exceptionally attractive and comfortable place for students to work and relax. Wireless Internet access is available for laptop computer users. The additional 6,000 square feet allows for improved seating and study areas, a 30-station computer lab and an enlarged Appalachian Collection of genealogy and regional history materials. There is also the new Janet Zastrow Cook Willa Cather and Rare Book Collection of materials pertaining to the celebrated American author and other revered American and British writers.

**Elsewhere on campus are these key buildings:**

- **Science Building**
- **Allied Health Building**
- **Advanced Technologies Building**
- **Physical Education Building**
- **Automotive Technology Building**
- **Center for Continuing Education**

**Learning Technology**

We’re a regional leader in learning and use current technology to deliver it. Key methods of extending education resources to students at our five locations and in their homes include interactive video and audio in a classroom setting and on-line courses for convenient at-home study. Many of our classrooms offer “smart” learning environments that include integrated multimedia equipment, interactive touch displays and audience-response devices.

Computers are readily available at the college, where some 500 computers are dedicated to student use in 33 computer laboratories on the Cumberland campus and 250 computers are dedicated to student use in 18 labs at ACM campuses and centers in Pennsylvania. These labs are regularly updated, and many utilize the latest technology available. In addition, every lab features high-speed access to the Internet.

Students have access to many amenities including wireless Internet service at each of our campus locations and use of antivirus software and college e-mail accounts. Our students are also able to purchase many popular software packages at significantly discounted rates, and technology assistance is available through the college Helpdesk and by working hands-on with college lab technicians.
Bedford County Campus

The Bedford County Campus of Allegany College of Maryland operates a nearly 20,000 square-foot building on seven acres in Everett. The campus also provides academic support to ACM students at the Bedford County Technical Center described below.

Bedford County Technical Center

An agreement with the Bedford County Technical Center provides Allegany College of Maryland an additional site for technical training and education in both credit programs and the Office of Workforce Development. A recently completed wing at the technical center comprises science laboratories that allow day and evening science courses for greater flexibility by ACM students. The college partnership with BCTC enhances opportunities for a variety of programs to be developed in the future.

Somerset County Campus

The Somerset County Campus of Allegany College of Maryland operates a multi-facility campus on nearly 70 acres along Glades Pike east of Somerset. A 20,000-square-foot building was completed in fall 2005, joining the college’s original 27,000-square-foot structure and an expanded workforce development and training facility for continuing education. The college utilizes the top floor of this two-story structure while the ground floor is retained as office space by three federal and county agricultural agencies. Also on campus is a mile-long walking track for community as well as student use.

The Pennsylvania campuses and center include classrooms, instructional laboratories and computer labs. In addition, each of the two campuses features latest-technology distance-learning classrooms that link all three ACM campuses as well as student support services, student lounge, bookstore, reception and registration areas and faculty offices.

A library supports education at each campus. The Somerset County Library is housed at the Somerset campus, in partnership with Allegany College of Maryland. This collaboration provides students with “Access PA Power Library.”

At both Pennsylvania campuses, ACM students have high-speed access to the college library’s on-line catalog and full-text databases as well as books, articles and other materials from the Cumberland-campus library and from other libraries via interlibrary loan.

Gateway Center/School of Hospitality, Tourism and Culinary Arts

The college’s School of Hospitality, Tourism and Culinary Arts is based in its Gateway Center on Baltimore Street in downtown Cumberland. The Culinaire Café, a student-run, chef-supervised restaurant, serves lunch Tuesday-Friday when classes are in session. Art work exhibited in the café’s Gilchrist Gallery adds to the atmosphere in the attractive dining room.
STUDENT SUCCESS CENTER/STUDENT SERVICES

This important college area provides valuable services to help ACM students at various phases of their academic careers. Available at all three campuses, these services help students enter college, stay in college and be successful, and move on to a transfer college.

From placement assessments that assure students begin at the appropriate level to accommodations for students with disabilities and tutoring to transfer and career advising, the Student Success Center/Student Services area of the college is a vital one.

The James D. Zamagias Student Success Center is located in the Humanities Building on the Cumberland campus. Services at the two Pennsylvania campuses are provided by the student services director there. Transfer advising is further described on page 11.

PATHWAYS FOR SUCCESS

A new program for academically underprepared students, Pathways for Success allows for an individualized focus and specific measures to help participants achieve their academic and professional goals. This academic support effort is for full-time, Cumberland-campus students who are low-income or the first in their family to attend college. Students with disabilities may also be eligible. Funded by a U.S. Department of Education grant, the program provides academic support services to increase retention, raise grade point averages and boost graduation and transfer rates. Tutoring, workshops and individualized services are all part of this collaborative effort, which is housed in the Humanities Building.

TURNING POINT CENTER

This recent initiative, based in a remodeled house above the Allied Health Building on the Cumberland campus, is designed to help non-traditional students achieve their higher education goals. ACM personnel at this “one-stop shop” for non-traditional students — those older than typical college age — are committed to helping members of this fastest-growing age group in higher education update skills, advance a career or change jobs. Services there, offered in a comfortable, supportive environment, include advisory and resource services, workshops, tutoring, study groups, mentoring and advocacy.

STUDENT AND LEGAL AFFAIRS

Campus Kids Child Care Center

Affordable day care for children 3-6 by an experienced, professional staff is available on the Cumberland campus while their student-parents attend class or lab sessions or perform work-study assignments. The state-licensed Campus Kids child care center charges an hourly fee for these services.

Counseling and Assistance

Because the emotional well-being of students is so important, the college contracts with two local agencies, Appalachian Behavioral Health Center and WMHS Behavioral Health Services, to provide three sessions per semester for any ACM student free of charge, as well as urgent and crisis counseling. Appointments and sessions are confidential and appropriate referrals for long-term counseling needs are provided.

Diversity Center

Created to maintain a learning environment where students and staff of all races, religions, sexual orientations and backgrounds feel welcome and safe, the Diversity Center offers a place for support, education, activities and programming.

The Diversity Center pursues enlightenment for everyone on campus and welcomes the participation of all students in daily connections and special events.
Student engagement outside the classroom is essential for both personal development and academic success. The college offers special events, recreational opportunities and more to enhance the student experience.

Campus organizations and clubs support the education that students receive and allow for important social interaction.

The elected Student Government Association plans and promotes student activities and supports clubs and organizations that add greatly to campus life.

Each Pennsylvania campus also has an organized Student Council that plans activities in response to student needs.

The list of Student Government Association-supported clubs and organizations includes:

- Alpha Sigma Lambda
- Choir
- Christian Fellowship Club
- C2J - criminal justice and criminology club
- Essence Dance Team
- Forestry Club
- Heifer International Support
- Honors Club
- Human Service Club
- Massage Therapy Club
- Medical Assistant Club
- Medical Lab Tech/Biotech Club
- NAACP Student Club
- Neo-Beats Creative Writing Club
- Peace Studies Club
- Phi Beta Lambda
- Phi Theta Kappa International Honor Society
- Physical Therapist Assistants Club
- Radiologic Technology Club
- Respiratory Therapy Club
- Student American Dental Hygienists Association
- Student Occupational Therapy Assistant Club
- Turning Point Center Club
- Tutoring Club
- Volunteer Club
ATHLETIC PROGRAMS

Allegany College of Maryland offers varied intercollegiate and intramural sports activities from the spacious, well-equipped and newly renovated and expanded Physical Education Building as well as the playing fields and courts that surround it.

ACM fields interscholastic teams in basketball (men’s and women’s), baseball, softball, soccer (men’s), volleyball and golf. Students who like to play, but at a more relaxed level, are welcome to do so in intramurals. These contests include such pursuits as bowling, basketball and archery.

The Physical Education Building, now greatly improved throughout in both appearance and function, is an exceptional venue for many of these sports. Its gymnasium hosts basketball, volleyball and other indoor activities and bleacher seating for several hundred onlookers in the Bob Kirk Arena.

Elsewhere in the building is a large swimming pool, and wellness center, the latter with elliptical trainers, treadmills and other aerobic equipment as well as free weights and a complete circuit of Nautilus weight machines.

Outside are playing fields and courts that support other of ACM’s intercollegiate and intramural sports. There are seven tennis courts, four outdoor basketball courts, two running tracks, baseball, soccer and football fields and various practice areas.
Admission to the College

ADMISSION AND ENROLLMENT

We make the admission process as painless as possible.

Your interest in getting an education to advance yourself is what impresses us most. ACM believes all who feel they can benefit from a college education deserve the opportunity to earn it.

However, certain programs, especially in allied health care, have selective admissions criteria. Students interested in these areas should consult with an Admissions Office advisor.

Busy schedules can be accommodated, too, through the college’s many on-line courses, which use the Internet for at-home study, and A/B Term courses, which allow students to complete an entire course in half the usual time.

Admissions Procedures

Our application for admission is simple and straightforward. Conveniently, it is located right within this book. Easier still, you can submit an application electronically. You can find it on our Website at www.allegany.edu. As always, there is no application fee.

In addition to the admission application, you will need to provide the Admissions Office with an official final high school transcript or copy of a GED. If you have attended any other colleges or universities, you will need to have official copies of those transcripts mailed to us as well.

You may also have to take our in-house placement assessment. If you have any questions about admissions to ACM, please feel free to contact our Admissions Office.

Early College for high school students

High school juniors and seniors can earn college course credits while they earn their high school diploma. They’ll finish their degree sooner, wherever they earn it. They’ll also pay one-half of the tuition rate that applies to where they reside.

In addition to completing the usual admission requirements, students will also need to provide us with an early placement permission letter signed by their high school principal or guidance counselor.

Veterans Affairs

Information about educational benefits for veterans, veterans’ widows and war orphans is available in the Registration Office. The veterans’ affairs coordinator can help students determine what veterans’ and related benefits apply to them and assist in resolving problems or situations unique to veterans and their family members.
CAMPUS HONOR SOCIETIES

Scholastic achievement is encouraged by no fewer than four campus chapters of nationally and internationally recognized organizations, including:

• Alpha Sigma Lambda — for non-traditional (older than typical college age) students.
• Phi Beta Lambda — the student business and leadership development organization.
• Phi Theta Kappa — for students of all ages and majors. (Membership requires a 3.5 grade point average with the completion of 12 hours of college course work for full-time students.)
• Sigma Phi Alpha — the national honor society of the dental hygiene profession.

THE HONORS PROGRAM

Open to students of any major, the Honors Program advocates high academic standards and offers an honors experience through “honors-by-contract” for any ACM course with instructor approval.

Graduates of accredited high schools and transfer students with a 3.5 grade point average or above are eligible to participate in the program, which also offers special activities and encourages community service.

In addition, students enrolled in the Honors Program are eligible to have one-half of their in-county tuition paid by the ACM Foundation.

Honors Program participants are required to complete a minimum of 12 hours of honors courses with a grade of “B” or better and maintain a 3.5 GPA.
Allegany College of Maryland offers a comprehensive range of quality courses and programs to meet virtually any need or objective.

**CAREER PROGRAMS**

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

**Certificate Programs**
- Applications User Specialist
- Automotive Technology
- Basic Medical Transcription
- Biotechnology
- Business Accounting
- Business Entrepreneurship
- Business Marketing and Sales
- Business Office Support Specialist
- Business Supervision
- Computer Service Technician
- Criminal Justice
- Dietary Manager
- In-Home Nursing Assistant
- Medical Coding
- Nursing Assistant/Geriatric Aide
- Office Systems Support
- Pharmacy Technician
- Phlebotomy/EKG Technician
- Practical Nursing
- Professional Golf Management
- Programming
- Technical Support
- Tree Care Technician

For more reported information about these certificate programs, visit our Web site at www.allegany.edu/gainfulemploymentdisclosure/

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

**About Letters of Recognition** - These short-duration programs, which can be completed in one or two semesters, depending on the curriculum, offer the advantage of a credential in a specific skill area for those who need it.

Letters of Recognition provide an entry point to college study for new students and a pathway to further study to those who wish to pursue it. See the college catalog or program advisor for more information.

* Complete program may be available online.
TRANSFER PROGRAMS

Allegany College of Maryland has numerous transfer programs and patterns for persons planning careers that require a bachelor’s degree or higher.

These allow students to begin a four-year study plan conveniently and affordably and nearly always to transfer with full-junior status. They are:

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

* Complete program may be available online.

TRANSFER OPPORTUNITIES

Transfer opportunities here are limitless. Our students have transferred to colleges and universities throughout the region and the nation.

Students with a bachelor’s degree in their future should consult the Student Success Center on the Cumberland campus or the Student Services Office of our Pennsylvania campuses in Bedford and Somerset counties.

Articulation, transfer and partnership agreements with four-year schools in the region spell out the path clearly for a seamless transition to these opportunities.

Many institutions of higher learning have partnership agreements with ACM in well over a dozen varied programs that help our students build the future they desire. Two institutions – Shippensburg University and Frostburg State University – have dual-admission agreements with ACM, allowing for easy transfer. (See the college catalog for more details.)

Our University Studies curriculum is another important option. It allow students to build a personalized transfer program in preparation for nearly any major at nearly any institution. They take only the courses they need, then transfer with an associate degree and full-junior status - without loss of academic credit.

See the Student Success Center or the student services director on the Pennsylvania campuses about our tuition transfer refund guarantee and its guidelines. This feature gives students the assurance that they can prepare for and transfer with confidence.
At the Bedford County Campus, the programs are:

**Associate Degree Programs**
- Applied Technical Studies*
- Business Administration*
- Business Management
- Computer Science*
- Computer Science and Technology
- General Studies*
- Psychology

**Certificate Programs**
- Business Accounting
- Business Entrepreneurship
- Business Marketing and Sales
- Business Supervision
- Computer Science and Technology
  - Applications User Specialist
  - Computer Service Technician
  - Programming
  - Technical Support

**Letters of Recognition**
- Accounting I
- Accounting II
- Entrepreneurship Training
- First-Line Supervision
- Microcomputer Applications Specialist
- Programming Specialist
- Web Page Development

At the Bedford County Technical Center, the programs are:

**Associate Degree Program**
- Nursing

**Certificate Programs**
- Business Accounting
- Business Entrepreneurship
- Business Marketing and Sales
- Business Supervision
- Computer Science and Technology
  - Applications User Specialist
  - Computer Service Technician
  - Programming
  - Technical Support

**Letters of Recognition**
- Accounting I
- Accounting II
- Entrepreneurship Training
- First-Line Supervision
- Microcomputer Applications Specialist
- Programming Specialist
- Web Page Development

At the Somerset County Campus, the programs are:

**Associate Degree Programs**
- Applied Technical Studies*
- Business Administration*
- Business Management
- Computer Science*
- Computer Science and Technology
- Criminal Justice
- General Studies*
- Nursing

**Certificate Programs**
- Business Accounting
- Business Entrepreneurship
- Business Marketing and Sales
- Business Supervision
- Computer Science and Technology
  - Applications User Specialist
  - Computer Service Technician
  - Programming
  - Technical Support
  - Criminal Justice

**Letters of Recognition**
- Accounting I
- Accounting II
- Entrepreneurship Training
- First-Line Supervision
- Microcomputer Applications Specialist
- Programming Specialist
- Web Page Development

*Complete program may be available online.

The Gateway Center/School of Hospitality, Tourism and Culinary Arts, programs are:

**Associate Degree Programs**
- Culinary Arts
- Hotel and Restaurant Management

**Certificate Program**
- Dietary Manager

**Letters of Recognition**
- Baking Essentials
- Cooking Essentials
- Food Service Supervision
- Lodging Supervision
You Can Afford College

Higher education is surprisingly affordable — if you choose to pursue it at Allegany College of Maryland.

Access to education and opportunity is important. We believe that all who want a college education should have the chance to obtain it.

Our tuition is reasonable and less - often astonishingly so — than other colleges and universities in the region.

In addition, we make financial assistance available in the form of federal and state financial aid, including grants, student loans, federal work-study, scholarships, tuition-assistance grants and deferred-payment plans. Visit our Web site, www.allegany.edu, for a complete list of financial aid programs and scholarships available under the financial assistance heading.

More than 80 percent of ACM students receive some form of financial assistance.

• Financial Aid — The Financial Aid Office stands ready to help students pinpoint all available state and federal resources — scholarships, grants, loans or work-study jobs.

• Scholarships — The Allegany College of Maryland Foundations at our three campuses administers several hundred scholarships and other aid derived from local and regional sources, such as individuals, groups, companies and other organizations.

• Deferred Payment Plan — The Business Office uses a monthly billing system in which the student can choose to defer payment of a portion of the tuition and fees each month. Finance charges are applied each month to the unpaid balance. The account balance is due in full at the end of the semester.

• Scholastic Excellence Awards — Two ACM scholarship programs, the Gilpin Freshman Award and the College Achievement Award, for sophomores, are making it even easier to attain a higher education.

Each scholarship program provides qualified full-time students who graduated from a high school in Allegany County, Maryland, with an award of up to one half of the tuition rate for county residents. Minimum grade point averages apply for participation in these achievement-based scholarship programs.

• Health Manpower Shortage Program — This Maryland program is designed to allow students in certain manpower-short fields earn a health-care education more affordably. Students in these 18 curricula should see the next page for more information.

• Statewide-Designated Programs — Statewide designated career programs are intended to make education more affordable for Maryland residents outside Allegany County. Please see the next page for more information.
Cumberland, Maryland Campus
Tuition Rates for 2011-12

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<thead>
<tr>
<th>Resident Status</th>
<th>Allegany County Resident</th>
<th>MD Resident Other Than Allegany County</th>
<th>Out of State Resident</th>
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<tbody>
<tr>
<td>Standard Rates</td>
<td>$102</td>
<td>$190</td>
<td>$228</td>
</tr>
</tbody>
</table>

Please see average overall costs on page 16.

**SPECIAL RATES:**

**EARLY COLLEGE STUDENTS** – Early College students pay one-half the tuition rate based on their residency. Early College students are those who are currently in high school, are 16 years of age or older, and are taking courses at Allegany College of Maryland.

**STATEWIDE AND HEALTH MANPOWER SHORTAGE PROGRAMS** – These are designed to enable students in certain fields to earn an education more affordably. Beginning fall 2012, Maryland residents from counties other than Allegany who register in these eligible programs 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.

The list of eligible programs changes frequently for both Statewide and Health Manpower Shortage programs. In addition, funding availability for these programs is based on funding from the state of Maryland and is thus subject to change. Please contact the Admissions/Registration Office for more information.

The following is a list of the eligible programs:

**Statewide Programs**
- Automotive Technology
- Culinary Arts
- Forest Technology
- Hotel and Restaurant Management
- Professional Golf Management
- Tree Care Technician

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

*Selective Admission

The Statewide program must be unavailable at the student’s local community college or, if available, the program must be unavailable due to the program meeting or exceeding enrollment capacity. This restriction does not apply to the Health Manpower Shortage programs. Some of the programs on the Health Manpower Shortage list enroll students by selective admission and have prerequisites. See an academic advisor for more information.

Some restrictions apply. See college catalog for a fuller description of these two Maryland efforts and their requirements. The college Admissions Office can also provide complete information.

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

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

Please contact:
The Student Financial Aid Office .............................................301-784-5213 or -5400
The Allegany College of Maryland Foundation ........................................301-784-5200
Pennsylvanians enrolled at ACM’s Pennsylvania campuses in Bedford and Somerset counties have sources of financial assistance that make an Allegany College of Maryland education more affordable.

Tuition subsidies from the state of Pennsylvania apply to all commonwealth residents enrolled at Pennsylvania campuses. Although future subsidies cannot be guaranteed, state agencies have supported college requests to aid their citizens enrolled at ACM in Pennsylvania. Somerset County government has given additional assistance to citizens of that county enrolled at ACM’s Somerset County Campus.

The Pennsylvania Higher Education Assistance Agency, or PHEAA, allows Pennsylvanians enrolled at any ACM campus to apply for financial aid.

