



Eastern Maine
Community College

Great College. Smart Choice.



College Catalog

2022 - 2023



Eastern Maine Community College
Bangor, East Millinocket, Dover-Foxcroft

Eastern Maine Community College provides the highest quality post-secondary technical, career, and transfer education, while serving as a community and economic development resource.

Purpose Statements

To achieve this mission, Eastern Maine Community College

- provides access to affordable technical, career and transfer education.
- awards Associate in Applied Science, Associate in Science, Associate in Arts Degrees; Advanced Certificates; and Certificates for credit instruction.
- offers non-credit, customized courses and programs.
- offers post-secondary programs leading to employment in technical and other career fields.
- provides opportunities for transfer to other post-secondary institutions.
- customizes and provides short-term education and training opportunities for Maine's employers.
- promotes an evidenced-based, decision-making model to implement strategic interventions aimed at improving student success.
- encourages citizenship, leadership, ethical decision-making, and reliable problem solving and offers courses, activities and student services that reinforce those qualities.
- offers skill development in research, writing, reading, and critical thinking needed for continuous learning required in the modern world of work.
- fosters personal and professional development of all employees.
- engages proactively in partnerships with the communities and businesses served by the college.

A MESSAGE FROM THE PRESIDENT ON BEHALF OF THE COLLEGE COMMUNITY

Welcome to Eastern Maine Community College! EMCC is a dynamic community resource, and we strive to provide the highest quality career, technical, and transfer education. We are excited to help you fulfill your personal and educational goals, and our staff is prepared to support you on every step of your journey.

EMCC is a special place that has graduated thousands of citizens who are rooted in our community and contributing to the region's economic welfare. With more than thirty degree, certificate, and short-term training programs, we're bound to offer a program that fits your interests and needs. Check our website out, and then contact us to discuss the possibilities.

We are particularly proud of the student support services we offer to all learners. Our Student Success Center is the hub for academic support, student activities and engagement, and leadership, and our Center for Learning Engineering fosters an environment of creativity where learners can explore, play, and innovate. We empower our learners and urge them to take risks.

EMCC's faculty and staff have one priority – you. That's why we spent countless hours working with industry partners to ensure that we deliver the most up-to-date programs possible, and that's why we make ourselves available to listen and answer your questions. You are the reason we exist, and your success is our success.

Liz Russell
President

Table of Contents

GENERAL INFORMATION	8
NOTICE OF NONDISCRIMINATION	8
ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES.....	8
CORRESPONDENCE	9
ACADEMIC PROGRAMS.....	11
HISTORY.....	12
MORE ABOUT THE EASTERN MAINE COMMUNITY COLLEGE EXPERIENCE	12
OFF-CAMPUS CENTERS	13
PHILOSOPHY.....	13
MISSION OF THE MAINE COMMUNITY COLLEGE SYSTEM.....	13
ACCREDITATION	13
HARASSMENT/SEXUAL HARASSMENT/NONDISCRIMINATION POLICY	15
ADMISSIONS INFORMATION	16
ADMISSION POLICY	16
APPLICATION PROCEDURES.....	16
CRIMINAL BACKGROUND SCREENING	17
SPECIAL CONDITIONS OF ADMISSION, ENROLLMENT, AND PARTICIPATION.....	18
SELECTION CRITERIA	20
ADMISSIONS CATEGORIES	20
ACCEPTANCE PROCEDURES	21
APPLICATION FOR READMISSION	21
DEFERRED ADMISSION.....	22
TRANSFER CREDIT TO EASTERN MAINE COMMUNITY COLLEGE	22
NEW ENGLAND REGIONAL STUDENT PROGRAM	23
FINANCIAL INFORMATION.....	23
TUITION, ROOM AND BOARD	23
PARKING/VEHICLE REGULATIONS.....	23
BOOKS AND SUPPLIES	24
FEES	24
MAINE RESIDENCY	27
PAYMENT OF COSTS.....	28
DEPOSITS.....	29
STUDENT BILL ADJUSTMENT POLICY	29
BILL ADJUSTMENT SCHEDULE FOR STUDENTS ENROLLED IN CREDIT STUDY (TUITION, ROOM AND BOARD, COMPREHENSIVE FEES, SERVICE FEES, AND TECHNOLOGY FEES).	29
FINANCIAL AID INFORMATION	32
FINANCIAL AID APPLICATION PROCESS	32
TYPES OF FINANCIAL ASSISTANCE.....	32
VETERANS' BENEFITS	33
NATIVE AMERICAN TUITION WAIVER	34
WITHDRAWAL FROM EMCC AND FINANCIAL AID ADJUSTMENTS	34
STUDENT SERVICES INFORMATION	36
COLLEGE STORE.....	Error! Bookmark not defined.
COMPUTER LABORATORIES	Error! Bookmark not defined.

LIBRARY	36
OUTPATIENT HEALTH SERVICES	37
COUNSELING SERVICES	Error! Bookmark not defined.
CARE TEAM	Error! Bookmark not defined.
CAREER COUNSELING	39
RECREATION AND GYM USAGE	Error! Bookmark not defined.
RESIDENCE HALLS	40
CAMPUS DINING	40
STUDENT SUCCESS CENTER	40
STUDENT SENATE	41
SUPPORT SERVICES FOR STUDENTS WITH DISABILITIES	41
TRIO STUDENT SUPPORT SERVICES PROGRAM	41
TUTORING	Error! Bookmark not defined.
STUDENT CODE OF CONDUCT	41
RIGHT TO PRIVACY	41
ACADEMIC INFORMATION	44
ACADEMIC HONESTY	44
APPEALS PROCESS	44
ACADEMIC ADVISORS	44
FULL-TIME/PART-TIME STUDENT STATUS	44
MATRICULATED STATUS	44
MAXIMUM COURSE LOAD	44
GRADING SYSTEM	46
AUDIT	46
GRADE POINT AVERAGE	47
PRESIDENT'S LIST	47
DEAN'S LIST	47
HONORABLE MENTION LIST	47
ACADEMIC PROBATION	47
ACADEMIC DISMISSAL	48
MID-SEMESTER GRADES/ACADEMIC WARNINGS	48
GRADE REPORTS	48
TRANSCRIPT OF ACADEMIC RECORD	49
ADDRESS and NAME CHANGE	49
EXPUNGING RECORDS	49
TRANSFER OF CREDIT FROM EASTERN MAINE COMMUNITY COLLEGE TO OTHER COLLEGES AND UNIVERSITIES	49
PRIOR LEARNING ASSESSMENT	50
ATTENDANCE, ABSENCES	50
REPEATING A COURSE	50
ADD/DROP AND COURSE WITHDRAWAL	51
SATISFYING PROGRAM REQUIREMENTS	51
GRADUATION	51
CHANGE IN PROGRAM/LEVEL	52
BREAK IN ENROLLMENT	52
WITHDRAWAL FROM THE COLLEGE	52
READMISSION AFTER DISMISSAL OR WITHDRAWAL	53

LEAVE OF ABSENCE	53
STUDENTS CALLED TO ACTIVE MILITARY SERVICE	53
PHI THETA KAPPA INTERNATIONAL HONOR SOCIETY	53
STUDENT EXCHANGE EXPERIENCES	54
COMPUTER USE POLICY	54
APPLICATION	54
GENERAL RULES	54
EMCC CENTER FOR BUSINESS SERVICES	56
SERVICES	56
ACADEMIC PROGRAMS	Error! Bookmark not defined.
ESSENTIAL LEARNING OUTCOMES	Error! Bookmark not defined.
GENERAL EDUCATION COURSES BY CATEGORY	Error! Bookmark not defined.
AUTOMOTIVE TECHNOLOGY	58
BUILDING CONSTRUCTION TECHNOLOGY	62
BUSINESS MANAGEMENT – TRANSFER OPTION	65
BUSINESS MANAGEMENT – CAREER OPTION	67
BUSINESS MANAGEMENT – SMALL BUSINESS DEVELOPMENT	69
CAREER STUDIES	70
COMMUNITY PARAMEDICINE	72
COMPUTER TECHNOLOGY	73
CRIMINAL JUSTICE	78
CULINARY ARTS	81
CULINARY ARTS – FOOD SERVICE SPECIALIST	83
DIESEL, TRUCK AND HEAVY EQUIPMENT TECHNOLOGY	85
HEAVY TRUCK AND EQUIPMENT SYSTEMS	87
DIGITAL GRAPHIC DESIGN	88
EARLY CHILDHOOD EDUCATION	91
EDUCATION FOR CAREER AND TECHNICAL EDUCATORS	94
EDUCATION –ELEMENTARY EDUCATION (K-8) OPTION	95
EDUCATION –	97
SECONDARY EDUCATION (7-12) OPTION	97
EDUCATION –	99
EXPERIENTIAL EDUCATION	99
ELECTRICAL AND AUTOMATION TECHNOLOGY	101
ELECTRICIANS TECHNOLOGY	103
EMERGENCY MEDICAL SERVICES	105
FINE WOODWORKING AND CABINET MAKING	109
FIRE SCIENCE TECHNOLOGY	111
HOSPITALITY AND TOURISM MANAGEMENT	116
HUMAN SERVICES	119
SUBSTANCE ABUSE REHABILITATION TECHNICIAN	121
LIBERAL STUDIES	122
MEDICAL ASSISTANT TECHNOLOGY	125

MEDICAL OFFICE TECHNOLOGY.....	127
MEDICAL OFFICE TECHNOLOGY – ADVANCED CERTIFICATE IN MEDICAL CODING.....	129
MEDICAL OFFICE TECHNOLOGY – COMPUTER APPLICATIONS SPECIALIST CERTIFICATE.....	130
MEDICAL OFFICE TECHNOLOGY – HEALTH CARE SECRETARY CERTIFICATE	131
MEDICAL RADIOGRAPHY	132
NURSING	135
PLUMBING TECHNOLOGY	138
REFRIGERATION, AIR CONDITIONING AND HEATING TECHNOLOGY	139
RESTAURANT AND FOOD SERVICE MANAGEMENT.....	142
SURGICAL TECHNOLOGY.....	144
TRADE AND TECHNICAL OCCUPATIONS	146
WELDING TECHNOLOGY	147
COURSE DESCRIPTIONS	152
GOVERNANCE	Error! Bookmark not defined.
EMERITUS APPOINTMENTS	Error! Bookmark not defined.
FULL-TIME FACULTY.....	206
ADJUNCT FACULTY.....	213
STAFF MEMBERS.....	219

GENERAL INFORMATION

NOTICE OF NONDISCRIMINATION

Eastern Maine Community College does not discriminate as prescribed by federal and/or state law on the basis of race, color, religion, national origin, sex, sexual orientation including gender identity or expression, age, genetic information, disability, marital, parental or Vietnam era veteran status in specified programs and activities. Inquiries about the College's compliance with, and policies that prohibit discrimination on, these bases may be directed to: Affirmative Action Officer, Maine Hall, Room 140, 354 Hogan Road, Bangor, Maine 04401, telephone number 207-974-4637, voice/TDD 207-974-4658, fax number 207-974-4888, e-mail at dadams@emcc.edu, internet at www.emcc.edu.

