

# Eastern Maine Community College 2010-2012 Catalog Addendum

## NOTICE OF NONDISCRIMINATION

Eastern Maine Community College is an equal opportunity/affirmative action institution and employer. Women and minorities are encouraged to apply. For more information, please call (207) 974-4633.

## *Financial Information*

### TUITION/ROOM AND BOARD

Tuition (per credit hour) – In State .....	\$86.00
Tuition (per credit hour) – Out-of-State .....	\$172.00
Tuition (per credit hour) – Apple.....	\$129.00
Room Charge – Acadia Hall/Double (per semester).....	\$1,250.00
Room Charge – Acadia Hall/Single (per semester) .....	\$1,874.00
Room Charge – Kineo Hall (per semester) .....	\$2,150.00
Meal Plan A (Gold) .....	\$1,930.00
Meal Plan B (Silver) .....	\$1,532.00

### FEES

See page 26-28 of 2010-2012 catalog for complete listing.

#### ***Fees—Per Semester—changes effective July 1, 2011:***

##### ***Certification/Licensing Fees:***

Nursing – Kaplan Resource Testing fee – NUR 105, NUR 136, NUR 267, NUR 270, NUR 291 .....

	\$112.50
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Refrigeration, Air Conditioning, and Heating – per semester  
RAH Certification/Licensing Fee (Required, Non-Refundable).....

	\$175.00
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##### ***Lab fees are charged per course:***

Emergency Medical Technician – Basic (EMS123) .....

	95.00
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**Student Accident and Sickness Insurance Fee:** A \$303 fee for this coverage is billed to all matriculated students with over six (6) credit hours; however, the fee may be waived upon providing proof of insurance on-line. The fee for students beginning classes in January,

2012 will be \$203, with a waiver deadline of January 29, 2012. This fee is not refundable.

## **MAINE RESIDENCY**

**A. Introduction** - This policy defines the category of students and/or student applicants who qualify for the Maine Community College System (MCCS) in-state tuition rate.

**B. Policy** - The following students qualify for the MCCS in-state tuition rate.

1. Students who have established a Maine residence within the meaning of this policy. For purposes of this policy, a student has established a "Maine residence" if the student has:
  - a. Established a primary domicile in Maine for at least the 12 consecutive months immediately preceding college admission (not application, registration or enrollment), and does so for reasons other than the student's education. Evidence of such domicile includes the student's primary physical presence, degree of settled connections and sincere regard for that domicile as home, all as judged by factors like those set forth in section D below; and
  - b. A sincere intent at the time of admission to reside in Maine following the student's projected graduation date.
2. Students who are claimed as dependents for tax purposes by a parent or other guardian, provided such claimant(s) are themselves residents within the meaning of this policy.
3. Students who are members of the Armed Forces during their period of active duty in Maine, or who are claimed as dependents by members of the Armed Forces during such member's period of active duty in Maine.
4. Students who are married to, or domestically registered with, a person who is a resident within the meaning of this policy, provided that the student intends to establish and maintain a domicile in Maine.
5. Students who qualify through a special MCCS program that otherwise grants in-state rate access. Current examples of such programs include the APPLE and New Brunswick Community College initiatives. (Students other than New Brunswick Community College students, who are not legal residents of the United States, do not qualify for the MCCS in-state tuition rate.)

**C. Evidence of Residence** – All factors and circumstances relating to determination of residency are considered on a case-by-case basis. The burden is on the student to prove establishment of Maine residence for other than educational purposes. Examples of factors considered include: signed residential lease, filing of Maine resident state income tax; Maine address on latest federal income tax return; home ownership and payment of property taxes in Maine; driver's license; voter registration; marriage license or domestic registration; and/or military home of record in Maine.

**D. Mid-Semester Change in Status** – A student's classification for resident or non-resident tuition shall apply for the entire semester for which the classification was made and shall not be changed once a semester commences, provided that erroneous classifications may be reviewed and addressed as a college determines is appropriate.

**E. Temporary Absence from the State** – Maine residents who are absent from the State for military or full-time educational purposes will normally remain eligible for in-state tuition, provided such persons continue during such period of temporary absence to claim Maine as their state of residency on all official documents and declare income earned out-of-state on Maine income tax returns.

***Bill Adjustment Schedule for Students Enrolled in Credit Study (Tuition, Room and Board, Comprehensive Fees, Course Fees, and Technology Fees):*** Bills will be adjusted when a student withdraws from a course or college, following College policy and procedures. The stated course, add/drop, and college withdrawal procedures ensure that all offices are informed of the enrollment status of a student and that bill adjustments are completed correctly.