The Bedford County Regional Education Foundation and the Somerset County Campus Foundation for Allegany College of Maryland also help students with the cost of their education. They offer scholarships to qualified students who apply and meet selection criteria.

| PER CREDIT HOUR |
|-----------------|----------------|----------------|
|                 | Bedford County Campus | Somerset County Campus |
| Standard Rates  | $228             | $228            |
| Subsidies for residents: PA State | TBD*           | TBD*           |
| Somerset County Commissioners | -$9**          |                |
| Students Pay    | $228             | $219            |

Please see average overall costs on page 16.

*This amount will be determined at a later date.

**This amount is subject to change.

SPECIAL RATES:

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

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

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

Please contact:
The Somerset County Campus Foundation ............................................ 814-445-9848, ext. 6131
The Bedford County Regional Education Foundation ............................ 814-652-9528, ext. 6224
## Cost Summary

### Average Overall Cost for Full-Time Student
*(Based on 2011-12 tuition rates; totals do not include housing)*

<table>
<thead>
<tr>
<th>Semester</th>
<th>Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FULL-TIME</strong></td>
<td></td>
</tr>
<tr>
<td><strong>ALLEGANY COUNTY, MD RESIDENT</strong></td>
<td></td>
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<tr>
<td>TUITION: (15 credit-hour load)</td>
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<tr>
<td>REQUIRED FEES:</td>
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<tr>
<td>BOOKS: (estimate)</td>
<td>$400.00</td>
</tr>
<tr>
<td><strong>TOTAL COST:</strong></td>
<td>$2,108.00</td>
</tr>
<tr>
<td><strong>FULL-TIME</strong></td>
<td></td>
</tr>
<tr>
<td><strong>OUT-OF-COUNTY MARYLAND RESIDENT</strong></td>
<td></td>
</tr>
<tr>
<td>TUITION: (15 credit-hour load)</td>
<td>$2,850.00</td>
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<tr>
<td>REQUIRED FEES:</td>
<td>$103.00</td>
</tr>
<tr>
<td>COURSE FEES: (estimate)</td>
<td>$75.00</td>
</tr>
<tr>
<td>BOOKS: (estimate)</td>
<td>$400.00</td>
</tr>
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<td><strong>TOTAL COST:</strong></td>
<td>$3,428.00</td>
</tr>
<tr>
<td><strong>FULL-TIME</strong></td>
<td></td>
</tr>
<tr>
<td><strong>OUT-OF-STATE RESIDENT</strong></td>
<td></td>
</tr>
<tr>
<td>TUITION: (15 credit-hour load)</td>
<td>$3,420.00</td>
</tr>
<tr>
<td>REQUIRED FEES:</td>
<td>$103.00</td>
</tr>
<tr>
<td>COURSE FEES: (estimate)</td>
<td>$75.00</td>
</tr>
<tr>
<td>BOOKS: (estimate)</td>
<td>$400.00</td>
</tr>
<tr>
<td><strong>TOTAL COST:</strong></td>
<td>$3,998.00</td>
</tr>
</tbody>
</table>

| **FULL-TIME**     |               |
| **STUDENT AT BEDFORD COUNTY CAMPUSS** |               |
| TUITION: (15 credit-hour load) | $3,420.00 | $6,840.00 |
| REQUIRED FEES:     | $103.00 | $206.00 |
| COURSE FEES: (estimate) | $75.00 | $150.00 |
| BOOKS: (estimate)  | $400.00 | $800.00 |
| **TOTAL COST:**    | $3,998.00 | $7,996.00 |
| PENNSYLVANIA STATE TUITION SUBSIDY: | TBD | TBD |

| **FULL-TIME**     |               |
| **STUDENT AT SOMERSET COUNTY CAMPUSS** |               |
| TUITION: (15 credit-hour load) | $3,420.00 | $6,840.00 |
| REQUIRED FEES:     | $103.00 | $206.00 |
| COURSE FEES: (estimate) | $75.00 | $150.00 |
| BOOKS: (estimate)  | $400.00 | $800.00 |
| **TOTAL COST:**    | $3,998.00 | $7,996.00 |
| PENNSYLVANIA STATE TUITION SUBSIDY: | TBD | TBD |
| SOMERSET COUNTY TUITION SUBSIDY: | $135.00 | $270.00 |
| **TOTAL COST:**    | $3,863.00 | $7,726.00 |

Note: Amounts are subject to change

---

Need residential housing? See more about Willowbrook Woods, our impressive garden-style apartment complex for students on page 51.

If you’re interested, add $5,520 for an academic year or $7,170 to include summer to the cost summaries above. (Please note: Rates are for 2011-12 and are subject to change.)
Accounting Transfer Pattern
Arts and Sciences Curriculum

What: The first two years of a typical four-year accounting program.
For whom: Students who seek a bachelor’s degree in accounting.
Where: To a four-year college or university as yet undetermined.
Here: Leads to an associate of science degree in arts and sciences with an accounting transfer pattern.
(Note: This program closely parallels the first two years of an accounting major at four-year institutions. Accounting majors who have selected a transfer school should meet with the Student Success Center to coordinate course requirements.)
Contact: Ron Krug, associate professor of business administration.

General Education Courses Credit
Freshman English I ............................................ 3
Mathematics Elective ........................................ 3-4
Laboratory Science Electives ................................. 8
Physical Activities ............................................. 2
English Elective ............................................... 3
Elements of Statistics ........................................ 3
Computer Literacy .......................................... 3
Humanities Elective .......................................... 3
Calculus for Applications, or Calculus I ....................... 4
Social Science Electives .................................... 6
Electives ..................................................... 9
Speech Communication I ................................... 3

Major Course Requirements
Financial Accounting ....................................... 3
Managerial Accounting .................................... 3
Principles of Macroeconomics .............................. 3
Principles of Microeconomics ............................ 3

Total: 62-63

*See your advisor for recommended semester course sequences.
*Full-time students can complete requirements in two years. Part-time students will take longer.
*Additional courses may be required if developmental coursework is necessary.

Applied Technical Studies Curriculum

What: An associate degree program to meet specific or unique career goals.
For whom: For students who do not plan to transfer.
Here: Leads to an associate of applied science degree in applied technical studies.
(Note: 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 to a maximum of 30 credits.)
(A further note: As this is career program, designed to enable students to seek employment, students who elect to transfer should contact their advisor or the Student Success Center regarding transfer issues.)
Contact: Jennifer Engelbach, program advisor, Admissions/Registration Office.

General Education Courses Credit
Freshman English I ............................................ 3
English Elective ............................................... 3
Social Science Elective .................................... 3
Mathematics Elective ........................................ 3
Natural Science Elective .................................. 3-4
Computer Literacy .......................................... 3

Restricted Course Requirements
Electives ..................................................... 9

Total: 60-62

*See your advisor for recommended semester course sequences.
*Full-time students can complete requirements in two years. Part-time students will take longer.
*Additional courses may be required if developmental coursework is necessary.

Art Transfer Pattern
Arts and Sciences Curriculum

What: The first two years of a typical four-year degree in art.
For whom: Students who seek a bachelor’s degree in art.
Where: To a college or university yet to be determined.
Here: Leads to an associate of arts degree in arts and sciences.
(Note: While this program closely parallels the first half of a four-year art curriculum, art majors who have selected a transfer institution should contact the Student Success Center to coordinate course selections.)
Contact: Robyn Price, professor of art.

General Education Courses Credit
Freshman English I ............................................ 3
Laboratory Science Electives ................................. 8
Mathematics Elective ........................................ 3
Physical Activities .......................................... 2
English Elective ............................................. 3
Social Science Electives .................................... 6
Computer Literacy .......................................... 3
Electives ..................................................... 9

Total: 61
## Arts Transfer Pattern
### Arts and Sciences Curriculum

**What:** The first two years of a bachelor of arts degree in arts and sciences.

**For whom:** Students who plan to transfer to a four-year institution.

**Where:** To a college or university as yet undetermined.

**Here:** Leads to an associate of arts degree in arts and sciences.

(Note: Although the following courses provide general preparation for transfer in this major, some institutions may have different requirements. Students are encouraged to choose a transfer school as early as possible so that course selections can be coordinated by the Student Success Center.)

Contact: Jenna Gallion, assistant professor of English, speech and reading.

<table>
<thead>
<tr>
<th>General Education Courses</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman English I</td>
<td>3</td>
</tr>
<tr>
<td>History of Western Civilization I or United States History I or Elective</td>
<td>3</td>
</tr>
<tr>
<td>Elements of Mathematics, or Pre-Calculus I</td>
<td>3-4</td>
</tr>
<tr>
<td>Laboratory Science Electives</td>
<td>8</td>
</tr>
<tr>
<td>Freshman English II or Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>History of Western Civilization II or United States History II (continue sequence) or Elective</td>
<td>3</td>
</tr>
<tr>
<td>Physical Activities</td>
<td>2</td>
</tr>
<tr>
<td>Elective or Speech Communication I</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Electives</td>
<td>12</td>
</tr>
<tr>
<td>Art Appreciation or Elective</td>
<td>3</td>
</tr>
<tr>
<td>Computer Literacy or Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

### Major Course Requirements

<table>
<thead>
<tr>
<th>Major Course Requirements</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign Language</td>
<td>12</td>
</tr>
<tr>
<td>Survey of American Literature</td>
<td>3</td>
</tr>
<tr>
<td>Survey of European and Neo-European Literature</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total:** 64-65

*See your advisor for recommended semester course sequences.*

*Full-time students can complete requirements in two years. Part-time students will take longer.*

*Additional courses may be required if developmental coursework is necessary.*

## Automotive Technology Curriculum

**What:** A two-year career program in the diagnosis and repair of mechanical systems used in modern automobiles.

**For whom:** Students seeking employment in the automotive field, including dealerships, independent repair facilities, manufacturers and parts suppliers and distributors. Self-employment is also a career option.

**Here:** Leads to an associate of applied science degree in automotive technology. In addition, graduation from this program counts toward the work experience requirement for ASE testing cited below.

(Note: This program, which relies on state-of-the-art tools and diagnostic equipment for extensive hands-on training, has been evaluated by the National Automotive Technicians Education Foundation and certified by the National Institute for Automotive Service Excellence, or ASE, in the areas of brakes, engine performance, electrical systems and suspension and steering.)

(A further note: Although this is a career program, designed for prompt application in the workplace, further study at a four-year institution is also an option for graduates. Students with plans to transfer should contact their advisor or the Student Success Center.)

Another note: As this curriculum enjoys statewide designation by the Maryland Higher Education Commission, students from Maryland counties other than Allegany will be charged the out-of-county tuition rate but may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Some restrictions may apply. More information is available on page 14 of this book, in the college catalog and in the Admissions Office.

Contact: Dennis McKenzie, assistant professor of automotive technology.

<table>
<thead>
<tr>
<th>General Education Courses</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman English I</td>
<td>3</td>
</tr>
<tr>
<td>Elements of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Business and Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Science Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>Speech Communication I</td>
<td>3</td>
</tr>
<tr>
<td>Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>Physical Activity</td>
<td>1</td>
</tr>
<tr>
<td>Industrial Safety</td>
<td>2</td>
</tr>
</tbody>
</table>

### Major Course Requirements

<table>
<thead>
<tr>
<th>Major Course Requirements</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Combustion Engines I and II</td>
<td>8</td>
</tr>
<tr>
<td>Automotive Electricity I and II</td>
<td>8</td>
</tr>
<tr>
<td>Related Technical Automotive</td>
<td>2</td>
</tr>
<tr>
<td>Automotive Brakes I and II</td>
<td>4</td>
</tr>
<tr>
<td>Automotive Fuel Systems</td>
<td>3</td>
</tr>
<tr>
<td>Automotive Ignition Systems</td>
<td>2</td>
</tr>
<tr>
<td>Automotive Transmissions</td>
<td>4</td>
</tr>
<tr>
<td>Steering and Suspension</td>
<td>4</td>
</tr>
<tr>
<td>Body Repair and Refinishing</td>
<td>4</td>
</tr>
<tr>
<td>Engine Testing</td>
<td>4</td>
</tr>
<tr>
<td>Air Conditioning</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total:** 69-70

*See your advisor for recommended semester course sequences.*

*Full-time students can complete requirements in two years. Part-time students will take longer.*

*Additional courses may be required if developmental coursework is necessary.*

## Automotive Technology Certificate Program

**What:** A one-year career program that teaches diagnosis and repair skills for application to the mechanical systems of modern automobiles.

**For whom:** Students seeking careers as automotive service technicians in dealerships, independent repair facilities and other auto-related workplaces, or those who are already in the field and wish to further their skills.

**Here:** Leads to a certificate in automotive technology. In addition, graduation from this program counts toward the work experience requirement for ASE testing cited below.

(Note: This program, which relies on state-of-the-art tools and diagnostic equipment for extensive hands-on training, has been evaluated by the National Automotive Technicians Education Foundation and certified by the National Institute for Automotive Service Excellence, or ASE, in the areas of brakes, engine performance, electrical systems and suspension and steering.)

(A further note: Although this certificate can be completed in one year of full-time study, persons working in the field should allow more time.)

Another note: As this curriculum enjoys statewide designation by the Maryland Higher Education Commission, students from Maryland counties other than Allegany will be charged the out-of-county tuition rate but may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Some restrictions may apply. More information is available on page 14 of this book, in the college catalog and in the Admissions Office.

Contact: Dennis McKenzie, assistant professor of automotive technology.

<table>
<thead>
<tr>
<th>Major Course Requirements</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Combustion Engines I and II</td>
<td>8</td>
</tr>
<tr>
<td>Automotive Electricity I</td>
<td>4</td>
</tr>
<tr>
<td>Related Technical Automotive</td>
<td>2</td>
</tr>
<tr>
<td>Automotive Brakes I and II</td>
<td>4</td>
</tr>
<tr>
<td>Steering and Suspension</td>
<td>4</td>
</tr>
<tr>
<td>Automotive Fuel Systems</td>
<td>3</td>
</tr>
<tr>
<td>Automotive Ignition Systems</td>
<td>2</td>
</tr>
<tr>
<td>Engine Testing</td>
<td>4</td>
</tr>
<tr>
<td>Air Conditioning</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total:** 33

*For more information about tuition and fees related to this program, the median debt of students who completed the program and job placement rates and other important information on this program, please visit our Web site at www.allegany.edu/gainfulemploymentdisclosure.*

*See your advisor for recommended semester course sequences.*

*Full-time students can complete requirements in one year. Part-time students will take longer.*

*Additional courses may be required if developmental coursework is necessary.*
### Biology Transfer Pattern
**Arts and Sciences Curriculum**

**What:** The first half of four-year program in biology or in a pre professional area, such as medicine, dentistry, pharmacy or veterinary medicine.

**For whom:** For students who plan to earn a bachelor’s degree.

**Where:** At a college or university, identified or not.

**Here:** Leads to an associate of science degree in arts and sciences with a biology transfer pattern.

(Note: This transfer pattern provides all the basic science, mathematics and general studies transfer courses for a biology major. However, the general studies listed below should be coordinated with requirements at the four-year institution and adjusted accordingly.)

Contact: Dr. Jim Howell, professor of biological science.

#### General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman English I</td>
<td>3</td>
</tr>
<tr>
<td>College Algebra or Pre-Calculus I</td>
<td>3-4</td>
</tr>
<tr>
<td>Physical Activities</td>
<td>2</td>
</tr>
<tr>
<td>English Elective</td>
<td>3</td>
</tr>
<tr>
<td>Pre-Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Music Appreciation or Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>2</td>
</tr>
<tr>
<td>Introductory Physics I and II</td>
<td>8</td>
</tr>
<tr>
<td>Speech Communication I</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Major Course Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Biology I and II</td>
<td>8</td>
</tr>
<tr>
<td>General Chemistry I and II</td>
<td>8</td>
</tr>
<tr>
<td>Organic Chemistry I and II</td>
<td>8</td>
</tr>
</tbody>
</table>

**Total:** 68-69

*See your advisor for recommended semester course sequences.

*Full-time students can complete requirements in two years. Part-time students will take longer.

*Additional courses may be required if developmental coursework is necessary.

### Business Administration Transfer Curriculum

**What:** The first two years of a typical four-year program in business administration.

**For whom:** Students who plan to earn a bachelor’s degree in business administration.

**Where:** At a college or university yet to be determined.

**Here:** Leads to an associate of science degree in business administration.

(Note: Although this curriculum is the normal preparation for a bachelor’s degree in business administration at a four-year school, some colleges and universities may require somewhat different course work. Students are encouraged to decide on a transfer school as early as possible and coordinate plans with the Student Success Center.)

Contact: Ron Krug, associate professor of business administration.

#### General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman English I</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics Electives</td>
<td>6-8</td>
</tr>
<tr>
<td>Laboratory Science Electives</td>
<td>8</td>
</tr>
<tr>
<td>English Elective</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Elements of Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Electives</td>
<td>6</td>
</tr>
<tr>
<td>Physical Activities</td>
<td>2</td>
</tr>
<tr>
<td>Speech Communication I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total:** 64-66

*See your advisor for recommended semester course sequences.

*Full-time students can complete requirements in two years. Part-time students will take longer.

*Additional courses may be required if developmental coursework is necessary.

### Business Management Curriculum

**What:** A generalized two-year career program in business management that emphasizes leadership skills and technology applications.

**For whom:** Students who seek prompt entry-level positions in retail establishments, service businesses and similar operations.

**Here:** Leads to an associate in applied science degree in business management.

(Note: Since this is a career program, students who elect to transfer should consult with the Student Success Center regarding specific program and course transfer issues.)

Contact: Ron Krug, associate professor of business administration.

#### General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman English I</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics Elective</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Physical Activity</td>
<td>1</td>
</tr>
<tr>
<td>Business &amp; Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td>Speech Communication I</td>
<td>3</td>
</tr>
<tr>
<td>Economics Elective</td>
<td>3</td>
</tr>
<tr>
<td>Interdisciplinary Leadership I or Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>Elements of Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Science Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>Microcomputer Applications I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total:** 69-70

*See your advisor for recommended semester course sequences.

*Full-time students can complete requirements in two years. Part-time students will take longer.

*Additional courses may be required if developmental coursework is necessary.
Business Accounting Certificate Program

What: A one-year, concentrated program in accounting.

For whom: Students seeking employment as office bookkeepers or accountants in a certified public accounting (CPA) firm or accounting office.

Here: Leads to a certificate in business accounting.

(Note: This is a career program that is not intended for transfer to a four-year school. Students who decide to transfer should consult with their advisor or the Student Success Center.)

(A further note: All credits in this certificate program can be applied toward an associate degree should a graduate wish to pursue further studies.)

Contact: Ron Krug, associate professor of business administration.

General Education Courses

Freshman English I ........................................ 3
Computer Literacy ......................................... 3
Mathematics Elective ...................................... 3
Economics Elective ........................................ 3
Microcomputer Applications I or Business Elective ........................................ 3

Major Course Requirements

Introduction to Business ................................... 3
Financial Accounting ...................................... 3
Personal Finance ........................................... 3
Accounting Systems and Software .................... 3
Managerial Accounting ................................... 3

Total: 33

*For more information about tuition and fees related to this program, the median debt of students who completed the program and job placement rates and other important information on this program, please visit our Web site at www.allegany.edu/gainfulemploymentdisclosure/
*See your advisor for recommended semester course sequences.
*Full-time students can complete requirements in one year. Part-time students will take longer.
*Additional courses may be required if developmental coursework is necessary.

Business Entrepreneurship Certificate Program

What: A concentrated one-year career program in the fundamentals of small business ownership and entrepreneurship.

For whom: For persons with no prior business experience or those who currently own businesses and wish to enhance their knowledge and skills.

Here: Leads to a certificate in business entrepreneurship.

