

allegany college of maryland

Bedford County Campus

18 North River Lane • Everett, PA 15537-1410 • 814.652.9528
2009-2010
www.allegany.edu

MORE ABOUT US

Quality Instruction

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

Graduates' Satisfaction

The most recent follow-up survey shows that 92 percent were satisfied with their preparation for transfer to other colleges or universities; 96 percent expressed satisfaction.

Service to Community

Residents, 98 percent of them, rate the college's service to the community as good, very good or excellent.

FACTS AT A GLANCE

Main Campus

Cumberland, MD

Branch Campuses

Bedford County Campus
Bedford County Technical Center
Somerset County Campus
School of Hospitality, Tourism, and Culinary Arts

Enrollment

Bedford County Campus:
10,441 students served since 1990

Somerset County Campus:
11,314 students served since 1989

Total College Faculty:

111 full-time, 151 part-time

Bedford County Campus

Student to Faculty Ratio: 14 to 1

Bedford County Campus

Student Activities:

Student Ambassadors
Student Council
Phi Theta Kappa

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 equivalence 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 County.

The boards of county commissioners, the college foundation boards, the college advisory boards, and the communities believe the future of our county 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 lab and telecommu-nications 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, distance learning labs, student lounge, faculty offices, nursing lab and student and administrative areas. Recently completed Partners Hall houses classrooms, science labs, computer labs and an additional nursing classroom/lab.

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 68, 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

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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 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.

ADMISSIONS 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. There is no application fee.

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

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

Some programs have specific admissions requirements.

WHERE AND WHEN TO PURCHASE BOOKS AND SUPPLIES

Books and supplies can be purchased in the Bookstore.

Books can be purchased two weeks prior to the start of classes through the second week of classes. Extended bookstore hours are available one week prior to and during the first week of classes.

Cash, Checks, Debit Cards, VISA, Mastercard are accepted.

DON'T KNOW WHAT TO DO WITH YOUR OLD BOOKS?

Bring your used textbook(s) to the Campus Bookstore. Your book(s) may be resold if it meets the following conditions:

- Subject is offered during that semester
- Same edition is being used
- All workbooks and study guides must accompany the text book



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. Schedule a Placement Test. If you have taken the SAT or ACT you may be exempt from this test. To schedule a placement test please contact the Student Services Office at 814-652-9528 ext. 6204.
5. Make an appointment with your advisor to discuss your interests and schedule classes.





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 at any time.

SCHOLARSHIPS

A comprehensive scholarship program has been developed by the Allegany College of Maryland Foundation and the Bedford County Regional Education Foundation for Allegany College of Maryland to assist all segments of the College's student body. Not all scholarships are academic or merit-based awards. The scholarship program includes merit-based awards, merit-based awards with financial consideration, scholarships for specific curriculum areas, and scholarships for students from specific geographical areas.

MONTHLY BILLING

The College will send statements monthly to all students who have account balances. The monthly statements will also include finance charges which were added for overdue amounts for that billing period.

PAYMENT PLAN

All payments must be made by the due dates specified on the statements to avoid finance charges. The student may choose to defer any portion of his/her account balance throughout the semester; however, a monthly finance charge will be assessed on the overdue portion of the account balance. Final payment is due by the end of the semester. Also, it is important to note that the account must be paid in full to take advantage of early registration for subsequent semesters.

VARIOUS DUE DATES

In recent years colleges have become more creative in course offerings to address the needs of students. Many courses are now offered outside of the traditional semester schedule. The system provides for various courses which start on different dates throughout the semester. Payment is due on the first day of the semester for most courses; however, for those courses starting later in the semester, payment will be due on the first day of classes. The statements show various due dates.

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.

PHEAA

Pennsylvania resident students are eligible for State Grant consideration if they are enrolled full-time or part-time (at least 6 credit hours) in a two-year transfer program or in an A.A. Degree program. Students who are enrolled in one-year certificate programs of study are not eligible for State grants. PA students attending the Cumberland Campus are now eligible for State Grant funds in accordance with Agency regulations. Students may visit PHEAA's website at: www.pheaa.org.