The following schedules are based on Maine Community College policy and is used to adjust tuition, room and board, residence hall recreation fees, comprehensive fees, course fees, and technology fees.

## Refunds of Tuition and Fees

Percentage of Costs Credited To Bill*	Semester-long Day/Modular/Evening/ Summer Courses	Procedure
100%	Course cancelled by College	<b>Adjustments will be made to student's account by College</b>
100%	Official withdrawal from a course which produces a net reduction in student's semester credit hours and which is <b>within 6 calendar days of the semester's first day of classes</b>	<b>Withdrawal from college or schedule adjustments -</b> Go to Enrollment Center (Katahdin Hall)
50%	Official withdrawal from a course which produces a net reduction in student's semester credit hours and which is <b>between 7 and 10 calendar days of the semester's first day of classes</b>	<b>Course Withdrawal –</b> Go to Enrollment Center (Katahdin Hall)
0%	Official withdrawal from a course which produces a net reduction in student's semester credit hours and which is <b>after 10 calendar days of the semester's first day of classes.</b>	<b>Course Withdrawal -</b> Go to Enrollment Center (Katahdin Hall)
0%	<b>Unofficial withdrawal at anytime – including “no shows”</b>	
*Required deposits will be retained by the College.		

Exceptions to refund policy are possible due to the following:

1. Refunds for room and/or board cancelled after a semester begins due to an unexpected or uncontrollable event.
2. Exceptions on a case-by-case basis for students who present unusual and compelling medical or other significant extenuating circumstances. These exceptions can be made only at the senior management level.

### Refunds of Room and Board Charges

Percentage of Costs Credited To Bill*	Semester-long Day/Modular/Evening/ Summer Courses	Procedure
100% of room and board charges	College residence cancelled by College	<b>Adjustments will be made to student's account by College</b>
100% of room and board charges	Official withdrawal from a college residence prior to the: <b>semester's first day of classes</b>	<b>Notification from student to Residential Life</b>
80% of room and board charges	Official withdrawal from a college residence prior to the: <b>End of the second week of classes</b>	<b>Notification from student to Residential Life</b>
60% of room and board charges	Official withdrawal from a college residence prior to the: <b>End of the third week of classes</b>	<b>Notification from student to Residential Life</b>
40% of room and board charges	Official withdrawal from a college residence prior to the: <b>End of the fourth week of classes</b>	<b>Notification from student to Residential Life</b>
20% of room and board charges	Official withdrawal from a college residence prior to the: <b>End of the fifth week of classes</b>	<b>Notification from student to Residential Life</b>
0%	Official withdrawal from a college residence anytime after the end of the fifth week of classes	
0%	Unofficial withdrawal from a college residence at anytime	

\*Required deposits will be retained by the College.

### Bill Adjustment Schedule for Non-Credit Courses, Seminars, and Workshops

Percentage of Costs Credited To Bill*	Conditions	Length of Course
100%	Course cancelled by College	Any length
100%	Student withdrawal prior to the start of the course	Any length
80%	Within 10% of instructional time	Over 15 hours
50%	10-25% of instructional time	Over 15 hours
0%	Over 25% of instructional time	Over 15 hours
0%	After start of instructional time	Less than 15 hours

Selected non-credit courses have registration fees, which are retained by the College.

# Academic Programs

Revisions Effective Fall 2011

Automotive Technology—A.A.S. Degree Curriculum Effective Fall 2011			
First Semester	Automotive Courses	Credits	
	ATA101	Automotive Shop Orientation and Safety I	1
	ATA111	Automotive Braking Systems	2
	ATA161	Automotive Steering and Suspension	3
	ATT133	Basic Electrical Systems	3
	ATT135	Advanced Electrical Systems	2
	<b>General Education Courses</b>		<b>Credits</b>
	ENG101 <i>or</i> ENG105	College Composition <i>or</i> College Composition with Lab	3 <i>or</i> 3.5
	MAT113 <i>or</i> MAT100	Technical Mathematics I <i>or</i> Mathematical Connections	3 <i>or</i> 4
Second Semester	Automotive Courses	Credits	
	ATA105	Automotive Minor Repairs	2
	ATA122	Manual Transmissions and Transaxles	3
	ATA123	Automatic Transmissions and Transaxles	4
	ATA171	Failure Analysis and Vehicle Inspection	2
	<b>General Education Courses</b>		<b>Credits</b>
	Restricted Elective	Social Science, Humanities, Communications Elective (100 level or higher)	3
	MAT114 <i>or</i> MAT113	Technical Mathematics II <i>or</i> Technical Mathematics I	3
Third Semester	Automotive Courses	Credits	
	ATA131	Engines (Gas and Light Duty Diesel)	4
	ATA201	Automotive Shop Orientation and Safety II	1
	ATA211	Automotive Shop Management	2
	ATT141	Heating and Air Conditioning	3
	<b>General Education Courses</b>		<b>Credits</b>
	ENG215	Business and Technical Writing	3
	CHE100 <i>or</i> PHY108	Chemistry for Everyday Living <i>or</i> Survey of Applied Physics	4
Fourth Semester	Automotive Courses	Credits	
	ATA136	Engine Performance and Diagnosis	2
	ATA141	Automotive Fuel Systems	3
	ATA186	Drivability and Emission Control Systems	3
	ATA221	Area of Specialization: Automotive	2
	<b>General Education Courses</b>		<b>Credits</b>
	SPE101	Oral Communications	3
<b>TOTAL A.S. DEGREE CREDITS</b>		<b>64-65.5</b>	