(Note: Although this is a career program, designed for prompt application in the workplace, all credits earned can be applied toward an associate degree in business management. Students planning to transfer should contact their advisor or the Student Success Center.)

Contact: Ron Krug, associate professor of business administration.

General Education Courses

Freshman English I ........................................ 3
Computer Literacy ......................................... 3

Major Course Requirements

Introduction to Business ................................... 3
Financial Accounting ...................................... 3
Entrepreneurship .......................................... 3
Principles of Marketing .................................. 3
Sales and Customer Service ............................ 3
Business Law ............................................... 3
Personal Finance ......................................... 3
Principles of Management ............................... 3

Total: 30

*For more information about tuition and fees related to this program, the median debt of students who completed the program and job placement rates and other important information on this program, please visit our Web site at www.allegany.edu/gainfulemploymentdisclosure/
*Full time students can complete requirements in one year. Part-time students will take longer.
*Additional coursework may be required if developmental coursework is necessary.

Business Marketing and Sales Certificate Program

What: A concentrated one-year career program in marketing and sales.

For whom: For persons who seek fundamental knowledge of business with a focus on skills-development in sales, advertising, Web pages and other areas.

Here: Leads to a certificate in business marketing and sales.

(Note: Although this is a career program, designed to enable students to promptly seek employment, credits earned are transferable to an associate degree. It is not intended for students planning transfer to a four-year institution. Students intending to do so should contact their advisor or the Student Success Center.)

Contact: Ron Krug, associate professor of business administration.

General Education Courses

Freshman English I ........................................ 3
Computer Literacy ......................................... 3
Speech Communication I ................................ 3

Major Course Requirements

Introduction to Business ................................... 3
Entrepreneurship .......................................... 3
Sales and Customer Service ............................ 3
Business Law ............................................... 3
Principles of Management ............................... 3
Graphics ..................................................... 3
Web Page Development ................................... 3

Total: 30

*For more information about tuition and fees related to this program, the median debt of students who completed the program and job placement rates and other important information on this program, please visit our Web site at www.allegany.edu/gainfulemploymentdisclosure/
*Full time students can complete requirements in one year. Part-time students will take longer.
*Additional coursework may be required if developmental coursework is necessary.
**Business Supervision Certificate Program**

**What:** A one-year program that teaches fundamental business and basic leadership/supervision.

**For whom:** Students seeking to enter or advance careers in the business workplace.

**Here:** Leads to a certificate in business supervision.

(Note: This is a career program not intended for transfer. Students who wish to transfer should consult with their advisor or the Student Success Center.)

(A further note: All credits in this program can be applied toward an associate degree should a student wish to pursue further studies.)

Contact: Ron Krug, associate professor of business administration.

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**Chemistry Transfer Pattern**

**Arts and Sciences Curriculum**

**What:** The first two years of a typical four-year program in chemistry.

**For whom:** Students who plan to earn a bachelor's in chemistry or a related field.

**Where:** At a college or university as yet undetermined.

**Here:** Leads to an associate of science degree in arts and sciences with a chemistry transfer pattern.

(Note: This transfer pattern provides all of the basic science, mathematics and general studies transfer courses required during the first half of a typical four-year degree program. When a transfer school is selected, the student should coordinate course requirements with the Student Success Center.)

Contact: Steve Heninger, professor of chemistry.

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**General Education Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman English I</td>
<td>3</td>
</tr>
<tr>
<td>Business and Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td>Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>Speech Communication I</td>
<td>3</td>
</tr>
<tr>
<td>Interdisciplinary Leadership I or Humanities Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total: 32**

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**Major Course Requirements**

**Introduction to Business** 3

**Financial Accounting or Practical Accounting/Bookkeeping** 3

**Business Professionalism and Ethics** 2

**Human Resources and Supervision** 3

**Business Law** 3

**Principles of Marketing** 3

**Organic Chemistry I and II** 3

**Pre-Calculus I and II** 3

**General Chemistry I and II** 3

**Computer Literacy** 3

**Speech Communication I** 3

**General Psychology or Introduction to Sociology** 3

**Physical Activities** 2

**Humanities Elective** 3

**Calculus I and II** 3

**Social Science Electives** 6

**Total: 69**

---

**Communication Arts Technology Curriculum**

**What:** A two-year career program in varied communication media, including broadcast journalism, film production and administration.

**For whom:** Students seeking media work in broadcasting, advertising and public relations, education, government, business and industry.

**Here:** Leads to an associate of applied science degree in communication arts technology.

(Note: Students receive instruction and practical experience within the Communications Arts Technology Department, which includes a color television studio, multimedia classroom, photography darkroom, audio and graphics production areas and independent study laboratory. All courses except Introduction to Media are limited to communication arts majors.)

Contact: Terry Feck, assistant professor of communication arts technology.

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**General Education Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman English I</td>
<td>3</td>
</tr>
<tr>
<td>Design I</td>
<td>3</td>
</tr>
<tr>
<td>Physical Activity</td>
<td>1</td>
</tr>
<tr>
<td>Physical Education Elective</td>
<td>1-2</td>
</tr>
<tr>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Business and Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics Elective</td>
<td>3</td>
</tr>
<tr>
<td>Speech Communication I</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Science Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>Computer Literacy</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total: 68-70**

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**Major Course Requirements**

**Introduction to Media** 3

**Introduction to Video Production** 3

**Photography I** 3

**Digital Photography** 3

**Audio** 3

**Desktop Publishing with QuarkXPress** 3

**Multimedia Production** 3

**Video Desktop Publishing** 3

**Graphics** 3

**Broadcast Journalism** 3

**Telecommunications** 3

**Interactive Multimedia Design** 3

**Practicum** 3

---

*See your advisor for recommended semester course sequences.

*Full-time students can complete requirements in two years. Part-time students will take longer.

*Additional courses may be required if developmental coursework is necessary.
**Computer Science Information Systems Transfer Pattern**

**What:** The first half of a typical four-year program in information systems.

**For whom:** Students who seek a bachelor’s degree in information systems and careers related to computers and computing.

**Where:** At a four-year college or university as yet undetermined.

**Here:** Leads to an associate of science degree in computer science with an information systems transfer pattern. (Note: This transfer pattern closely parallels the first two years of an information systems major at many four-year colleges or universities. Students who have selected a transfer school should speak with the Student Success Center.)

Contact: Tom Melvin, associate professor of computer science.

### General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman English I</td>
<td>3</td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Electives</td>
<td>6</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td>English Elective</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Calculus for Applications or Calculus</td>
<td>4</td>
</tr>
<tr>
<td>Physical Activities</td>
<td>2</td>
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<td>Elements of Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Speech Communication I</td>
<td>3</td>
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</table>

### Major Course Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>Computer Logic</td>
<td>4</td>
</tr>
<tr>
<td>Computer Technology Electives</td>
<td>9</td>
</tr>
<tr>
<td>Computer Technology Programming Elective</td>
<td>6</td>
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</table>

**Total:** 66

*See your advisor for recommended semester course sequences.
*Full-time students can complete requirements in two years. Part-time students will take longer.
*Additional courses may be required if developmental coursework is necessary.

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**Computer Science Transfer Curriculum**

**What:** The first two years of a typical four-year program in computer science.

**For whom:** Students who plan to earn a bachelor’s degree in computer science.

**Where:** At a college or university as yet undetermined.

**Here:** Leads to an associate of science degree in computer science.

(Note: Although the curriculum below represents the typical preparation for a bachelor’s degree in computer science, some colleges or universities may require different course work. Students are encouraged to choose a transfer school as early as possible and to coordinate course requirements with the Student Success Center.)

Contact: Tom Melvin, associate professor of computer science.

### General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>Freshman English I</td>
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</tr>
<tr>
<td>Social Science Electives</td>
<td>6</td>
</tr>
<tr>
<td>Calculus I &amp; II</td>
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<tr>
<td>English Elective</td>
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<tr>
<td>Electives</td>
<td>9-11</td>
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<tr>
<td>Laboratory Science Electives</td>
<td>8</td>
</tr>
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<td>Physical Activities</td>
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<td>English Elective</td>
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<td>Humanities Elective</td>
<td>3</td>
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</tbody>
</table>

**Total:** 67-69

*See your advisor for recommended semester course sequences.
*Full-time students can complete requirements in two years. Part-time students will take longer.
*Additional courses may be required if developmental coursework is necessary.

---

**Computer Science and Technology Curriculum**

### Network Option

**What:** A two-year career program in networked computer operations.

**For whom:** Students seeking to enter the workplace as a network administrator on mainframe and/or personal computer networks.

**Here:** Leads to an associate of applied science degree in computer science and technology with the network option.

(Note: As this is a career program, designed for students who wish to enter the computer field promptly after graduation, those who later decide to transfer should consult with their advisor or the Student Success Center.)

Contact: Tom Melvin, associate professor of computer science.

### General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
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<tbody>
<tr>
<td>Introduction to Business</td>
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<tr>
<td>Freshman English I</td>
<td>3</td>
</tr>
<tr>
<td>Physical Activity</td>
<td>1</td>
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<tr>
<td>Mathematics Elective</td>
<td>3-4</td>
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<tr>
<td>Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Business and Technical Communications</td>
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<td>Laboratory Science Elective</td>
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</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Business Professionalism and Ethics</td>
<td>2</td>
</tr>
</tbody>
</table>

### Major Course Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Literacy</td>
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<tr>
<td>Computer Logic</td>
<td>4</td>
</tr>
<tr>
<td>Programming Language Electives</td>
<td>9</td>
</tr>
<tr>
<td>Computer Technology Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

**Total:** 63-64

*See your advisor for recommended semester course sequences.
*Full-time students can complete requirements in two years. Part-time students will take longer.
*Additional courses may be required if developmental coursework is necessary.
Computer Science and Technology Curriculum Programming Option

*What:* A two-year career program in computer programming.

*For whom:* Students seeking to enter the workplace as a computer programmer.

*Here:* Leads to an associate of applied science degree in computer science and technology in the curriculum’s programming option.

(Note: As this is a career program, designed for students who wish to enter the computer field promptly after graduation, those who later decide to transfer should consult with their advisor or the Student Success Center.)

Contact: Tom Melvin, associate professor of computer science.

General Education Courses | Credit
--- | ---
Introduction to Business | 3
Freshman English I | 3
Mathematics Elective | 3-4
Social Science Elective | 3
Business and Technical Communications | 3
Laboratory Science Elective | 4
Humanities Elective | 3

Major Course Requirements

Computer Literacy | 3
Computer Logic | 4
C++ Programming | 3
Microcomputer Applications I and II | 6
Financial Accounting | 3
Introduction to Networking | 3
Visual Basic Programming | 3
Database Design and Implementation | 3
Web Page Development | 3
Operating Systems | 3
Java Programming | 4
Advanced Computer Technology Elective | 3

*See your advisor for recommended semester course sequences.

*Full-time students can complete requirements in two years. Part-time students will take longer.

*Additional courses may be required if developmental coursework is necessary.

Computer Science and Technology Curriculum Technical Support Option

*What:* A two-year career program in technical support and help desk operations.

*For whom:* Students seeking technical support and help desk careers in companies and other organizations.

*Here:* Leads to an associate of applied science degree in computer science and technology with a technical support option.

(Note: As this is a career program, designed for students who wish to enter the computer field promptly after graduation, those who later decide to transfer should consult with their advisor or the Student Success Center.)

Contact: Tom Melvin, associate professor of computer science.

General Education Courses | Credit
--- | ---
Introduction to Business | 3
Freshman English I | 3
Mathematics Elective | 3-4
Social Science Elective | 3
Business and Technical Communications | 3
Laboratory Science Elective | 4
Humanities Elective | 3

Major Course Requirements

Computer Literacy | 3
Computer Logic | 4
Microcomputer Applications I and II | 6
PC Architecture | 3
Operating Systems | 3
Introduction to Networking | 3
Web Page Development | 3
Technical Support Operations | 3
Information Management | 3
PC Diagnostics and Repair | 3
Computer Technology Elective | 3
Sales and Customer Service | 3

*See your advisor for recommended semester course sequences.

*Full-time students can complete requirements in two years. Part-time students will take longer.

*Additional courses may be required if developmental coursework is necessary.

Computer Science and Technology Curriculum Web Development Option

*What:* A two-year career program in computer Website design and programming.

*For whom:* Students seeking careers as Website developers, blending computer science and graphic design.

*Here:* Leads to an associate of applied science degree in computer science and technology with a Web development option.

(Note: As this is a career program, designed for those who wish to enter the computer field promptly after graduation, students who later decide to transfer should consult with their advisor or the Student Success Center.)

Contact: Tom Melvin, associate professor of computer science.

General Education Courses | Credit
--- | ---
Introduction to Business | 3
Freshman English I | 3
Physical Activity | 1
Mathematics Elective | 3-4
Social Science Elective | 3
Business and Technical Communications | 3
Laboratory Science Elective | 4
Humanities Elective | 3

Major Course Requirements

Computer Literacy | 3
Computer Logic | 4
Microcomputer Applications I and II | 6
PC Architecture | 3
Operating Systems | 3
Introduction to Networking | 3
Web Page Development | 3
Technical Support Operations | 3
Information Management | 3
Web Page Development | 3
Computer Technology Elective | 3
Computer Technology Elective | 3

*See your advisor for recommended semester course sequences.

*Full-time students can complete requirements in two years. Part-time students will take longer.

*Additional courses may be required if developmental coursework is necessary.
Computer Science and Technology
Applications User Specialist Certificate Program

What: A one-year program in fundamental computer applications.

For whom: Students who seek a working knowledge of personal computer software, operating systems and programming for today's workplace.

Here: Leads to a certificate in applications user specialist.

(Noe: All credits are transferrable to an associate in applied science for those who wish to pursue further studies.)

Contact: Tom Melvin, associate professor of computer science.

General Education Courses Credit
Freshman English I ......................................... 3
Business and Technical Communications ............ 3
Speech Communication I .................................. 3
Introduction to Business .................................. 3

Major Course Requirements
Computer Literacy ......................................... 3
Computer Logic ............................................ 4
Operating Systems ........................................ 3
Microcomputer Applications I and II .................. 6
Computer Technology Electives ....................... 6
Web Page Development .................................. 3

Total:  37

*For more information about tuition and fees related to this program, the median debt of students who completed the program and job placement rates and other important information on this program, please visit our Web site at www.allegany.edu/gainfulemploymentdisclosure/
*See your advisor for recommended semester course sequences.
*Full-time students can complete requirements in one year. Part-time students will take longer.
*Additional courses may be required if developmental coursework is necessary.

Computer Science and Technology
Computer Service Technician Certificate Program

What: A one-year program in microcomputer diagnosis and maintenance.

For whom: Students wanting a solid foundation in computer hardware and software, configurations and operating systems in order to seek employment as skilled computer service technicians — those who install, troubleshoot, upgrade and maintain microcomputer systems.

Here: Leads to a certificate in computer service technician.

(Note: This career program enables graduates to seek employment in the computer field and also provides formal recognition for persons already working there to certify or upgrade their skills. Students completing the program should have the skills necessary to pass the industry standard A+ certification examination.)

(Another note: While this is a career program, preparing students for prompt employment, the certificate curriculum also affords graduates the opportunity to continue toward an associate degree or higher.)

Contact: Tom Melvin, associate professor of computer science.

General Education Courses Credit
Freshman English I ......................................... 3
Business and Technical Communications ............ 3
Mathematics Elective ...................................... 3-4
Introduction to Business .................................. 3

Major Course Requirements
Computer Literacy ......................................... 3
Computer Logic ............................................ 4
PC Architecture ........................................... 3
PC Diagnostics and Repair ............................... 3
Computer Technology Elective ......................... 3
Certification Exam Review .............................. 1
Operating Systems ........................................ 3
Microcomputer Applications I ........................... 3
Introduction to Networking ............................. 3

Total: 35

*For more information about tuition and fees related to this program, the median debt of students who completed the program and job placement rates and other important information on this program, please visit our Web site at www.allegany.edu/gainfulemploymentdisclosure/
*See your advisor for recommended semester course sequences.
*Full-time students can complete requirements in one year. Part-time students will take longer.
*Additional courses may be required if developmental coursework is necessary.

Computer Science and Technology
Programming Certificate Program

What: A one-year career program in computer programming.

For whom: Students who want a career in computer programming through a hands-on curriculum in programming languages, structured design principles and concepts of data storage and file processing, among other aspects.

Here: Leads to a certificate in programming.

(Note: Although this is a career program, designed for prompt application in the workplace, graduates who choose further study can transfer to the computer science and technology associate degree curriculum, programming option.)

Contact: Tom Melvin, associate professor of computer science.

General Education Courses Credit
Freshman English I ......................................... 3
Mathematics Elective ...................................... 3-4
Introduction to Business .................................. 3

Major Course Requirements
Computer Literacy ......................................... 3
Computer Logic ............................................ 4
C++ Programming ......................................... 3
Operating Systems ........................................ 3
Database Design & Implementation ................... 3
Visual Basic Programming .............................. 3
Java Programming ........................................ 4
Advanced C++ Programming, Advanced Web Page Development or PHP Programming ....................... 3

Total: 35-36

*For more information about tuition and fees related to this program, the median debt of students who completed the program and job placement rates and other important information on this program, please visit our Web site at www.allegany.edu/gainfulemploymentdisclosure/
*See your advisor for recommended semester course sequences.
*Full-time students can complete requirements in one year. Part-time students will take longer.
*Additional courses may be required if developmental coursework is necessary.
Ghost Text
**Criminology Transfer Pattern**

**Arts and Sciences Curriculum**

**What:** The first two years of a typical four-year program in criminology.

**For whom:** Students seeking a bachelor’s degree in criminology.

**Where:** At a four-year school or university as yet undetermined.

**Here:** Leads to an associate of science degree in arts and sciences with a criminology transfer pattern.

(Note: Courses in this program closely parallel the first two years of a criminology program at many four-year institutions. Students who have selected a transfer school should contact the Student Success Center.)

Contact: Lisa Hoston, associate professor of criminal justice.

**General Education Courses**

- Freshman English I ...........................................3
- Social Science Electives ......................................6
- College Algebra, Elements of Mathematics, or Pre-Calculus I ............................................3-4
- English Elective ..............................................3
- Humanities Elective ........................................3
- Introduction to Sociology ..................................3
- General Psychology ..........................................3
- Laboratory Science Electives ...............................8
- Speech Communication I ....................................3
- Elements of Statistics .......................................3
- Physical Activities ...........................................2
- Computer Technology Elective ............................3
- Electives ................................................................12

**Major Course Requirements**

- Introduction to Criminal Justice ..........................3
- American National Government .........................3
- Criminology .....................................................3

**Total:** 64-65

*See your advisor for recommended semester course sequences.
*Full-time students can complete requirements in two years. Part-time students will take longer.
*Additional courses may be required if developmental coursework is necessary.

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**Culinary Arts Curriculum**

**What:** A two-year career program in the culinary arts.

**For whom:** Students seeking qualification for such food preparation jobs as cook, sous chef, executive chef, culinary educator, kitchen manager or food sales representative.

**Here:** Leads to an associate of applied science degree in culinary arts.

(Note: Graduates having work experience in food preparation may apply for certification with the American Culinary Federation Educational Institute.)

(Another note: This is a career program, designed to enable students to seek employment at completion, students planning to transfer should consult with their advisor or the Student Success Center.)

(Another note: As this curriculum enjoys statewide designation by the Maryland Higher Education Commission, students from Maryland counties other than Allegany will be charged the out-of-county tuition rate but may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Some restrictions may apply. More information is available on page 14 of this book, in the college catalog and in the Admissions Office.)

Contact: David L. Sanford II, instructor of culinary arts.