United States Department of Education Office for Civil Rights, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921, telephone 617-289-0111, TTY/TDD 800-877-8339, fax 617-289-0150, e-mail OCR.Boston@ed.gov, internet at <http://www2.ed.gov/about/offices/list/ocr/index.html>.

Maine Human Rights Commission (MHRC), 51 State House Station, Augusta, ME 04333-0051, telephone 207-624-6050, TTY/TTD 207-624-6064, fax 207-624-6063, <http://www.maine.gov/mhrc/> and/or Equal Employment Opportunity Commission, 475 Government Center, Boston, MA 02203, telephone 617-565-3200 or 1-800-669-4000, TTY 617-565-3204 or 1-800-669-6820, fax 617-565-3196, internet <http://www.eeoc.gov/>.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES:

EMCC provides reasonable accommodations for students with documented disabilities in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. If you need accommodations due to a disability, please contact the Accessibility Services Coordinator as soon as possible at ACCESS@emcc.edu or by phone at 207-974-4868. The Accessibility Services Office is located in Maine Hall, Room 123, across from the Student Success Center.

Email addresses for commonly used services:

Accessibility Services – access@emcc.edu

Advising – advising@emcc.edu

Personal Counseling – counseling@emcc.edu

Tutoring – tutoring@emcc.edu

TRIO – trio@emcc.edu

Student Success/Peer Mentors

– success@emcc.edu

Brightspace Help- BrightspaceHelp@emcc.edu

IT Support- HelpDesk@emcc.edu

Food Pantry/EMCC Co-Op:

FoodPantry@emcc.edu

Student Engagement- life@emcc.edu

Residence Life - life@emcc.edu

Reserve Clause

Eastern Maine Community College reserves the right to change any provisions, regulations, policies, procedures, costs, or requirements set forth herein and the right to withdraw or amend any services as may be required or desirable by circumstances.

CORRESPONDENCE

Inquiries should be directed to the appropriate officers of the College.

At Eastern Maine Community College, email addresses are configured as follows:

Employee'sFirstInitialEmployee'sLastName@emcc.edu

Example: Elizabeth Russell, President = erussell@emcc.edu

Eastern Maine Community College
354 Hogan Road
Bangor, ME 04401

Telephone: 1-207-974-4600
In Maine: 1-800-286-9357
www.emcc.edu

Academic Affairs.....	Jane Loxterkamp, Interim Vice President of Academic Affairs
Automotive Technology	Chris Davis, Chair
Building Construction Technology.....	Armand Auclair, Chair
Business/Hospitality Management	Mark Janicki, Chair
Computer Technology	Kathy Crise, Chair
Criminal Justice	Cornel Plebani, Chair
Culinary Arts	Nathan Scott, Chair
Diesel, Truck and Heavy Equipment Technology	Lowell Gardner, Chair
Digital Graphic Design	Heather Magee, Chair
Early Childhood Education	Megan London, Chair
Education.....	Megan London, Chair
Electrical and Automation Technology	Rick Reardon, Chair
Electricians Technology	Rick Reardon, Chair
Emergency Medical Services	Aiden Koplovsky, Chair
English	Lesley Gillis, Chair
Fine Woodworking and Cabinet Making	Armand Auclair, Chair
Fire Science Technology	Christopher Easton, Chair
Human Services	Megan London, Co-Chairs
Liberal Studies	Robb Freeman, Lesley Gillis, Jeff Melmed, Tri-Chairs
Math/Science	Jeff Melmed, Chair
Medical Assistant Technology	Barbara Marchelletta, Chair
Medical Office Technology	Kim Campbell, Chair
Medical Radiography.....	Heather Merrill, Chair
Nursing	Pilar Burmeister, Chair
Plumbing Technology	Wayne Jackson, Chair
Refrigeration, Air Conditioning and Heating Technology.....	Rick Gomm, Chair
Social Science	Robb Freeman, Chair
Surgical Technology.....	Tisha Clark, Chair
Welding Technology	Roland Clukey, Chair

Accessibility Services	Liz Daigle, Accessibility Services Coordinator
Admissions.....	Stacy Green, Director of Admissions
Advising.....	Lauren Quinn, Director of Advising
Advancement.....	Hannah Young, VP of Institutional Advancement
Affirmative Action.....	Dusty Packard-Adams, Director of Human Resources
College Store.....	Sarai Blake, Manager
Counseling Services	Salena King, Counselor
Facilities Management.....	Brad Chesson, Director of Facilities and Operations
Financial Aid.....	Candace Ward, Director of Financial Aid
General Administrative Matters	Terri Adam, President's Office
Immunizations	Nancy Burns, Administrative Secretary
Information Technology	Michael Campbell, Director of IT Infrastructure
Institutional Research.....	Kelsey Gilbert, Director of Institutional Research
Library Services	William Cook, Librarian
Non-credit, Badging	Susan Cerini, Dean of Workforce and Professional Solutions
Off-Campus Centers	
East Millinocket Center	Debora Rountree, Associate Academic Dean for Higher Ed Centers
One Industrial Drive	
East Millinocket, ME 04430	
207-746-5741 • 1-800-498-8200 (in Maine)	
207-667-3897 • 1-800-696-2540 (in Maine)	
Penquis Higher Education Center	Debora Rountree, Associate Dean
50 Mayo Street	
Dover-Foxcroft, ME 04426	
207-564-2942 • 1-800-590-2942 (in Maine)	
Residential Life	Kris Kelley, Director of Student Engagement and Residential Life
Room Reservations and Rental.....	Cheryl Fox-Briggs, Administrative Specialist III
Safety and Security	Jodie Fairbank, Director of Campus Safety
Student Billing	Melissa Boyan, Business Office Manager
Student Data	Hope Holyoke, Acting Registrar
Student Services	Elizabeth True, Vice President of Student Affairs
Student Success Center	Elizabeth True, Vice President of Student Affairs
Student Registration.....	Caitlin Elkins, Administrative Specialist III
Transcripts	Hope Holyoke, Acting Registrar
Veteran Affairs	Candace Ward, Director of Financial Aid
Workforce and Professional Solutions	Susan Cerini, Dean of Workforce and Professional Solutions

ACADEMIC PROGRAMS

	Associate in Arts	Associate in Science	Associate in Applied Science	Certificate	Advanced Certificate
Automotive Technology			•	•	
Building Construction Technology			•	•	
Business Management – Transfer Option			•		
Business Management – Career Option			•		
Business Management – Small Business Development				•	
Career Studies			•		
Community Paramedicine					•
Computer Technology – Coding Option			•	•	•
Computer Technology – Networking			•		
Computer Technology – Computer Repair Technology				•	
Criminal Justice			•		
Criminal Justice -- Corrections				•	
Culinary Arts			•		
Culinary Arts – Food Service Specialist				•	
Diesel, Truck and Heavy Equipment Technology			•	•	
Digital Graphic Design			•	•	
Early Childhood Education			•	•	
Education—Elementary Education (K-8) Option			•		
Education-Career and Technical					•
Experiential Education					•
Education – Secondary Education (7-12) Option			•		
Electrical and Automation Technology			•		
Electricians Technology				•	
Emergency Medical Services			•	•	
Fine Woodworking and Cabinet Making			•	•	
Fire Science Technology			•	•	
Hospitality and Tourism Management			•	•	
Human Services			•	•	
Human Services – Substance Abuse Rehabilitation Technician				•	
Liberal Studies	•				
Medical Assistant Technology			•	•	
Medical Office Technology			•		
Medical Office Technology – Computer Applications				•	
Medical Office Technology – Health Care Secretary				•	
Medical Radiography		•			
Nursing		•			
Plumbing Technology				•	
Refrigeration, Air Conditioning and Heating Technology			•	•	
Restaurant and Food Service Management			•		
Surgical Technology			•		
Trade and Technical Occupations			•		
Welding Technology			•	•	

HISTORY

Eastern Maine Community College, formerly Eastern Maine Technical College (EMTC) and Eastern Maine Vocational Technical Institute (EMVTI), was established in 1966 by the Maine State Legislature, under the authority of the State Board of Education. In 1968 the College moved from temporary quarters in downtown Bangor to open farmland on Hogan Road, which is now adjacent to the Bangor Mall district, which includes a multi-cinema complex, shopping opportunities, and many established eateries.

In 1986 the 112th Legislature created a board of trustees to govern all campuses of the System. The name of the College changed from “Technical” to “Community” on July 1, 2003, to more accurately reflect its purpose. The College prepares students for various pathways, including starting their career, furthering their education, or updating their skills.

Today, Eastern Maine Community College offers Certificates, Associate in Applied Science degrees, Associate in Science Degrees, Associate in Arts degrees, and Advanced Certificates in more than 30 technologies, liberal studies, and other areas of study. Eastern Maine Community College prepares technicians and skilled workers for careers in mechanical, engineering and construction industries, allied health professions, business occupations, and education. Programs of study are developed in cooperation with experts currently working in representative areas of technology. Short-term and specialized training and re-training courses are also available to business, industry, and the community. Approximate enrollment is 1,250 full-time and 1,400 part-time students, with 61 full-time and approximately 100 adjunct instructors.

MORE ABOUT THE EASTERN MAINE COMMUNITY COLLEGE EXPERIENCE

Sports, musical events, theaters, shopping and outdoor recreational activities fill and surround Bangor, home of Eastern Maine Community College. With a population under 35,000, Bangor offers all of the amenities of a larger city yet provides the safe, peaceful charm of a smaller Maine town.

Within one hour’s drive of the spacious Bangor campus, you’ll find Acadia National Park, the only national park in the northeastern United States; Mt. Katahdin--known for its challenging hiking trails; and nearby access to the world through Bangor International Airport. Maine’s scenic rivers and lakes provide abundant opportunities for white water rafting, kayaking, fishing, and canoeing. You can experience the thrill of big mountain skiing by traveling two hours to Sugarloaf/USA, or you can spend a relaxing day snowboarding at Hermon Mountain--just 15 minutes away.