<b>Automotive Certificate in Basic Systems Curriculum Effective Fall 2011</b>			
<b>First Semester</b>			<b>Credits</b>
	ATA101	Shop Orientation and Safety I	1
	ATA111	Automotive Braking Systems	2
	ATA161	Automotive Steering and Suspension	3
	ATT133	Basic Electrical Systems	3
	ATT135	Advanced Electrical Systems	2
	ENG101 <i>or</i> ENG105	College Composition College Composition with Lab	3 or 3.5
	MAT113 <i>or</i> MAT100	Technical Mathematics I <i>or</i> Mathematical Connections	3 or 4
<b>Second Semester</b>			<b>Credits</b>
	ATA105	Automotive Minor Repairs	2
	ATA122	Manual Transmissions and Transaxles	3
	ATA123	Automatic Transmissions and Transaxles	4
	ATA171	Failure Analysis and Vehicles Inspection	2
	MAT114 <i>or</i> MAT113	Technical Mathematics II <i>or</i> Technical Mathematics I	3
	Restricted Elective	Communications, Humanities, or Social Science (100 level or higher)	3
<b>TOTAL ONE-YEAR CERTIFICATE CREDITS</b>			<b>34-35.5</b>

<b>Computer Systems Technology—A.A.S. Degree Curriculum Effective Fall 2011</b>		
<b>First Semester</b>	<b>Computer Systems Technology Courses</b>	<b>Credits</b>
	CST101	Introduction to College Learning
	CST107	Introduction to Computer Technology
	CST117	Web Page Design for Computer Technicians
	CST131	PC Hardware and Operating Systems
	<b>General Education Courses</b>	<b>Credits</b>
	ENG101	College Composition (may substitute ENG 105)
	MAT119	College Algebra
<b>Second Semester</b>	<b>Computer Systems Technology Courses</b>	<b>Credits</b>
	CST116	Telecommunications
	CST124	An Introduction to Linux
	CST126	Programming with VisualBasic.NET
	<b>General Education Courses</b>	<b>Credits</b>
	CPT113	Introduction to Computer Applications
	MAT120	College Trigonometry
<b>Third Semester</b>	<b>Computer Systems Technology Courses</b>	<b>Credits</b>
	CST211	Network Architecture I
	CST212	Network Architecture II
	CST224	Wireless Networking
	<b>General Education Courses</b>	<b>Credits</b>
	ENG215	Business and Technical Writing
	PSY211	Human Relations
<b>Fourth Semester</b>	<b>Computer Systems Technology Courses</b>	<b>Credits</b>
	CST221	Network Security
	CST231	Network Protocols
	CST244	Introduction to Computer Forensics and Investigations
	<b>General Education Courses</b>	<b>Credits</b>
	PHY108	Survey of Applied Physics
	SPE101	Oral Communication
<b>TOTAL A.A.S. DEGREE CREDITS</b>		<b>60</b>