**General Education Courses**

- Freshman English I ...........................................3
- Elements of Mathematics ....................................3
- Computer Literacy ............................................3
- Social Science Electives ......................................6
- Physical Activity .............................................1
- Humanities Electives .........................................3
- Fundamentals of Nutrition ....................................3

**Major Course Requirements**

- Introduction to Hospitality/Tourism Industry ........3
- Food Service Sanitation ......................................1
- Food Preparation I and II ....................................6
- Menu Planning and Food Merchandising ...............3
- Food and Beverage Cost Control .......................3
- Baking I and II ...............................................6
- Food Purchasing, Inventory, and Cost Control ........3
- Field Placement .............................................5
- International Cuisines .....................................3
- Garde Manger ................................................3
- Dining Room Management ...............................3
- Beverage Management .......................................2
- Quantity Food Production ..................................3
- Hospitality Supervision ....................................3

**Total:** 69

*See your advisor for recommended semester course sequences.
*Full-time students can complete requirements in two years. Part-time students will take longer.
*Additional courses may be required if developmental coursework is necessary.

---

**Dental Hygiene Curriculum**

**What:** A two-year career program in dental hygiene.

**For whom:** Students who seek careers as licensed dental hygienists.

**Here:** Leads to an associate of applied science degree in dental hygiene.

(Note: The curriculum is fully accredited by the Commission on Accreditation of the American Dental Association. Graduates qualify to apply for licensure to practice dental hygiene.)

(Another note: This is a selective admissions program. Complete application materials should be submitted by March 1 for admission that fall. After May 1, applications will be evaluated on a space-available basis.)

(Additional information: Prospective students must meet various academic and health requirements in order to be deemed qualified applicants. They should contact the program or refer to the college catalog to learn more about those requirements.)

(Another note: Because this curriculum is listed as one of the state’s Health Manpower Shortage Programs, students from Maryland counties other than Allegany will be charged the out-of-county tuition rate but may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Some restrictions may apply. More information is available on page 14 of this book, in the college catalog and in the Admissions Office.)

Contact: Cathy Wakefield, assistant professor of dental hygiene.

**General Education Courses**

- Elements of Chemistry .....................................4
- Freshman English I ..........................................3
- Human Anatomy and Physiology .........................4
- Elements of Mathematics or Elements of Statistics ....3
- Microbiology ...............................................4
- Speech Communication I ....................................3
- General Psychology .........................................3
- Introduction to Sociology ..................................3

**Major Course Requirements**

- Introduction to Dental Health ............................2
- Oral Anatomy ...............................................4
- Dental Hygiene Techniques ...............................4
- Dental Histology and Embryology .......................2
- Dental Materials ............................................2
- Clinical Dental Hygiene I, IA, II, III ....................11
- Nutrition ....................................................2
- Radiology .................................................3
- Oral Pathology .............................................3
- Periodontics ..............................................2
- Pharmacology .............................................2
- Dental Office Management, Ethics and Jurisprudence ...3
- Community Dental Health Education I and II ..........1
- Private Practice Preparation ................................1

**Total:** 70

*See your advisor for recommended semester course sequences.
*Full-time students can complete requirements in two years. Part-time students will take longer.
*Additional courses may be required if developmental coursework is necessary.
Dietary Manager Certificate Program

What: A one-year program in dietary operations for careers in varied settings, typically in health care and non-commercial food service.

For whom: Those who seek food service management positions in hospitals, nursing and rehabilitation facilities, schools, correctional facilities and senior living communities through standing as certified dietary managers.

Here: Completion qualifies students to apply for a dietary manager certificate and to take the credentialing exam given by the Certifying Board for Dietary Managers of the Dietary Managers Association.

Contact: Debra Frank, assistant professor of hotel and restaurant management.

General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
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<tbody>
<tr>
<td>General Biology I</td>
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<tr>
<td>Fundamentals of Nutrition</td>
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Major Course Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nutrition Assessment</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Hospitality/Tourism Industry</td>
<td>3</td>
</tr>
<tr>
<td>Food Service Sanitation</td>
<td>1</td>
</tr>
<tr>
<td>Hospitality Supervision</td>
<td>3</td>
</tr>
<tr>
<td>Medical Nutrition Therapy</td>
<td>3</td>
</tr>
<tr>
<td>Quantity Food Production</td>
<td>3</td>
</tr>
<tr>
<td>Food and Beverage Cost Control</td>
<td>3</td>
</tr>
<tr>
<td>Food Purchasing, Inventory and Cost Control</td>
<td>3</td>
</tr>
<tr>
<td>Menu Planning and Food Merchandising</td>
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<td>Internship I</td>
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Total: 37

For more information about tuition and fees related to this program, the median debt of students who completed the program and job placement rates and other important information on this program, please visit our Web site at www.allegany.edu/gainfulemploymentdisclosure/

*See your advisor for recommended semester course sequences.

*Additional courses may be required if developmental coursework is necessary.

Economics Transfer Pattern

Arts and Sciences Curriculum

What: The first two years of a typical four-year economics major.

For whom: Students who seek a bachelor’s degree in economics.

Where: At a four-year college or university as yet undetermined.

Here: Leads to an associate of science degree in arts and sciences, with an economics transfer pattern.

(Note: Courses in this program closely parallel the first two years of an economics major at many four-year institutions. Students who have selected a transfer institution should meet with the Student Success Center to coordinate course work.)

Contact: Ron Krug, associate professor of business administration.

General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman English I</td>
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</tr>
<tr>
<td>Social Science Electives</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>English Elective or Introduction to Literature</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Elements of Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Laboratory Science Electives</td>
<td>8</td>
</tr>
<tr>
<td>Calculus for Applications or Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>Physical Activities</td>
<td>2</td>
</tr>
<tr>
<td>Electives</td>
<td>12</td>
</tr>
</tbody>
</table>

Total: 62-63

*See your advisor for recommended semester course sequences.

*Full-time students can complete requirements in two years. Part-time students will take longer.

*Additional courses may be required if developmental coursework is necessary.

Education Curriculum

Early Childhood Transfer Pattern

What: The first two years of a four-year program in early childhood and elementary education.

For whom: Students who seek a bachelor’s degree in preparation to become early childhood and elementary school teachers.

Where: At Frostburg State University, with whom it was designed.

Here: Leads to an associate of science degree in teacher education with an early childhood transfer pattern.

(Note: This program is specifically designed for students majoring in early childhood education [nursery school to grade 3] and transferring to Frostburg State University. Students interested in other transfer schools would be better served by the general studies or university studies curricula. Once that decision is made, the student should consult with the Student Success Center.)

Contact: Maureen Brown, associate professor of education.

General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman English I</td>
<td>3</td>
</tr>
<tr>
<td>Cultural Geography</td>
<td>3</td>
</tr>
<tr>
<td>Integrated Health and Physical Education or PE Electives</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Literature or English Elective</td>
<td>3</td>
</tr>
<tr>
<td>Speech Communication I</td>
<td>3</td>
</tr>
<tr>
<td>Music and Creative Interaction for the Elementary Teacher</td>
<td>3</td>
</tr>
<tr>
<td>Child Psychology or Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Psychology of Learning and Teaching</td>
<td>3</td>
</tr>
<tr>
<td>The World in the Twentieth Century or History Elective</td>
<td>3</td>
</tr>
<tr>
<td>Visual Imagery or Humanities Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 66-67

Major Course Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Analysis in Education</td>
<td>1</td>
</tr>
<tr>
<td>Foundations of Education, Philosophy, and Practice</td>
<td>3</td>
</tr>
<tr>
<td>General Biology I or Laboratory Science Elective</td>
<td>4</td>
</tr>
<tr>
<td>Elements of Statistics or College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Early Childhood Foundations</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics for Elementary Education I and II</td>
<td>6</td>
</tr>
<tr>
<td>Inquires in Physical Science I and II or Laboratory Science Electives</td>
<td>7-8</td>
</tr>
<tr>
<td>Preparation for the PPST or Elective</td>
<td>1</td>
</tr>
<tr>
<td>Introduction to Emergent Literacy</td>
<td>2</td>
</tr>
<tr>
<td>Early Childhood Learning Environment or Humanities Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 66-67

*See your advisor for recommended semester course sequences.

*Full-time students can complete requirements in two years. Part-time students will take longer.

*Additional courses may be required if developmental coursework is necessary.
Education/Associate of Arts in Teaching Elementary/Transfer Curriculum

What: The first two years of a four-year program in elementary education.

For whom: Students who seek a bachelor’s degree in preparation to become elementary school teachers.

Where: At Frostburg State University, with whom it was designed.

Here: Leads to an associate of arts in teaching degree.

(Note: The Associate of Arts in Teaching (AAT) has been specifically designed for students majoring in elementary education (grades 1-8) and is intended to provide seamless transfer (without loss of credit) to a Maryland four-year educational program.)

(Another note: Students transferring to a four-year college or university outside Maryland should work closely with an academic advisor to determine if the AAT program or the college’s elementary education transfer program fills their needs.)

(A further note: This curriculum has several exit requirements that students must fulfill in order to earn the associate degree: They must present a professional portfolio that meets standards, earn a passing score on the Praxis I Pre-Professional Skills Test (PPST) as established by the state and achieve a minimum grade point average of 2.75.)

Contact: Maureen Brown, associate professor of education.

General Education Courses Credit
Freshman English I .............................................3
The World in the Twentieth Century or History Elective ......................................3
Inquiries in Physical Science I and II ..........................................................8
College Algebra or Elements of Statistics .........................................................3
Speech Communication I ..........................................................3
Inquiries into Biology ..........................................................4
Introduction to Literature ..........................................................3
Visual Imagery ..........................................................3
Cultural Geography ..........................................................3
Integrated Health and Physical Education ......3

Major Course Requirements
Career Analysis in Education ..........................................................1
Introduction to Emergent Literacy Skills .........................................................2
Foundations of Education, Philosophy, and Practice ........................................3
Mathematics for Elementary Education I and II ............................................6
Process and Acquisition of Reading ...............................................................3
Music and Creative Interaction for the Elementary Teacher ................................3
Human Growth and Development or General Psychology .................................3
Psychology of Learning and Teaching ...........................................................3
Elective (in areas of specialization) .................................................................3
Special and Multicultural Education ............................................................3

Total: 67

*See your advisor for recommended semester course sequences.
*Full-time students can complete requirements in two years. Part-time students will take longer.
*Additional courses may be required if developmental coursework is necessary.

Education/Elementary Transfer Curriculum

What: The first two years of a four-year program in elementary education.

For whom: Students who seek a bachelor’s degree in preparation to become elementary school teachers.

Where: At Frostburg State University, with whom it was designed.

Here: Leads to an associate of science degree in teacher education.

(Note: This program was specifically designed for students majoring in elementary education (grades 1-8) and transferring to Frostburg State University. However, it has been revised to more closely parallel the educational experiences of native students at Maryland four-year institutions and to meet entrance requirements for transfer there.)

(Another note: Students seeking a bachelor’s degree in elementary education at a four-year Maryland school may also be interested in the college’s associate of arts in teaching/elementary education transfer curriculum, and should consult with their academic advisor to determine which program best suits their needs.)

(A further note: Students planning transfer to a four-year college or university outside Maryland should work closely with an academic advisor to determine if the AAT program or the elementary education transfer program (or the general studies or university studies programs) best meets their objectives.)

Contact: Maureen Brown, assoc. prof. of education.

General Education Courses Credit
Freshman English I .............................................3
The World in the Twentieth Century or History Electives ..................................3
Inquiries in Physical Science I and II or Laboratory Science Electives .......................8
Speech Communication I ..........................................................3
Introduction to Literature or English Elective .................................................3
Inquiries into Biology or General Biology I ......................................................4
College Algebra or Elements of Statistics .........................................................3
Cultural Geography ..........................................................3
Visual Imagery ..........................................................3
Integrated Health and Physical Education .......................................................3

Major Course Requirements
Career Analysis in Education ..........................................................1
Introduction to Emergent Literacy Skills .........................................................2
Foundations of Education, Philosophy, and Practice ........................................3
Mathematics for Elementary Education I and II ............................................6
Psychology of Learning and Teaching ...........................................................3
Preparation for Pre-Professional Sequence or Elective ......................................1
Process and Acquisition of Reading ...............................................................3
Special and Multicultural Education or Elective .............................................3
Music and Creative Interaction for the Elementary Teacher ................................3
Human Growth and Development or General Psychology .................................3

Total: 64

*See your advisor for recommended semester course sequences.
*Full-time students can complete requirements in two years. Part-time students will take longer.
*Additional courses may be required if developmental coursework is necessary.

Education/Secondary Transfer Pattern

Arts and Sciences Curriculum

What: The first two years of a typical four-year program in secondary-level teacher education.

For whom: Students who seek a bachelor’s degree in preparation to become secondary school teachers.

Where: At a four-year college or university as yet undetermined.

Here: Leads to an associate of science degree in arts and sciences with a secondary education transfer pattern.

(Note: Courses in this program closely parallel the first two years of an education major at many four-year institutions. Once a transfer school has been selected, students should coordinate course work with the Student Success Center.)

Contact: Maureen Brown, associate professor of education.

General Education Courses Credit
Freshman English I .............................................3
Social Science Electives .........................................................6
College Algebra, Elements of Mathematics, Pre-Calculus I ....................................3
General Psychology ..........................................................3
Computer Literacy ..........................................................3
English Elective ..........................................................3
Humanities Elective ..........................................................3
Speech Communication I ..........................................................3
Physical Activities .............................................................2
Laboratory Science Electives .........................................................8
Electives ..............................................................................6

Major Course Requirements
Career Analysis in Education ..........................................................1
Teaching Field Electives ..........................................................12
Foundations of Education, Philosophy, and Practice ........................................3
Psychology of Learning and Teaching ...........................................................3

Total: 62-63

*See your advisor for recommended semester course sequences.
*Full-time students can complete requirements in two years. Part-time students will take longer.
*Additional courses may be required if developmental coursework is necessary.
**Engineering Transfer Curriculum**

**What:** The first two years of a four-year mechanical engineering program in collaboration with Frostburg State University and the University of Maryland at College Park.

**For whom:** Students seeking a bachelor’s degree in mechanical engineering.

**Where:** At the University of Maryland’s Clark School of Engineering through course work on the campus of Frostburg State.

**Here:** Leads to an associate of science degree in engineering.

(Note: Students in this program are dual-enrolled at Allegany College of Maryland and Frostburg State University in a collaborative program with the University of Maryland. In their first two years, students complete a mix of general courses at ACM and engineering science courses at FSU. The third and fourth years of the UM engineering degree are completed at FSU.)

(Another note: Students who are planning to transfer to FSU in electrical engineering or those who are planning to transfer school should contact the Student Success Center to coordinate course requirements.)

Contact: Don Robinson, professor of mathematics.

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**General Education Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman English I</td>
<td>3</td>
</tr>
<tr>
<td>Calculus I and II and III</td>
<td>12</td>
</tr>
<tr>
<td>General Chemistry I and II</td>
<td>8</td>
</tr>
<tr>
<td>English Elective</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Electives</td>
<td>6</td>
</tr>
<tr>
<td>Social Science Electives</td>
<td>6</td>
</tr>
<tr>
<td>General Physics I and II</td>
<td>8</td>
</tr>
<tr>
<td>Physical Activities</td>
<td>2</td>
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<tr>
<td>Differential Equations</td>
<td>4</td>
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</tbody>
</table>

**Major Course Requirements at FSU**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Engineering Design</td>
<td>3</td>
</tr>
<tr>
<td>Statics</td>
<td>3</td>
</tr>
<tr>
<td>Physics III: Sound and Light</td>
<td>4</td>
</tr>
<tr>
<td>Mechanics of Materials</td>
<td>3</td>
</tr>
<tr>
<td>Dynamics</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total: 69**

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**English Transfer Pattern**

**Arts and Sciences Curriculum**

**What:** The first two years of a typical four-year English major.

**For whom:** Students who seek a bachelor’s degree in English.

**Where:** At a four-year college or university as yet undetermined.

**Here:** Leads to an associate of arts degree in arts and sciences with an English transfer pattern.

(Note: Courses in this transfer pattern closely parallel the first two years of an English major at many four-year institutions. Students who have selected a transfer school should contact the Student Success Center to coordinate course requirements.)

Contact: Jenna Gallion, assistant professor of English, speech and reading.

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**General Education Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman English I</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Electives</td>
<td>6</td>
</tr>
<tr>
<td>College Algebra, Elements of Mathematics,</td>
<td></td>
</tr>
<tr>
<td>Finite Mathematics or Pre-Calculus I</td>
<td>3-4</td>
</tr>
<tr>
<td>English Elective</td>
<td>3</td>
</tr>
<tr>
<td>Speech Communication I</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Laboratory Science Electives</td>
<td>8</td>
</tr>
<tr>
<td>Electives</td>
<td>12</td>
</tr>
<tr>
<td>Physical Activities</td>
<td>2</td>
</tr>
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</table>

**Major Course Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductory Spanish I and II</td>
<td>6</td>
</tr>
<tr>
<td>Survey of American Literature</td>
<td>3</td>
</tr>
<tr>
<td>Survey of European and Neo-European or</td>
<td>3</td>
</tr>
<tr>
<td>Survey of British Literature</td>
<td>3</td>
</tr>
<tr>
<td>Intermediate Spanish I and II</td>
<td>6</td>
</tr>
</tbody>
</table>

**Total: 61-62**

*See your advisor for recommended semester course sequences. *Full-time students can complete requirements in two years. Part-time students will take longer. *Additional courses may be required if developmental coursework is necessary.

---

**Forest Technology Curriculum**

**What:** Preparation for a career in the practical field aspects of forestry.

**For whom:** Students who seek to enter the forestry workplace right after graduation.

**Here:** Leads to an associate of applied science degree in forest technology.

(Note: The program requires four semesters of academic work and one semester of field practice. Although this is a career program, and not designed to transfer, many forest technology graduates have earned bachelor’s degrees at four-year schools. It usually takes a total of five years to complete a bachelor’s this way. Students who do decide to transfer should contact the Student Success Center.)

(A Further note: As this curriculum enjoys statewide designation by the Maryland Higher Education Commission, students from Maryland counties other than Allegany will be charged the out-of-county tuition rate but may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Some restrictions may apply. More information is available on page 14 of this book, in the college catalog and in the Admissions Office.)

Contact: Steve Resh, professor of forestry.

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**General Education Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman English I</td>
<td>3</td>
</tr>
<tr>
<td>General Botany</td>
<td>3</td>
</tr>
<tr>
<td>Physical Activity or Tree Climbing</td>
<td>4</td>
</tr>
<tr>
<td>First Aid and Safety or Cardiopulmonary</td>
<td>1</td>
</tr>
<tr>
<td>Resuscitation and First Aid</td>
<td>2</td>
</tr>
<tr>
<td>Business and Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Dendrology I and II</td>
<td>4</td>
</tr>
<tr>
<td>Forest Biology</td>
<td>3</td>
</tr>
<tr>
<td>Speech Communication I</td>
<td>3</td>
</tr>
<tr>
<td>College Algebra</td>
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</table>

**Major Course Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Forestry</td>
<td>2</td>
</tr>
<tr>
<td>Forestry Software Applications</td>
<td>2</td>
</tr>
<tr>
<td>Land Surveying</td>
<td>3</td>
</tr>
<tr>
<td>Forest Measurements</td>
<td>3</td>
</tr>
<tr>
<td>Harvesting and Primary Manufacturing</td>
<td>3</td>
</tr>
<tr>
<td>Forest Measurement and Surveying</td>
<td>3</td>
</tr>
<tr>
<td>Field Practices</td>
<td>4</td>
</tr>
<tr>
<td>Forest Products</td>
<td>3</td>
</tr>
<tr>
<td>Forest Recreation and Human Resource</td>
<td>2</td>
</tr>
<tr>
<td>Management</td>
<td>2</td>
</tr>
<tr>
<td>Forest Insects and Diseases</td>
<td>3</td>
</tr>
<tr>
<td>Advanced Forest Measurements</td>
<td>2</td>
</tr>
<tr>
<td>Wildlife Management</td>
<td>2</td>
</tr>
<tr>
<td>Silviculture</td>
<td>4</td>
</tr>
<tr>
<td>Forest Management and Field Trip</td>
<td>3</td>
</tr>
<tr>
<td>Forest Fire Control</td>
<td>2</td>
</tr>
<tr>
<td>Urban Forestry</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total: 70**

*See your advisor for recommended semester course sequences. *Full-time students can complete requirements in two years. Part-time students will take longer. *Additional courses may be required if developmental coursework is necessary.
**Forest Technology**

**Tree Care Technician Certificate Program**

**What:** A one-year career program that provides basic training in urban forestry and tree care.

**For whom:** For persons seeking to enter an industry whose goal is to establish, maintain and improve plant materials in the urban landscape. The program may also provide an additional credential to persons schooled in traditional forest management.