The City of Bangor boasts the nation’s oldest community orchestra, a children’s museum, professional theatre company, a civic center and auditorium and several specialty shops and fine eateries. Bangor is the host of the Waterfront Concert series. The Bangor State Fair and the downtown Art Show are annual events that can’t be missed.

Eastern Maine Community College is fortunate to have partnerships and articulation agreements with other educational institutions in the region and beyond. These agreements allow for seamless transfer opportunities for students continuing their education. A list of articulation agreements can also be found at <http://www.emcc.edu/beyond-emcc/transfer-agreements/>.

In addition, three distinct programs are offered to area high school students providing them an opportunity to earn college credits while still enrolled in high school. Additional information can be found at [Concurrent Enrollment - EMCC](#).

The main campus of Eastern Maine Community College is located on a 72-acre parcel of land on the Hogan Road in Bangor. Off-campus centers are located at the heart of the communities they serve. Our small size and small classes contribute to an atmosphere in which faculty and students develop friendships and professional alliances that mutually enrich their lives for years to come.

OFF-CAMPUS CENTERS

Eastern Maine Community College has off-campus centers located in Dover-Foxcroft and East Millinocket. At these centers, individuals can enroll in credit courses and, in some cases, complete most coursework toward an associate degree or certificate. Professional staff is available to assist with academic advising, financial aid, career counseling, placement testing, and course registration. Non-credit courses are also offered at the Centers.

PHILOSOPHY

Eastern Maine Community College is dedicated to providing all students with a well-balanced education focused on problem solving, decision-making, communications, social understanding, computer applications, mathematics and science. Liberal arts courses are required of all programs to form the foundation for lifelong learning. Technology programs include concentrated studies in both technical theory and application in the area of specialization. Programs and student support services are designed to develop leadership skills, personal responsibility, teamwork and appreciation of the complex problems faced by a changing society.

MISSION OF THE MAINE COMMUNITY COLLEGE SYSTEM

The basic mission of the Maine Community College System is to provide associate degree and certificate programs directed at the educational, occupational, technical and transfer needs of the State's citizens and the workforce needs of the State's employers.

The primary goals of post-secondary technical education and the Maine Community College System are to create an educated, skilled and adaptable labor force which is responsive to the changing needs of the economy of the State and to promote local, regional and statewide economic development.

ACCREDITATION

Eastern Maine Community College is a publicly supported post-secondary institution, fully accredited by the New England Commission of Higher Education, which is the primary accrediting agency for schools and colleges in the New England states.

New England Commission of Higher Education
301 Edgewater Place, Ste. 210, Wakefield, MA 04880
Phone : 781-271-0022
www.neche.org

The Automotive Technology program is accredited by the National Automotive Technicians Education Foundation (NATEF), a division of ASE, as a Master Automotive program in all eight areas of automotive accreditation.

National Automotive Technicians Education Foundation
101 Blue Seal Drive, S.E. Suite 101, Leesburg, VA 20175
Phone: 703-669-6650
<http://www.natef.org>

The Emergency Medical Services program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs,
25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763
Phone: 727-210-2350
www.caahep.org

Commission on Accreditation of Education Programs for the
Emergency Medical Services Professions (CoAEMSP)
8301 Lakeview Parkway, Suite 111-312, Rowlett, TX 75088
Phone: 214-703-8445
FAX: 214-703-8992
www.coaemsp.org

The Medical Assistant Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
9355-113th St. N, #7709
Seminole, FL 33775
P: 727-210-2350
F: 727-210-2354
Email: mail@caahep.org

The Medical Radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182
Phone: 1-312-704-5300
www.jrcert.org

The Nursing program is approved by the Maine State Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN).

Maine State Board of Nursing
161 Capitol St., 158 State House Station
Augusta, Maine, 04333-0158
Phone: 207-287-1133, Fax: 207-287-1149
www.maine.gov/boardofnursing/

Accreditation Commission for Education in Nursing, Inc. (ACEN)
3343 Peach Tree Rd NE, Suite 850, Atlanta, GA 30326
Phone 404-975-5000, Fax 404-975-5020
www.acenursing.org

The ACEN accreditation is from 2020-2028

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of Surgical Technology and Surgical Assisting (ARC-STSA).

Commission on Accreditation of Allied Health Education Programs
25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763
Phone 727-210-2350, Fax 727-210-2354
www.caahep.org

The Welding Technology program is certified as a S.E.N.S.E. program (Schools Excelling through National Skills Education) and Educational member through:

American Welding Society
8669 NW 36 Street, Ste. #130, Miami, FL 33166-6672
Phone: 1-305-443-9353 or 1-800-443-9353
<http://www.aws.org>

HARASSMENT/SEXUAL HARASSMENT/NONDISCRIMINATION POLICY

Eastern Maine Community College has zero tolerance for any forms of harassment or discrimination of our students, employees or visitors. The College recognizes the dignity and the right of individuals to work, learn, play and live in an environment free of harassment and discrimination. If you feel you have been or are being harassed, contact Dusty Adams, Affirmative Action Officer, by phone at 207-974-4637, or by e-mail at dadams@emcc.edu. The Affirmative Action Officer is located in Room 140 Maine Hall. She will listen to your concerns, explain your rights, and assist you through the grievance process. To the extent possible, the confidentiality of complaints will be protected. College policy prohibits retaliation or retribution against someone reporting harassment, sexual harassment, or discrimination. Additionally, you may file complaints with the Maine Human Rights Commission or the United States Department of Education, Office of Civil Rights.

See Student Handbook for more information. The Student Handbook can be found on the College's website, www.emcc.edu.

ADMISSIONS INFORMATION

ADMISSION POLICY

Eastern Maine Community College requires applicants to have earned a high school diploma or state high school equivalency certificate (GED or HiSET). In addition, applicants must meet all program-specific requirements. The College maintains a “rolling admissions” policy for all programs, allowing candidates to apply and be considered for acceptance until the programs are filled with qualified students.

APPLICATION PROCEDURES

Timeline: Although applications for admission may be submitted no earlier than one year prior to the starting date of the program, applicants are advised to apply early because of strict enrollment capacities and competition for programs.

Applications received within fourteen (14) calendar days of the official start of each semester may be reviewed for the next available term. Limited exceptions may be made for certain programs at the discretion of the College.

Requirements: Applications will be evaluated after the Admissions Office has received the following information:

1. Completed “Application for Admission”
2. Official high school and/or adult education transcript(s) for all years attended sent directly from the high school/adult education provider.
3. GED or HiSET test results (if applicable) sent directly from the Department of Education in the state issuing the test. GED and HiSET results from Maine can be requested at <https://www.diplomasender.com/>.
4. Transcript(s) of all previous college work sent directly from each institution attended regardless of whether transfer credit is being sought. Applicants must disclose all prior colleges attended. Failure to furnish all information on past education may constitute adequate reason for disqualification of your acceptance or subsequent dismissal from the College as well as possible retraction or denial of financial aid funds.
5. Preadmission test results for applicants to the Medical Radiography and Nursing programs. Students seeking admission to the Medical Radiography program are required to take the HESI A2 Exam at a cost of \$50. Students seeking admission to the Nursing program are required to take a pre-admission test TBD prior to September 1. Pre-admission testing may also be required for other programs at the discretion of the Admissions Committee. Testing for these programs takes place several times throughout the year. Dates vary.
6. Program-specific questionnaires may be required for selected Medical Radiography, Nursing, and Surgical Technology applicants, or for other programs at the discretion of the Admissions Committee.

International Applicants: Eastern Maine Community College is authorized under federal law to enroll non-immigrant students. Applicants who are citizens of countries other than the United States are expected to submit the same credentials as other applicants, including transcripts of courses taken and examination results. If the documents are not in English, they must be accompanied by an English translation certified by a recognized agency that specializes in evaluation of foreign educational documents. EMCC recommends World Educational Services to obtain an international educational

credential evaluation. E-mail: info@wes.org, Bowling Green Station, PO Box 5087, New York, NY 10274-5087. If English is not the applicant's native language, EMCC requires a Test of English as a Foreign Language (TOEFL) score of 530 paper/197 computer based/71 Internet based (iBT). International students are encouraged to apply for admission and supply all required documentation prior to July 1 for fall enrollment and prior to November 1 for spring enrollment. Once accepted into a program of study, an I-20 document will be prepared for the international student. This document will allow an international student to interview for their student visa. International students attending Eastern Maine Community College may arrive in the United States up to thirty days prior to, and no later than, the start of semester classes.

Homeschooled Applicants: Homeschooled students are required to submit an official school transcript or an annual assessment of courses completed and one of the following: SAT, ACT, HiSET or GED results.

CRIMINAL BACKGROUND SCREENING

Eastern Maine Community College is committed to ensuring that students have the ability to benefit from the education received at the College. Certain affiliates associated with EMCC require that students placed in their facility for clinical/internship/field placement experiences clear a criminal background check prior to placement. Students whose background check reveals criminal history may be prevented access to the clinical site, and as a result, the student will not have sufficient clinical experience to successfully complete the program. Additionally, licensing boards for certain professions including the health care occupations may deny the individual the opportunity to sit for an examination if an applicant has a criminal history.

All applicants to Emergency Medical Services, Medical Assistant Technology, Medical Radiography, Nursing, Plumbing Technology and Surgical Technology who are offered acceptance, as well as applicants admitted to Fire Science Technology (Live-In Track only) will be required to submit to a national criminal background screening process at their expense within 30 days of acceptance. Applicants who have engaged in any activity or behavior which may be considered abuse, neglect or exploitation of a minor or of an incapacitated or dependent adult, or who have been convicted of any crime involving fraud or dishonesty, or drugs, or for which imprisonment of one year or more has been imposed are urged to seek clarification regarding program completion requirements from the Director of Admissions prior to application submission.

To Order a Criminal Background Screening: EMCC has partnered with Complio/American DataBank to conduct national background screenings. If you have been accepted into a program of study requiring a background screening, you are required to order the background screening, at your own expense, within 30 days of acceptance. Results will be sent directly to EMCC. The minimum fee is \$75. Additional fees may be incurred for multiple names and/or addresses within the past 7 years. The results of a criminal background screening will be kept on file and will expire 12 months from the date it was conducted unless the student has been continuously enrolled at EMCC since the semester following the initial screening. In all circumstances, it is the expectation that the student will convey any and all new criminal convictions and pending convictions to the Director of Admissions or to their Department Chairperson. Questions and concerns should be directed to the Director of Admissions.

