MORE ABOUT US

Quality Instruction
Strong, diversified faculty, with over 90 percent holding master’s degrees in their instructional discipline.

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

Service to Community
Residents, 98 percent of them, rated the college’s service to the community as good, very good or excellent in the most recent survey.

FACTS AT A GLANCE

Main Campus
Cumberland, MD

Branch Campuses
Bedford County Campus
Bedford County Technical Center
Somerset County Campus
School of Hospitality Management and Culinary Arts

Enrollment
Bedford County Campus: 12,000 students served since 1990
Somerset County Campus: 13,000 students served since 1989

Total College Faculty:
111 full-time, 125 part-time

Bedford County Campus
Student to Faculty Ratio: 9 to 1

Bedford County Campus
Student Activities:
Student Ambassadors
Student Council
Phi Theta Kappa

CONTACT US
Phone: 814-652-9528
Email: infocenter@allegany.edu

OFFERING THAT PERSONAL TOUCH

Our former students pay us the highest compliment when they tell us that Allegany College of Maryland is a very personal and caring college. We are committed to individualized learning and to meeting the educational and career needs of every student.

The College has always placed emphasis on new educational ideas which speak to the positive aspects of learning. For instance, its instructional practices recognize individual differences among students.

Allegany College of Maryland offers a diversity of coursework ranging from remedial assistance to an exciting and demanding Honors Program.

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

Allegany College of Maryland students reflect the diversity of backgrounds and lifestyles of its regional population. The College welcomes the increasing number of veterans, homemakers, and employed adults seeking to upgrade job skills or contemplating career change.

MISSION AND PHILOSOPHY

The mission of Allegany College of Maryland in Pennsylvania is to provide geographical, academic, and financial access to higher education for the citizens of Bedford and Somerset Counties and the surrounding regions.

The boards of county commissioners, the college foundation boards, the college advisory boards, and the communities believe the future of our counties is in many ways directly dependent upon the education and training of our citizens.

Our philosophy is to provide opportunities to anyone who can benefit from post-secondary education and to promote the success of these individuals by providing a quality and relevant education at a reasonable cost and convenient location.

CONVENIENCE

Bedford County Campus: The Bedford County Campus is located in Everett, PA, in a 20,000 square-foot facility housing classrooms, computer labs, an electronic/digital library, a student lounge, a bookstore and administrative areas.

The Bedford County Campus features two state-of-the-art computer labs and the latest technology interactive distance-learning labs and telecommunications system, both of which link all three Allegany College of Maryland campuses.

Somerset County Campus: Founders Hall houses the shared College and County Library, classrooms, computer labs, three state-of-the-art distance learning labs, student lounge, faculty offices, and administrative areas. Completed in 2006, Partners Hall houses classrooms, science labs, computer labs, nursing laboratory, and faculty and staff offices.

Cumberland Campus: Allegany College of Maryland’s main campus is in Cumberland, Maryland, located approximately 40 miles southeast of the Bedford County Campus at a crossroads of major highways in Western Maryland. Situated just east of the city and a short distance from Interstate 88, the campus is centrally located and easily accessible to tristate residents.

ACCREDITATION/CERTIFICATION

Allegany College of Maryland 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.) The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. The College is also accredited and approved for operation by the Maryland Higher Education Commission. (Address: 839 Bestgate Road, Suite 400, Annapolis, MD 21401. Phone: 410-260-4500.) The Pennsylvania Department of

WHAT’S INSIDE

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

MEMBERSHIP
The College is a member of the American Council on Education, the American Association of Community and Junior Colleges, the Maryland Association of Community and Junior Colleges, the Junior College Council of the Middle Atlantic States, the Maryland JUCO Athletic Conference, and the National Junior College Athletic Association.

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.

Persons beyond normal high school age who are not high school graduates but who present evidence through testing or other means of ability to benefit from the instruction that the College offers are also admitted to college level courses and programs. Some programs have specific admissions requirements.

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

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

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

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

FINANCIAL AID
Our Financial Aid Office is prepared to assist each individual or family in finding every possible resource to assist with the costs of college. Most students at Allegany College of Maryland qualify to receive some type of financial aid. It may take the form of scholarships, grants, loans or work opportunities. Upon your request, the Financial Aid Office will send you your own information packet outlining all the resources available to you with the costs of the college. Further information may be obtained from the Financial Aid Office, located on the Cumberland Campus, at any time, by calling 301-784-5213. In-person appointments can be made with a student financial aid counselor. A student financial aid counselor visits the Bedford County Campus frequently to assist students attending this campus.

Books and supplies can be purchased in the Bookstore. Books can be purchased at least two weeks prior to the start of classes through the second week of classes. Some books may be available on a rental basis. Please ask front office personnel if you have a need and the bookstore is closed. Extended bookstore hours are available one week prior to and during the first week of classes. Cash, checks, debit cards, VISA, and Master Card are accepted.

DON’T KNOW WHAT TO DO WITH YOUR OLD TEXTBOOKS?
Bring your used textbook(s) to the Campus Bookstore. Book buyback will always be held the last week of each semester. Your textbook(s) may be resold if it meets the following conditions:

- Subject is offered in the next semester and the instructor has turned in their book adoption prior to the book buyback dates.
- Same edition is being used in the next semester
- All workbooks and study guides must accompany the textbook
- Book must be in a “good” used condition.

*Books not eligible for resale are textbooks with access codes and three hole punch “Al la Carte” books.

WHERE AND WHEN TO PURCHASE TEXTBOOKS AND SUPPLIES

ADMISSION PROCEDURES
Our application for admission is simple and straightforward. Conveniently, it's located within this book. Easier still, you can file an application electronically. Find it on our website: www.allegany.edu/admissionsapplication.

There is no application fee.

Any person sixteen years or older will be accepted for admission to Allegany College of Maryland. Students are admitted who have graduated from a high school accredited either by its own state department of education or by a regional accrediting association recognized by the United States Office of Education, or who have received a high school equivalency certification or high school equivalency diploma issued by the State Department of Education.

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GETTING STARTED
1. Complete and sign the application for admission.
2. Request official copies of high school and any college/university transcripts.
3. Apply for financial aid.
4. Submit ACM Scholarship Application.
5. Schedule to take the Placement Assessment. If you have taken the Scholastic Aptitude Test (SAT) or American College Test (ACT) you may be exempt from this test. To schedule a placement assessment please contact the Student Services Office at 814-652-9528, ext. 6224.
6. Make an appointment with your advisor to discuss your interests and schedule classes.