**Here:** Leads to a certificate in tree care specialist.

(App: Although this is a career program, designed for prompt application in the workplace, all credits earned can be applied toward an associate degree in forest technology. Students planning to transfer should contact their advisor or the Student Success Center.)

(A further note: As this curriculum enjoys statewide designation by the Maryland Higher Education Commission, students from Maryland counties other than Allegany will be charged the out-of-county tuition rate but may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Some restrictions may apply. More information is available on page 14 of this book, in the college catalog and in the Admissions Office.)

(Another note: Completion of this program will help students work toward a Maryland Tree Expert license.)

Contact: Steve Resh, professor of forestry.

**General Education Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman English I</td>
<td>3</td>
</tr>
<tr>
<td>Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>Cardiopulmonary Resuscitation and First Aid</td>
<td>2</td>
</tr>
<tr>
<td>General Botany</td>
<td>4</td>
</tr>
<tr>
<td>Dendrology I and II</td>
<td>4</td>
</tr>
</tbody>
</table>

**Major Course Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Forestry</td>
<td>2</td>
</tr>
<tr>
<td>Urban Forestry</td>
<td>3</td>
</tr>
<tr>
<td>Urban Forestry Internship</td>
<td>2</td>
</tr>
<tr>
<td>Tree Climbing</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total: 24**

*For more information about tuition and fees related to this program, the median debt of students who completed the program and job placement rates and other important information on this program, please visit our Web site at www.allegany.edu/gainfulemploymentdisclosure/.

*Full-time students can complete requirements in one year. Part-time students will take longer.

*Additional coursework may be required if developmental coursework is necessary.

---

**Forestry Transfer Pattern**

**Arts and Sciences Curriculum**

**What:** The first two years of a typical four-year program in forestry.

**For whom:** Students seeking a bachelor’s degree in forestry.

**Where:** At a four-year college or university to be determined.

**Here:** Leads to an associate of science degree in arts and sciences with a forestry transfer pattern.

(Note: Although this transfer pattern is normal preparation for students planning to enter various bachelor’s degree curricula at four-year schools, different colleges and universities have different requirements. Students should consult with the Student Success Center as soon as they decide what transfer school they wish to attend.)

Contact: Steve Resh, professor of forestry.

**General Education Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman English I and II</td>
<td>6</td>
</tr>
<tr>
<td>General Chemistry I and II</td>
<td>8</td>
</tr>
<tr>
<td>Pre-Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>Calculus for Applications or Pre-Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>General Biology I and II</td>
<td>8</td>
</tr>
<tr>
<td>Speech Communication I</td>
<td>3</td>
</tr>
<tr>
<td>Dendrology I and II</td>
<td>4</td>
</tr>
<tr>
<td>Calculus I or Forestry Elective</td>
<td>4</td>
</tr>
<tr>
<td>Physical Activities</td>
<td>2</td>
</tr>
<tr>
<td>Elements of Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Microeconomics</td>
<td>3</td>
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</tbody>
</table>

**Major Course Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Forestry</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total: 66-67**

*See your advisor for recommended semester course sequences.

*Full-time students can complete requirements in two years. Part-time students will take longer.

*Additional courses may be required if developmental coursework is necessary.

---

**General Studies**

**Transfer Curriculum**

**What:** A curriculum that allows for general education and for possible continuation toward a bachelor’s degree elsewhere.

**For whom:** Students seeking a general education or an opportunity to explore other academic possibilities prior to transferring to a four-year school.

**Here:** Leads to an associate of science degree in general studies.

(Note: Students must work closely with their advisor to select appropriate elective courses. Through wise selection of electives, the program can be adapted to meet specific requirements of a given four-year college or university.)

Contact: William Devlin, director, Student Success Center.

**General Education Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman English I</td>
<td>3</td>
</tr>
<tr>
<td>Freshman English II or English Elective</td>
<td>3</td>
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<tr>
<td>Speech Communication I</td>
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<td>Humanities Elective</td>
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<tr>
<td>Social Science Elective</td>
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<td>Mathematics</td>
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</tr>
<tr>
<td>Natural Science</td>
<td>7-8</td>
</tr>
<tr>
<td>Physical Education</td>
<td>2</td>
</tr>
<tr>
<td>Electives (areas of emphasis)</td>
<td>27</td>
</tr>
</tbody>
</table>

**Total: 60-61**
### Health/Physical Education Transfer Pattern

**Arts and Sciences Curriculum**

**What:** The first two years of a typical four-year program in health/physical education.

**For whom:** Students seeking a bachelor's degree in that major.

**Where:** For transfer to a four-year institution as yet undetermined.

**Here:** Leads to an associate of science degree in arts and sciences with a health and physical education transfer pattern.

(Note: This transfer pattern closely parallels the first half of a health/physical education program at a four-year college or university. However, students who have selected a transfer school should consult with the Student Success Center to coordinate course work.)

Contact: Physical Education Office.

### General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman English I</td>
<td>3</td>
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<tr>
<td>General Biology I</td>
<td>4</td>
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<td>Elements of Mathematics</td>
<td>3</td>
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<td>Anatomy and Physiology of the Human I and II</td>
<td>8</td>
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<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Speech Communication I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total: 65**

*See your advisor for recommended semester course sequences.

*Full-time students can complete requirements in two years. Part-time students will take longer.

*Additional courses may be required if developmental coursework is necessary.

### Health Promotion Transfer Pattern

**Arts and Sciences Curriculum**

**What:** The first two years of a coordinated four-year program in health promotion and wellness.

**For whom:** Students who seek a bachelor's degree in exercise and sport science with a concentration in health promotion.

**Where:** At Frostburg State University, with whom this associate-to-bachelor's degree program is in partnership.

**Here:** Leads to an associate degree of arts and sciences with a health promotion transfer pattern.

(Note: This program is designed to seamlessly lead to a WVU master's degree for those who wish to pursue it.)

(A further note: Although this program is designed to transfer to Frostburg State University, the courses should satisfy most requirements for a bachelor's degree of this type at other four-year schools.)

Contact: Physical Education Office.

### General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman English I</td>
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<tr>
<td>General Biology I</td>
<td>4</td>
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<td>General Psychology</td>
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<td>Elements of Statistics</td>
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<td>Introduction to Literature</td>
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<tr>
<td>Humanities Elective</td>
<td>3</td>
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<tr>
<td>Anatomy and Physiology of the Human I and II</td>
<td>8</td>
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<tr>
<td>Social Science Elective</td>
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<td>Speech Communication I</td>
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<td>Electives</td>
<td>17</td>
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<tr>
<td>Fundamentals of Nutrition</td>
<td>3</td>
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</table>

**Total: 64**

*See your advisor for recommended semester course sequences.

*Full-time students can complete requirements in two years. Part-time students will take longer.

*Additional courses may be required if developmental coursework is necessary.

### History Transfer Pattern

**Arts and Sciences Curriculum**

**What:** The first two years of a typical four-year program in history.

**For whom:** Students seeking a bachelor's degree in that major.

**Where:** Transfer to a four-year school as yet undetermined.

**Here:** Leads to an associate of arts degree in arts and sciences with a history transfer pattern.

(Note: Although this transfer pattern closely parallels, the first half of a history major at many four-year institutions, course requirements may vary. Students should consult with the Student Success Center when they have selected a transfer school.)

Contact: Stephen Gibson, associate professor of history.

### General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>Freshman English I</td>
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<td>Social Science Electives</td>
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<tr>
<td>Elements of Mathematics</td>
<td>3</td>
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<td>Humanities Electives</td>
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<td>English Elective</td>
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<tr>
<td>Laboratory Science Electives</td>
<td>8</td>
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<tr>
<td>Physical Activities</td>
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</table>

**Total: 61**

*See your advisor for recommended semester course sequences.

*Full-time students can complete requirements in two years. Part-time students will take longer.

*Additional courses may be required if developmental coursework is necessary.

### Major Course Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>History of Western Civilization I and II</td>
<td>6</td>
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<tr>
<td>United States History I and II</td>
<td>6</td>
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</table>

**Total: 61**

*See your advisor for recommended semester course sequences.

*Full-time students can complete requirements in two years. Part-time students will take longer.

*Additional courses may be required if developmental coursework is necessary.*
Hotel and Restaurant Management Curriculum

What: A two-year career program that teaches skills for the management of restaurants and hotels and other food service and lodging operations.

For whom: Students seeking management careers in the hospitality industry.

Here: Leads to an associate of applied science degree in hotel and restaurant management.

(introduction to hospitality/food service management.)

General Education Courses Credit
Freshman English I ...........................................3
Mathematics Elective ........................................3
Humanities Elective .........................................3
Practical Accounting/Bookkeeping - Financial Accounting ........3
Computer Literacy ...........................................3
Social Science Electives ..................................6
Physical Activity .............................................1
Fundamentals of Nutrition ................................3

Major Course Requirements
Introduction to Hospitality/ 
  Tourism Industry ...........................................3
Food Service Sanitation .....................................1
Menu Planning and Food Merchandising ..................3
Purchasing, Inventory, and Cost Control ................3
Internship I and II ...........................................10
Hotel/Motel Marketing .......................................3
Food and Beverage Cost Control ..........................3
Hotel/Motel Front Office Management ...................3
Quantity Food Production ..................................3
Hotel/Motel Property Management ........................3
Dining Room Management ..................................3
Hospitality Supervision ....................................3
Beverage Management ......................................2

Total: 68

*See your advisor for recommended semester course sequences.
*Full-time students can complete requirements in two years. Part-time students will take longer.
*Additional courses may be required if developmental coursework is necessary.

Human Service Associate Curriculum

What: A two-year program that teaches professional skills in the varied human services arena.

For whom: Students seeking associate-level jobs in human service agencies, programs or institutions.

Here: Leads to an associate of applied science degree in human service associate.

(Note: This career program is preparation for public- and private-sector jobs in such human service areas as community mental health centers, correctional institutions, nursing homes, substance abuse treatment centers and facilities for persons with disabilities. Although designed as a career program, the curriculum does provide background for later study in related fields, such as social work, special education, occupational therapy and applied psychology. Students contemplating transfer should speak with the Student Success Center.)

(A further note: Because this curriculum is listed as one of the state’s Health Manpower Shortage Programs, students from Maryland counties other than Allegany will be charged the out-of-county tuition rate but may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Some restrictions may apply. More information is available on page 14 of this book, in the college catalog and in the Admissions Office.)

Contact: Debra Frank, assistant professor of hotel and restaurant management.

General Education Courses Credit
Freshman English I ...........................................3
General Psychology .........................................3
Social Science Electives ..................................6
General Education Courses Credit
Introduction to Sociology ..................................3
Psychology Elective ........................................1
College Algebra, Elements of Mathematics, or Elements of Statistics ........3
Introduction to Abnormal Psychology ..................3
Freshman English II or Business and Technical Communications ..................3
Human Biology ..............................................3
Sociology Elective ..........................................3
United States History II ...................................3
Mind/Body Skills for Health and Healing ................1
American National Government ..........................3

Total: 16

*For more information about tuition and fees related to this program, the median debt of students who completed the program and job placement rates and other important information on this program, please visit our Web site at www.allegany.edu/gainfulemploymentdisclosure/ 
*Full-time students can complete requirements in one semester. Part-time students will take longer. 
*Additional coursework may be required if developmental coursework is necessary.

In-Home Nursing Assistant Certificate Program

What: A 16-credit-hour program that teaches how to deliver care in private homes and perform routine personal care tasks such as bathing, grooming and vital sign measurement under a Maryland-licensed registered nurse.

For whom: Current, unencumbered Maryland-certified nursing assistants who wish to further their education and career outlook by entering the growing home employment environment.

Here: Leads to a college certificate in-home nursing assistant.

(Note: Because this curriculum is listed as one of the state’s Health Manpower Shortage Programs, students from Maryland counties other than Allegany will be charged the out-of-county tuition rate but may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Some restrictions may apply. More information is available on page 14 of this book, in the college catalog and in the Admissions Office.)

Contact: Carla Rice, coordinator of special health initiatives and allied health.

Major Course Requirements
In-Home Nursing Assistant .................................6
Food Choices in Healthcare .................................2
Cultures and Healthcare .....................................3
Disaster Preparedness ......................................3
Health Career Planning .....................................2

Total: 16

*Additional coursework may be required if developmental coursework is necessary.
Mathematics Transfer Pattern
Arts and Sciences Curriculum

What: The first half of a typical four-year program in mathematics.

For whom: Students who seek a bachelor's degree in mathematics.

Where: At a four-year college or university as yet undetermined.

Here: Leads to an associate of science degree in arts and sciences with a mathematics transfer pattern.

(Note: This general program closely parallels requirements for bachelor's degree programs in mathematics. Students who have selected a transfer school should consult with the Student Success Center to coordinate course work.)

Contact: Dr. Mark Shore, professor of mathematics.

General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>Freshman English I</td>
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</tr>
<tr>
<td>Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Electives</td>
<td>6</td>
</tr>
<tr>
<td>English Elective</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>9</td>
</tr>
<tr>
<td>Computer Technology Elective</td>
<td>3</td>
</tr>
<tr>
<td>Laboratory Science Electives</td>
<td>8</td>
</tr>
<tr>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Physical Activities</td>
<td>2</td>
</tr>
</tbody>
</table>

Total: 62

*See your advisor for recommended semester course sequences.

*Full-time students can complete requirements in two years. Part-time students will take longer.

*Additional courses may be required if developmental coursework is necessary.

Medical Assistant Curriculum

What: A two-year career program that teaches the varied skills needed by a medical assistant to keep a medical office setting running smoothly.

For whom: Students seeking administrative and clinical responsibilities in physicians’ offices or outpatient clinics and other health care facilities.

Here: Leads to an associate of applied science degree in medical assistant.

(Note: Because this curriculum is listed as one of the state’s Health Manpower Shortage Programs, students from Maryland counties other than Allegany will be charged the out-of-county tuition rate but may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Some restrictions may apply. More information is available on page 14 of this book, in the college catalog and in the Admissions Office.)

Contact: Peggy Hughes, associate professor of office technologies.

General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman English I</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics Elective</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Biology or General Biology I</td>
<td>4</td>
</tr>
<tr>
<td>Human Anatomy and Physiology or Anatomy and Physiology of the Human I</td>
<td>4</td>
</tr>
<tr>
<td>Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>Cardiopulmonary Resuscitation and First Aid</td>
<td>2</td>
</tr>
<tr>
<td>Speech Communication I</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 68

*See your advisor for recommended semester course sequences.

*Full-time students can complete requirements in two years. Part-time students will take longer.

*Additional courses may be required if developmental coursework is necessary.

Medical Laboratory Technology Curriculum

What: A two-year career program that teaches medical technical skills to perform a variety of diagnostic procedures.

For whom: Students seeking jobs as lab technologists in such settings as hospitals, doctor's offices, clinics and research facilities.

Here: Leads to an associate of applied science degree in medical laboratory technology.

(Note: This career program provides education and practical experience enabling graduates to perform diagnostic procedures in the areas of hematology, clinical microscopy, clinical chemistry, blood banking, microbiology, serology and coagulation.

(Note: This is a selective admissions program that requires specific prerequisite course work and the American College Test as part of admission criteria.)

Contact: Stacey Rohrbaugh, professor of medical laboratory technology.

General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman English I</td>
<td>4</td>
</tr>
<tr>
<td>General Biology I</td>
<td>4</td>
</tr>
<tr>
<td>Freshman English I</td>
<td>3</td>
</tr>
<tr>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>Physical Activity</td>
<td>1</td>
</tr>
<tr>
<td>Human Anatomy and Physiology or Anatomy and Physiology of the Human I</td>
<td>4</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 68

*See your advisor for recommended semester course sequences.

*Full-time students can complete requirements in two years. Part-time students will take longer.

*Additional courses may be required if developmental coursework is necessary.
Medical Laboratory Technology Curriculum Biotechnology Option

**What:** A two-year option to the medical laboratory technology program that prepares graduates for scientific careers in a variety of laboratory settings.

**For whom:** Graduates can seek positions in industrial, research, environmental and epidemic laboratories.

**Here:** Leads to an associate of applied sciences degree in medical laboratory technology, with a biotechnology option.

(Note: Also see other medical laboratory technology program descriptions for further information.)

(A further note: This is a selective admissions program that requires specific prerequisite course work and the American College Test as part of admission criteria.)

(A further note: Because this curriculum is listed as one of the state's Health Manpower Shortage Programs, students from Maryland counties other than Allegany will be charged the out-of-county tuition rate but may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Some restrictions may apply. More information is available on page 14 of this book, in the college catalog and in the Admissions Office.)

Contact: Stacey Rohrbaugh, professor of medical laboratory technology.

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**Medical Laboratory Technology Fast Track**

**What:** A 14-month program that builds upon a student’s prior college studies in science by adding medical technical skills.

**For whom:** Students who previously earned a bachelor's degree in biology or a related field.

**Here:** Leads to an associate of applied science degree in medical laboratory technology.

(See also previous section on the medical laboratory technology program. Space is limited in this “fast-track” program. Admission is selective and all general education MLT degree requirements must be met before students can begin.)

(A further note: Because this curriculum is listed as one of the state's Health Manpower Shortage Programs, students from Maryland counties other than Allegany will be charged the out-of-county tuition rate but may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Some restrictions may apply. More information is available on page 14 of this book, in the college catalog and in the Admissions Office.)

Contact: Stacey Rohrbaugh, professor of medical laboratory technology.

**Major Course Requirements**

**Credit**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Microbiology I and II</td>
<td>6</td>
</tr>
<tr>
<td>Immunohematology</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Medical Laboratory Science</td>
<td>3</td>
</tr>
<tr>
<td>Clinical Biochemistry</td>
<td>4</td>
</tr>
<tr>
<td>Medical Laboratory Techniques</td>
<td>2</td>
</tr>
<tr>
<td>Phlebotomy for Health Professionals</td>
<td>1</td>
</tr>
<tr>
<td>Hematology</td>
<td>4</td>
</tr>
<tr>
<td>Applied Immunology</td>
<td>3</td>
</tr>
<tr>
<td>Clinical Practice IV</td>
<td>12</td>
</tr>
</tbody>
</table>

Subtotal: 39

Total: 68

*See your advisor for recommended semester course sequences.

*Full-time students can complete requirements in one year. Part-time students will take longer.

---

**Medical Laboratory Technology Biotechnology Certificate Program**

**What:** A one-year program that builds on a student’s prior knowledge by adding biotechnology techniques.

**For whom:** Prior associate degree in MLT or bachelor's degree in science graduates who want to diversify their scientific skills to include genetic and environmental testing.

**Here:** Leads to a certificate in biotechnology.

(Note: Also see other medical laboratory technology program descriptions for further information.)

(A further note: Because this curriculum is listed as one of the state’s Health Manpower Shortage Programs, students from Maryland counties other than Allegany will be charged the out-of-county tuition rate but may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Some restrictions may apply. More information is available on page 14 of this book, in the college catalog and in the Admissions Office.)