<b>Diesel, Truck and Heavy Equipment—A.A.S. Degree Curriculum Effective Fall 2011</b>			
<b>First Semester</b>		<b>Diesel, Truck and Heavy Equipment Courses</b>	<b>Credits</b>
	ATH101	Shop Orientation and Safety I: Heavy Equipment/Truck I	1
	ATH113	Heavy Equipment/Truck Braking Systems	3
	ATH163	Heavy Equipment/Truck Steering and Suspension Systems	3
	ATT133	Basic Electrical Systems	3
	ATT135	Advanced Electrical Systems	2
<b>General Education Courses</b>			<b>Credits</b>
	ENG101 <i>or</i> ENG105	College Composition <i>or</i> College Composition with Lab	3 or 3.5
	MAT113 <i>or</i> MAT100	Technical Mathematics I <i>or</i> Mathematical Connections	3 or 4
<b>Second Semester</b>		<b>Diesel, Truck and Heavy Equipment Courses</b>	<b>Credits</b>
	ATH103	Minor Repairs: Heavy Equipment/Truck	2
	ATH121	Heavy Equipment/Truck Drive Trains	4
	ATH171	Troubleshooting Techniques	2
	ATH175	Motor Vehicle Inspection	2
<b>General Education Courses</b>			<b>Credits</b>
	Restricted Elective	Social Science, Humanities, Communications Elective (100 level or higher)	3
	MAT114 <i>or</i> MAT113	Technical Mathematics II <i>or</i> Technical Mathematics I	3
<b>Third Semester</b>		<b>Diesel, Truck and Heavy Equipment Courses</b>	<b>Credits</b>
	ATH131	Diesel Engines (Heavy, Gas)	4
	ATH141	Diesel Fuel Systems	3
	ATH201	Shop Orientation and Safety: Heavy Equipment/Truck II	1
	ATH211	Shop Management: Heavy Equipment/Truck	2
<b>General Education Courses</b>			<b>Credits</b>
	ENG215	Business and Technical Writing	3
	CHE100 <i>or</i> PHY108	Chemistry for Everyday Living <i>or</i> Survey of Applied Physics	4
<b>Fourth Semester</b>		<b>General Education Courses</b>	<b>Credits</b>
	ATH133	Diesel Engine Diagnosis and Tune-up (Heavy, Gas)	3
	ATH151	Hydraulic Systems	3
	ATH223	Area of Specialization: Heavy Equipment/Truck	2
	ATT141	Heating and Air Conditioning	3
<b>General Education Courses</b>			<b>Credits</b>
	SPE101	Oral Communication	3
<b>TOTAL A.A.S. DEGREE CREDITS</b>			<b>65-66.5</b>

<b>Heavy Truck and Equipment Systems—One-Year Certificate Curriculum Effective Fall 2011</b>		
<b>First Semester</b>	<b>Diesel, Truck and Heavy Equipment Courses</b>	<b>Credits</b>
	ATH101	Shop Orientation and Safety I: Heavy Equipment/Truck I
	ATH113	Heavy Equipment/Truck Braking Systems
	ATH163	Heavy Equipment/Truck Steering and Suspension Systems
	ATT133	Basic Electrical Systems
	ATT135	Advanced Electrical Systems
	<b>General Education Courses</b>	
	ENG101 <i>or</i> ENG105	College Composition <i>or</i> College Composition with Lab
	MAT113 <i>or</i> MAT100	Technical Mathematics I <i>or</i> Mathematical Connections
<b>Second Semester</b>	<b>Diesel, Truck and Heavy Equipment Courses</b>	<b>Credits</b>
	ATH103	Minor Repairs: Heavy Equipment/Truck
	ATH121	Heavy Equipment/Truck Drive Trains
	ATH171	Troubleshooting Techniques
	ATH175	Motor Vehicle Inspection
	<b>General Education Courses</b>	
	Restricted Elective	Social Science, Humanities, Communications Elective (100 level or higher)
<b>TOTAL ONE-YEAR CERTIFICATE CREDITS</b>		<b>31-32.5</b>

<b>Liberal Studies – Associate in Arts Degree</b>			
<b>First Semester</b>		<b>Liberal Studies Courses</b>	<b>Credits</b>
	ENG101	College Composition (may substitute ENG105)	3
	SOC101	Introduction to Sociology	3
	Math Elective	Any Math (100 level or higher)	3
	Free Elective	(100 level or higher)	1-3
	Free Elective	(100 level or higher)	3
<b>Second Semester</b>		<b>Liberal Studies Courses</b>	<b>Credits</b>
	ENG112	Introduction to Literature	3
	PSY101	Introduction to Psychology	3
	Communications Elective	Any Communications (100 level or higher)	3
	Math Elective	Any Math (100 level or higher)	3
	Free Elective	(100 level or higher)	3
<b>Third Semester</b>		<b>Liberal Studies Courses</b>	<b>Credits</b>
	Communications Elective	Any Communications (100 level or higher)	3
	Restricted Elective	HIS101 American History Since 1989 <i>or</i> HIS111 World History	3
	Science Elective	Lab Science (100 level or higher)	4
	Free Elective	(100 level or higher)	3
	Free Elective	(100 level or higher)	3
<b>Fourth Semester</b>		<b>Liberal Studies Courses</b>	<b>Credits</b>
	PHI101	Ethics	3
	Social Science Elective	Any Social Science (100 level or higher)	3
	Science Elective	Lab Science (100 level or higher)	4
	Free Elective	(100 level or higher)	3
	Free Elective	(100 level or higher)	3
<b>TOTAL A.A.S. DEGREE CREDITS</b>			<b>60-62</b>