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*Books not eligible for resale are textbooks with access codes and three hole punch “Al la Carte” books.
SBEDFORD COUNTY REGIONAL EDUCATION FOUNDATION

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

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

Funds for the Foundation are used to fund scholarships, tuition assistance awards, Early College tuition assistance awards, and emergency book funding to deserving students who attend the Bedford County Campus.

STUDENT TUITION SUBSIDY

Tuition subsidies are currently being provided by the State of Pennsylvania. Subsidies are applied to the Pennsylvania student’s account to reduce tuition charges for courses taken at the Pennsylvania Campuses. Tuition subsidies are not guaranteed each year, but Allegany College of Maryland will continue to seek these funds.

CONDENSED TERMS

In recent years colleges have become more creative in course offerings to address the needs of students. ACM now offers A-Term and B-Term in addition to the normal full term semester.

A-and B-Term courses give students the option of taking courses in a condensed delivery format during the traditional 15 week semester. The condensed format is 7 weeks during the fall and spring semesters and 5 weeks in the summer session compared to the normal 10 week summer session option.

SEMESTER TUITION, FEES, AND OTHER CHARGES

All tuition, fees, and other applicable charges are due in full to Allegany College of Maryland at the time of registration. Payment can be made by cash, check, money order or credit card. Credit card payments can be made online through our website (www.allegany.edu) by clicking on WebAdvisor and following the instructions. The College accepts VISA and Master Card payments. A payment plan is available with NelNet Business Solutions (NBS). There is a $25 fee per semester to sign up for the payment plan. More information on NBS can be found on our website at www.allegany.edu/paymentplan.

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

COURSE LOAD STATUS

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

Part-time: Students taking 11 or fewer credit hours (or non-credit equivalency) in a semester are part-time.

Freshman: A student admitted to a degree program having fewer than 28 semester credits is a freshman.

Sophomore: A student admitted to a degree program having 28 or more semester credits is a sophomore.

STUDENT SERVICES

As part of the admissions process, all incoming freshman planning to pursue a degree and any student wishing to take an English, mathematics or science course are required to take the Allegany College of Maryland Placement Assessment. Students should contact the Bedford County Campus’ Student Services Office to schedule an appointment. Promoting student success, the College uses the assessment to place students in courses appropriate for them.

Through special arrangements with the instructor, students may take a classroom test in the Student Services Office. This service is intended for students with special testing needs and for students who were absent during a test due to unusual circumstances.

TUTORING

The Student Services Office provides tutoring for individuals and small groups when needed. Tutoring is available without a fee to all students enrolled at the Campus. The goal is to help students become independent, confident learners. Students interested in serving as tutors are requested to complete an application which includes a recommendation from an instructor.

SPECIAL NEEDS/COUNSELING

Students with disabilities are encouraged to contact the Student Services Office to discuss special needs. Students should make appointments at least six weeks prior to the semester to give the College time to respond to the requests. Documentation of disability must be provided by the student prior to registration. The
College is committed to providing all otherwise qualified individuals access to higher education and inclusion in all areas of college life. The Student Services Office works under the direction of the Disability Services and Learning Support Office in providing reasonable accommodations and accessibility.

At risk students who are experiencing concerns with grades, family issues, work and school conflicts, time management, or stress related issues may seek assistance through Counseling Services. Students who feel that they need assistance may contact the Student Services Office for information.

**JOB PLACEMENT**

College Central Network is the primary job posting service to Allegany College of Maryland students and alumni. College Central Network is the nation’s largest online network of job-seekers at small, midsize and community colleges. This service is a valuable resource to put all ACM students and alumni in touch with employers and the jobs available. Students and alumni can post their resumes on the network. Employers are able to review resumes of eligible prospective employees for their unfilled positions. Its services help students and alumni find jobs and get the scoop on career related programs and events.

**CAREER ADVISING**

The Student Services Office can help you to know that you are headed in the right direction with your education. Our Career Development Program is designed to help our students be aware of their interests, skills and personality traits in order to pursue educational majors/careers that are well suited for them. Any student planning to transfer Allegany College of Maryland credits to another college or university needs to register for classes with our Transfer Advisor to ensure a successful transition.

**IF YOU PLAN TO TRANSFER**

Students who plan to continue their education at a four-year college or university after graduating from Allegany College of Maryland should seek transfer advising in the Student Services Office. With proper planning, ACM credits are easily transferrable.

Many four-year colleges and universities have “articulation (transfer) agreements” with Allegany College of Maryland, such as California University of Pennsylvania, Shippensburg University, University of Pittsburgh at Johnstown, Indiana University of Pennsylvania, Saint Francis University, Penn State University, Duquesne University and other colleges to ensure that ACM’s Bedford County Campus students can transfer with ease. Once on campus, students are invited to attend a transfer fair in which many of the colleges noted above have representatives present to assist students in successfully completing their transfer.

**LIBRARY RESOURCES**

The Library provides ready access to information, materials, services, and equipment that contribute to the learning process, and provides community access to materials and services as well. A well-trained staff is prepared to assist students and College personnel with their learning and information needs.

The Bedford County Campus Library contains a book collection, a small magazine collection, and a small newspaper collection. At the center of the library are 10 computer stations that give access to the library online catalog, the internet, Microsoft Office 2010 programs, and all of the online databases to which the library subscribes. The computers are linked to a laser printer. A coin and card operated copier is available for students copying needs. Additional information is available to the ACM community through our library databases and electronic resources accessible from the College library home page. These thirty-nine databases, online books, and select websites have thousands of periodical articles, books, and other forms of information on a wide variety of topics from nursing, psychology, science and other disciplines and are available on and off campus. Training and assistance on using the electronic resources are available from the campus librarians.

Resources at the Cumberland Campus include a 58,000 volume book collection, a periodicals collection of over 250 current subscriptions, a selective US Government Documents Depository, an extensive local history and genealogy collection - the Appalachian Collection, a special collection of materials related to celebrated American author Willa Cather, and non-print materials (slides, filmstrips, videotapes, CDs and DVDs). Materials from other libraries can be obtained, free of charge, through interlibrary loan.