Contact: Stacey Rohrbaugh, professor of medical laboratory technology.

**Major Course Requirements**

**Credit**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essentials of Cell Biology and Genetics</td>
<td>4</td>
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<tr>
<td>Applied Immunology</td>
<td>4</td>
</tr>
<tr>
<td>Biotechnology</td>
<td>3</td>
</tr>
<tr>
<td>Biological Science Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 14

Biotechnology Internship recommended but not required.

*For more information about tuition and fees related to this program, the median debt of students who completed the program and job placement rates and other important information on this program, please visit our Web site at www.allegany.edu/gainfulemploymentdisclosure/*

*See your advisor for recommended semester course sequences.

*Students can complete requirements in one year over two semesters.

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**General Education Courses**

**Credit**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
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<tbody>
<tr>
<td>Freshman English I</td>
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<tr>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>General Biology I</td>
<td>4</td>
</tr>
<tr>
<td>General Chemistry I or Elements of Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>Computer Technology Elective</td>
<td>3</td>
</tr>
<tr>
<td>Speech Communication I or Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Essentials of Cell Biology and Genetics</td>
<td>4</td>
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<tr>
<td>Social Science Elective</td>
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<tr>
<td>Biological Science Elective</td>
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**Total: 29**

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**Minor Course Elective**

**Credit**

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<td>Medical Laboratory Techniques</td>
<td>2</td>
</tr>
<tr>
<td>Phlebotomy for Health Professionals</td>
<td>1</td>
</tr>
<tr>
<td>Medical Laboratory Technology or Science Elective</td>
<td>4</td>
</tr>
<tr>
<td>Applied Immunology</td>
<td>3</td>
</tr>
<tr>
<td>Clinical Microbiology I and II</td>
<td>6</td>
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<tr>
<td>Immunohematology</td>
<td>4</td>
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<tr>
<td>Clinical Biochemistry</td>
<td>4</td>
</tr>
<tr>
<td>Clinical Practice IV</td>
<td>12</td>
</tr>
</tbody>
</table>

Subtotal: 39

Total: 69

*See your advisor for recommended semester course sequences.

*Full-time students can complete requirements in one year. Part-time students will take longer.

*Additional courses may be required if developmental coursework is necessary.
Nanotechnology Transfer Pattern

**Arts and Sciences Curriculum**

**What:** A two-year program that provides skills and knowledge for careers in the emerging nanotechnology industry, which creates materials, devices and systems with new and unique properties.

**For whom:** Persons interested in careers as technicians in nanotechnology research or nanofabrication, which manipulates atoms and molecules and is regarded as the future of manufacturing.

**Here:** Leads to an associate degree of arts and sciences with a nanotechnology transfer pattern.

(Note: This program is offered in partnership with the Pennsylvania State University and is designed for transfer to the University Park campus, where students will complete a fourth semester of nanotechnology courses. They apply for admission there upon successful completion of program requirements at ACM. Prospective students are expected to view informational DVDs, available from the ACM program advisor, prepared by Penn State.)

(A further note: Graduates can pursue a bachelor’s degree in nanotechnology at a four-year college and university, or enter the job market.)

Contact: Steve Heninger, professor of chemistry.

**General Education Courses**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credit</th>
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<tbody>
<tr>
<td>Introductory Physics I</td>
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<tr>
<td>Medical Laboratory Techniques</td>
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<tr>
<td>Physical Activity</td>
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<tr>
<td>Life Sciences Elective</td>
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<tr>
<td>Languages Elective</td>
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<td>Humanities Elective</td>
<td>3</td>
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<tr>
<td>Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Physical Activity</td>
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</tr>
<tr>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>Formal And Informal Communication</td>
<td>3</td>
</tr>
<tr>
<td>Fundamentals of Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>Elements of Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Physical Activity</td>
<td>1</td>
</tr>
<tr>
<td>English</td>
<td>3</td>
</tr>
<tr>
<td>Fundamentals of Nutrition</td>
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**Major Course Requirements**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Chemistry I and II</td>
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<tr>
<td>Nanotechnology</td>
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<tr>
<td>Basic Nanotechnology Processes</td>
<td>3</td>
</tr>
<tr>
<td>Materials in Nanotechnology</td>
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<tr>
<td>Pattern for Nanotechnology</td>
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</tr>
<tr>
<td>Materials Modification in Nanotechnology</td>
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</tr>
<tr>
<td>Characterization and Testing of Nanofabricated Structures and Materials</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total:** 69

Nursing Curriculum

**What:** A two-year program that prepares graduates for entry-level positions in patient care and for licensure as registered nurses.

**For whom:** Students seeking careers as nurses in hospitals and other health-care settings and situations.

**Here:** Leads to an associate of science degree in nursing.

(Note: This selective admissions program is approved by the National League for Nursing Accrediting Commission. Completion enables a graduate to take the National Council Licensure Examination for licensure as a registered nurse. Although this is a career program, not designed for transfer, selected four-year institutions may accept it with little or no loss of credit. Enrolled students with plans to transfer should contact the Student Success Center.)

(A further note: Because this curriculum is listed as one of the state’s Health Manpower Shortage Programs, students from Maryland counties other than Allegany will be charged the out-of-county tuition rate but may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Some restrictions may apply. More information is available on page 14 of this book, in the college catalog and in the Admissions Office.)

Contact: Fran Leibfreid, professor of nursing.

**General Education Courses**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman English I</td>
<td>3</td>
</tr>
<tr>
<td>General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Sociology</td>
<td>3</td>
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<td>Computer Literacy</td>
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<td>Pre-Calculus I</td>
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</tr>
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<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Fundamentals of Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>Formal And Informal Communication</td>
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</tr>
<tr>
<td>Fundamentals of Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>Physical Activity</td>
<td>1</td>
</tr>
<tr>
<td>English</td>
<td>3</td>
</tr>
<tr>
<td>Fundamentals of Nutrition</td>
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<td>Humanities Elective</td>
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<td>Social Science</td>
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<td>Physical Activity</td>
<td>1</td>
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<td>English</td>
<td>3</td>
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<tr>
<td>Fundamentals of Nutrition</td>
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</tbody>
</table>

**Major Course Requirements**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credit</th>
</tr>
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<tbody>
<tr>
<td>Anatomy and Physiology of the Human I and II</td>
<td>8</td>
</tr>
<tr>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td>Human Growth and Development</td>
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<tr>
<td>Freshman English I</td>
<td>3</td>
</tr>
<tr>
<td>Microbiology</td>
<td>4</td>
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<tr>
<td>Introduction to Sociology</td>
<td>3</td>
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<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Electives</td>
<td>6</td>
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<tr>
<td>Nursing I</td>
<td>9</td>
</tr>
<tr>
<td>Nursing II</td>
<td>9</td>
</tr>
<tr>
<td>Nursing III</td>
<td>6</td>
</tr>
<tr>
<td>Nursing IV</td>
<td>3</td>
</tr>
<tr>
<td>Nursing V</td>
<td>9</td>
</tr>
<tr>
<td>Nursing in Society</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total:** 70

*Nursing Transfer Pattern Arts and Sciences Curriculum*

**What:** The first two years of a typical four-year program in nursing.

**For whom:** Students who seek a bachelor’s degree in nursing.

**Where:** At a four-year college or university as yet undetermined.

**Here:** Leads to an associate degree in arts and sciences with a nursing transfer pattern.

(Note: This nursing transfer pattern represents normal preparation for students who plan to enter a bachelor’s degree curriculum at various four-year colleges. However, different colleges may require different courses. Students enrolled in this transfer pattern are encouraged to decide on a transfer school and to coordinate their course work with the Student Success Center.)

Contact: Fran Leibfreid, professor of nursing.

**General Education Courses**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman English I</td>
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<td>General Chemistry I</td>
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<tr>
<td>College Algebra</td>
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<tr>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
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<td>Formal And Informal Communication</td>
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<td>Fundamentals of Nutrition</td>
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<td>Physical Activity</td>
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<td>English</td>
<td>3</td>
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<tr>
<td>Fundamentals of Nutrition</td>
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<table>
<thead>
<tr>
<th>Subject</th>
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<tbody>
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<td>Anatomy and Physiology of the Human I and II</td>
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<tr>
<td>Microbiology</td>
<td>4</td>
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<tr>
<td>Introduction to Sociology</td>
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<td>Nursing I</td>
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<td>Nursing II</td>
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<tr>
<td>Nursing III</td>
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<tr>
<td>Nursing IV</td>
<td>3</td>
</tr>
<tr>
<td>Nursing V</td>
<td>9</td>
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<tr>
<td>Nursing in Society</td>
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</tbody>
</table>

**Total:** 62

*See your advisor for recommended semester course sequences.

*Full-time students can complete requirements in two years. Part-time students will take longer.

*Additional courses may be required if developmental coursework is necessary.
**Programs of Study**

**Nursing Assistant/ Geriatric Aide Certificate Program**

**What:** A four-course curriculum that teaches basic nursing skills for patient care under the direct supervision of licensed nurses.

**For whom:** Students who want to gain technical skills in health care to enter the job market as quickly as possible (the program can be completed in one semester of full-time study) for careers in acute or long-term care.

**Here:** Leads to a certificate in nursing assistant/geriatric aide.

*(Note: Because this curriculum is listed as one of the state’s Health Manpower Shortage Programs, students from Maryland counties other than Allegany will be charged the out-of-county tuition rate but may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Some restrictions may apply. More information is available on page 14 of this book, in the college catalog and in the Admissions Office.)*

Contact: Diana Folk, coordinator of special health initiatives.

**Major Course Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Health and Wellness</td>
<td>3</td>
</tr>
<tr>
<td>Nursing Assistant/Geriatric Aid</td>
<td>7</td>
</tr>
<tr>
<td>Cardiopulmonary Resuscitation and First Aid</td>
<td>2</td>
</tr>
<tr>
<td>Electives</td>
<td>4</td>
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<td><strong>Total:</strong></td>
<td>16</td>
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</table>

*For more information about tuition and fees related to this program, the median debt of students who completed the program and job placement rates and other important information on this program, please visit our Web site at www.allegany.edu/gainfulemploymentdisclosure/*

*Additional courses may be required if developmental coursework is necessary.

**Occupational Therapy Assistant Curriculum**

**What:** A two-year program preparing graduates to work in the field of occupational therapy.

**For whom:** Students who plan careers helping persons overcome impairments to handle daily living tasks.

**Here:** Leads to an associate of applied science degree in occupational therapy assistant.

*(Note: OTAs work under the supervision of a registered occupational therapist to assist in evaluation and treatment of individuals whose ability to handle daily living tasks is impaired by injury, disease, aging or developmental deficits.)*

*(Another note: Admission to the program is competitive. As it is fully accredited by the Accreditation Council for Occupational Therapy Education, graduates are eligible to take the national certification exam and are subsequently eligible for state licensure.)*

*(A further note: Because this curriculum is listed as one of the state’s Health Manpower Shortage Programs, students from Maryland counties other than Allegany will be charged the out-of-county tuition rate but may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Some restrictions may apply. More information is available on page 14 of this book, in the college catalog and in the Admissions Office.)*

Contact: Dr. Rae Ann Smith, associate professor of occupational therapy assistant.

**General Education Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
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<tbody>
<tr>
<td>Freshman English I</td>
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</tr>
<tr>
<td>Mathematics Elective</td>
<td>3</td>
</tr>
<tr>
<td>Human Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Restricted Elective</td>
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</tr>
<tr>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Human Growth and Development</td>
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<td><strong>Total:</strong></td>
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**Major Course Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>Introduction to Occupational Therapy</td>
<td>3</td>
</tr>
<tr>
<td>Intervention Techniques I and II</td>
<td>4</td>
</tr>
<tr>
<td>Dynamics of Human Motion</td>
<td>4</td>
</tr>
<tr>
<td>Intervention in Physical Rehabilitation</td>
<td>4</td>
</tr>
<tr>
<td>Intervention in Psychosocial Conditions</td>
<td>3</td>
</tr>
<tr>
<td>Group Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>Intervention with Children and Adolescents</td>
<td>4</td>
</tr>
<tr>
<td>Neuroscience Concepts</td>
<td>1</td>
</tr>
<tr>
<td>Clinical Application to Neuroscience</td>
<td>1</td>
</tr>
<tr>
<td>OT Program Development</td>
<td>2</td>
</tr>
<tr>
<td>Specialty Skills Development</td>
<td>3</td>
</tr>
<tr>
<td>Clinical Internship I and II</td>
<td>8</td>
</tr>
<tr>
<td>Cultural Diversity and Treatment Planning</td>
<td>1</td>
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<tr>
<td>Intervention with the Older Adult</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>70</td>
</tr>
</tbody>
</table>

*See your advisor for recommended course sequences.

*Full-time students can complete requirements in two years. Part-time students will take longer.

*Additional courses may be required if developmental coursework is necessary.

**Office Technologies Curriculum**

**Administrative Assistant Option**

**What:** A two-year program in office technologies used by the administrative assistant.

**For whom:** Students planning office careers as administrative assistants.

**Here:** Leads to an associate of applied science degree in office technologies with an administrative assistant option.

*(Note: This is a career program, designed to enable students to seek employment at completion. Students planning to transfer should contact the Student Success Center.)*

Contact: Peggy Hughes, associate professor of office technologies.

**General Education Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman English I</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics Elective</td>
<td>3</td>
</tr>
<tr>
<td>Business and Technical Communications</td>
<td>3</td>
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<tr>
<td>Speech Communication I</td>
<td>3</td>
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<tr>
<td>Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Physical Activity</td>
<td>1</td>
</tr>
<tr>
<td>Biological/Physical Science Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>Microcomputer Applications I</td>
<td>3</td>
</tr>
<tr>
<td>Business Professionalism and Ethics</td>
<td>2</td>
</tr>
<tr>
<td>Personal Wellness or Cardiopulmonary Resuscitation and First Aid</td>
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</table>

**Major Course Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>Document Processing</td>
<td>3</td>
</tr>
<tr>
<td>Information Management</td>
<td>3</td>
</tr>
<tr>
<td>Web Page Development</td>
<td>3</td>
</tr>
<tr>
<td>Financial Accounting or Practical Accounting/Bookkeeping</td>
<td>3</td>
</tr>
<tr>
<td>Financial Office Software</td>
<td>3</td>
</tr>
<tr>
<td>Transcription Systems</td>
<td>3</td>
</tr>
<tr>
<td>Office Procedures and Communications</td>
<td>3</td>
</tr>
<tr>
<td>Administrative Office Procedures or Office Technologies Externship</td>
<td>3</td>
</tr>
<tr>
<td>Restricted Electives</td>
<td>15</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>68-69</td>
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</tbody>
</table>

*See your advisor for recommended semester course sequences.

*Full-time students can complete requirements in two years. Part-time students will take longer.

*Additional courses may be required if developmental coursework is necessary.
Office Technologies Curriculum

Legal (Paralegal) Assistant Option

**What:** A two-year program in knowledge and skills used by the legal (paralegal) assistant.

**For whom:** Students planning careers in the legal field.

**Here:** Leads to an associate of applied science in office technologies with a legal (paralegal) assistant option.

(Note: As this is a career program, designed to enable students to seek employment at completion, those planning to transfer should contact the Student Success Center.)

Contact: Peggy Hughes, associate professor of office technologies.

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**General Education Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman English I</td>
<td>3</td>
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<tr>
<td>Speech Communication I</td>
<td>3</td>
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<tr>
<td>Mathematics Elective</td>
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<td>Science Elective</td>
<td>3-4</td>
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<td>American National Government</td>
<td>3</td>
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<td>Business Law</td>
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<tr>
<td>Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>Business and Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td>Personal Wellness or Cardiopulmonary Resuscitation and First Aid</td>
<td>2</td>
</tr>
<tr>
<td>Restricted Elective</td>
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**Major Course Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Processing</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Legal Assisting</td>
<td>3</td>
</tr>
<tr>
<td>Legal Terminology</td>
<td>3</td>
</tr>
<tr>
<td>Technology in the Law Office</td>
<td>3</td>
</tr>
<tr>
<td>Legal Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>American Courts and Legal Systems</td>
<td>3</td>
</tr>
<tr>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>Criminal Evidence and Procedure</td>
<td>3</td>
</tr>
<tr>
<td>Litigation</td>
<td>3</td>
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<tr>
<td>Torts</td>
<td>3</td>
</tr>
<tr>
<td>Real Property and Title Examination</td>
<td>3</td>
</tr>
<tr>
<td>Contracts</td>
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</tbody>
</table>

**Total:** 68-69

* See your advisor for recommended semester course sequences.
* Full-time students can complete requirements in two years. Part-time students will take longer.
* Additional courses may be required if developmental coursework is necessary.

**Office Technologies Curriculum**

Medical Office Systems Option

**What:** A two-year program in office technologies combining technical, medical and administrative skills used in the medical office setting.

**For whom:** Student planning careers that provide administrative support in the health care environment.

**Here:** Leads to an associate of applied science degree in office technologies with a medical office systems option.

(Note: This is a career program, designed to enable students to seek employment at completion. Students planning to transfer should contact the Student Success Center.)

Contact: Peggy Hughes, associate professor of office technologies.

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**General Education Courses**

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Freshman English I</td>
<td>3</td>
</tr>
<tr>
<td>Business and Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology</td>
<td>3</td>
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<td>Computer Literacy</td>
<td>3</td>
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<tr>
<td>Biological Science Elective</td>
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<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
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<td>3</td>
</tr>
<tr>
<td>Information Management</td>
<td>3</td>
</tr>
<tr>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>Medical Office Applications and Procedures I and II</td>
<td>7</td>
</tr>
<tr>
<td>Administrative Medical Software</td>
<td>3</td>
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<tr>
<td>Medical Coding Applications or Medical Transcription Applications</td>
<td>3</td>
</tr>
<tr>
<td>Fundamental Medical Transcription</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Medical Insurance</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Health Records</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Medical Coding</td>
<td>3</td>
</tr>
<tr>
<td>Restricted Elective</td>
<td>3</td>
</tr>
<tr>
<td>Elements of Human Disease</td>
<td>3</td>
</tr>
<tr>
<td>Practical Medical Skills</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total:** 68-69

* See your advisor for recommended semester course sequences.
* Full-time students can complete requirements in two years. Part-time students will take longer.
* Additional courses may be required if developmental coursework is necessary.

---

**Office Technologies Curriculum**

Basic Medical Transcription Certificate Program

**What:** A one-year program that teaches the fundamentals of medical transcription and terminology.

**For whom:** Students seeking entry-level employment as a medical transcriptionist in an office setting.

**Here:** Leads to a certificate in office technologies in the program's basic medical transcription program.

(Note: This is a career program and is not designed to transfer. Students who plan to do so should contact the Student Success Center. However, graduates of this certificate program are eligible to pursue an associate degree in office technologies with a medical transcription option, as all courses required for the certificate are also required for the degree.)

(A further note: With additional training and work experience, graduates of this certificate program would be eligible to take the national certification exam with the American Association of Medical Transcriptionists.)

(Another note: Because this curriculum is listed as one of the state’s Health Manpower Shortage Programs, students from Maryland counties other than Allegany will be charged the out-of-county tuition rate but may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Some restrictions may apply. More information is available on page 14 of this book, in the college catalog and in the Admissions Office.)

Contact: Peggy Hughes, associate professor of office technologies.