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.

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.

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 distributed to encourage and promote the growth, progress and general welfare of students attending Allegany College of Maryland in Bedford County, PA.

STUDENT SERVICES

As part of the admissions process, all incoming freshman planning to pursue a degree and any student wishing to take an English or mathematics 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 by 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/ACADEMIC ALERT

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 with the entire College 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 from the Academic Alert Program. Students who feel that they need assistance may contact the Student Services Office for information about the program.

JOB PLACEMENT

College Central is the primary job posting service to Allegany College of Maryland students and alumni. College Central 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 AND TRANSFER ADVISING

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 insure a successful transition.



BEDFORD COUNTY TECHNICAL CENTER

The BCTC is an area technical school operated by the Bedford Area School District and the Everett Area School District. The school offers a variety of secondary training programs both on site and at the home schools. Building Trades, Welding, Information Technology, Automotive, Cosmetology, Health Technologies, Culinary Arts, Production Technology, Engineering Technology, Accounting, and Childcare are offered.

In addition, the school is active in a wide array of adult and continuing education. As a partner and host of Allegany College of Maryland, the Bedford County Technical Center offers credit courses in several areas like computers, culinary arts, and

industrial/ building technology. BCTC also offers continuing education in a wide variety of things such as welding, computers, cooking, agriculture, cabinet making, auto inspections, and many others.

The BCTC also works with ACM's Workforce Development Division in Pennsylvania to develop and deliver customized job training for local business and industry. Courses in welding, blueprint reading, computers, customer service, food safety, CAD and others have been delivered since the partnership was initiated.

For more information, e-mail Wayne Blue at wblue@allegany.edu or call 814-623-2760.

IF YOU PLAN TO TRANSFER

Students who plan to continue their education at a four-year college or university after graduation from Allegany College of Maryland will find excellent transfer advisement services at the College.

Many four-year colleges and universities have "articulation (transfer) agreements" with Allegany College of Maryland.

Alligany College of Maryland has developed agreements with California University of Pennsylvania, Shippensburg University, University of Pittsburgh at Johnstown, Indiana University of PA and other schools to ensure that Bedford County students can transfer with full junior year status.

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 on-line catalog, the internet, Microsoft Office 2003 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.

Resources at the Cumberland Campus include a 60,500 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. Computer CD-ROM lists of books in Maryland libraries and articles in popular magazines are available.

Electronic Databases Available at Pennsylvania Campuses

Maryland Digital Library and
Access Pennsylvania Power Library...

Two great online sources

- 23 different databases
- Thousands of full-text articles
- Great research tool for students and faculty
- Training on the Maryland Digital Library and the Access Pennsylvania Power Library is available from Librarians.

PROGRAMS OF STUDY

BEDFORD COUNTY CAMPUS at EVERETT

CAREER PROGRAMS

- Applied Technical Studies
- Business Administration
- Business Management
- Computer Science
- Computer Science and Technology
- Education
- General Studies
- Psychology

CERTIFICATE PROGRAMS

- Applications User Specialist
- Business Accounting
- Business Entrepreneurship
- Business Marketing and Sales
- Business Supervision
- Computer Science and Technology

LETTERS OF RECOGNITION

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

BEDFORD COUNTY TECHNICAL CENTER

- Computer Service Technician (*Certificate*)
- Industrial/Building Technology (*Certificate*)
- Nursing (*Associate Degree*)
- Articulated Programs
 - Automotive Technology
 - Culinary Arts
 - Hotel and Restaurant Management
 - Selected Allied Health Programs

OTHER PROGRAMS

Additionally, other career and transfer programs may be offered in the future to satisfy the growing needs of Bedford County.



This Allegany College of Maryland view book 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 can be found in the college catalog.