**BEDFORD COUNTY TECHNICAL CENTER**

The partnership between Allegany College of Maryland and the Bedford County Technical Center provides a variety of training opportunities to both businesses and residents of Bedford County. The technical center is operated by the Bedford Area School District and Everett Area School District to offer a variety of vocational training options to secondary students in the following areas:

- Building Trades
- Welding
- Information Technology
- Culinary Arts
- Cosmetology
- Health Care
- Automotive Technology
- Electrical Motor Controls
- Basic CNC Machining
- Ag-Science
- Biotechnology

The partnership allows the ACM/BCTC Workforce Training Center the opportunity to provide adult training sessions in the areas listed above. The partnership also allows the college to offer the associate degree registered nurse (RN) program and many other credit science courses at the BCTC science lab. Additional post-secondary options include advanced computer training options, soft skills training, management skills, and a variety of customized training to meet the needs of the local businesses. For more information on continuing education programs or to set up customized training, please contact Wayne M. Blue, Executive Director of Workforce Development and Training for Pennsylvania Centers at wblue@allegany.edu, or by calling 814-624-4814.
Bedford County Campus students should please note that certain academic programs are made possible through a combination of course-delivery methods which include the use of distance-learning technology as well as the traditional classroom setting. To complete any one of them, students should anticipate taking online courses offered via Internet, distance-learning courses that connect the instructor and two or more classrooms through teleconferencing, and/or courses by directed study.

**ALLIED HEALTH**

*Letter of Recognition*

**What:** An eleven-course sequence that prepares a health care person for the diversity they will encounter in the work place.

**For whom:** For Allied Health students or current health care employees seeking an opportunity to enhance their workforce preparation and develop a competitive edge in their health career.

**Here:** Leads to a letter of recognition in Allied Health.

Contact: Cheryl Gilton, director of allied health technician programs.

**Major Course Requirements**

<table>
<thead>
<tr>
<th>Course Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cultures and Healthcare</td>
<td>3</td>
</tr>
<tr>
<td>Workplace Professionalism</td>
<td>2</td>
</tr>
<tr>
<td>Allied Health Electives</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>11</strong></td>
</tr>
</tbody>
</table>

*Additional courses may be required if developmental coursework is necessary.*
APPLIED TECHNICAL STUDIES
Two-Year Career Program

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.

(Notes: 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 Services Office regarding transfer issues.)

Contact: Admissions/Registration Office.

General Education Courses

Freshman English I .................................................3
English Elective ....................................................3
Social Science Elective ............................................3
Mathematics Elective ............................................3
Laboratory Science Electives .....................................8
English Elective ....................................................3
Humanities Elective ..............................................3
Elements of Statistics ............................................3
Computer Literacy ................................................3
Social Science Electives ..........................................6
Physical Activity ..................................................1
Speech Communication I .........................................3

Total: 60-62

Major Course Requirements

Restricted Electives .............................................9
Electives ................................................................30

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.
*Complete program may be available online.

BUSINESS ADMINISTRATION
Two-Year Career Program

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 as yet undetermined.

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 coursework. Students are encouraged to decide on a transfer school as early as possible and coordinate plans with the Student Services Office.)

Contact: Robin Imgrund, professor of business administration.

General Education Courses

Freshman English I ..................................................3
Mathematics Elective .............................................3
Social Science Elective ............................................3
Laboratory Science Electives .....................................3
English Elective ....................................................3
Humanities Elective ..............................................3
Elements of Statistics ............................................3
Computer Literacy ................................................3
Social Science Electives ..........................................6
Physical Activity ..................................................1
Speech Communication I .........................................3

Total: 64-66

Major Course Requirements

Introduction to Business .........................................3
Managerial Accounting ..........................................3
Principles of Macroeconomics ..................................3
Principles of Microeconomics ..................................3
Principles of Management or Elective .......................3
Business Law .......................................................3
Principles of Marketing or Elective .........................3
Financial Accounting ...........................................3

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.
*Complete program may be available online.

BUSINESS MANAGEMENT
Two-Year Career Program

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 of applied science degree in business management.

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

Contact: Robin Imgrund, professor of business administration.

General Education Courses

Freshman English I ..................................................3
Mathematics Elective .............................................3
Social Science Elective ............................................3
Physical Activity ..................................................1
Business & Technical Communications ......................3
Speech Communication I .........................................3
Economics Elective ................................................3
Interdisciplinary Leadership I or Humanities Elective ......3
Computer Literacy ................................................3
Elements of Statistics ............................................3
Science Elective ..................................................3
Microcomputer Applications I ..................................3

Total: 69-70

Major Course Requirements

Introduction to Business .........................................3
Principles of Management or 
Human Resources and Supervision .........................3
Entrepreneurship ..................................................3
Business Law .......................................................3
Principles of Marketing or 
Principles of Advertising ..................................3
Managerial Accounting .........................................3
Sales and Customer Service ..................................3
Business Professionalism and Ethics .......................2
Income Tax Accounting or Personal Finance ..............3
Field Placement ....................................................3
Financial Accounting ..........................................3
Accounting Systems and Software .........................3

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

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 Services Office.)

(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: Robin Imgrund, professor of business administration.

General Education Courses Credit
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
Income Tax Accounting ......................................3
Managerial Accounting .......................................3
Accounting Systems and Software ..........................3
Financial Accounting .........................................3
Personal Finance ...............................................3

Total: 33

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

BUSINESS ENTREPRENEURSHIP Certificate

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 Services Office.)

Contact: Robin Imgrund, professor of business administration.

General Education Courses Credit
Freshman English I ..............................................3
Computer Literacy ..............................................3
Speech Communication I ....................................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

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

BUSINESS MARKETING & SALES Certificate

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 in 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 Services Office.)

Contact: Robin Imgrund, professor of business administration.

General Education Courses Credit
Freshman English I ..............................................3
Computer Literacy ..............................................3
Speech Communication I ....................................3

Major Course Requirements
Introduction to Business .......................................3
Entrepreneurship ..............................................3
Principles of Marketing ...................................3
Sales and Customer Service ................................3
Principles of Management ................................3
Graphics .........................................................3
Web Page Development ....................................3

Total: 30

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

1. Must be taken on the Cumberland Campus.
BUSINESS SUPERVISION
Certificate

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 Services Office.)

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

Contact: Robin Imgrund, professor of business administration.

General Education Courses Credit
Freshman English I ..............................................3
Business and Technical Communications ..........3
Computer Literacy ..............................................3
Speech Communication I .....................................3
Interdisciplinary Leadership I or
Humanities Elective .............................................3

Major Course Requirements Credit
Introduction to Business .................................3
Financial Accounting ......................................3
Business Professionalism and Ethics .................2
Business Law ....................................................3
Principles of Marketing ....................................3
Human Resources and Supervision .................3

Total: 32

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

BUSINESS MANAGEMENT
ACCOUNTING I
Letter of Recognition

What: A three-course sequence in accounting skills for expanded career opportunities in bookkeeping and accounting.