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</thead>
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<td>3</td>
</tr>
<tr>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>Medical Office Applications and Procedures I</td>
<td>3</td>
</tr>
<tr>
<td>Medical Coding Applications or Medical Transcription Applications</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Medical Insurance</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Health Records</td>
<td>3</td>
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<tr>
<td>Introduction to Medical Coding</td>
<td>3</td>
</tr>
<tr>
<td>Restricted Elective</td>
<td>3</td>
</tr>
<tr>
<td>Elements of Human Disease</td>
<td>3</td>
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<tr>
<td>Administrative Medical Software</td>
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</table>

**Total:** 34

* For more information about tuition and fees related to this program, the median debt of students who completed the program and job placement rates and other important information on this program, please visit our Web site at www.allegany.edu/gainfulemploymentdisclosure/
* See your advisor for recommended semester course sequences.
* Full-time students can complete requirements in one year. Part-time students will take longer.
* Additional courses may be required if developmental coursework is necessary.
Office Technologies Curriculum

Medical Coding Certificate Program

**What:** A one-year program in the coding of health care diagnoses and procedures.

**For whom:** Students planning careers as medical coders in hospitals, physician offices, nursing homes, ambulatory care facilities and insurance companies.

**Here:** Leads to a certificate in office technologies in medical coding.

(Note: This is a career program, designed to enable students to seek employment at completion. Students planning to transfer should contact the Student Success Center.)

(Another note: Because this curriculum is listed as one of the state’s Health Manpower Shortage Programs, students from Maryland counties other than Allegany will be charged the out-of-county tuition rate but may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Some restrictions may apply. More information is available on page 14 of this book, in the college catalog and in the Admissions Office.)

Contact: Peggy Hughes, associate professor of office technologies.

**General Education Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>Human Biology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Major Course Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Medical Coding</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Health Records</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Medical Insurance</td>
<td>3</td>
</tr>
<tr>
<td>Intermediate Medical Coding</td>
<td>4</td>
</tr>
<tr>
<td>Medical Coding Applications</td>
<td>3</td>
</tr>
<tr>
<td>Acute Care Coding</td>
<td>3</td>
</tr>
<tr>
<td>Administrative Medical Software</td>
<td>3</td>
</tr>
<tr>
<td>Elements of Human Disease</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total:** 34

---

Office Technologies Curriculum

Office Systems Support Certificate Program

**What:** A one-year program in technologies used in the office setting.

**For whom:** Students who seek an office career after only one year of college study.

**Here:** Leads to a certificate in office technologies, office systems.

(Note: As this is a career program, designed to enable students to seek employment at completion, those planning to transfer should contact the Student Success Center.)

Contact: Peggy Hughes, associate professor of office technologies.

**General Education Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>Microcomputer Applications I</td>
<td>3</td>
</tr>
<tr>
<td>Business Professionalism and Ethics</td>
<td>2</td>
</tr>
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</table>

**Major Course Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Processing</td>
<td>3</td>
</tr>
<tr>
<td>Transcription Systems</td>
<td>3</td>
</tr>
<tr>
<td>Financial Office Software</td>
<td>3</td>
</tr>
<tr>
<td>Practical Accounting/Bookkeeping or Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Information Management</td>
<td>3</td>
</tr>
<tr>
<td>Administrative Office Applications</td>
<td>3</td>
</tr>
<tr>
<td>Office Technologies Externship</td>
<td>3</td>
</tr>
<tr>
<td>Office Procedures and Communications</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total:** 29

---

Office Technologies Curriculum

Business Office Support Specialist Certificate Program

**What:** A one-year career program in information management and office skills.

**For whom:** Students who seek first careers in the professional office or current employees who wish to remain competitive in today's workplace.

**Here:** Leads to a certificate in office technologies, business office support.

(Note: Although this is a career program, designed for prompt application in the workplace, graduates who choose further study can continue toward the one-year certificate in office systems support or the associate in applied science in office technologies degree with an administrative assistant option or the applied technical studies degree.)

Contact: Peggy Hughes, associate professor of office technologies.

**General Education Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Literacy or Microcomputer Applications I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Major Course Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Processing</td>
<td>3</td>
</tr>
<tr>
<td>Practical Accounting/Bookkeeping or Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Information Management</td>
<td>3</td>
</tr>
<tr>
<td>Financial Office Software</td>
<td>3</td>
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<tr>
<td>Office Procedures and Communications</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total:** 18

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For more information about tuition and fees related to this program, the median debt of students who completed the program and job placement rates and other important information on this program, please visit our Web site at www.allegany.edu/gainfulemploymentdisclosure/

*See your advisor for recommended semester course sequences.

*For more information about tuition and fees related to this program, the median debt of students who completed the program and job placement rates and other important information on this program, please visit our Web site at www.allegany.edu/gainfulemploymentdisclosure/

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*For more information about tuition and fees related to this program, the median debt of students who completed the program and job placement rates and other important information on this program, please visit our Web site at www.allegany.edu/gainfulemploymentdisclosure/

*Full-time students can complete requirements in one semester. Part-time students will take longer.

*Additional courses may be required if developmental coursework is necessary.
Pharmacy Technician Certificate Program

What: A four-course sequence that prepares graduates to perform pharmaceutical calculations and dispense medications under the direct supervision of a registered pharmacist.

For whom: Students who want technical skills to enter the job market as quickly as possible (the program can be completed in one semester of full-time study) in retail, hospital and institutional pharmacy settings.

Here: Leads to a certificate in pharmacy technician.

(Note: Because this curriculum is listed as one of the state’s Health Manpower Shortage Programs, students from Maryland counties other than Allegany will be charged the out-of-county tuition rate but may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Some restrictions may apply. More information is available on page 14 of this book, in the college catalog and in the Admissions Office.)

Contact: Diana Folk, coordinator of special health initiatives.

### Major Course Requirements  Credit

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Health and Wellness</td>
<td>3</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>6</td>
</tr>
<tr>
<td>Pharmacy Technician Internship</td>
<td>5</td>
</tr>
<tr>
<td>Cardiopulmonary Resuscitation and First Aid</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total: 16**

*For more information about tuition and fees related to this program, the median debt of students who completed the program and job placement rates and other important information on this program, please visit our Web site at www.allegany.edu/gainfulemploymentdisclosure/*

*Full-time students can complete requirements in one semester. Part-time students will take longer.*

*Additional courses may be required if developmental coursework is necessary.*
Phlebotomy/EKG Technician Certificate Program

**What:** A five-course sequence that teaches proper techniques in phlebotomy (the drawing of blood for health diagnosis) and in the administration of electrocardiogram, or EKG.

**For whom:** Students who want to enter the job market as quickly as possible (the program can be completed in one semester by full-time students) for careers in hospitals, physicians’ offices, clinics and nursing homes.

**Here:** Leads to a certificate in phlebotomy/EKG technician.*

* Important: Students should be aware of the specific state and/or regulatory requirements pertaining to any job for which they wish to apply. Requirements vary between states and agencies regarding the need for any type of certification necessary for employment. A listing of requirements for individual states is beyond the scope of this document and students are advised to consult the state in which they are seeking employment. Other employment requirements vary as well. Due to the wide disparity of these requirements, all references made during the course will pertain to general requirements of area employers.

(Note: Because this curriculum is listed as one of the state’s Health Manpower Shortage Programs, students from Maryland counties other than Allegany will be charged the out-of-county tuition rate but may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Some restrictions may apply. More information is available on page 14 of this book, in the college catalog and in the Admissions Office.)

**Contact:** Carla Rice, coordinator of special health initiatives and allied health.

**Major Course Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Health and Wellness</td>
<td>3</td>
</tr>
<tr>
<td>Phlebotomy Technician</td>
<td>4</td>
</tr>
<tr>
<td>EKG Technician</td>
<td>4</td>
</tr>
<tr>
<td>Cardiopulmonary Resuscitation and First Aid</td>
<td>2</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total:** 16

*For more information about tuition and fees related to this program, the median debt of students who completed the program and job placement rates and other important information on this program, please visit our Web site at www.allegany.edu/gainfulemploymentdisclosure/.

*Full-time students can complete requirements in one semester. Part-time students will take longer.

*Additional courses may be required if developmental coursework is necessary.
Physical Therapist Assistant Curriculum

**What:** A two-year program preparing graduates to work in the field of physical therapy.

**For whom:** Students who plan careers helping patients with physical impairments from birth, illness or accident improve basic motor skills.

**Here:** Leads to an associate of applied science degree in physical therapist assistant.

(Note: PTAs work under the supervision of a registered physical therapist in hospitals, outpatient facilities and home health agencies.)

(Another note: Admission to the program is competitive. As it is accredited by the Commission on Physical Therapy Education of the American Physical Therapy Association, graduates are eligible to take a certification exam for state licensure.)

(A further note: Because this curriculum is listed as one of the state’s Health Manpower Shortage Programs, students from Maryland counties other than Allegany will be charged the out-of-county tuition rate but may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Some restrictions may apply. More information is available on page 14 of this book, in the college catalog and in the Admissions Office.)

Contact: Dr. Karin Savage, assistant professor of physical therapist assistant.

<table>
<thead>
<tr>
<th>General Education Courses</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman English I</td>
<td>3</td>
</tr>
<tr>
<td>Musculoskeletal Anatomy of the Human</td>
<td>4</td>
</tr>
<tr>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Speech Communication I</td>
<td>3</td>
</tr>
<tr>
<td>Physical Activities</td>
<td>2</td>
</tr>
<tr>
<td>Human Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics Elective</td>
<td>3</td>
</tr>
<tr>
<td>Human Growth and Development</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Major Course Requirements</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Physical Therapist Assistant</td>
<td>2</td>
</tr>
<tr>
<td>Pathology I and II</td>
<td>4</td>
</tr>
<tr>
<td>Modalities I and II</td>
<td>6</td>
</tr>
<tr>
<td>Procedures</td>
<td>3</td>
</tr>
<tr>
<td>Clinical Kinesiology</td>
<td>4</td>
</tr>
<tr>
<td>Clinical I and II</td>
<td>4</td>
</tr>
<tr>
<td>Principles of Rehabilitation</td>
<td>4</td>
</tr>
<tr>
<td>Therapeutic Exercise</td>
<td>4</td>
</tr>
<tr>
<td>Trends</td>
<td>1</td>
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<tr>
<td>Practicum I and II</td>
<td>10</td>
</tr>
</tbody>
</table>

**Total: 70**

*See your advisor for recommended semester course sequences.*

*Full-time students can complete major course requirements in one year. Part-time students will take longer.*

*Additional courses may be required if developmental coursework is necessary.

Physics/Physical Science Arts and Science Curriculum Transfer Pattern

**What:** The first two years of a typical four-year physics or physical science degree.

**For whom:** Students who seek a bachelor’s degree in physics or physical science.

**Where:** At a four-year college or university as yet undetermined.

**Here:** Leads to an associate of science degree in arts and sciences with a physics/physical science transfer pattern.

(Note: This transfer pattern closely parallels the first two years of a physics or physical science major at many four-year institutions. Students who have selected a transfer school should contact the Student Success Center.)

Contact: Dr. Bettie A’Hearn, professor of physics.

<table>
<thead>
<tr>
<th>General Education Courses</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman English I</td>
<td>3</td>
</tr>
<tr>
<td>Physical Activities</td>
<td>2</td>
</tr>
<tr>
<td>General Chemistry I and II</td>
<td>8</td>
</tr>
<tr>
<td>Calculus I and II</td>
<td>8</td>
</tr>
<tr>
<td>Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>English Elective</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Electives</td>
<td>6</td>
</tr>
<tr>
<td>Humanities Electives</td>
<td>6</td>
</tr>
<tr>
<td>Electives</td>
<td>15</td>
</tr>
</tbody>
</table>

**Total: 62**

*See your advisor for recommended semester course sequences.*

*Full-time students can complete requirements in two years. Part-time students will take longer.*

*Additional courses may be required if developmental coursework is necessary.*
**Political Science Transfer Pattern**

**Arts and Sciences Curriculum**

**What:** The first two years of a typical four-year program in political science.

**For whom:** Students seeking a bachelor’s degree in political science.

**Where:** At a four-year college or university as yet undetermined.

**Here:** Leads to an associate of science degree in arts and sciences with a political science transfer pattern.

*(Note: This transfer pattern closely parallels the first two years of a political science major at many four-year institutions. Students who have selected a transfer school should contact the Student Success Center.)*

Contact: Lisa Hoston, associate professor of criminal justice.

**General Education Courses**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman English I</td>
<td>3</td>
</tr>
<tr>
<td>College Algebra, Elements of Mathematics, or Pre-Calculus I</td>
<td>3-4</td>
</tr>
<tr>
<td>Social Science Electives</td>
<td>12</td>
</tr>
<tr>
<td>Electives</td>
<td>18</td>
</tr>
<tr>
<td>English Elective</td>
<td>3</td>
</tr>
<tr>
<td>Physical Activities</td>
<td>2</td>
</tr>
<tr>
<td>Humanities Electives</td>
<td>6</td>
</tr>
<tr>
<td>Laboratory Science Electives</td>
<td>8</td>
</tr>
<tr>
<td>Computer Literacy</td>
<td>3</td>
</tr>
</tbody>
</table>

**Major Course Requirements**

- American National Government .................................. 3
- State and Local Governments ................................... 3

**Total:** 64-65

*See your advisor for recommended semester course sequences.

*Full-time students can complete requirements in two years. Part-time students will take longer.

*Additional courses may be required if developmental coursework is necessary.

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**Practical Nursing Certificate Program**

**What:** A 14-month program that prepares graduates for entry-level positions in patient care and for licensure as practical nurses.

**For whom:** Students seeking careers as practical nurses in hospitals and other health-care settings and situations.

**Where:** Leads to a certificate in practical nursing.

*(Note: This selective admissions program is approved by the Maryland State Board of Examiners of Nurses. Completion enables a graduate to take the National Council Licensure Examination for licensure as a licensed practical nurse.)*

*(A further note: Because this curriculum is listed as one of the state’s Health Manpower Shortage Programs, students from Maryland counties other than Allegany will be charged the out-of-county tuition rate but may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Some restrictions may apply. More information is available on page 14 of this book, in the college catalog and in the Admissions Office.)*

Contact: Fran Leibfreid, professor of nursing.

**General Education Courses**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy and Physiology of the Human I and II</td>
<td>8</td>
</tr>
<tr>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>Freshman English I</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**Major Course Requirements**

- Nursing I and II                                       | 18     |
- Nursing in Society                                     | 1      |
- Mental Health Concepts                                  | 1      |
- Concepts in Maternal-Child Nursing                     | 5      |

**Total:** 45

*For more information about tuition and fees related to this program, the median debt of students who completed the program and job placement rates and other important information on this program, please visit our Web site at www.allegany.edu/gainfulemploymentdisclosure/ *

*See your advisor for recommended semester course sequences.

*Full-time students can complete requirements in one year. Part-time students will take longer.

*Additional courses may be required if developmental coursework is necessary.
Pre-Allied Health Status

“Pre-” programs prepare students for admission to the allied health care and human service programs that have selective admission policies.

These programs are:
- Dental hygiene
- Human service associate
- Medical assistant
- Medical laboratory technology
- Nursing (registered and licensed practical)
- Occupational therapy assistant
- Physical therapist assistant
- Radiologic technology
- Respiratory therapist
- Therapeutic massage

Selective admission programs have “clinical phases” that must be completed in order to earn an associate degree or certificate.

Clinical phase courses are open only to students who have completed the selective admission process for the desired program and have been admitted to its clinical phase.

In some cases, eligible students are admitted directly to a program’s clinical phase on completion of requirements for admission to the college.

Typically, however, students interested in allied health programs spend one or more semesters taking preparatory courses to become eligible for admission.

Students in a “pre” phase who meet the minimum admission requirements for an allied health program are admitted to its clinical phase as space becomes available.

As space in such programs is limited, students are not guaranteed admission merely because they have achieved minimum eligibility requirements.

More information about the college’s selective admission programs in allied health care and human services is available from the Admissions and Registration Office or from the programs themselves.

Pre-Occupational Therapy Transfer Pattern

Arts and Sciences Curriculum

What: The first two years of a typical five- or six-year master’s degree program in occupational therapy.

For whom: Students seeking a bachelor’s or master’s degree in occupational therapy toward a career as an occupational therapist.

Where: At a college or university to be determined.

Here: Leads to an associate of science degree in arts and sciences with a pre-occupational therapy transfer pattern.

(Note: Students who have selected a transfer institution should meet with the Student Success Center staff.)

Contact: William Devlin, director, Student Success Center.

General Education Courses Credit
Freshman English I .......................................... 3
General Biology I and II .................................... 8
General Psychology .......................................... 3
Electives ............................................................ 6
Physical Activities .............................................. 2
English Elective .................................................. 3
Elements of Statistics ........................................ 3
Humanities Electives ........................................ 9
Introductory Physics I ........................................ 4
Introduction to Sociology ................................ 3
Social Science Elective ...................................... 3
Psychology Electives .......................................... 6

Major Course Requirements
Anatomy and Physiology of the Human I and II................................. 8

Total: 61

*See your advisor for recommended semester course sequences.
*Full-time students can complete requirements in two years. Part-time students will take longer.
*Additional courses may be required if developmental coursework is necessary.
Pre-Pharmacy Transfer Pattern  
Arts and Sciences Curriculum  

**What:** The first two years of a typical six-year doctorate program in pharmacy.  

**For whom:** Students seeking a doctorate degree in pharmacy toward a career as a pharmacist.  

**Where:** At a college or university yet to be determined.  

**Here:** Leads to an associate of science degree in arts and sciences with a pre-pharmacy transfer pattern.  

(Note: Students who have selected a transfer institution should meet with the Student Success Center staff.)  

Contact: William Devlin, director, Student Success Center.  

**General Education Courses**  

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman English I</td>
<td>3</td>
</tr>
<tr>
<td>General Chemistry I and II</td>
<td>8</td>
</tr>
<tr>
<td>Calculus for Application or Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>English or Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>General Biology I</td>
<td>4</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Speech Communication I</td>
<td>3</td>
</tr>
<tr>
<td>Introductory Physics I</td>
<td>4</td>
</tr>
<tr>
<td>Physical Activity</td>
<td>1</td>
</tr>
<tr>
<td>Introductory Physics II or Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>Elements of Statistics or Approved Mathematics Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**Major Course Requirements**  

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy and Physiology of the Human I or Biological Science Elective</td>
<td>4</td>
</tr>
<tr>
<td>Anatomy and Physiology of the Human II or Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Organic Chemistry I and II</td>
<td>8</td>
</tr>
</tbody>
</table>

**Total:** 67-70  

*See your advisor for recommended semester course sequences.  
*Full-time students can complete requirements in two years. Part-time students will take longer.  
*Additional courses may be required if developmental coursework is necessary.  

Pre-Professional Preparation  

Students bound for professional school can begin their academic careers at Allegany College of Maryland just as readily as can students bound for bachelor’s degrees at four-year colleges or universities.

Over the years, countless graduates have begun their journey to professional school in ACM classrooms — and on to successful careers in such professions as medicine, dentistry, pharmacy, veterinary medicine and law. Because of this, ACM academic advisers have considerable experience guiding professional school-bound students to the course work they need.

Students in pre-professional preparation enter such programs as arts and sciences, biology or university studies.

They work closely with their advisor to choose courses to meet requirements of the four-year college or university on their way to professional school.

Professional programs and the ACM majors typically taken in preparation for them are as follows:

**Dentistry** — The student enrolls in either biology or university studies.  

**Law** — Students enroll in arts and sciences (liberal arts) or the university studies program.  

**Medicine** — Students enroll in either the biology or university studies program.  

**Veterinary medicine** — The student enrolls in biology or university studies.

Contacts: Lisa Hoston, associate professor of criminal justice; Dr. James D. Stickler, professor of chemistry, for the others mentioned above.
Professional Golf Management Certificate Program

What: A one-year program that provides skills and knowledge for careers in the growing golf industry as a recognized golf professional.

For whom: Persons whose love for the sport centers on a desire to serve customers, employers, fellow professionals and the game of golf.

Here: Leads to a certificate in professional golf management.

(Note: This program can be used as a pathway toward membership in the Professional Golfers’ Association. Graduates may apply for PGA certification after six months of full-time employment in the golf industry.)