Please note that academic programs, student services and other matters are subject to change.

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 in 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 Services Office 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
Humanities Elective	3
Mathematics Elective	3-4
Natural Science Elective	3-4
Computer Literacy	3

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.

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 chosen.

Here: Leads to an associate in 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 Services Office.)

Contact: Robin Imgrund, professor of business administration.

General Education Courses	Credit
Freshman English I	3
Mathematics Electives	6-8
Laboratory Science Electives	8
English Elective	3
Humanities Elective	3
Elements of Statistics	3
Computer Literacy	3
Social Science Electives	6
Physical Activities	2
Speech Communication I	3

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.

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 in 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	Credit
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	3-4
Microcomputer Applications I	3

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

*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 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
Major Course Requirements	
Introduction to Business	3
Financial Accounting	3
Entrepreneurship	3
Business Professionalism and Ethics	2
Principles of Marketing	3
Sales and Customer Service	3
Business Law	3
Personal Finance	3
Principles of Management	3
Total:	32

*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.

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

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
Principles of Advertising	3
Entrepreneurship	3
Principles of Marketing	3
Sales and Customer Service	3
Principles of Management	3
Graphics	3
Web Page Development	3
Total:	33

*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 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

Introduction to Business	3
Financial Accounting or Practical Accounting/Bookkeeping	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 two years. Part-time students will take longer.

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

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 wanting 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

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

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

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



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	Credit
Introduction to Business	3
Entrepreneurship	3
Sales and Customer Service	3
Total:	9

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

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 supervision 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
Human Resources and Supervision	3
Business Professionalism and Ethics	2
Elective	3
Total:	11

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



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 in 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 Services Office.)

Contact: Kristi Smith, assistant professor of computer science.

General Education Courses	Credit
Freshman English I	3
Social Science Electives	6
Calculus I & II	8
English Elective	3
Electives	9-11
Laboratory Science Electives	8
Physical Activities	2
Speech Communication I	3
Humanities Elective	3

Major Course Requirements

Computer Literacy	3
Computer Logic	4
Programming Language Electives	9
Computer Technology Electives	6
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 & 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 in 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 Services Office.)

Contact: Kristi Smith, assistant 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
Business Professionalism and Ethics	2

Major Course Requirements	Credit
Computer Literacy	3
Computer Logic	4
Computer Technology Elective	3
Microcomputer Applications I	3
Operating Systems	3
Introduction to Networking	3
Network Design and Administration.....	3
PC Architecture	3
Web Page Development	3
Technical Support Operations	3
Wireless Network Fundamentals.....	3
Java Programming	4
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 & 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 in 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 Services Office.)

Contact: Kristi Smith, assistant 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	Credit
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
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 & 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 in applied science degree in computer science and technology with a technical support.

(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, assistant 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	Credit
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 Diagnostic and Repair	3
Paraphernal Diagnostic and Repair	3
Sales and Customer Service.....	3
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 & TECHNOLOGY WEB DEVELOPMENT OPTION

Two-Year Career Program

What: A two-year career program in computer Web-site design and programming.

For whom: Students seeking careers as Web-site developers, blending computer science and graphic design.

Here: Leads to an associate in 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, assistant professor of computer science.

General Education Courses	Credit
Introduction to Business Administration.....	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
Physical Activity	1

Major Course Requirements	Credit
Computer Literacy	3
Computer Logic	4
Microcomputer Applications I	3
Web Page Development	3
Introduction to Networking	3
Visual Basic Programming.....	3
Graphic Design for the Web.....	3
Digital Photography	3
Interactive Multimedia Design	3
PHP Programming.....	3
Advanced Web Page Development	3
Operating Systems	3
Computer Technology Elective	3
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 & TECHNOLOGY 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, assistant 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	Credit
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

*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 & 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, assistant professor of computer science.