For whom: For persons seeking to develop basic skills in financial accounting and personal finance management and acquire an overview of general business fundamental, including management, marketing and organization.

Here: Leads to a letter of recognition in Accounting I.

(Note: All credits in this letter-of-recognition program apply toward a one-year certificate in accounting and a two-year associate in applied science degree in business management.)

Contact: Robin Imgrund, professor of business administration.

Major Course Requirements Credit
Introduction to Business .................................3
Financial Accounting ......................................3
Personal Finance .............................................3

Total: 9

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

BUSINESS MANAGEMENT
ACCOUNTING II
Letter of Recognition

What: A three-course sequence that teaches more in-depth accounting skills and greater opportunities for careers in bookkeeping and accounting.

For whom: For persons seeking to develop tools for financial management decision-making in analyzing accounting reports, understanding taxation issues and implementing financial software applications.

Here: Leads to a letter of recognition in Accounting II.

(Note: All credits in this letter-of-recognition program apply toward a one-year certificate in accounting and a two-year associate in applied science degree in business management.)

Contact: Robin Imgrund, professor of business administration.

Major Course Requirements Credit
Managerial Accounting ....................................3
Income Tax Accounting ....................................3
Accounting Systems and Software ..................3

Total: 9

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

“Allegany College of Maryland prepared me for the next step in my educational career. The people at the (Bedford County) Campus are extremely nice and will take the time to help you.”

– Logan Cunningham, General Studies
BUSINESS MANAGEMENT
ENTREPRENEURSHIP TRAINING
Letter of Recognition

What: A three-course sequence in basic business knowledge applicable to small-business management.

For whom: For persons wanting an introduction to such business aspects as management, marketing, accounting and finance with knowledge of the skills and traits of successful entrepreneurs, business and the importance of selling and customer service skills.

Here: Leads to a letter of recognition in entrepreneurship training.

(Note: All credits in this letter-of-recognition program apply toward a one-year certificate in entrepreneurship and a two-year associate in applied science degree in business management.)

Contact: Robin Imgrund, professor of business administration.

Major Course Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>Sales and Customer Service</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

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

BUSINESS MANAGEMENT
FIRST-LINE SUPERVISION
Letter of Recognition

What: A four-course sequence in basic supervisory skills for expanded career advancement opportunities.

For whom: For persons seeking a basic understanding of business, including management, marketing, accounting and finance with particular emphasis on professional and ethical behavior.

Here: Leads to a letter of recognition in first-line supervision.

(Note: All credits in this letter-of-recognition program apply toward a one-year certificate in business supervision and a two-year associate in applied science degree in business management.)

Contact: Robin Imgrund, professor of business administration.

Major Course Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>Human Resources and Supervision</td>
<td>3</td>
</tr>
<tr>
<td>Business Professionalism and Ethics</td>
<td>2</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>11</strong></td>
</tr>
</tbody>
</table>

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

COMPUTER SCIENCE/ INFORMATION SYSTEMS

Transfer Curriculum

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

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

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 or information systems, 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 Services Office.)

Contact: Kristi Smith, 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>Social Science Electives</td>
<td>6</td>
</tr>
<tr>
<td>English Elective</td>
<td>3</td>
</tr>
<tr>
<td>Restricted Electives</td>
<td>6</td>
</tr>
<tr>
<td>Laboratory Science Electives</td>
<td>8</td>
</tr>
<tr>
<td>Speech Communication I</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics Electives</td>
<td>7</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>21</strong></td>
</tr>
</tbody>
</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>6</td>
</tr>
<tr>
<td>Computer Science Programming I and II</td>
<td>8</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>21</strong></td>
</tr>
</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. *Complete program may be available online.
**COMPUTER SCIENCE & TECHNOLOGY**

**NETWORK OPTION**

**Two-Year Career Program**

**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 a 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 Services Office.)

Contact: Kristi Smith, associate professor of computer science.

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

**Major Course Requirements**

**Computer Literacy** | 3
**Computer Logic** | 4
**Introduction to Programming** | 3
**Office Applications I and II** | 6
**Mobile Application Development** | 3
| Database Design and Implementation | 3 |
| Web Page Development | 3 |
| Web Programming | 3 |
| Computer Science Programming I and II | 8 |

**Total:** 60

*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 & TECHNOLOGY**

**PROGRAMMING OPTION**

**Two-Year Career Program**

**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 with a 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 Services Office)

Contact: Kristi Smith, associate professor of computer science.

<table>
<thead>
<tr>
<th>General Education Courses</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speech Communication I</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<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>Business and Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td>Laboratory Science Elective</td>
<td>4</td>
</tr>
<tr>
<td>Business Professionalism and Ethics</td>
<td>2</td>
</tr>
</tbody>
</table>

**Major Course Requirements**

**Computer Literacy** | 3
**Computer Logic** | 4
**Introduction to Programming** | 3
**Office Applications I and II** | 6
**Mobile Application Development** | 3
| Database Design and Implementation | 3 |
| Web Page Development | 3 |
| Web Programming | 3 |
| Computer Science Programming I and II | 8 |

**Total:** 60

*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 & TECHNOLOGY**

**TECHNICAL SUPPORT OPTION**

**Two-Year Career Program**

**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 Services Office.)

Contact: Kristi Smith, associate professor of computer science.

<table>
<thead>
<tr>
<th>General Education Courses</th>
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<tbody>
<tr>
<td>Introduction to Business</td>
<td>3</td>
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<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>Business and Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td>Laboratory Science Elective</td>
<td>4</td>
</tr>
<tr>
<td>Speech Communication I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Major Course Requirements**

**Computer Literacy** | 3
**Computer Logic** | 4
**Office Applications I** | 4
**PC Architecture** | 3
**Operating Systems** | 3
**Introduction to Networking** | 3
**Technical Support Operations** | 3
**Information Management** | 3
| PC Diagnostics and Repair | 3 |
| Computer Technology Electives | 6 |
| Sales and Customer Service | 3 |
| Certification Exam Review | 1 |

**Total:** 60

*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.

**Course may be substituted. See academic advisor for more information.**
**COMPUTER SCIENCE & TECHNOLOGY**

**WEB DEVELOPMENT OPTION**

**Two-Year Career Program**

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

**For whom:** Students seeking careers as Web-site 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 Services Office.)

Contact: Kristi Smith, associate professor of computer science.