EMCC does not currently conduct criminal background screening for applicants to **Criminal Justice**; however, individuals who have engaged in certain criminal activity could be denied access to gainful employment in their intended field. Prior convictions for Class D misdemeanors and felony offenses, including those involving drug-related charges and domestic violence, can potentially limit or prevent

access to employment opportunities in the justice professions. Those students seeking admission into the Criminal Justice program are strongly encouraged to seek clarification from the Director of Admissions prior to submitting an application.

EMCC does not currently conduct criminal background screening for applicants in other programs [including but not limited to **Automotive Technology; Diesel, Truck and Heavy Equipment Technology; Fire Science Technology (In-Service Track); Human Services; or Medical Office Technology** however, individuals who have engaged in certain criminal activity could be denied access to gainful employment in their intended field. Additionally, licensing boards for certain professions may deny the individual the opportunity to sit for an examination if they have been convicted of certain crimes. Individuals who have engaged in any activity which may be considered abuse, neglect or exploitation of a minor or of an incapacitated or dependent adult, or who have been convicted of any crime involving fraud or dishonesty, or drugs, or for which imprisonment of one year or more has been imposed are urged to seek clarification from the Director of Admissions prior to submitting an application submission.

All students enrolled in EMCC's **Education** programs must apply to receive fingerprint clearance from the Maine Department of Education prior to registration for second semester courses. The total cost of this process is \$75 and this fee will be attached to a required introductory course. Admitted students will need to register and complete the application process in their first semester of their Education program with a program advisor. The card expires five years from date of issue.

Individuals who have engaged in certain criminal activity could be denied access to gainful employment in their intended field. Additionally, field placement sites may deny the individual access to their site if they have been convicted of certain crimes. Individuals who have engaged in any activity which may be considered abuse, neglect or exploitation of a minor or of an incapacitated or dependent adult, or who have been convicted of any crime involving fraud or dishonesty, or drugs, or for which imprisonment of one year or more has been imposed are urged to seek clarification from the Director of Admissions prior to submitting an application for admission to the Early Childhood Education or Education programs.

All students applying to reside in campus housing must clear a criminal background screening. Convictions, arrests, or adjudications which may impede housing eligibility include, but are not limited to: theft, arson, drugs, or violence. Individuals seeking clarification should contact the Director of Residential Life prior to submitting an application for housing.

SPECIAL CONDITIONS OF ADMISSION, ENROLLMENT, AND PARTICIPATION

Introduction: The colleges of the MCCS offer education and services to students under a process of modified open admissions. Typically, this process enables those students who meet the stated academic criteria for program or college admissions to attend and access the full offerings of the college. In some circumstances; however, a student's personal experiences may affect a student's admission, enrollment or participation in a college's various offerings. The purpose of this policy is to express the authority of the colleges to handle such circumstances.

Definitions: For the purposes of this policy, the following terms have the following meanings.

- "Applicant" means a person who seeks to attend, but is not yet admitted to, or enrolled in, a college; "Student" means a person who has been admitted or enrolled; and "Individual" means both an applicant and a student.

- “Admission” means entry into a college, off-campus site, program or course; “Enrollment” includes registration in online and on campus courses, regardless of location of course delivery; and “Participation” means involvement in any college service or activity including, for example, access to housing, financial aid, athletics or extra-curricular activities, as well as a general freedom of movement around campus.
- “Circumstances warranting special conditions” or “special circumstances” mean those acts that raise reasonable concerns for community safety and community order. They typically involve prior personal misconduct that demonstrates a diminished reliability to comply with the reasonable rules and regulations of the college, and/or a greater likelihood of risk of harm to persons or property. Such circumstances often include, but are not limited to
 - criminal conviction;
 - condition of bail, probation, restraining order or other judicial or administrative order;
 - pending arrest, indictment or other criminal charge;
 - report or recommendation of law enforcement, probation or parole officer that relates to the risks of harm or disruption that a student may present;
 - report or recommendation of a mental health professional that relates to the risks of harm or disruption that a student may present; or
 - civil litigation whose allegations raise like concerns for a college; or
 - lack of evidence of an individual’s ability to succeed academically or other evidence that the individual is unlikely to succeed. Such evidence includes but is not limited to the individual’s prior performance at other educational institutions.
- A “condition” can include either exclusion, restriction or both.

Completed vs. Evolving Matters: This policy applies both to those special circumstances that have been completed and those that are still evolving. For example, this policy applies to instances when an individual has been criminally convicted or facing criminal charges not yet proven. While this policy recognizes the presumption of innocence that attaches to the latter, this policy also recognizes, and adopts here the equivalent of, the prudent interim approach of courts in imposing reasonable restrictions on the individual until the process for finding guilt, innocence or other disposition is complete.

Coordination of this Policy with the Student Code of Conduct: When the student’s underlying personal conduct at issue is subject to the jurisdiction of the MCCS Student Code of Conduct (for example, the underlying misconduct at issue occurs on college property or is related to a college event, and is also subject to criminal prosecution), the procedures of the Code and the substantive guidance of this policy shall be used. When the underlying conduct is not subject to that Code (for example, the underlying misconduct at issue does not occur on college property or in relation to a college event but is still subject to criminal prosecution), the procedures and substantive guidance of this policy shall be used.

Authority to Exclude or Limit: A college may exclude a student or limit a student’s admission, enrollment or participation to the extent that a student’s special circumstance diminishes the individual’s:

- likelihood of success in a program to which admission is competitive;
- ability to be placed in a required internship or clinical experience;
- ability to qualify for a professional license after graduation;
- ability to qualify for financial aid, especially federal financial aid if there is a drug-related conviction;
- compatibility for placement in a college residence hall;
- trustworthiness for on-campus employment;
- reliability to comply with the reasonable rules and regulations of the college; and

- reliability not to present a greater likelihood of risk or harm to persons or property.

Determining Whether to Exclude or Limit a Student: In determining whether to apply any conditions to a student with a special circumstance, a college should:

1. Identify the specific nature of the student's special circumstance. For example, a college should consider the following:
 - a. Whether the conduct underlying the special circumstance was admitted or proven, or is not yet admitted or proven;
 - b. When and how recently the conduct was committed or alleged to be committed, and whether the student was a juvenile or adult at the time;
 - c. Whether the conduct was against a person or property, violent or passive; and intentional, reckless, negligent or grossly negligent;
 - d. When the harm actually or allegedly caused was minor and temporary or serious and permanent;
 - e. Whether the student acknowledged the student's responsibility by plea, or contested by trial and/or appeal;
 - f. What punishment, if any, was imposed on the student; whether that punishment was satisfactorily completed; whether the student is on bail, probation or parole, and if so, the terms and conditions thereof; and the perceived degree to which the student has been rehabilitated; and
 - g. Any other factor that is relevant and material.
2. Consult, as appropriate, with the MCCS General Counsel;
3. Weigh the individual's circumstances against the college's interests in, for example, those issues addressed in *Section D* above and determine the rational relationship between the facts of an individual's particular case and the college's interests in excluding or limiting the individual; and
4. Impose those conditions that by amount, scope and duration are reasonable under the particular circumstances.

SELECTION CRITERIA

Eastern Maine Community College determines the admission status for applicants by considering the following criteria:

- high school transcript and/or GED or HiSET scores;
- academic performance in prerequisites for the program of study;
- class standing;
- cumulative grade point average;
- recommendations when voluntarily submitted;
- program-specific questionnaires, when required;
- results of Scholastic Aptitude Test (SAT) or American College Test (ACT) from the College Board when submitted; and/or other pre-admission tests, if applicable.

ADMISSIONS CATEGORIES

The following categories are used during the admission process.

- **Acceptance**—The applicant has been approved for a program of study.
- **Admission**—The accepted student has met enrollment requirements and has been approved to enroll in program coursework.
- **Conditional Acceptance**—The applicant is admitted with conditions (college readiness coursework, for example) which must be successfully completed within the prescribed timeframe.

- **Waiting List**—1) The program applied for is filled, but the applicant has met the entrance requirements and may be accepted if an opening occurs; or 2) student qualifications for acceptance are not strong enough to be given first priority, but are sufficient to warrant periodic review. The College maintains a limited waiting list. Waiting list status does not guarantee admission the following semester/year, as openings will be filled as they occur. Waiting list candidates will be notified when a slot is available for them.
- **Non-admission**—The applicant has not met the entrance requirements or has not met the standards established for a competitive program. Their acceptance may be rescinded in this instance.

ACCEPTANCE PROCEDURES

1. Students wishing to live in a residence hall are asked to submit a **room deposit of \$100** with the **residence hall application** to the Business Office. This deposit is credited to the student's first semester residence hall bill. Deposits are not necessary for resident students who are continuously assigned to housing for the duration of the academic year (fall/spring).
2. Students must complete the Eastern Maine Community College Immunization History Form and provide proof of diphtheria-tetanus (administered within the last ten years); two doses of the measles, mumps, and rubella vaccines (administered after student's first birthday) and at least one dose of Covid-19 vaccine prior to being registered for classes. Students accepted to one of the allied health programs are required to provide additional immunization materials as outlined in the acceptance packet. Students wishing to live in student housing, are currently required to provide documentation of the COVID-19 vaccines prior to housing assignments being made, and are encouraged to obtain the meningococcal vaccines.
3. Within 30 days of acceptance, students may be asked to take the computerized placement test (Accuplacer®) so that the College may determine appropriate placement in math and writing. Based on the results of this assessment, students may be required to successfully complete math and English courses that are not part of the program curriculum. As a result, the length of time required to complete the program may be extended. Testing exemptions may be made by the Admissions Committee for students who have taken the placement assessment within the past three years, students with transfer credit for comparable coursework, and students who's SAT or ACT results exceed the pre-established cutoffs.
4. All applicants to Emergency Medical Services, Fire Science (Live-In Track only), Medical Assistant Technology, Medical Radiography, Nursing, Plumbing Technology and Surgical Technology who are offered acceptance will be required to submit to a national criminal background screening process at their expense within 30 days of acceptance.
5. All applicants to Early Childhood Education, Education and Secondary Education who are offered acceptance will be required to obtain fingerprinting clearance from the Department of Education prior to enrolling in field placement courses.
6. All admitted students are required to complete a New Student Orientation online course prior to being registered for classes in their initial semester of enrollment.

APPLICATION FOR READMISSION

Matriculated students who have taken a leave of absence, including military leave; have been dismissed from Eastern Maine Community College for academic or disciplinary reasons; or have not continued in program-specific courses for more than two consecutive semesters may seek readmission to the same program under the following provisions. The catalog in force at the time of readmission will be used to determine program requirements. Students shall be subject to all rules and regulations effective at EMCC

at the time of, or subsequent to, readmission. Re-entry into certain courses and/or programs will be on a space available basis. Students seeking readmission must:

1. Meet the admission requirements (including prerequisites for individual courses) which apply to the program at the time of readmission;
2. Send official transcripts for all courses taken since last attending EMCC (all previous academic transcripts will be required if the student is returning after five years);
3. Be recommended for readmission by the Readmission Team.
4. In addition to the above-stated requirements, applicants who have been dismissed from EMCC may be asked to Complete a Student Success/Education Plan with their advisor upon return to the College.