<b>Nursing—A.S. Degree</b>			
<b>Prerequisite Courses</b>			<b>Credits</b>
	BIO121 *	Anatomy and Physiology I	3 *
	BIO124 *	Anatomy and Physiology I Laboratory	1 *
<b>First Semester</b>		<b>Nursing Courses</b>	<b>Credits</b>
	NRG111 #	Dose Calculations	1.5
	NUR105 or NUR291	Foundations of Nursing or <i>Topics in Nursing-RN Role (for advanced placement students – by permission only )</i>	8 or 1
<b>General Education Courses</b>			<b>Credits</b>
	BIO122	Anatomy and Physiology II	3
	BIO126	Anatomy and Physiology II Laboratory	1
	BIO251	Clinical Pharmacology	4
	PSY101	Introduction to Psychology	3
<b>Second Semester</b>		<b>Nursing Course</b>	<b>Credits</b>
	NUR136	Nursing Across the Life Span I	10
<b>General Education Courses</b>			<b>Credits</b>
	ENG101	College Composition (may substitute ENG105)	3
	PSY231	Developmental Psychology	3
<b>Third Semester</b>		<b>Nursing Courses</b>	<b>Credits</b>
	NUR267	Nursing Across the Life Span II	8
	NUR281	Professional Issues I	1
<b>General Education Courses</b>			<b>Credits</b>
	BIO216	General Microbiology	4
	SPE101	Oral Communication	3
<b>Fourth Semester</b>		<b>Nursing Courses</b>	<b>Credits</b>
	NUR270	Nursing Across the Life Span III	8
	NUR282	Professional Issues II	1
<b>General Education Courses</b>			<b>Credits</b>
	Restricted Elective+	Communications, Humanities, Social Science, Math, or Science (100 level or higher)	3
	Restricted Elective+	Communications, Humanities, Social Science, Math, or Science (100 level or higher)	3
<b>TOTAL A.S. DEGREE CREDITS</b>			<b>60.5- 67.5</b>

\* Credits do not count toward degree requirements

# Recommended, but not required: NRG111, Nursing Dosage Calculations

+ Restricted Elective: Refer to the General Education Courses Table

<b>Refrigeration, Air Conditioning and Heating—A.A.S. Degree Refrigeration—One-year Certificate* Curriculum Effective Fall 2011</b>			
<b>First Semester</b>		<b>Technology Courses</b>	<b>Credits</b>
	RAH103*	Refrigeration and Air Conditioning Lab I	2
	RAH113*	Refrigeration Components and Physical Principles	2.5
	RAH123*	Refrigeration Systems and Flow Controls	2.5
	RAH133*	RAH Electricity I	3
<b>General Education Courses</b>			<b>Credit</b>
	ENG101 <i>or</i> *	College Composition <i>or</i>	3 or
	ENG105	College Composition with Lab	3.5
	MAT113 <i>or</i> *	Technical Mathematics <i>or</i>	3 or
	MAT100	Mathematical Connections	4
<b>Second Semester</b>		<b>Technology Courses</b>	<b>Credits</b>
	RAH104*	Refrigeration and Air Conditioning Lab II	2
	RAH138*	RAH Electricity II and Motors	3
	RAH144*	Commercial Refrigeration Systems I	2.5
	RAH147*	Commercial Refrigeration Systems II	2.5
<b>General Education Courses</b>			<b>Credits</b>
	DTG171*	RAH Sketching and Blueprint Reading	2
	MAT114 <i>or</i> *	Technical Mathematics II <i>or</i>	3
	MAT113	Technical Mathematics I	
	SPE101*	Oral Communications	3
<b>Third Semester</b>		<b>Technology Courses</b>	<b>Credits</b>
	RAH203	Refrigeration and Air Conditioning Lab III	2
	RAH234	RAH Controls I	3
	RAH264	Heat Pump Systems	2
	RAH272	Gas Heating Systems	3
<b>General Education Courses</b>			<b>Credits</b>
	ENG215	Business and Technical Writing	3
	PHY108	Survey of Applied Physics	4
<b>Fourth Semester</b>		<b>Technology Courses</b>	<b>Credits</b>
	RAH204	Refrigeration and Air Conditioning Lab IV	2
	RAH237	RAH Controls II and Transformers	3
	RAH283	HVAC Systems I	2.5
	RAH287	HVAC Systems II	2.5
<b>General Education Courses</b>			<b>Credits</b>
	PSY211	Human Relations	3
<b>TOTAL A.A.S. DEGREE CREDITS</b>			<b>64-65.5</b>
<b>TOTAL ONE-YEAR CERTIFICATE</b>			<b>34-35.5</b>

These abbreviations are used in the course descriptions that follow.