**General Education Courses**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
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<td>Introduction to Business</td>
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<tr>
<td>Mathematics Elective</td>
<td>3</td>
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<tr>
<td>Social Science Elective</td>
<td>3</td>
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<tr>
<td>Business and Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td>Laboratory Science Elective</td>
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**Major Course Requirements**

<table>
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<th>Course</th>
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<td>Computer Literacy</td>
<td>3</td>
</tr>
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<td>Computer Logic</td>
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</tr>
<tr>
<td>Web Page Development</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Networking</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Programming</td>
<td>3</td>
</tr>
<tr>
<td>Web Programming</td>
<td>3</td>
</tr>
<tr>
<td>Mobile Application Development</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science Programming I</td>
<td>4</td>
</tr>
<tr>
<td>Advanced Web Page Development</td>
<td>3</td>
</tr>
<tr>
<td>Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>Computer Technology or Multimedia Technology Elective</td>
<td>3</td>
</tr>
<tr>
<td>Database Design and Implementation</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total: 60**

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**APPLICATIONS USER SPECIALIST**

**Certificate**

**What:** A one-year program in fundamental personal computer operations.

**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.

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

Contact: Kristi Smith, 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>Business and Technical Communications</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>
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<tbody>
<tr>
<td>Computer Literacy</td>
<td>3</td>
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<tr>
<td>Computer Logic</td>
<td>4</td>
</tr>
<tr>
<td>Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>Office Applications I and II</td>
<td>6</td>
</tr>
<tr>
<td>Computer Technology Electives</td>
<td>6</td>
</tr>
<tr>
<td>Web Page Development</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total: 37**

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**COMPUTER SCIENCE & TECHNOLOGY**

**COMPUTER SERVICE TECHNICIAN**

**Certificate**

**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: Kristi Smith, 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>Business and Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics 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>Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>Computer Logic</td>
<td>4</td>
</tr>
<tr>
<td>Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>Office Applications I</td>
<td>3</td>
</tr>
<tr>
<td>Certification Exam Review</td>
<td>1</td>
</tr>
<tr>
<td>Computer Technology Elective</td>
<td>3</td>
</tr>
<tr>
<td>Database Design and Implementation</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total: 35**

---

*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.*

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

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*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.*

*For more information about the tuition and fees related to this program, the median debt of students who completed the program, job placement rates, and other important information on this program, please visit our website at [http://www.allegany.edu/gainfulemploymentdisclosure/](http://www.allegany.edu/gainfulemploymentdisclosure/)
COMPUTER SCIENCE & TECHNOLOGY  
TECHNICAL SUPPORT

Certificate

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

**For whom:** Students who seek technical support careers in companies and organizations through a program in the concepts, responsibilities and skills of technical support that includes troubleshooting, analysis and diagnosis.

**Here:** Leads to a certificate in technical support.

(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, technical support option.)

Contact: Kristi Smith, associate professor of computer science.

**General Education Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speech Communication I</td>
<td>3</td>
</tr>
<tr>
<td>Sales and Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>Information Management</td>
<td>3</td>
</tr>
</tbody>
</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>PC Architecture</td>
<td>3</td>
</tr>
<tr>
<td>PC Diagnostics and Repair</td>
<td>3</td>
</tr>
<tr>
<td>Technical Support Operations</td>
<td>3</td>
</tr>
<tr>
<td>Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>Office Applications I</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Networking</td>
<td>3</td>
</tr>
<tr>
<td>Computer Technology Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total:** 37

*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.

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

*Course may be substituted. See academic advisor for more information.

COMPUTER SCIENCE & TECHNOLOGY  
OFFICE APPLICATIONS SPECIALIST

Letter of Recognition

**What:** A one-semester program in office applications and related matters.

**For whom:** Students who want to enhance their computer skills in the latest software technologies for increased career options in the field of office applications.

**Here:** Leads to a letter of recognition in office applications specialist.

(Note: Although this is a career program, designed for prompt application in the workplace, graduates who choose further study can continue toward a certificate or associate degree in computer science and technology.)

Contact: Kristi Smith, associate professor of computer science.

**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>Office Applications I and II</td>
<td>6</td>
</tr>
</tbody>
</table>

**Total:** 9

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

COMPUTER SCIENCE & TECHNOLOGY  
WEB PAGE DEVELOPMENT

Letter of Recognition

**What:** A one-semester program in Web-page development and design.

**For whom:** Students who want to enhance their computer skills for increased career opportunity through a hands-on experience in Web design and programming that uses the latest Web-development technologies.

**Here:** Leads to a letter of recognition in web page development.

(Note: Although this is a career program, designed for prompt application in the workplace, graduates who choose further study can continue toward a certificate or associate degree in computer science and technology.)

Contact: Kristi Smith, associate professor of computer science.

**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>Web Page Development</td>
<td>3</td>
</tr>
<tr>
<td>Advanced Web Page Development</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total:** 9

*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: Robin Swindell, director of the Bedford County Campus and student services.

**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>
</tr>
<tr>
<td>Speech Communication I</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Electives</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>9</td>
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<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**

*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.

*Complete program may be available online.

---

### HOSPITALITY MANAGEMENT

#### HOTEL AND RESTAURANT MANAGEMENT OPTION

**Two-Year Career Program**

**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 hospitality management with a hotel and restaurant management option.

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

**General Education Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Professionalism and Ethics</td>
<td>2</td>
</tr>
<tr>
<td>Fundamentals of Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>Fundamentals of Human Resource</td>
<td>3</td>
</tr>
<tr>
<td>Hospitality Purchasing, Inventory, and Cost Control</td>
<td>3</td>
</tr>
<tr>
<td>Internship I and II</td>
<td>10</td>
</tr>
<tr>
<td>Hospitality Marketing</td>
<td>3</td>
</tr>
<tr>
<td>Food Service Sanitation</td>
<td>1</td>
</tr>
<tr>
<td>Menu Planning and Food Merchandising</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Electives</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total: 60**

*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.

---

### NURSING

**Two-Year Career Program**

**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 Maryland and Pennsylvania state boards of examiners of nurses and is accredited by the Accreditation Commission for Education in Nursing. 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 Services Office.)

Contact: Deborah Costello, professor of nursing.

**General Education Courses**

<table>
<thead>
<tr>
<th>Course</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>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Electives</td>
<td>6</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.
**PSYCHOLOGY**

*Transfer Program*

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 as yet undetermined.

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.)

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

*Full-time students can complete requirements in two years.