Student material may be reviewed by a Readmission Team comprised of program faculty, the Director of Admissions, and the Vice President of Student Affairs. This Team may request additional information from other EMCC faculty and staff and/or the applicant. An interview with the Readmission Team and/or references may be required. The student will be notified of the decision via letter from the Director of Admissions.

Any one or more of the following are examples of reasons that a request for readmission to Eastern Maine Community College may not be granted: 1) lack of available space in the program; 2) more than one dismissal from EMCC; 3) prior disruptive and/or damaging behavior; 4) failure to demonstrate adequate personal improvement since dismissal; 5) overdue balance owed to EMCC. There may be other reasons not listed.

DEFERRED ADMISSION

Students who have been admitted and have met all enrollment requirements of their intended program may postpone their matriculation for one semester or one year by making such a request in writing to the Director of Admissions. Permission to defer an applicant's admission is granted at the discretion of the Director of Admissions. Applicants whose admission is deferred are responsible for updating the Admissions Office of all pertinent changes (e.g. name, address, courses completed).

TRANSFER CREDIT TO EASTERN MAINE COMMUNITY COLLEGE

Students may transfer credits earned at other regionally accredited institutions prior to beginning their program of study. The responsibility rests with students to provide the Admissions Office with an official copy of each college transcript, mailed, emailed or faxed directly from each college to the Admissions Office. Copies of course syllabi may be requested.

Generally, courses with grades of C (2.0) or better which are judged by Eastern Maine Community College to be equivalent to Eastern Maine Community College course offerings will be transferred. On occasion, examinations may be required to show competency of subject material. Students must earn at least 25% of their credits through EMCC, including substantial work in their program-specific courses, for programs exceeding 30 credits. Students must earn at least 75% of the total required credits through EMCC for any program consisting of 30 or fewer credits.

In general, only courses taken within the past ten years are reviewed. Courses older than ten years may require additional documentation in order for transfer credit review to occur. Eastern Maine Community College is the final judge regarding awarding of transfer credit from other institutions.

Students who have achieved acceptable Advanced Placement, College Level Examination Program (CLEP) or Defense Activity for Non-Traditional Education Support (DANTES) scores may also be granted academic credit if the course is in those students' programs of study. Transferred course grades and/or CLEP scores will appear on the students' EMCC transcript but will not be used in computing grade point averages. Students with questions about these examinations should contact advising@emcc.edu.

Eastern Maine Community College is a Service Members Opportunity College (SOC). Assessment of service-connected prior learning is conducted using various nationally recognized resources for determining course equivalence. Students eligible for veterans' benefits must arrange for evaluations of all previous post-secondary educational experiences for possible transfer credit.

Awards of Excellence, Honors, High Honors, and other recognitions of achievement require that a student earns 75% of credits from courses taken at EMCC.

NEW ENGLAND REGIONAL STUDENT PROGRAM

Qualified residents of New England states other than Maine may be admitted to Eastern Maine Community College at reduced tuition rates (in-state tuition plus 50%) through the New England Regional Student Program (NERSP), sponsored by the New England Board of Higher Education (NEBHE). The rate for 2021-2022 is \$141 per credit hour.

FINANCIAL INFORMATION

TUITION, ROOM AND BOARD

Currently, tuition is assessed at a rate of \$96 per credit hour for in-state students and \$192 per credit hour for out-of-state students. **Students are advised that costs are subject to change without notice.**

Combined room and board charges for 2022-2023 are as follows:

On-campus housing (Acadia Hall and Kineo Hall):

Room & Board per semester based on Meal Plan A is \$4,910

Room & Board per semester based on Meal Plan B is \$4,430

Meal Plan A is a 7-day meal plan and is designed for students living in college housing who stay weekends. Meal Plan B is designed for students living in college housing who do not anticipate using the dining hall on weekends.

PARKING/VEHICLE REGULATIONS

Parking Decals: Student vehicles on campus must display a current College decal. Parking decal requests are available online at www.emcc.edu or the [MyEMCC](#) portal, or link: <https://forms.office.com/r/MPdpTFCKBB>. Students who use multiple vehicles may obtain up to two (2) decals. A third decal may be purchased for \$5.00.

Safety and Security Fee: The Safety and Security Fee helps cover the cost of day and evening security personnel for students on both the Bangor campus and our off-campus Centers. The College Safety and Security Fee is \$2.50 per credit hour.

Parking Fines: A \$100 fine per offense will be assessed for parking in handicapped parking spaces. A \$25 fine will be assessed for parking in a fire lane and to students whose vehicle is parked in unauthorized areas. Vehicles parked in these areas will be towed away at the owner's expense without notice. Grades and transcripts will be withheld for students who fail to pay fines.

Vehicle Regulations:

- The speed limit on campus is 15 miles per hour.
- Parking on campus roads, behind and beside the residence halls, in loading zones, on walkways, or on grassed areas is prohibited at all times. Vehicles parked in these areas will be towed away at the owner's expense without notice.
- Motor vehicles must not be left on campus during vacations without making special arrangements with the Safety and Security Department between the hours of 8:00 a.m. and 4:00 p.m., Monday – Friday.
- Excessive noise by vehicles or its occupants, or otherwise operating in a manner that is dangerous, is prohibited.

Violation Penalties: Vehicles parked in unauthorized areas may be ticketed and/or towed at the owner's expense, without warning. Unauthorized areas include, but are not limited to: parking in a "No Parking Zone", parking on the roadway, hindering snow removal, parking in unauthorized areas, not displaying a current EMCC decal, occupying more than one parking space or parking in handicap spaces without proper identification. Safety is always our concern.

BOOKS AND SUPPLIES

The cost of books and supplies vary by program of study. All costs of books and supplies are a direct expense and are paid by the student. Books can be purchased at the College Store and students may be eligible for a College Store credit if they have financial aid in excess of their semester bill or if they qualify for the College's installment payment plan and choose to include a College Store credit.

FEES

College Activity Fee: The College Activity Fee is \$3 per credit hour. The College Activity Fee supports student activities at Eastern Maine Community College including sanctioned clubs and organizations, Student Senate, special events, recreation and commuter services.

College Comprehensive Fee: The College Comprehensive Fee is \$9.60 per credit hour. The College Comprehensive Fee supports student services at Eastern Maine Community College including health services, personal counseling, registration, grades and transcripts, graduate job services, and student IDs. The fee does not cover technology, orientation, graduation, lab, residence hall recreation, or liability insurance fees.

Information Technology Fee: The College Information Technology Fee is \$8.00 per credit hour. This fee supports computer services for students and provides all students with on campus access to the Internet and e-mail. In addition, it helps to fund online library resources.

Liability Insurance Fee: The \$13 fee per year for \$1,000,000 malpractice liability insurance is mandatory for students in standard health occupation programs. The cost for \$1,000,000 coverage for students in higher risk health specialty programs is \$55 per year. This fee is not refundable.

Matriculation Fee: The \$70 Matriculation Fee is a fee charged at the time of initial enrollment as a matriculated student. This fee covers costs associated with new student orientation and graduation. This is a one-time fee.

Residence Hall Recreation Fee: A Residence Hall Fee of \$65 per semester is required of all students living in campus housing. This fee supports activities and programs in the residence halls as well as cable television service to the lounges and upgraded and enhanced internet access to students living on campus.

Residence Hall Security Deposit: The deposit is \$100, which is charged \$50 per semester.

Student Accident Insurance: The \$16 Student Accident Insurance fee is a mandatory annual fee, charged to all students, regardless of number of credit hours. The Accident Insurance provides the student with \$25,000 of Accident coverage with no deductible.

Course Fees: These fees vary by program to cover costs of supplies and materials. In addition, some programs require special fees for national or state tests. Students are advised that these fees may change without notice. These fees are charged on a per credit hour basis by technology course.

Automotive Technology (ATA, ATT)	19.20
Building Construction Technology (BCT)	19.20
Business Management (BUA, BCA, BMT)	9.60
Computer Aided Drafting and Design (CAD)	19.20
Computer Technology (CST).....	19.20
Criminal Justice (CRJ).....	19.20
Culinary Arts (CUL)	19.20
Diesel, Truck and Heavy Equipment Technology (ATT, ATH)	19.20
Drafting (DTG)	19.20
Early Childhood Education (ECE, EDB)	9.60
Education (ECE, EDB, EIA)	9.60
Electrical and Automation Technology (EPT).....	19.20
Electricians Technology (ELC).....	19.20
Emergency Medical Services (EMS)	19.20
Fire Science Technology (FIR).....	9.60
Fine Woodworking and Cabinet Making (FWC)	19.20
Hospitality and Tourism Management (HTM)	19.20
Human Services (HUS).....	9.60
Math/Science (BIO, CHE, CHM, MAT, MATL, NUT, PHY).....	19.20
Medical Assistant Technology (MAS).....	19.20
Medical Office Technology (BMT).....	9.60
Medical Radiography (MRT)	19.20
Nursing (NRG, NUR)	19.20
Plumbing Technology (PLG)	19.20
Refrigeration, Air Conditioning and Heating Technology (RAH)	19.20
Surgical Technology (SUR).....	19.20
Trade and Technical Occupations (TTO)	9.60
Welding/Pipe Welding (FIT, WEL)	19.20

General Education courses also having fees:

ART, ASL, CAS, ECO, ENG, FYE, GIS, GOV, HIS, HUM, ISA, KOR, LAE, LAM, PHI, PSY, SOC, SPE	9.60
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Service Fees:

ATA 120	Automotive Technician Test Prep	84.00
ATA 124	Automotive Maine State Inspection Fee.....	34.00
ATA 215	Automotive Technician Test Prep	165.00
ATA 220	Engine Performance and Diagnosis.....	46.00
ATA 235	Automatic Transmissions and Transaxles	81.00
ATH 175	Diesel, Truck & HE Technician State Inspection Fee	37.00
BCT 105	Building Construction Certification Fee.....	70.00
BCT 152	Building Construction Certification Fee.....	70.00
BCT 255	Building Construction Certification Fee.....	70.00
BCT 272	Building Construction Certification Fee.....	70.00
BMT 221	Medical Transcription I.....	196.00
BMT 222	Medical Transcription II.....	156.00
ECE 110	Child and Adolescent Development	70.00
ECE 221	STEM Curriculum for Young Children	25.00
ELC 100	Introduction to Electricians Technology - OSHA	25.00
EMS 100	First Responder	165.00
EMS 121	First Aid in the Workplace	81.00
EMS 123	Emergency Medical Technician	165.00
EMS 124	First Responder to EMT- Bridge	165.00
EMS 125	Advanced Healthcare Provider to EMT Bridge.....	165.00
EMS 131	Emergency Medical Technician.....	165.00
EMS 201	Fundamentals of EMS.....	175.00
EMS 202	Cardiac/Respiratory Emergencies	100.00
EMS 205	EMT Intermediate Skills Seminar	100.00
EMS 206	Intermediate Clinical Preceptorship and Field Exp.	110.00
EMS 208	Advanced Emergency Cardiovascular Care	200.00
EMS 210	Paramedic Emergencies I	210.00
EMS 212	Emergency Care Across the Lifespan	225.00
EMS 214	Paramedic Skills Seminar.....	450.00
EMS 215	Paramedic Clinical Preceptorship and Field Exp. I.....	100.00
EMS 216	Paramedic Clinical Preceptorship and Field Exp. II.....	30.00
EMS 217	Paramedic Clinical Preceptorship and Field Exp. III.....	250.00
EMS 231	Paramedic Emergencies II	225.00
EMS 233	Paramedic Emergencies III	150.00
EPT 123	Power Distribution	25.00
FWC 103	Fine Woodworking Certification Fee.....	62.50
FWC 111	Fine Woodworking Certification Fee.....	62.50
FWC 201	Fine Woodworking Certification Fee.....	62.50
FWC 211	Fine Woodworking Certification Fee.....	62.50
FYE 100	Personal Assessment Fee	15.00
HTM133	Beverage Controls – TIPS Certification Fee	50.00
HTM172	Hospitality Division Management – AHLEI Certification	75.00

MAS 231	Medical Assistant Externship – AAMA Certification.....	125.00
MRT 161	Clinical Education I	150.00
MRT 230	Radiology Review & Career Planning	225.00
NUR 105	Nursing Testing Fee for Kaplan.....	430.00
NUR 136	Nursing Testing Fee	220.00
NUR 267	Nursing Testing Fee	325.00
NUR 270	Nursing Testing Fee	220.00
RAH 103	RAH Certification/Licensing Fee	267.00
RAH 104	RAH Certification/Licensing Fee	267.00
RAH 203	RAH Certification/Licensing Fee	267.00
RAH 204	RAH Certification/Licensing Fee	267.00
SUR 105	Surgical Technology Fee	247.00
WEL 134	Welding Certification Fee	315.00
WEL 137	Welding Certification Fee	315.00
WEL 277	Welding Certification Fee	315.00

MAINE RESIDENCY

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.

A. 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
 - a. For purposes of this policy, a student established a primary domicile in Maine for at least the 12 consecutive months immediately prior to the date of admission (not application, registration or enrollment). For purposes of this policy, “primary residence” means the student’s primary physical presence, degree of settled connections and sincere regard for that domicile as home.
 - b. 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 primary residency in Maine. Evidence of such residence includes, but is not limited to, driver’s license, voter registration, marriage license or domestic registration, signed residential lease, mortgage, property taxes, utility bills, State or Federal income tax filing, or letter on letter head from a nonprofit entity or government agency attesting that the student resides in Maine.
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.)
6. Students who, for other compelling reasons, are determined by the College president to qualify for the in-state rate.

- B. **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 return; 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.
- C. **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 the College determines is appropriate.
- D. **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.

PAYMENT OF COSTS

Student Responsibilities: All bills are the responsibility of the student and all bills are posted to students' MyEMCC accounts.

Billing: Students are billed for courses on a per credit hour basis each semester. Full payment of the semester charges within the time prescribed is a prerequisite to registration and inclusion on the official class lists. Returned checks will be subject to a \$25 service fee.

Private Scholarships: Scholarships will not be listed on a student's statement of account and will be deducted when payment of the scholarship is received.

Sponsored Students: If a student's tuition bill is being paid by a Federal, State, or private agency, the student is responsible for providing the Business Office with a current letter of intent or authorization. The letter should verify the name of the sponsored student, the terms/conditions of the sponsoring agency and details of tuition and fees to be billed. The Business Office will apply financial aid (Pell/SEOG/ME State Grant) funds awarded to the student's account before the sponsoring agency is billed, unless otherwise stated on the letter of intent or authorization. If the sponsoring agency requires Federal Direct Loans to be used, it must state that in the authorization. EMCC does not accept verbal authorizations from sponsors. Authorizations and/or purchase orders may be faxed to the Business Office at 207-974-4666. Without this authorization, EMCC is required to bill the student for all charges.

Unpaid Financial Obligations: Students are not permitted to attend classes after the first week of any semester if their semester bills have not been paid in full or if specific arrangements for payment plans have not been made with the Business Office. Students who are delinquent according to signed agreements may be dropped from enrollment or may be assessed late charges. Residential students who are delinquent in the payment of room and board charges may be dismissed from the residence halls.

The College is authorized to withhold grades, degrees, diplomas and transcripts from students for failure to pay all lawful fees and charges. A \$100 late fee will be applied to delinquent accounts.

DEPOSITS

Housing Deposit: A Housing Deposit of \$100 is required of all students who plan to live in a residence hall. This deposit is credited to the student's first semester bill. It will be refunded only if a written request is sent to the Residential Life Department before July 1 for fall entrance and before December 1 for spring entrance. Deposits are not necessary for resident students who are continuously assigned to housing for the duration of the academic year (fall/spring).

STUDENT BILL ADJUSTMENT POLICY**Definitions:**

- **Bill Adjustment** - Financial change made to a student's bill/account.
- **Deposits** - Charges held for a particular reason. For example, deposits are used to hold a student's space in a residence hall.
- **Semester-long Day Course** - A course which is offered for the entire length of the semester, usually 15-16 weeks. Semester-long courses are usually general education courses such as mathematics, English, social sciences, and science courses. A number of technology courses are semester-long.
- **Modular Course** - A course that does not follow a standard day schedule. Modular courses vary in length, instructional time and day.
Frequently, these courses are offered in a sequence over the course of a semester.
- **Summer/Evening/Weekend Course** - Course taught after 5 p.m. or taught at a time other than the fall and spring semesters, Monday through Friday format.

BILL ADJUSTMENT SCHEDULE FOR STUDENTS ENROLLED IN CREDIT STUDY (TUITION, ROOM AND BOARD, COMPREHENSIVE FEES, SERVICE FEES, AND TECHNOLOGY FEES).

Bills will be adjusted when a student withdraws from a course or the College, following College policy and procedures. The 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.

Percentage of Costs Credited To Bill*	Semester-long Day/Modular/Evening/ Summer Courses	Procedure
100%	Course cancelled by College	Adjustments will be made to student's account by College
100%	Official drop from a course which produces a net reduction in student's semester credit hours and which is within 6 business days of the semester's first day of classes	Course Drop is done through MyEMCC (Current Student Tab) or seek advice from Advisor, if needed
50%	Official withdrawal from a course which produces a net reduction in student's semester credit hours and which is between 7 and 10 business days of the semester's first day of classes	Course Withdrawal is done through MyEMCC (Current Student Tab) or seek advice from Advisor, if needed
0%	Official withdrawal from a course which produces a net reduction in student's semester credit hours and which is after 10 business days of the semester's first day of classes.	Course Withdrawal is done through MyEMCC (Current Student Tab) or seek advice from Advisor, if needed

0%	Unofficial withdrawal at any time – including “no shows”	
<p>*Required deposits will be retained by the College. **Any course for any semester that meets for less than the traditional semester length has a pro-rated add/drop period. Check the “Course Deadline for Add/Drop, Refund and Withdrawal” table in MyEMCC (Current Student) for official dates.</p>		

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

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	Adjustments will be made to student’s account by College
100% of room and board charges	Official withdrawal from a College residence prior to the semester’s first day of classes	Notification from student to Residential Life
80% of room and board charges	Official withdrawal from a college residence prior to the end of the second week of classes	Notification from student to Residential Life
60% of room and board charges	Official withdrawal from a College residence prior to the end of the third week of classes	Notification from student to Residential Life
40% of room and board charges	Official withdrawal from a College residence prior to the end of the fourth week of classes	Notification from student to Residential Life
20% of room and board charges	Official withdrawal from a College residence prior to the end of the fifth week of classes	Notification from student to Residential Life
0%	Official withdrawal from a College residence any time after the end of the fifth week of classes	

Modular courses may be prerequisites for subsequent modular courses. Students enrolled in modular courses, who either drop enrollment in their technology or fail a module, may not be allowed to attend other modular courses in the sequence. In such cases, the student bill will be adjusted using the bill adjustment schedule.

Note: Federal Title IV financial aid recipients may lose financial aid and/or be required to repay financial aid if enrollment and cost of attendance are decreased. It is wise to consult with a financial aid advisor prior to making any adjustments to enrollment status or course enrollment.

Bill Adjustment for Matriculation Fee: The Matriculation Fee is a one-time administrative fee charged at the time of initial enrollment as a matriculated student. No adjustment for this fee will be made to the student's account after the beginning of the semester or completion of orientation. If a student chooses not to attend orientation or graduation, the student is not exempt from this fee.

Bill Adjustment for Deposits: Deposits are addressed in various ways.

Housing Deposit: On occasion, students may make other plans and decide not to reside on campus. In order to receive a refund of the residence hall deposit, these students must notify the Director of Residential Life in writing by July 1 for fall semester residency and by December 1 for spring semester residency.

Housing deposits for students who apply and are unable to be assigned campus housing will be refunded or applied to any outstanding bill on file with the EMCC Business Office. Following the first day of the semester, adjustments to student bills will follow the previously stated bill adjustment schedule.

Residence Hall Security Deposit: The security deposit of \$100, charged \$50 each semester, is held until the end of the academic year. All or part of this fee is refundable upon departure provided that:

1. The resident's room, furnishings and public areas are in the same condition as they were during move in, all belongings have been removed and room has been cleaned.
2. The resident follows the proper checkout procedure as outlined in the Residential Life Handbook, which includes a room inspection by the Resident Director or his/her designee.
3. The resident leaves for reasons other than a violation of the Student Code of Conduct or Housing Contract.

In addition, repairs for damages which occur in public areas that cannot be assigned to an individual will be divided amongst the occupants/residents of the building and deducted from each occupant/resident's security deposit. Any charges which exceed a resident's security deposit will be added to the student's account with the Business Office. In addition, the Business Office reserves the right to retain any resident's security deposit to cover any outstanding charges on the student's account.