General Education Courses	Credit
Freshman English I	3
Business and Technical Communications	3
Mathematics Elective	3

Major Course Requirements	Credit
Computer Literacy	3
Computer Logic	4
PC Architecture	3
PC Diagnostics and Repair	3
Certification Exam Review	1
Operating Systems	3
Microcomputer Applications I	3
Introduction to Networking	3
Computer Technology Elective	3
Total:	35

*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 & TECHNOLOGY PROGRAMMING

Certificate

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: Kristi Smith, assistant 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, PHP Programming, or Advanced Web Page Development	3
Total:	35-36

*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 & 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, assistant professor of computer science.

General Education Courses	Credit
Speech Communication I	3
Sales and Customer Service	3
Information Management	3

Major Course Requirements

Computer Literacy	3
Computer Logic	4
PC Architecture	3
PC Diagnostics	3
Technical Support Operations	3
Operating Systems	3
Microcomputer Applications I	3
Introduction to Networking	3
Computer Technology Elective	3
Total:	37

*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 & TECHNOLOGY MICROCOMPUTER APPLICATIONS SPECIALIST

Letter of Recognition

What: A one-semester program in microcomputer 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 microcomputer applications.

Here: Leads to a letter of recognition in microcomputer 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, assistant professor of computer science.

Major Course Requirements	Credit
Computer Literacy	3
Microcomputer Applications I and II	6
Total:	9

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

COMPUTER SCIENCE & TECHNOLOGY PROGRAMMING SPECIALIST

Letter of Recognition

What: A one-semester program in computer programming and related subjects.

For whom: Students who want to enhance their computer programming skills through hands-on experience in the latest technology for increased career opportunities.

Here: Leads to a letter of recognition in programming 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, assistant professor of computer science.

Major Course Requirements	Credit
Computer Logic	4
C++ Programming	3
Advanced C++ Programming	3
Total: 10	

*Additional coursework 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, assistant professor of computer science.

Major Course Requirements	Credit
Computer Literacy	3
Web Page Development	3
Advanced Web Page Development	3
Total: 9	

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



EDUCATION/ELEMENTARY ASSOCIATE OF ARTS IN TEACHING

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 a college or university within the state of MD.

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) developed by the state of Maryland and achieve a minimum grade point average of 2.75.)

Contact: Maureen Brown, associate prof. 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
Preparation for Pre-Professional Sequence or Elective	1
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 in 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 [for the general studies or university studies programs] best meets their objectives.)

Contact: Maureen Brown, associate 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 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 in 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 Services Office.)

Contact: Maureen Brown, associate professor of education.

General Education Courses Credit

Freshman English I	3
Social Science Electives	6
College Algebra, Elements of Mathematics, Finite Mathematics, or Pre-Calculus I.....	3-4
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.

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 in 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 student services.

General Education Courses Credit

Freshman English I	3
Freshman English II or English Elective	3
Speech Communication I	3
Humanities Elective	3
Social Science Electives	9
Mathematics.....	3
Natural Science	7-8
Physical Education.....	2
Electives (areas of emphasis)	27
Total: 60-61	

INDUSTRIAL/BUILDING TECHNOLOGY

Certificate

What: A one-year career program in either industrial or building technology.

For whom: Students who want a career in the selected occupation through a skill background combined with general education courses for increased job opportunities.

Here: Leads to a certificate in industrial/building technology.

(Note: This ACM curriculum is offered in college facilities at the Bedford County Technical Center.)

(A further note: Although this is a career program, designed for prompt application in the workplace, graduates who choose further study may continue toward the associate of applied technical studies degree.)

Contact: Rock Manges, Tech Prep Coordinator, Southern Alleghenies Tech Prep Consortium.

General Education Courses	Credit
Freshman English I	3
Mathematics Elective	3
Industrial Safety	2

Major Course Requirements

Both Options

AutoCad	4
Electricity	3
Blueprint Reading	2
Internship	4

Major Course Requirements

Building Option

Interior/Exterior Finishing	4
Concrete Masonry	3
Framing	3
Plumbing/HVAC	2
Estimating and Management	3

Major Course Requirements

Industrial Option

Materials/Metals	3
Materials/Plastics	3
Advanced Blueprints	1
Cutting and Fitting	4
Welding	4
Total: 36	

*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 in science degree in nursing.