**General Education Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Freshman English I</td>
<td>3</td>
</tr>
<tr>
<td>General Biology I and II</td>
<td>8</td>
</tr>
<tr>
<td>Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>9</td>
</tr>
<tr>
<td>English Elective</td>
<td>3</td>
</tr>
<tr>
<td>Elements of Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Physical Activities</td>
<td>2</td>
</tr>
<tr>
<td>History Elective</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Sociology</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>Sociology 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 Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Psychology Electives</td>
<td>9</td>
</tr>
</tbody>
</table>

Total: 64

Applying for scholarships...Easy as 1...2...3

1. Go to [www.allegany.edu/scholarships](http://www.allegany.edu/scholarships) and click on the “Online Scholarship Application” link.
2. Log on by providing your Allegany College of Maryland Username and Password. To obtain an ACM Username and Password, you must apply for general admission to the College. ([www.allegany.edu/admissionsapplication](http://www.allegany.edu/admissionsapplication)).
3. Complete your simple online general scholarship application.

In addition to the Bedford County Campus scholarships listed in this brochure, ACM offers numerous scholarships for all three campuses. For a full listing of scholarships, log onto [www.allegany.edu/scholarships](http://www.allegany.edu/scholarships) or call the Allegany College of Maryland Foundation Office at 301-784-5200.

**Bedford County Regional Education Foundation Early College Scholarship**

Amount varies per semester and is dependent upon Early College tuition rates.

Requirements:

- Be accepted by Allegany College of Maryland as an Early College student
- Attend one of the Bedford County High Schools including Bedford, Chestnut Ridge, Everett, Northern Bedford, Tussey Mountain, Hope for Hyndman or other PDE recognized educational program
- Have a GPA of 3.0 or higher (Guidance counselors must verify this GPA by signing the application)
- Attend Allegany College of Maryland Early College classes in your high school or at the Bedford County Campus of ACM
- Complete and sign the scholarship application and attach an essay which describes the reasons you wish to take an Early College class, your future goals, your family’s financial situation, and your need for this scholarship/financial assistance
- Applications for the Fall semester are due to the Bedford County Campus on or before July 1st. Applications for the Spring semester are due to the Bedford County Campus on or before October 31st
- Applications are available at the Bedford County Campus or through high school guidance counselors

**Bedford County Regional Education Foundation Tuition Assistance**

The Bedford County Regional Education Foundation, Inc. continually solicits private funds to provide for the tuition assistance program. These funds are designed for use only toward tuition costs while attending the Bedford County Campus. No money is available for funding students who receive financial aid that is equal to or greater than the cost of tuition. BCREF funding is only available for tuition expenses. Expenses such as books, fees and supplies cannot be covered by tuition assistance. Emphasis will be placed on financial need which is not met by other sources.

In order to qualify for BCREF Tuition Assistance, the student must comply with the following criteria and procedures:

- Be a resident of one of the following school districts: Bedford Area, Chestnut Ridge, Claysburg Kimmel, Everett Area, Northern Bedford, or Tussey Mountain; and must have resided within this area for at least one year.
- Complete and submit the Free Application for Federal Student Aid (FAFSA). The Student Aid Report (SAR) will be used to determine eligibility for Bedford County Regional Education Foundation Tuition Assistance.
  **Please note:** It takes 6–8 weeks for the FAFSA to be processed. Please allow sufficient time for tuition assistance application. Attach your Student Aid Report (SAR) with your Tuition Assistance application.
- Complete the application and registration process of Allegany College of Maryland.

...continued on next page
Requirements:
- Taken during the fall and spring semesters.
- Assistance for the first three (3) Early College credits

Bedford County Regional Education Foundation Tuition Assistance (continued)
- Complete and sign the Tuition Assistance Application. Applications must be returned by September 15 for fall semester and by January 31 for spring semester. You must apply EACH SEMESTER to receive tuition assistance.
- Return the white copy of the Tuition Assistance Application along with the essay and SAR report to Bedford County Regional Education Foundation, 18 North River Lane, Everett, PA 15537.
- Detach the yellow copy of the Tuition Assistance Application for your records.

Please include with your application a copy of your registration for the upcoming semester and a copy of your Student Aid Report by September 15 and/or January 31, depending on the semester of application.

Questions regarding BCREF Tuition Assistance may be directed to the Bedford County Campus of Allegany College of Maryland, 18 North River Lane, Everett, PA 15537, or by calling 814-652-9528, extension 6223.

Please accept the Bedford County Regional Education Foundation’s best wishes for a successful college experience in Bedford County!

Bedford Rural Electric Cooperative, Inc. Early College Assistance Program
The Bedford Rural Electric Cooperative, Inc. Early College Assistance Program provides $50.00 per credit tuition assistance for the first three (3) Early College credits taken during the fall and spring semesters.

Requirements:
- Be a dependent (pursuant to IRS guidelines) of a parent or guardian, whose primary residence is served by the Bedford Rural Electric Cooperative
- Be enrolled as an Early College student through Allegany College of Maryland
- To apply, please complete the Bedford Rural Electric Cooperative, Inc. Early College Tuition Assistance Program application (available through your high school guidance counselor, Bedford County Regional Education Foundation, or ACM Early College staff) and submit a copy of the most current electric bill (confirming the address)

BEDFORD COUNTY CAMPUS SCHOLARSHIPS (continued)

DEADLINE FOR THE FOLLOWING SCHOLARSHIPS IS APRIL 30, 2015.

Bedford County Human Services Council Scholarship
$500 (fall semester only)
Requirements:
- Full- or part-time student
- Resident of Bedford County, PA
- Have at least a 2.5 GPA
- Be enrolled in the Human Services or Pre-Human Services curriculum
- State financial need in essay on scholarship application
- In scholarship essay, please explain your desire to stay, work, and live in Bedford County

Chaney – Clair Chaney Emergency Scholarship
Scholarship award varies based on financial need
Requirements:
- Full- or part-time student
- Must attend the Bedford County Campus of Allegany College of Maryland
- Resident of Bedford or Fulton County, PA
- Have at least a 2.5 GPA
- Applicant must contact the Bedford County Regional Education Foundation office for a scholarship application
- Applicant must complete scholarship application and an essay discussing his/her need for the emergency scholarship
- Applications accepted on an as needed basis
- Student interview may be requested

Everett Area Alumni Scholarship
$1,000 per year ($500 per semester)
Requirements:
- Full- or part-time student (at least 6 credit hours)
- No residency requirement
- Have at least a 3.0 GPA
- State financial need in essay on scholarship application
- Must be a graduate of Everett Area High School
- Must attend the Bedford County Campus or Cumberland Campus of Allegany College of Maryland