Bill Adjustment Schedule for Non-Credit Courses, Seminars, and Workshops: Both matriculated and non-matriculated students may enroll in non-credit courses. Selected non-credit courses have registration fees, which are retained by the College. The bill adjustment schedule for non-credit courses is as follows.

Percentage of Costs Credited To Bill	Conditions	Length of Course
100%	Course cancelled by the College	Any length
100%	Student withdrawal prior to the start of 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

Bill Adjustment for Workshops, Seminars, and Conferences: Full refunds will be issued for seminars, workshops and conferences if notice is received 5 days prior to the day of the program. A non-refundable registration fee may be charged for workshops, seminars, and conferences.

If, for unusual circumstances (i.e. medical problems, death in the family), a student withdraws from a non-credit course, workshop, seminar, or conference, and if a student so requests, a credit for a future offering of the same course, workshop, seminar, or conference may be given at the discretion of the program coordinator in place of the bill adjustment.

Bill Adjustment for Customized Training: The College offers a number of customized training activities through special contracts for businesses. The conditions of bill adjustments are negotiated with the individual businesses.

FINANCIAL AID INFORMATION

The Financial Aid Office reviews requests for financial aid after applicants have been admitted to the College. The office administers a variety of programs to help students finance their education.

FINANCIAL AID APPLICATION PROCESS

To determine eligibility for federal, state and institutional grants, scholarships, work-study and loan programs, students must complete a Free Application for Federal Student Aid (FAFSA). Priority awards are made to students whose applications are filed before **May 1**; late applications will be reviewed and awarded based on funds available after all on-time applicants are awarded. Students should file the FAFSA electronically at www.studentaid.gov. If a student does not have internet access or experiences other difficulties completing the application, they can call the EMCC Financial Aid Office at 207-974-4625 for assistance.

All financial aid applicants are considered without regard to age, gender, race, ethnic origin or physical ability, except in those cases where aid is intended to rectify a prior or existing imbalance in minority or other group participation in the education process.

Financial Aid offers and notifications are sent to student using the email listed on the FAFSA.

Special Notes:

1. Students who extend their studies beyond two years may be enrolled less than full-time at some point in their program of study.
2. Less than full-time student status can affect financial aid.

TYPES OF FINANCIAL ASSISTANCE

Federal

- **Federal Pell Grants** are need-based Federal grants which are available to students pursuing their first undergraduate degree.

- **Federal Supplemental Educational Opportunity Grants (SEOG)** are Federal funds available to students awarded a Federal Pell Grant with highest financial need.
- **Federal Work Study** provides Federally-funded student employment on the campus. Jobs may provide work experience, as well as regular student income for educational expenses. Students are limited to part-time work on the College campus and eligibility is based on need and available funds.
- **Federal Subsidized Direct Loans** taken while enrolled at EMCC are based on financial need. Interest rate is set on July 1 each year. Interest is deferred while the student is continuously enrolled at least half time (6 or more credits). Borrowers begin repayment of principal and interest within six months of the end of their half time or greater enrollment.
- **Federal Unsubsidized Direct Loans** taken while enrolled at EMCC are not based on financial need. Interest rate is set on July 1 each year. Interest accrues on the loan while attending EMCC. Borrowers begin repayment of principal and interest within six months of the end of their half time or greater enrollment.

State

- **State of Maine Grants** are need-based grants for Maine residents who file a FAFSA by May 1 and meet the annual family contribution cutoff as established by the Finance Authority of Maine.

VETERANS' BENEFITS

Students who plan to receive veterans' educational benefits must see the College's VA School Certifying Official to initiate paperwork. Veterans' benefits include Montgomery GI Bill®-Active Duty (Chapter 30), Post 9/11 (Chapter 33), Montgomery GI Bill-Selected Reserve (Chapters 1606), Survivors' and Dependents' Educational Assistance Program (Chapter 35).

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

All Eastern Maine Community College credit bearing degree and certificate programs have been approved by the Maine State Approving Agency for Veterans Education Programs. Most non-credit courses and programs are not approved. (Exception: Maine Oil Dealers Association High Pressure Boiler Course.) Students receiving veterans' educational assistance are required to have all their previous post-secondary educational experiences evaluated for transfer of credit **prior** to EMCC's certification of their benefits. Additional information concerning veterans' benefits is available at the Welcome Center in Katahdin Hall, call 207-974-4624 to set up an appointment for assistance, or email finaid@emcc.edu.

Degree Status: To receive VA educational benefits, a veteran must apply for admission to a specific academic program. Special Note: Only classes that fulfill program requirements within their specific academic degree or certificate will be submitted to the VA for determining enrollment status each term.

Request for Certification: Students who receive VA educational benefits must complete and submit a Request for Semester Certification each time they register for courses. If the student's Request for

Semester Certification is not submitted at least sixty days prior to the beginning of the semester, it will cause a delay in the arrival of the benefit check.

Veterans Continuous Pay: Veteran/dependent students enrolled in six or more credit hours will receive continuous pay between semesters provided there is not more than a thirty-day break in class attendance between the ending of one semester and the beginning of the following semester.

NATIVE AMERICAN TUITION WAIVER

Eastern Maine Community College waives tuition for eligible matriculating Native American students, less any Federal/State scholarship or grant funds. This tuition waiver is for any regular credit-bearing course that is part of the student's academic program.

To apply for this tuition waiver, the student must:

- annually complete a Free Application for Federal Student Aid, **and**
- be admitted to a credit-bearing academic program (degree or certificate) at EMCC (apply online for admission at www.emcc.edu), **and**
- complete an application for the waiver (Native American Program Agreement Form) located on the Financial Aid web page, www.emcc.edu, **and**

complete the Native American Tuition Waiver Form and obtain Tribal Certification located on the Financial Aid webpage, <https://www.emcc.edu/admissions/paying-for-college/scholarships>

SENIOR CITIZEN TUITION WAIVER

Eastern Maine Community College allows for Maine residents 62 years of age and older to register for credit courses on a space available basis, tuition free. The waiver does not cover lab and other fees. Enrollment in specific courses is conditional on the approval of the Director of Admissions.

MAINTAINING FINANCIAL AID

To maintain financial aid eligibility, students must meet Satisfactory Academic Progress (SAP) for Financial Aid Recipients. Three performance standards are applied to the student's grades and credits earned at the end of each term:

- Standard #1- Grade Point Average
 - A student must have a 2.0 or better cumulative grade point-average
- Standard #2- Pace of Progress
 - A student must complete 67% of overall credits attempted
- Standard #3- Maximum Time Frame
 - A student's financial aid is cancelled when the student has not completed their degree or certificate after attempting 150% of the credits required for that credential, **or**
 - A student's financial aid is cancelled at the point it is mathematically impossible for them to complete their program within the 150% maximum time frame.

Important! Changing major or credential level (degree to certificate) does not change the maximum time frame. The maximum time frame is based on first degree or certificate attempted.

Students may be placed on **Financial Aid Warning**. If the student is unable to improve their academic standing in following term(s), they may have their Title IV federal aid terminated. To regain eligibility, students must either:

- Subsequently meets the required SAP standard, or
- Student successfully appeals financial aid termination and is placed on **Financial Aid Probation**
 - Appeals Procedure- student must submit documentation that provides the circumstances that caused the student to fail to meet satisfactory progress standards, and must include information on what has changed to enable the student to meet standards in upcoming semester. They must also meet with an advisor in the Student Success Center to develop a Student Success Plan.

While on **Financial Aid Probation** a student must:

- Earn at least a 2.0 semester average, and
- Pass all semester courses with at least a C, and
- Receive no grade of W (withdrawn) or I (incomplete) for courses completed during that term

Failure to meet these criteria, will result in continued termination of financial aid.

WITHDRAWAL FROM EMCC AND FINANCIAL AID ADJUSTMENTS

Financial aid funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. A student begins **earning** Federal funds on his or her first day of class attendance. If a student withdraws from the College during the semester, the student may no longer be eligible for the full amount of Federal funds that the student was originally awarded and scheduled to receive.

If a recipient of Federal grants or loan funds withdraws from the College after starting classes, the amount of Federal grants or loan assistance **earned** by the student must be determined. Up **through the 60% point** in each semester (payment period or period of enrollment), a pro rata schedule is used to determine the amount of Federal funds the student has earned at the time of their withdrawal. **After the 60% point** in the semester (payment period or period of enrollment), a student has earned 100% of the Federal funds they were scheduled to receive during the semester.

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, the College must still determine whether the student is eligible for a post-withdrawal disbursement. If the amount disbursed to the student is greater than the amount the student **earned**, the unearned funds **must be returned** to the Federal Department of Education.

Special Note: *If any Federal aid was disbursed directly to the student, they are responsible for returning unearned funds to the Federal financial aid programs within a timely manner. Failure to do so may result in the student's ineligibility for future Federal student aid.*

If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, they are eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

Federal financial aid includes: Federal Pell Grant, Federal SEOG, Federal Direct Loans (subsidized and unsubsidized), and Federal Parent Loan to Undergraduate Students. Federal Work Study is excluded. For Title IV eligible students who officially withdraw from the College, the withdrawal date is either the date the student began the College's withdrawal process, or officially notified the Academic Affairs Office of their intent to withdraw.

Per Federal regulations, if the student does not officially withdraw from the College (see section in catalog on Withdrawal from the College), a withdrawal date is established by the College to be either the midpoint of the semester or a date determined by documented academically-related activity. A student who did not officially withdraw and fails to earn any academic credit for a semester will be considered to have unofficially withdrawn at the midpoint of the semester. Federal financial aid will be adjusted, unless the student is able to prove completion of at least one semester-length course. Adjustments to Federal financial aid will be made within 45 days of the date that the College determines the student has withdrawn. Additional information about the return of Title IV Federal student aid and withdrawal from the College is available from the Financial Aid Office. **Note: When a student withdraws from the College, any unpaid student charges are still owed to the College.**

STUDENT SERVICES INFORMATION

COLLEGE STORE

The College Store, located in Maine Hall, offers textbooks, supplies and laptops, and carries a variety of Eastern Maine Community College clothing, and gifts. The store is open the following hours during the fall and spring semesters: • Monday through Thursday – 8:30 a.m. – 4:30 p.m. • Friday – 8:30 a.m. – 3:00 p.m.

During the first week of classes, the College Store is open 8:30 a.m. – 6:00 p.m. Monday through Thursday and 8:30 a.m. – 4:30 p.m. on Friday.