ADM	Office Administration	FT	Fire Science Technology
AIB	American Institute of Banking	GEN	General Technology
ART	Art	HIS	History
ATA	Automotive	KOR	Korean Language
ATH	Diesel, Truck and Heavy Equipment	LAE	Introductory English
BCT	Building Construction	LAM	Introductory Mathematics
BIO	Biology	LAS	Introductory Science
BUS	Business Management	MAS	Medical Assisting
CAD	Computer Aided Drafting	MAT	Mathematics
CET	Civil Engineering	MDT	Medical Terminology
CHE	Chemistry	MRT	Medical Radiography
CIM	Computer Integrated Machining	MSL	Military Science – courses through Husson University
CNC	Computer Numeric Control	MUS	Music
COL	College	NRG	Nursing
CPT	Computer	NUR	Nursing
CST	Computer Systems	NUT	Nutrition
CUL	Culinary Arts	OSH	Occupational Safety & Health
DGD	Digital Graphic Design	PED	Education
DTG	Drafting	PHI	Philosophy
ECE	Early Childhood Education	PHY	Physics
ECO	Economics	PRE	Public Relations
EDB	Education - Basic	PSY	Psychology
ELC	Electricians Technology	RAH	Refrigeration Air Conditioning & Heating
ELL	English as a Second Language	SOC	Sociology
EMS	Emergency Medical Services	SPE	Speech
ENG	English	SUR	Surgical Technology
EPT	Electrical and Automation	TCC	Traditional and Contemporary Craft
FAB	Pipe Fabrication	TEL	Telecommunications
FAR	Fine Arts	TTO	Trade and Technical Occupations
FIT	Pipefitting	WEL	Welding

## Military Science/ROTC – Partnership with Husson University

Eastern Maine Community College has begun a partnership with Husson University for students to enroll in Military Science courses offered at the Husson University campus. Students would take all classes listed below at Husson University.

### **MSL 100 Leadership Lab**

**0 Credit**

Available only to students enrolled/contracted in the ROTC program and is taken in conjunction with all military science classes. Cadets develop and improve military leadership skills by participating in hands-on training. This lab includes continuous counseling and periodic evaluations of cadet performance. In case of class conflicts, an alternate leadership lab can be arranged with the permission of the Professor of Military Science. Leadership Lab occurs at various times throughout the academic school year to include evenings and some weekends. (Typically every Tuesday Evening from 6-8 p.m.).

Leadership lab training includes, but is not limited to the following:

- Field Craft Training
- First Aid Training
- Field Training Exercise
- Squad Tactical Exercise
- Team Building

Cadets can expect to be challenged physically and mentally during labs and will be encouraged to participate actively, develop their leadership skills, and hone their values and ethics.

There is no military obligation associate with this course.

### **MSL 101 Foundations of Leadership**

**1 Credit**

Foundations of Leadership introduces students to issues and competencies that are central to a commissioned officer's responsibilities and establishes a framework for understanding officership, leadership, Army values and life skills such as physical fitness and time management.

Foundations of Leadership course material includes, but is not limited to the following:

- Introduction to Army Leadership
- Time Management
- Health and Fitness
- US Military Customs and Courtesies
- Introduction to Map Reading
- Introduction to Tactics

There is no military obligation associated with this course.

**MSL 101 Basic Leadership****1 Credit**

Basic Leadership establishes a foundation of basic leadership fundamentals and continues to build on the framework established by MSL 101.

Basic Leadership course material includes, but is not limited to the following:

- Problem Solving
- Communications
- Fundamentals of Military Briefings
- Goal Settings
- Introduction to Counseling

There is no military obligation associated with this course.

**MSL 201 Individual Leadership Studies****2 Credits**

Individual Leadership Studies students identify successful leadership characteristics through observation of others and through self learning exercises. Cadets are challenged to analyze the actions and leadership styles of others.

Individual Leadership Studies course material includes, but is not limited to the following:

- Transformational Leadership
- Leadership Traits and Behaviors
- Situational Leadership
- Interpersonal Communications
- Adaptive Leadership

There is no military obligation associated with this course.