Everett Cash Mutual Insurance Group Scholarship
$500 per year ($250 per semester)
Requirements:
- Full- or part-time student
- No residency requirement
- Have at least a 3.0 GPA
- Be enrolled in Business Administration, Business Management, or Computer Science Programs
- Continuation of scholarship into second year is possible upon reapplication and proof of having met criteria
- Must attend the Bedford County Campus of Allegany College of Maryland
Scholarships

Fleegle-Telford W. Fleegle Memorial Scholarship
$500 per year ($250 per semester)
Requirements:
• Full- or part-time student
• No residency requirement (preference given to Bedford County residents)
• Have at least a 2.5 GPA
• Must be enrolled in a degree or certificate program
• Preference given to students attending the Bedford County Campus of Allegany College of Maryland

Gates – Peggy Detwiler Gates Memorial Scholarship
$500 per year ($250 per semester)
Requirements:
• Full- or part-time student
• Resident of Bedford County, PA
• Have at least a 2.5 GPA
• Be enrolled in any degree program
• Continuation of scholarship into second year is possible upon reapplication and proof of having met criteria
• Must attend the Bedford County Campus of Allegany College of Maryland

Gateway Travel Plaza Scholarship
(Please contact the Bedford County Campus Office for updated criteria)
$500 per year ($250 per semester)
Requirements:
• Full- or part-time student
• No residency requirement
• Have at least a 3.0 GPA
• Must be enrolled in the Hospitality Management or Culinary Arts curriculum
• Preference will be given to an employee of Gateway Travel Plaza for at least one year or immediate family member of an employee (please state this in your essay)
• Must be enrolled in a class directly relating to the travel/hospitality industry
• Must have completed one previous semester with at least a 3.0 GPA
• Money to be used for tuition only - no cash disbursements
• Continuation of scholarship into second year is possible upon reapplication and proof of having met criteria

Hendricks-Bryan R. Hendricks Memorial Scholarship
$700 per year ($350 per semester)
Requirements:
• Full- or part-time student
• Resident of Bedford, Fulton, Blair, or Somerset Counties in PA; Allegany and Garrett Counties in MD
• Have at least a 2.0 GPA
• Commitment to a career in agriculture or related fields: Forestry, Agriculture production or research, Ag. Business or Ag. Education, Horticulture/ Landscape Architecture, Soil or Water Conservation/Mine Reclamation, or Earth Science
• State financial need in essay on scholarship application
• Continuation of scholarship into second year is possible upon reapplication and proof of having met criteria
• In scholarship essay, please explain commitment to education and a career in agriculture or related fields, objectives, and need for assistance
• Preference given to students attending the Bedford County Campus; however all Allegany College of MD students who meet above criteria may apply
• A student whose family has a connection to agriculture or currently works in agriculture is encouraged to apply; this student can be enrolled in any degree program.

Hendricks-Scott D. Hendricks Memorial Scholarship
$700 per year ($350 per semester)
Requirements:
• Full- or part-time student
• Resident of Bedford, Fulton, Blair, or Somerset Counties in PA; Allegany and Garrett Counties in MD
• Have at least a 2.0 GPA
• Commitment to a career in marketing, business, advertising or aviation
• State financial need in essay on scholarship application
• Continuation of scholarship into second year is possible upon reapplication and proof of having met criteria
• In scholarship essay, please explain commitment to education and a career in marketing, business, advertising or aviation, objectives, and need for assistance
• Preference given to students attending the Bedford County Campus; however all Allegany College of Maryland students who meet above criteria may apply

Jordan-John H. Jordan Memorial Scholarship
$1,000 per year ($500 per semester)
Requirements:
• Full- or part-time student
• Resident of Bedford County, PA
• Have at least a 3.0 GPA
• Be enrolled in an Allied Health program
• State financial need in essay on scholarship application
• Continuation of scholarship into second year is possible upon reapplication and proof of having met criteria
• Special consideration given to students attending the Bedford County Campus of Allegany College of Maryland

Memorial Hospital of Bedford County Foundation Scholarship
$500 per year ($250 per semester)
Requirements:
• Full-time student
• Resident of Bedford County, PA
• Have at least a 3.0 GPA
• Be enrolled in an Allied Health program
• State financial need in essay on scholarship application
• Continuation of scholarship into second year is possible upon reapplication and proof of having met criteria

Myers–Kelly and Larry Myers Scholarship
$500 per year ($250 per semester)
Requirements:
• Full- or part-time student
• Resident of Bedford or Blair County, PA
• Have at least a 3.0 GPA
• Be enrolled in any degree or certificate program
• Scholarship will be awarded to a non-traditional student who demonstrates good moral and Christian character
• Applicant should include the following in their scholarship essay
  ➢ their goals and objectives in terms of going back to school
  ➢ the challenges involved in being an adult learner and parent
  ➢ their financial need for this scholarship
  ➢ their involvement with church and religious upbringing
• Continuation of scholarship into second year is possible upon reapplication and proof of having met criteria
New Hope Foundation Scholarship in Memory of Terry Jo Caro and Others
$500 per year ($250 per semester)
Requirements:
• Full- or part-time student
• No residency requirement
• Have at least a 2.5 GPA
• State financial need in essay on scholarship application
• Continuation of scholarship into second year is possible upon reapplication and proof of having met criteria
• Must attend the Bedford County Campus of Allegany College of Maryland
• Applicants will discuss in their essays how they currently contribute to the community and how they plan to continue contributing to the community in the future

Pay It Forward Scholarship
(Fall application due date is September 15th and Spring application due date is January 31st)
$150 per semester
Requirements:
• Full- or part-time student
• No residency requirement
• Have at least a 3.0 GPA
• State financial need in essay on scholarship application

Pennsylvania Student Scholarship
$500 per year ($250 per semester)
Requirements:
• Full- or part-time student
• Resident of Pennsylvania
• Have at least a 2.5 GPA
• State financial need in essay on scholarship application
• Must attend the Bedford County Campus of Allegany College of Maryland
• Must reapply for scholarship both Fall and Spring semesters

Pepple-Fred W. and Gladys M. Pepple Memorial Scholarship
$500 per year ($250 per semester)
Requirements:
• Full- or part-time student
• Resident of Bedford County, PA
• Have at least a 3.0 GPA
• Be enrolled in Business Administration or Business Management
• State financial need in essay on scholarship application
• Must attend the Bedford County Campus of Allegany College of Maryland
• Continuation of scholarship into second year is possible upon reapplication and proof of having met criteria