(Note: This selective admissions program is approved by the Maryland State Board of Examiners of Nurses and is accredited by the National League for the 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 Services Office.)

(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 pay the lower in-county tuition. Some restrictions apply. More information is available earlier in this book, in the college catalog and in the Admissions office.)

Contact: Fran Leibfreid, professor of nursing.

General Education Courses	Credit
Anatomy and Physiology of the Human I and II	8
General Psychology	3
Human Growth and Development	3
Freshman English I	3
Microbiology	4
Introduction to Sociology	3
College Algebra	3
Humanities Electives	6

Major Course Requirements

Nursing I	9
Nursing II	9
Nursing III	6
Nursing IV	3
Nursing V	9
Nursing in Society	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.

PSYCHOLOGY

Transfer 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 in 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: Dr. Frank Hager, 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	

*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.

ALLEGANY COLLEGE OF MARYLAND
BEDFORD COUNTY CAMPUS SCHOLARSHIPS
AWARDED BY THE BEDFORD REGIONAL EDUCATION
FOUNDATION FOR 2010-2011

There are three ways to apply for a scholarship:

1. Fill out and submit an application on-line at www.allegany.edu/scholarship.
2. Request a scholarship catalog through the Foundation Office by calling 301-784-5200 or check with your high school guidance office to see if catalog is on file. (All hard copy catalogs have an application insert.)
3. Print a PDF copy from the college website and hand deliver or mail it to the Allegany College of Maryland Foundation Office.

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 or call the Allegany College of Maryland Foundation Office at 301-784-5200.

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.

- 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 to Allegany College of Maryland Foundation Office, 12401 Willowbrook Road, SE, Cumberland, MD 21502. 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 which semester applying.

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.

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

DEADLINE FOR THE FOLLOWING SCHOLARSHIPS IS
APRIL 30, 2010.

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 2.5 GPA
- State financial need in essay on scholarship application
- Must be a graduate of Everett Area High School for minimum period of one year (365 days from graduation)
- Must attend the Bedford County Campus or the 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 Allegany College of Maryland Bedford County Campus

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

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-time student
- Resident of Bedford, Fulton, Blair, or Somerset Counties in PA; Allegany and Garrett Counties in MD
- Have at least a 2.5 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

Hendricks-Bryan R. Hendricks Memorial Scholarship (continued)

- Preference given to students attending the Bedford County Campus; however all Allegany College of Maryland students who meet above criteria may apply
- Applicant interview may be conducted by the scholarship donor

Hendricks-Scott D. Hendricks Memorial Scholarship

\$700 per year (\$350 per semester)

Requirements:

- Full-time student
- Resident of Bedford, Fulton, Blair, or Somerset Counties in PA; Allegany and Garrett Counties in MD
- Have at least a 2.5 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
- Applicant interview may be conducted by the scholarship donor

Jordan-John H. Jordan Memorial Scholarship

\$1,000 per year (\$500 per semester)

Requirements:

- Full- or part-time student
- Residency is not a requirement, but special consideration will be given to Bedford County residents
- Have at least a 3.0 GPA
- Be enrolled in any degree or certificate 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 Allegany College of Maryland Bedford County Campus

Memorial Hospital of Bedford County Foundation Scholarship

\$500 per year (\$250 per semester)

Requirements:

- Full-time student
- Resident of Bedford County
- 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

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 Allegany College of Maryland Bedford County Campus
- 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
- Must attend the Allegany College of Maryland Bedford County Campus
- Must reapply for scholarship both Fall and Spring semesters

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

Rice-Dick M. Rice Memorial Scholarship

\$500 per year (\$250 per semester)