**MSL 202 Leadership and Teamwork****2 Credits**

Leadership and Teamwork students examine how to build successful teams, various methods for influencing action, effective communication in setting and achieving goals, the importance of timely decision making, and creativity in the problem solving process.

Leadership and Teamwork course material includes, but is not limited to the following:

- Team Goals and Time Management
- Advanced Time Management
- Army Values and Consideration of Others
- Introduction of Troop Leading Procedures
- Introduction to Plans and Orders

There is no military obligation associated with this course.



## 2011-2012 New Courses/Updates

- ART 125 3-Dimensional Design** **3 Credits**  
3-Dimensional Design is an introduction to both sculpture and applied design. This course covers current materials and methods used to create 3-dimensional forms. Abstract 3-dimensional concepts as they relate to the creative process will also be studied. Students will be expected to fabricate, evaluate and verbally discuss assignments and examples of these concepts, as well as understand the principles of organizing form and space and the processes and concepts of 3-dimensional design. Assignments will also involve practical considerations of structure, materials, and craftsmanship. This course is taught through hands-on projects, lectures, critiques and class discussions. Trips to local museums and galleries augment class work (2 lec, 2 lab)
- ATA 105 Automotive Minor Repairs** **2 Credits**  
Course description and prerequisites remain the same. (60 hr)
- ATA 122 Manual Transmissions and Transaxles** **3 Credits**  
Course description and prerequisites remain the same. (80 hr)
- ATA 123 Automatic Transmissions and Transaxles** **4 Credits**  
Course description and prerequisites remain the same. (100 hr)
- ATT 135 Advanced Electrical** **2 Credits**  
**Prerequisites:** ATA 101, ATT 131 or by permission
- EDB 231 Behavioral Health Professional** **3 Credits**  
Designed to give students the competencies to provide in-home services to children and families with developmental disabilities. Principles of behavior, trauma, treatment planning and family functions will be emphasized. Instructional strategies for teaching children behavioral skills and utilizing community resources to assist children and families will be included. First Aid and CPR certificate level instruction is delivered within the course. Students who complete the course with a C or better will earn a Behavioral Health Professional certificate (3 lec, 0 lab)
- ELC 151 Electrical Controls I** **3 Credits**  
**Prerequisite or Co-Requisite:** ELC 111
- ELC 152 Electrical Controls II** **3 Credits**  
**Prerequisite:** ELC 151 with a grade of C or better
- ELC 171 Electrical Blueprint Reading** **3 Credits**  
**Prerequisite or Co-Requisite:** ELC 111
- ENG 222 True Crime** **3 Credits**  
Examines historic and contemporary accounts of criminal activity. Students will discuss such issues as the cultural influences on the crimes themselves and on the creation and reception of the accounts. In cases where these works have

inspired--or even attained the status of--"literature", students will also consider the ways that the practices of fiction and nonfiction diverge or intersect. (3 lec, 0 lab) **Prerequisite: ENG101 with grade of C or better**

**ENG 241 Introduction to Drama****3 Credits**

Explores plays from a variety of historical periods, analyzing such issues as their cultural contexts and possibilities for interpretation. Students will read, discuss, write about, and perform selected works. **Writing Intensive** (3 lec, 0 lab) **Prerequisite: ENG 101 or 105 with a C or better**

**FIT 241 Pipefitting Safety & Salvage Operations****1 Credit****Prerequisite: FIT 235 or Department Permission****FIT 243 Pipe Hanger Systems & Light Rigging Practices****1 Credit**

Offers students the opportunity to develop skills in light rigging practices common to pipefitting for erection and demolition of piping systems. Ladders and staging for above-ground work will be introduced and material handling activities related to pipe and components will be performed. Pipe hanger and support systems will also be examined. **Prerequisite: FIT 241**

**LAE 042 Supported Study in Early Childhood and Education****1 Credit**

Helps students build skills in reading, writing, research and critical thinking in the fields of Early Childhood and Education. Introduces students to relevant vocabulary and concepts and provides assistance with assignment procedures. Supports students in acquiring the skills necessary to be successful with college level work. (1 lec, 0 lab)

**MAT 227 Calculus III****4 Credits**

Topics include vector-valued functions, partial derivatives, multiple integrals, and the integration theorems of Green and Stokes. (4 lec, 0 lab) **Prerequisite: MAT 226 with a C or better**