Rice-Dick M. Rice Memorial Scholarship
$500 per year ($250 per semester)
Requirements:
• Full- or part-time student
• Resident of Bedford County, PA
• Have at least a 2.0 GPA
• Must be enrolled in Agriculture or Conservation including Forestry, Biotechnology, or other related field
• Student may attend any campus of Allegany College of Maryland
• No essay is required for scholarship application but three letters of recommendation are required. Letters of recommendation should include one from previous or current school instructor or administrator, one from a church representative, and one from a community leader
• Continuation of scholarship into second year is possible upon re-application and proof of having met criteria

Shope-Dr. Earl Shope Memorial Scholarship
$500 per year ($250 per semester)
Requirements:
• Full- or part-time student
• Resident of Pennsylvania
• Have at least a 2.5 GPA
• State financial need in essay on scholarship application
• Continuation of scholarship into second year is possible upon reapplication and proof of having met criteria

Terpening-Edward H. and Irene Terpening Memorial Scholarship
$500 per year ($250 per semester)
Requirements:
• Full or part-time student
• No residency requirement; however, special consideration will be given to Bedford County, Pennsylvania residents
• Have at least a 3.0 GPA
• Be enrolled in any degree or certificate program
• State financial need in essay on scholarship application
• Special consideration given to students attending the Bedford County Campus of Allegany College of Maryland

Snider-Dr. Jim Snider Bedford County Campus Scholarship
$500 per year ($250 per semester)
Requirements:
• Full-time student
• Resident of Bedford County, PA
• Have at least a 3.0 GPA
• Be enrolled in a degree program and have the intention of transferring to a four-year institution to obtain a Bachelor’s Degree
• State financial need in essay on scholarship application
• Must attend the Bedford County Campus of Allegany College of Maryland
• Continuation of scholarship into second year is possible upon reapplication and proof of having met criteria
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>August 22</strong></td>
<td>Monday – Full-Term and A-Term Last Day for Full Refund upon Withdrawal (Less Nonrefundable Fees)</td>
</tr>
<tr>
<td><strong>August 27</strong></td>
<td>Wednesday – A-Term Last Day to Enroll in Classes (Instructor Approval Required)</td>
</tr>
<tr>
<td><strong>August 29</strong></td>
<td>Friday – Full-Term Last Day to Enroll in Classes (Instructor Approval Required)</td>
</tr>
<tr>
<td><strong>September 1</strong></td>
<td>Monday – Labor Day; College Closed</td>
</tr>
<tr>
<td><strong>September 3</strong></td>
<td>Wednesday – A-Term Last Day for 80% Refund upon Withdrawal (Less Nonrefundable Fees)</td>
</tr>
<tr>
<td><strong>September 10</strong></td>
<td>Wednesday – A-Term Last Day to Drop Classes</td>
</tr>
<tr>
<td><strong>September 15</strong></td>
<td>Monday – Full-Term Last Day for 80% Refund upon Withdrawal (Less Nonrefundable Fees)</td>
</tr>
<tr>
<td><strong>October 3</strong></td>
<td>Monday – Last Day to Apply for Fall Graduation</td>
</tr>
<tr>
<td><strong>October 6</strong></td>
<td>Monday – Last Day to Change “I” grades from Spring and Summer</td>
</tr>
<tr>
<td><strong>October 13</strong></td>
<td>Monday – A-Term Classes End</td>
</tr>
<tr>
<td><strong>October 14-17</strong></td>
<td>Monday-Friday – Mid-Semester Evaluations</td>
</tr>
<tr>
<td><strong>October 20</strong></td>
<td>Monday – Full-Term Mid-Term Grades Due (10:00 a.m.)</td>
</tr>
<tr>
<td><strong>October 20 &amp; 21</strong></td>
<td>Monday-Tuesday – Fall Break; No Classes</td>
</tr>
<tr>
<td><strong>October 22</strong></td>
<td>Wednesday – B-Term Last Day for Full Refund upon Withdrawal (Less Nonrefundable Fees)</td>
</tr>
<tr>
<td><strong>October 22</strong></td>
<td>Wednesday – Follow Monday Class Schedule</td>
</tr>
<tr>
<td><strong>October 23</strong></td>
<td>Thursday – B-Term Classes Begin</td>
</tr>
<tr>
<td><strong>October 27</strong></td>
<td>Monday – B-Term Last Day to Enroll in Classes (Instructor Approval Required)</td>
</tr>
<tr>
<td><strong>October 31</strong></td>
<td>Friday – B-Term Last Day for 80% Refund upon Withdrawal (Less Nonrefundable Fees)</td>
</tr>
<tr>
<td><strong>November 6</strong></td>
<td>Thursday – Last Day to Drop Full-Term Classes</td>
</tr>
<tr>
<td><strong>November 7</strong></td>
<td>Friday – B-Term Last Day to Drop Classes</td>
</tr>
<tr>
<td><strong>November 8</strong></td>
<td>Saturday – Bedford County Campus Open House (10:00 a.m. - 12 noon)</td>
</tr>
<tr>
<td><strong>November 10</strong></td>
<td>Monday – Advising and Early Registration Begins for Spring Semester</td>
</tr>
<tr>
<td><strong>November 27 &amp; 28</strong></td>
<td>Thursday-Friday – College Closed</td>
</tr>
<tr>
<td><strong>December 1</strong></td>
<td>Monday – Classes Resume</td>
</tr>
<tr>
<td><strong>December 12</strong></td>
<td>Friday – Full-Term and B-Term Classes End</td>
</tr>
<tr>
<td><strong>December 16</strong></td>
<td>Tuesday – All Final Course Grades Due (2:00 p.m.)</td>
</tr>
<tr>
<td><strong>December 19</strong></td>
<td>Friday – Commencement Cumberland Campus (7:00 p.m.)</td>
</tr>
<tr>
<td><strong>December 20</strong></td>
<td>Saturday – College Closed (December 20 - January 4)</td>
</tr>
</tbody>
</table>
IMPORTANT: This Allegany College of Maryland viewbook is not to be regarded as an irrevocable contract between the student and Allegany College of Maryland. 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 and tobacco use policies, and campus crime reporting) can be found in the college catalog or on the college website, www.allegany.edu. The College reserves the right to change any provision or requirements at any time within the student’s term of enrollment.