Requirements:

- Full- or part-time student
- Resident of Bedford County
- 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 Bedford County
- Have at least a 3.0 GPA
- Be enrolled in any degree or certificate program
- State financial need in essay on scholarship application
- Continuation of scholarship into second year is possible upon re-application and proof of having met criteria
- Must attend the Allegany College of Maryland Bedford County Campus



2009-2010 ACADEMIC CALENDAR

FALL 2009

August 21	Friday	Full-Term Last Day for Full Refund upon Withdrawal (Less Nonrefundable Fees)
August 21	Friday	A-Term Last Day for Full Refund upon Withdrawal (Less Nonrefundable Fees)
August 24	Monday	Full-Term and A-Term Classes Begin
August 26	Wednesday	A-Term Last Day to Enroll in Classes (Instructor Approval Required)
August 28	Friday	Full-Term Last Day to Enroll in Classes (Instructor Approval Required)
September 2	Wednesday	A-Term Last Day for 80% Refund upon Withdrawal (Less Nonrefundable Fees)
September 7	Monday	Labor Day; College Closed
September 14	Monday	Full-Term Last Day for 80% Refund upon Withdrawal (Less Nonrefundable Fees)
September 15	Tuesday	A-Term Last Day to Drop Classes
September 22	Tuesday	Last Day to Change "I" grades from Spring and Summer
October 9	Friday	Last Day to Apply for Fall Graduation
October 12	Monday	A-Term Classes End
October 12-16	Monday-Friday	Mid-Semester Evaluations
October 16	Friday	B-Term Last Day for Full Refund upon Withdrawal (Less Nonrefundable Fees)
October 19	Monday	Full-Term Mid-Term Grades Due (10:00 a.m.)
October 19	Monday	A-Term Final Course Grades Due (10:00 a.m.)
October 19	Monday	B-Term Classes Begin
October 21	Wednesday	B-Term Last Day to Enroll in Classes (Instructor Approval Required)
October 26-27	Monday-Tuesday	Fall Break; No Classes
October 28	Wednesday	All Classes Follow Monday Class Schedule
October 29	Thursday	B-Term Last Day for 80% Refund upon Withdrawal (Less Nonrefundable Fees)
October 29	Thursday	Last Day to Drop Full-Term Classes
November 2	Monday	Advising and Early Registration Begins for Spring Semester
November 5	Thursday	Bedford County Campus Open House 5:00-7:00 p.m.
November 10	Tuesday	B-Term Last Day to Drop Classes
November 26-27	Thursday-Friday	Thanksgiving Holiday; College Closed
November 30	Monday	Classes Resume; First Day to Apply for May Graduation
December 10	Thursday	B-Term Classes End
December 11	Friday	Full-Term Classes End
December 15	Tuesday	All Final Course Grades Due (10:00 a.m.)
December 18	Friday	Commencement Cumberland Campus
December 19	Saturday	College Closed (December 19 - January 3)