**MAT 235 Elementary Differential Equations****3 Credits**

An introduction to ordinary differential equations including first order differential equations, linear equations of higher order, power series methods, LaPlace transform, and applications. (3 lec, 0 lab) **Prerequisite: MAT 227 with a C or better**

**MRT 164 Advanced Clinical Education II****1 Credit**

Provides supplementary clinical experience to motivated first-year radiography students as they begin taking a more active role in radiographic procedures. **This course may be taken multiple times for credit.** (0 lec, 4 lab) **Prerequisites: MRT111, MRT117, MRT121, MRT151, MRT161; Co-requisite: MRT162 or MRT163**

**MRT 264 Advanced Clinical Education V****1 Credit**

Provides supplementary clinical experience to motivated second-year radiography students as they work on skill refinement of routine procedures and radiography of the atypical patient. **This course may be taken multiple times**

**for credit.** (0 lec, 4 lab) **MRT211, MRT219, MRT251, MRT 255, MRT261; Co-requisite: MRT262 or MRT265**

### **OSH 101 Occupational Safety & Health Standards for the Construction Industry** **2 Credits**

Introduces students to the U.S. Department of Labor and the Occupational Safety & Health Administration. OSHA Standards for the Construction Industry will be examined with an emphasis on hazard identification, avoidance, control and prevention. Students will have the opportunity to be issued OSHA thirty-hour course completion cards for Construction Industry Standards upon successfully completing hourly and course requirements. (2 lec, 0 lab)

### **RAH 138 RAH Electricity II and Motors** **3 Credits**

Surveys AC Circuits for refrigeration, air conditioning and heating systems and the operation, installation and troubleshooting of the following devices: AC single and three-phase motors, and motor starting components, temperature and pressure controls. Additional topics include wire and conduit-sizing and over current protection devices. 15-Week Course (3 lec, 1 lab) **Prerequisite: RAH133**

### **RAH 234 RAH Controls I** **3 Credits**

Explores controls, diagrams, and circuits found in HVAC and Refrigeration applications. Topics include flame safeguard controls, motor protection, and other electronic control devices. 15-Week Course (3 lec, 1 lab) **Prerequisite: RAH138**

### **RAH 237 RAH Controls II and Transformers** **3 Credits**

Studies the construction and operation of HVAC and Refrigeration control systems and transformers. Students develop diagrams, wire and operate laboratory projects using electrical and electronic controls. 15-Week Course (2 lec, 2 lab) **Prerequisite: RAH234**

### **RAH 272 Gas Heating Systems** **3 Credits**

Focuses on the installation and servicing of gas-fired boilers and furnaces. This course includes the National Propane Gas Association CETP modules to meet education requirements for State of Maine propane and natural gas licenses. 9-week course (8 lec, 0 lab) **Prerequisite: RAH 264**

### **SPE 101 Oral Communication** **3 Credits**

An experiential learning class in which students learn how to be effective public speakers. Topics include audience identification, topic development, purpose recognition, delivery, outlining and use of notecards, use of props/visuals/technology, overcoming public speaking fears, and the importance of non-verbal communication and signals. (3 lec, 0 lab)

**2011-2012 Academic Calendar**

Aug, 23,24,25	Faculty Development Day (10 a.m.-2 p.m.)
29	First Day of Classes
September 5	Labor Day – No Classes
6	Add/Drop Ends
October 7	Fall Break – No Classes
7	Early Warnings
10	Columbus Day – Classes in Session
19	Harvest Day-alternative instruction & community service
21	Withdrawal Ends
November 11	Veterans Day – Staff Holiday – No Classes
23-25	Thanksgiving Break-No Classes
December 14	Day Classes End
15-16	Final Exams (Day Classes)
16	Evening Classes End
January 9	Medical Radiography Classes Start
12	Faculty Development Day (9 a.m.-5 p.m.)
16	Martin Luther King Day – No Classes
17	Classes Start
24	Add/Drop Ends
February 20	February Break Begins
27	Classes Resume
March 2	Early Warnings
16	Withdrawal Ends
April 2	Spring Break Begins
9	Classes Resume
16	Patriots Day—Classes in Session
24	Tech Day—alternative instruction & community service
May 9	Classes End
10-11	Final Exams (Day Classes)
11	Evening Classes End
11	Nursing Pinning Ceremony
12	Commencement
14	Medical Radiography Clinical Starts
14	Summer Session I (May Term) begins
16	Faculty Development Day (10 a.m.-2 p.m.)
28	Memorial Day – No Classes
June 4	Summer Session II begins
15	Medical Radiography MRT265 Clinical Ends
29	Medical Radiography MRT163 Clinical Ends
July 4	Independence Day – No Classes