(A further note: As this curriculum enjoys statewide designation by the Maryland Higher Education Commission, students from Maryland counties other than Allegany will be charged the out-of-county tuition rate but may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Some restrictions may apply. More information is available on page 14 of this book, in the college catalog and in the Admissions Office.)

Contact: Joshua Leibfreid, instructor of professional golf management.

General Education Courses Credit
Freshman English I ............................................ 3
Introduction to Business .................................... 3
Computer Literacy ............................................ 3
Physical Activity ................................................ 1
Principles of Marketing ...................................... 3
Speech Communication I .................................. 3
Cardiopulmonary Resuscitation and First Aid ....2

Major Course Requirements
Introduction to Professional Golf Management ..3
Tournament Operations ..................................... 3
Golf Club Design and Repair ............................ 3
Golf Mechanics and Teaching............................ 3
Golf Industry Trends ....................................... 3
Golf Internship ............................................. 3

Total: 36

*For more information about tuition and fees related to this program, the median debt of students who completed the program and job placement rates and other important information on this program, please visit our Web site at www.allegany.edu/gainfulemployment/disclosure/
* See your advisor for recommended semester course sequences.
* Full-time students can complete requirements in two years. Part-time students will take longer.
* Additional courses may be required if developmental coursework is necessary.

Psychology Transfer Pattern Arts and Sciences Curriculum

What: The first half of a typical four-year program in psychology.

For whom: Students seeking a bachelor’s degree in psychology.

Where: At a four-year college or university not yet selected.

Here: Leads to an associate of science degree in arts and sciences with a psychology transfer pattern.

(Note: This transfer pattern, providing opportunities for students to gain skills and knowledge needed for employment in various agencies, institutions and organization, can also widen advancement options for current employed students.)

(A further note: The general studies listed below must be coordinated with the transfer requirements of four-year colleges and universities to avoid errors in course selection as well as to meet individual student needs.)

Contact: Kurt Hoffman, assistant professor of psychology.

General Education Courses Credit
Humanities Elective  ........................................ 3
Freshman English I .......................................... 3
General Biology I and II .................................... 8
Computer Literacy ............................................ 3
College Algebra .............................................. 3
Electives ............................................................ 9
English Elective ............................................. 3
Elements of Statistics ...................................... 3
Physical Activities .......................................... 2
History Elective ............................................. 3
Introduction to Sociology ................................ 3
Speech Communication I ................................ 3
Social Science Elective .................................... 3
Sociology Elective .......................................... 3

Major Course Requirements
General Psychology ......................................... 3
Psychology Electives ....................................... 9

Total: 64

*Full-time students can complete requirements in two years. Part-time students will take longer.
* Additional courses may be required if developmental coursework is necessary.

*See your advisor for recommended semester course sequences.
Radiologic Technology Curriculum

What: A two-year program in knowledge and skills needed to become a radiographer.

For whom: Persons seeking careers as radiologic technologists in hospitals, clinics, doctors’ offices and other settings.

Here: Leads to an associate of applied science degree in radiologic technology.

(Note: This selective admissions program has been accredited through the Joint Review Committee on Education in Radiologic Technology. Completion of it enables the student to take the certification exam in radiography administered by the American Registry of Radiologic Technologists.)

(A further note: Because this curriculum is listed as one of the state’s Health Manpower Shortage Programs, students from Maryland counties other than Allegany will be charged the out-of-county tuition rate but may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Some restrictions may apply. More information is available on page 14 of this book, in the college catalog and in the Admissions Office.)

Contact: Cathy Kline, associate professor of radiologic technology.

General Education Courses   Credit
Osteology .................................................4
Freshman English I .................................3
Medical Terminology ...............................3
Human Anatomy and Physiology or
    Anatomy and Physiology of the Human I ....4
Elements of Mathematics or College Algebra ....3
Psychology Elective .................................3
Humanities Elective ................................3
Physical Activity ......................................1

Major Course Requirements
Radiologic Technology I, II, III and IV ..........13
Radiographic Positioning I, II and III ..........8
Clinical Radiology I, II, III, IV, V and VI ....21
IV Therapy for Health Care Professionals ........1
Electrocardiography Analysis and Testing ..........1
Phlebotomy for Health Professionals ..........1
Cross-Section Anatomy ...........................1

Total:  70

*See your advisor for recommended semester course sequences.

Respiratory Therapist Curriculum

What: A two-year program in the theory and clinical application of respiratory care.

For whom: Students seeking careers as respiratory therapists.

Here: Leads to an associate of applied science degree in respiratory therapist.

(Note: This selective admissions program is accredited by the American Medical Association through the Joint Review Committee for Respiratory Therapy Education. Students who complete it are eligible to take the National Board for Respiratory Care’s entry-level and registry exams.)

(Another note: This is a career program, enabling students to seek employment after graduation. Students wishing to transfer should consult with the Student Success Center.)

(A further note: Because this curriculum is listed as one of the state’s Health Manpower Shortage Programs, students from Maryland counties other than Allegany will be charged the out-of-county tuition rate but may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Some restrictions may apply. More information is available on page 14 of this book, in the college catalog and in the Admissions Office.)

Contact: Dr. William Rocks, professor of respiratory therapy.

General Education Courses   Credit
Human Anatomy and Physiology or
    Anatomy and Physiology of the Human I ....4
Elements of Chemistry or General Chemistry I ..4
Freshman English I .................................3
College Algebra .........................................3
Microbiology ...........................................4
General Psychology ...................................3
Humanities Elective ................................3
Computer Literacy .................................3

Major Course Requirements
Introduction to Respiratory Therapy ............3
Pharmacology ........................................3
Cardiopulmonary Anatomy and Physiology ....3
Clinical Practice I, II, III and IV ..............21
Cardiopulmonary Pathophysiology ..............3
Pediatrics and Neonatology ....................3
Cardiopulmonary Assessment and Diagnostics ..4
Community Health and Education..............3

Total:  70

*See your advisor for recommended semester course sequences.

*Full-time students can complete requirements in two years. Part-time students will take longer.

*Additional courses may be required if developmental coursework is necessary.
Sciences Transfer Pattern
Arts and Sciences Curriculum

What: The first two years of a bachelor of science degree in arts and sciences.
For whom: Students who plan to transfer to a four-year institution.
Where: To a college or university not as yet pinpointed.
Here: Leads to an associate of science degree in arts and sciences.
(Note: Although these courses provide general preparation for prospective transfer students in this major, some colleges and universities may have different requirements. Students are encouraged to choose a transfer school as early as possible so that the Student Support Center can guide course selections.)

Contact: Dr. Jim Howell, professor of biological science.

General Education Courses Credit
Freshman English I ............................................ 3
History of Western Civilization I or United States History I.................... 3
History of Western Civilization II or United States History II (continue sequence) .3
Pre-Calculus I .................................................... 4
Computer Literacy ............................................ 3
English Elective .................................................. 3
Physical Activities .............................................. 2
Speech Communication I .................................. 3
Music Appreciation or Art Appreciation ............ 3
Survey of American Literature......................... 3
Survey of European and Neo-European Literature .......... 3
Social Science Electives .................................... 6
Elective ............................................................ 3
General Psychology .......................................... 3
Introduction to Philosophy or Ethics................. 3

Major Course Requirements
Laboratory Science (Biological)......................... 8
Laboratory Science (Physical) ................................ 8

Total: 64

*See your advisor for recommended semester course sequences.
*Full-time students can complete requirements in two years. Part-time students will take longer.
*Additional courses may be required if developmental coursework is necessary.

Social Sciences Transfer Pattern
Arts and Sciences Curriculum

What: The first half of a typical four-year program in the social sciences.
For whom: Students who seek a bachelor's degree in social science.
Where: At a four-year college or university as yet undetermined.
Here: Leads to an associate of science degree in arts and sciences with a social science transfer pattern.
(Note: After they select a transfer institution, students should consult with the Student Success Center to coordinate course selection.)

Contact: Linda Zajdel, professor of sociology.

General Education Courses Credit
Freshman English I .......................................... 3
Elements of Mathematics or Elements of Statistics.............................. 3
Introduction to Sociology ................................ 3
Cultural Geography .......................................... 3
English Elective ............................................. 3
American National Government ...................... 3
Physical Activities .............................................. 2
Electives ............................................................ 9
General Psychology .......................................... 3
Laboratory Science Electives ......................... 8
Humanities Elective............................................. 6

Major Course Requirements
History of Western Civilization I or United States History I.................... 3
History of Western Civilization II or United States History II .................... 3
Sociology Elective ............................................ 3
Psychology Elective ............................................ 3
Principles of Macroeconomics ......................... 3
Principles of Microeconomics .......................... 3

Total: 64

*See your advisor for recommended semester course sequences.
*Full-time students can complete requirements in two years. Part-time students will take longer.
*Additional courses may be required if developmental coursework is necessary.
Social Work Transfer Pattern
Arts and Sciences Curriculum

What: The first half of a typical four-year program in social work.

For whom: Students who seek a bachelor's degree in social work.

Where: At a four-year college or university as yet undetermined.

Here: Leads to an associate of science degree in arts and sciences with a social work transfer pattern.

(Note: After they select a transfer institution, students should consult with the Student Success Center to coordinate course selection.)

Contact: Kurt Hoffman, assistant professor of psychology.

General Education Courses Credit
Freshman English I ........................................... 3
Speech Communication I .................................. 3
Elements of Statistics or Mathematics Elective ...3
Physical Activity ................................................ 1
Humanities Elective .......................................... 3
Electives ............................................................ 9
General Psychology .......................................... 3
Biological Science Electives ......................... 7-8
Interdisciplinary Studies in Human Society or Sociology Elective ........................................ 3
Computer Literacy ............................................ 3
English Elective ................................................ 3
American National Government ..................... 3
Integrative Approaches to Health and Healing ....2
Introduction to Health Psychology .................. 3

Major Course Requirements
Introduction to Sociology .................................. 3
Introduction to Social Work ............................... 3
Social Problems .............................................. 3
United States History II ..................................... 3

Total: 61-62

*See your advisor for recommended semester course sequences.
*Full-time students can complete requirements in two years. Part-time students will take longer.
*Additional courses may be required if developmental coursework is necessary.

Sociology Transfer Pattern
Arts and Sciences Curriculum

What: The first half of a typical four-year program in sociology.

For whom: Students who seek a bachelor's degree in sociology or knowledge and skills needed for work in social service agencies and institutions.

Where: For transfer students, to a four-year college or university as yet undetermined.

Here: Leads to an associate of science degree in arts and sciences with a sociology transfer pattern.

(Note: After they select a transfer institution, students should consult with the Student Success Center to coordinate course selection.)

Contact: Linda Zajdel, professor of sociology.

General Education Courses Credit
Freshman English I ........................................... 3
Speech Communication I .................................. 3
College Algebra ................................................ 3
Laboratory Science Electives ......................... 8
Humanities Electives ...................................... 9
General Psychology .......................................... 3
Psychology Elective ........................................... 3
Physical Activities ......................................... 2
Electives ....................................................... 18

Major Course Requirements
Introduction to Sociology .................................. 3
Sociology Electives ........................................... 9

Total: 64

*See your advisor for recommended semester course sequences.
*Full-time students can complete requirements in two years. Part-time students will take longer.
*Additional courses may be required if developmental coursework is necessary.
Spanish Transfer Pattern
Arts and Sciences Curriculum

What: The first half of a typical four-year program in Spanish.

For whom: Students who seek a bachelor's degree in Spanish.

Where: To a four-year college or university as yet undetermined.

Here: Leads to an associate of arts degree in arts and sciences with a Spanish transfer pattern.

(Note: After they select a transfer institution, students should consult with the Student Success Center to coordinate course election.)

Contact: Jenna Gallion, assistant professor of English, speech and reading.

General Education Courses Credit
Freshman English I .......................................... 3
College Algebra ................................................ 3
English Elective ................................................ 3
Social Science Electives ................................. 6
Physical Activities ............................................. 2
Laboratory Science Electives ......................... 8
Humanities Electives .......................................... 9
Electives .......................................................... 15

Major Course Requirements
Introductory Spanish I and II ......................... 6
Intermediate Spanish I and II ......................... 6

Total: 61

*See your advisor for recommended semester course sequences.
*Full-time students can complete requirements in two years. Part-time students will take longer.
*Additional courses may be required if developmental coursework is necessary.

Therapeutic Massage Curriculum

What: A two-year program of course work and clinical experience that prepares students to enter the expanding alternative health care field of therapeutic massage.

For whom: Students seeking careers as massage therapists to provide preventive health care and to help clients toward greater personal wellness in a variety of professional settings.

Where: Leads to an associate of applied science degree in therapeutic massage.

(Note: Completion of this program enables graduates to take the exam needed for national certification in therapeutic massage and bodywork and meets Maryland certification requirements. Students interested in practicing in other states must check the requirements in those states. Completion of the program does not guarantee employment.)

(Another note: This is a selective admission program that requires specific prerequisite coursework and other admission criteria. Students must be at least 18 years of age to enroll in therapeutic massage courses.)

(A further note: Because this curriculum is listed as one of the state's Health Manpower Shortage Programs, students from Maryland counties other than Allegany will be charged the out-of-county tuition rate but may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Some restrictions may apply. More information is available on page 14 of this book, in the college catalog and in the Admissions Office.)

Contact: Paula Jilanis, associate professor of therapeutic massage.

General Education Courses Credit
Musculoskeletal Anatomy of the Human .......... 4
Medical Terminology ........................................ 3
Freshman English I ............................................ 3
Yoga or Tai Chi .................................................. 1
Speech Communication I or Interdisciplinary Leadership I .................................................. 3
Mathematics Elective ........................................ 3
General Psychology ............................................ 3
Human Anatomy and Physiology ................. 4

Major Course Requirements
Introduction to Therapeutic Massage .......... 2
Massage Anatomy, Physiology and Movement .... 3
Principles of Therapeutic Massage I, II and III..... 20
Clinical Practice I, II, III and IV ..................... 5
Anatomy and Physiology Interrelationships ........ 2
Holistic Approach to Wellness ......................... 1
Principles of Alternative Therapies ................. 4
Legal and Ethical Topics in Therapeutic Massage ................................................. 2
Medical Massage .......................................... 3
Integrating Therapeutic Massage and Business Topics ........................................... 2
Pathology for Therapeutic Massage ................. 2

Total: 70

*See your advisor for recommended semester course sequences.
*Full-time students can complete requirements in two years. Part-time students will take longer.
*Additional courses may be required if developmental coursework is necessary.
University Studies Transfer Pattern
Arts and Sciences Curriculum

What: A custom-designed curriculum that equates with the first half of a given transfer school's bachelor's degree program.

For whom: Students who, when they begin, have specific and concrete plans as to major and transfer institution.

Where: At a four-year college or university of their choosing.

Here: Leads to an associate of science degree in arts and sciences with a university studies transfer pattern.

(Note: This program, as well as other coordinated transfer programs at Allegany College of Maryland, can permit students to transfer to the four-year college or university without loss of credit.)

(Another note: Students must work closely with their advisor and the Student Success Center to develop a personalized transfer program. If all of the courses required in the first two years by the transfer school are not offered by Allegany, acceptable substitute courses can often be arranged. If not, a one-year study program can be devised.)

Contact: William Devlin, director, Student Success Center.
Willowbrook Woods

Willowbrook Woods, a garden apartment-style residential complex adjacent to the Cumberland campus, is residential housing designed specifically for ACM students.

Each four-person apartment is furnished and features individual bedrooms, two full bathrooms, kitchen, living room and balcony with storage closet. There are outlets for cable television and telephone lines in each apartment and bedroom.

In addition, there is a small club house for activities designed to help create community among the residents at Willowbrook Woods. Situated amid the five buildings containing 236 students, the club house features a lounge area with large-screen TV, laundry room, vending area, mailboxes and the office of the area coordinator.

Willowbrook Woods requires a non-refundable application fee of $35 prior to May 1, $50 from May 1 until June 30, and $100 thereafter. The contract options and rates for 2011-12 are: fall/spring contract (Aug. 20, 2011 – May 11, 2012), $5,520; and supplemental contracts, which include B-Term, spring, and summer, at a per diem rate of $25. A $300 security deposit is due when the contract is signed. Housing is closed over the Thanksgiving, Winter and Easter breaks.

ACM’s Office of Residence Life focuses on providing a safe, comfortable and educational environment conducive to meeting the academic and social needs of all residents.

Staff members attempt to build a strong community that is respectful and tolerant of differences and that contributes toward a positive college experience for all residents. One avenue to development of this community is programming that is both educational and social in nature.

Willowbrook Woods is managed by professional staff members and five student resident assistants. Only residents, housing staff and eligible guests are permitted to enter Willowbrook Woods. All persons entering housing are approved by a security guard at a gatehouse that is manned 24 hours daily when the college is open.

Complete information and application packet are available on the housing complex’s Web site.

Check it all out at our Web site: www.allegany.edu/willowbrookwoods

For application, contract and other information contact:
Gerry Geil
Residence Life Director
12401 Willowbrook Road, SE
Cumberland, MD 21502
Phone: 301-784-5368
Fax: 301-784-5068
E-mail: ggeil@allegany.edu
Directions

• **To the Cumberland campus** – Take Interstate 68 to the Willowbrook Road-Baltimore Avenue interchange (Exit 44), follow signs to Allegany College of Maryland and proceed along Willowbrook Road about one mile, turning left onto the campus.

• **To the Gateway Center/School of Hospitality, Tourism and Culinary Arts** Take Interstate 68 to either of the Downtown exits (Exits 43C) and follow signs to the Cumberland Town Centre. The building is on Baltimore Street between North Centre and North George streets.

• **To the Somerset County Campus** – Take Pennsylvania Route 31 (Glades Pike) to the campus approximately 3.5 miles east of Somerset. Nearby are the State Correctional Institute, Laurel Highlands, the former State Hospital, and the Somerset County Technology Center, the former Vo-Tech.

• **To the Bedford County Campus** – Take U.S. Route 30 to Everett and follow Route 30 Business through the central part of town. The campus is situated on a hill east of downtown and adjacent to Everett Area High School. A sign directs motorists to the campus on North River Lane.

• **To the Bedford County Technical Center** – Located in the Bedford County Technical Center, the former Vo-Tech, the campus is on U.S. Route 30 between Bedford and Everett across from UPMC-Bedford County Memorial Hospital.

**Non-Discrimination Policy**

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

**Important:** This Allegany College of Maryland viewbook should not be construed to be a comprehensive document including all college policies and procedures. Rather, it is a descriptive booklet designed to provide prospective students with general information about the college and its programs. More detailed information (including statements regarding drug law policy and campus crime reporting) can be found in the college catalog. Please bear in mind that academic programs, student services and other matters are subject to change.
Cumberland Campus Map

STUDENT HOUSING LEGEND
1 - 48 UNIT STUDENT HOUSING BUILDING
2 - 48 UNIT STUDENT HOUSING BUILDING
3 - 48 UNIT STUDENT HOUSING BUILDING
4 - 48 UNIT STUDENT HOUSING BUILDING
5 - 48 UNIT STUDENT HOUSING BUILDING
A - CLUB HOUSE
B - PARKING

LEGEND

A Automotive Technology
AD Advancement
(Humanities, Public Relations, Recruitment)
AH Allied Health
C College Center
CE Continuing Education (Information Center)
CS Campus Store
G Gymnasium (Bob Kirk Arena)
H Humanities
L Donald L. Alexander Library
LB Labyrinth
M Maintenance
S Sciences
SG Storage
T Technologies
TPC Turning Point Center
TR Transportation
WA Welding & Auto
WT Workforce Training
1-8 Parking
Handicap Parking

Financial Aid, Admissions/Registration Offices are located in the College Center (C). Ample parking is available, with reserved parking identified for the handicapped.