SPRING 2010

January 4	Monday	College Reopens; Registration Resumes
January 15	Friday	Full-Term and A-Term Last Day for Full Refund upon (Less Nonrefundable Fees)
January 18	Monday	Full-Term and A-Term Classes Begin
January 20	Wednesday	A-Term Last Day to Enroll in Classes (Instructor Approval Required)
January 22	Friday	Full-Term Last Day to Enroll in Classes (Instructor Approval Required January 18-22)
January 26	Tuesday	A-Term Last Day for 80% Refund upon Withdrawal (Less Nonrefundable Fees)
February 5	Friday	Last Day to Apply for May Graduation
February 5	Friday	Full-Term Last Day for 80% Refund upon Withdrawal (Less Nonrefundable Fees)
February 9	Tuesday	A-Term Last Day to Drop Classes
February 16	Tuesday	Last Day to Change "I" Grades from Fall Semester
March 1-2	Monday-Tuesday	Break; No Classes
March 8-12	Monday-Friday	Mid-Semester Evaluations
March 9	Tuesday	A-Term Classes End
March 12	Friday	B-Term Last Day for Full Refund upon Withdrawal (Less Nonrefundable Fees)
March 15	Monday	Full-Term Mid-Term Grades Due (10:00 a.m.)
March 15	Monday	A-Term Final Course Grades Due (10:00 a.m.)
March 15	Monday	B-Term Classes Begin
March 17	Monday	B-Term Last Day to Enroll in Classes (Instructor Approval Required)
March 22	Monday	Full-Term Last Day to Drop Classes
March 23	Tuesday	B-Term Last Day for 80% Refund upon Withdrawal (Less Nonrefundable Fees)
March 29 - April 2	Monday-Friday	Spring Break; No Classes
April 1-2	Thursday-Friday	Holiday; College Closed
April 5	Monday	Classes Resume
April 5	Monday	Advising and Early Registration for Summer and Fall Begins
April 13	Tuesday	B-Term Last Day to Drop Classes
May 5-11	Wednesday-Tuesday	Semester Evaluations
May 7	Friday	B-Term Classes End
May 11	Tuesday	Full-Term Classes End
May 12	Wednesday	All Final Course Grades Due (2:00 p.m.)
May 15	Saturday	Commencement Cumberland Campus (11:00 a.m. & 2:00 p.m.)
May 15	Saturday	Commencement Bedford County Campus (7:00 p.m.)
May 18	Tuesday	Commencement Somerset County Campus (7:00 p.m.)

SUMMER 2010

May 21	Friday	Full-Term Last Day for Full Refund upon Withdrawal (Less Nonrefundable Fees)	June 18	Friday	Last Day to Apply for Summer Graduation
May 21	Friday	A-Term Last Day for Full Refund upon Withdrawal (Less Nonrefundable Fees)	June 18	Friday	B-Term Last Day for Full Refund upon Withdrawal (Less Nonrefundable Fees)
May 24	Monday	Full-Term and A-Term Classes Begin	June 21	Monday	B-Term Classes Begin
May 25	Tuesday	A-Term Last Day to Enroll (Instructor Approval Required)	June 22	Tuesday	A-Term Final Grades Due (10:00 a.m.)
May 26	Wednesday	Full-Term Last Day to Enroll (Instructor Approval Required)	June 22	Tuesday	B-Term Last Day to Enroll (Instructor Approval Required)
May 27	Thursday	A-Term Last Day for 80% Refund upon Withdrawal (Less Nonrefundable Fees)	June 24	Thursday	B-Term Last Day for 80% Refund upon Withdrawal (Less Nonrefundable Fees)
May 31	Monday	Memorial Day Holiday; College Closed	June 28	Monday	Full-Term Last Day to Drop Classes
June 2	Wednesday	Full-Term Last Day for 80% Refund upon Withdrawal (Less Nonrefundable Fees)	July 1	Thursday	B-Term Last Day to Drop Classes
June 7	Monday	A-Term Last Day to Drop Classes	July 5	Monday	Independence Day Holiday; College Closed
June 17	Thursday	A-Term Classes End	July 15	Thursday	Full-Term and B-Term Classes End
			July 20	Tuesday	All Final Course Grades Due (10:00 a.m.)

Some programs/courses may begin and end at times that differ from the calendar above. Please check the class schedule for dates and times.

bedford county campus

18 North River Lane • Everett, PA 15537-1410 • 814.652.9528

bedford county technical center

195 Pennknoll Road • Everett, PA 15537-6946 • 814.623.2760

cumberland campus

12401 Willowbrook Road, SE • Cumberland, MD 21502-2596 • 301.784.5005

somerset county campus

6022 Glades Pike, Suite 100 • Somerset, PA 15501-4300 • 814.445.9848

school of hospitality, tourism, and culinary arts

110-114 Baltimore Street • Cumberland, MD 21502-2302 • 301.784.5410