COMPUTER ACCESS

Students are required to have their own computing equipment. Computers are available for student use in the Library and most computer labs are available for students use when not scheduled for classroom instruction, during normal operating hours. Computers are also available at our off-campus centers. Students are encouraged to use these facilities and to become familiar with the policies and procedures governing their use.

LIBRARY

The Eastern Maine Community College Library is located on the second floor of Katahdin Hall and is open 51 hours a week. The Library is wireless and offers the following:

- Books for research and leisure reading
- Computer access
- Laptops you can take out of the Library
- Group study rooms
- FitDesks
- Stand Up Power Bars
- Quiet study environment
- Color printer and copier
- Scanner
- Special events including art receptions
- Free Interlibrary loan service
- Course Reserves
- Research assistance including citation help

The Library website found at <http://emcc.libguides.com/emcclibrary> offers thousands of online resources available 24/7 including:

- E-books for research
- E-journals
- E-newspapers
- Flipster E-Magazines
- Citation help including NoodleTools and APA/MLA handouts
- Library tutorials
- Research tips
- Subject guides
- E-books for leisure reading including Kindles and other e-readers
- Chat and text research help
- Schedule a research appointment from the Library website

Staff librarians are happy to assist students with any questions. An EMCC ID is required to check out materials from the Library and access them online. A student's library barcode is 2644000 + EMCC ID number. The Library is open Monday-Thursday from 8:30 a.m. to 7 p.m., and Friday from 8:30 a.m. to 4 p.m. during the academic year. Break and summer hours change and are posted on the Library website. Phone: 207-974-4640

OUTPATIENT HEALTH SERVICES

Eastern Maine Community College offers student outpatient health services through the Penobscot Community Health Center's Brewer Medical Center, located at 735 Wilson Street in Brewer. These services are free of charge to all Eastern Maine Community College students who show their student identification cards at the walk-in office, also located at 735 Wilson Street in Brewer. Charges will be due for immunizations, lab tests, x-rays, and other medical procedures.

Eastern Maine Community College does not offer on-campus health services. Services provided by Penobscot Community Health Center include: treatment of acute illnesses, treatment of injuries, counseling and testing for various health-related issues, and referrals as needed.

COUNSELING SERVICES

Fully aware that the value of the college experience for students is greatly affected by personal problems, needs, and interests, the administration and faculty regard counseling services as an integral part of the total educational program. The following counseling services are available to our students:

Personal Counseling

Short-Term counseling is available to currently enrolled students through the Student Support Services Counselor. To schedule an initial counseling appointment, call 207-974-4858 or send an email to counseling@emcc.edu. The counselor sees clients Monday – Friday by appointment. The counseling office is located at 124 Maine Hall.

Crisis services are available to students as well. If you should find yourself in crisis, there are several ways to connect to the counselor. First, call the counseling office at (207) 974-4858. If there is no answer, the following college employees can help you access the counselor:

- Any member of the campus security team (207-745-6090, Maine Hall),
- Student Life and Academic Affairs staff (207-974-4690, 101 Maine Hall),
- Student Success Center staff (207-974-4804, x4868, x4690, x4825, various offices in Maine Hall),
- Residential Life staff (207-974-4795/207-974-4696 – Acadia, Kineo, and Maine Halls)

Tell any of these employees that you are in crisis and need to speak with the counselor.

Alternatively, you may access the following free and confidential services which are not affiliated with EMCC, if you find yourself in crisis:

- All Emergencies: dial 911 or go to your nearest Emergency Department
- The Maine Crisis Line, 1-888-568-1112 (available 24/7)
- The National Suicide Prevention Lifeline Network, 1-800-273-8255 (available 24/7)
- The Crisis Text Line, Text TALK to 741-741 (available 24/7)
- Rape Response Services, 1-800-871-7741 (available 24/7)
- Domestic Abuse Services, 1-800-863-9909 (available 24/7)
- Child and Elder Abuse Reporting, 1-800-452-1999
- Trans Lifeline, 1-877-565-8860 (available 24/7)
- Veteran's Crisis Line, 1-800-273-8255; Text 838255; Chat, <https://www.veteranscrisisline.net/get-help/chat> (available 24/7)
- LGBTQ+ Young Adults, 1-866-488-7386; Text, 678678; Chat, <https://www.thetrevorproject.org/> (available 24/7)
- Information and referrals in Maine, dial 211; <https://211maine.org/>

***If you are having a mental health emergency, please call 911 or go directly to the nearest emergency room. ***

CARE TEAM

The mission of the CARE Team at Eastern Maine Community College is to take a proactive and collaborative approach to identify students who are struggling or exhibiting concerning behaviors and provide early intervention support, resources, and referrals. The CARE Team's primary focus is to promote and protect the safety, wellbeing, and success of every student and college employee. The Team will achieve the greatest success when all members of the campus community share in this responsibility.

No matter what your role is within the campus community, the CARE Team wants to hear your concerns about issues that impact the safety and wellbeing of our students. Your communication with us is vital to our ability to protect and provide assistance to students. Situations to report might range from noticing a friend is struggling with mental health issues to disruptive behaviors in the classroom to hearing about a student threatening another party. If you witness or learn of something that is out of the ordinary or leaves you concerned, please complete a referral.

All of your referrals will be initially viewed by the co-chairs of the CARE Team, the Associate Dean of Student Success and the Student Support Services Counselor. After the initial review, it will be decided which member of the CARE Team (Director of Student Engagement and Residential Life, Director of Campus Safety, Student Navigator, or the previously mentioned co-chairs) will discreetly gather further information and follow-up if indicated. All CARE Team members are mindful of students' privacy and take confidentiality very seriously.

You can make a referral by completing and submitting the on-line CARE Team Referral Form. Direct links to the form can be found on the EMCC website, under the Campus Safety Department heading, and under Quick Links on MyEMCC and Sharepoint. If you have questions about making a referral, please contact the Associate Dean of Student Success (207-974-4664) or the Student Support Services Counselor (207-974-4858).

CAREER COUNSELING

Many students in college find themselves struggling to choose a career path or discover that their current degree program simply isn't a good fit. With so many career possibilities available, it can be overwhelming to make this important choice that will impact your working life. Career counseling can help students gain insight about career options that would be compatible with their values, abilities, and educational goals.

Students who wish to pursue career counseling at EMCC may make an initial consultation appointment with a member of the Student Success Team to discuss concerns and determine the best approach to fit the student's needs.

RECREATION AND JOHNSTON GYM USAGE

The Johnston Gym is available for drop-in use by the College community. In addition to a climate-controlled weight room with free weights, elliptical machines, kettle balls, and other equipment, the gym floor is open for pick-up games and basketball. The gym is open to all students, faculty and staff, as well as the public and offers a variety of activities, including open gym and intramural programming. These

activities are free of charge with a current EMCC student ID card. All visitors and guests will need to pay a usage fee and present a photo ID with each visit.

RESIDENCE HALLS

Acadia and Kineo Halls provide housing for approximately 250 students. Both are chemical-free and have a variety of security features in place for the safety of resident students. In addition, each building is staffed with a live-in Residential Life Professional as well as highly-trained Resident Assistants who live on each floor and supervise and monitor the security of the building, offer assistance with personal and academic concerns, and provide programming and activities. The Director of Student Engagement and Residential Life oversees the Residential Life Department.

Additional services, procedures, and regulations governing the residence halls are contained in the Residential Life Handbook that is available in the Student Life Office as well as the lobby of each Residence Hall.

Kineo Hall houses students in “blocks” (two double-occupancy rooms with four people of the same gender) or triple-occupancy rooms. Each room is individually climate-controlled and shares, with an adjoining room, a private bathroom with double sinks and separate shower and toilet stalls.

Acadia Hall houses students in corridor-style double or triple-occupancy rooms. Three floors are single-sex communities, while one houses our Gender-Inclusive community. Each floor has a bathroom that is cleaned and maintained by Housekeeping Staff.

Gender-Inclusive Housing allows students to live with a roommate regardless of sex, gender identity, or gender expression. This community was designed with the needs of our LGBTQ+ students in mind and it continues to be a safe, respectful home to students with a wide variety of identities and backgrounds.

CAMPUS DINING

The McCorkill Dining Hall, located in Katahdin Hall, is open seven days a week during the academic year. All residential students are required to have either a Silver (5-day/week) or a Gold (7-day/week) Meal Plan. Additional meal plan options are available through the Business Office for commuters, faculty and staff.

The Eagle’s Nest Café, located in Maine Hall, is open on all business days during the academic year. Students can purchase pre-prepared food items, drinks, and snacks from the Eagle’s Nest Café. Students who set up their commuter meal plans through the Business Office can use their meal plans at the Eagle’s Nest Café, as well.

STUDENT SUCCESS CENTER

The Student Success Center (SSC) located in Room 121, Maine Hall, empowers students to take personal responsibility for their learning by offering a variety of free services that students can access to help them succeed at EMCC. These services include academic advising & planning, disability support services, navigating success advisor, lunch and learn workshops, supplemental instruction, and tutoring.

STUDENT SENATE

Student leaders seek to fulfill the Student Senate objectives which include promoting the general College welfare, serving the students' best interest, and helping to provide a lively college spirit. All students are invited to attend Student Senate meetings and provide ideas for the betterment of the College community. Student organizations and academic programs may petition the Senate for funding to carry out student-led initiatives and activities.

SUPPORT SERVICES FOR STUDENTS WITH DISABILITIES

Eastern Maine Community College provides and coordinates services to students with documented disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Students requesting accommodations should contact the Coordinator of Accessibility Services at access@emcc.edu or 207-974-4868. Students will be required to submit supporting documentation and renew accommodations for each academic year.

TRIO STUDENT SUPPORT SERVICES PROGRAM

TRIO Student Support Services (SSS) is a federally-funded grant program sponsored by the US Department of Education. The mission of TRIO is to assist first-generation and income-eligible students, as well as students with documented disabilities, to persist and graduate from EMCC within four years. TRIO offers many free services to its participants, including tutoring, peer mentoring, academic advising, \$14,000 in yearly scholarships, transfer advising and visits to area 4-year colleges, FAFSA/financial aid assistance, cultural trips to places like Boston and Bar Harbor, and much more. In addition, students in TRIO can attend free Lunch and Learn workshops focused on test/taking study strategies, career exploration, and building non-cognitive skills such as persistence, confidence, and self-advocacy. Email trio@emcc.edu for more information. Further information and a link to the application is located on the TRIO website at <https://www.emcc.edu/academics/support/TRIO-student-support-services/>.

TUTORING

Eastern Maine Community College is committed to student success. In keeping with that philosophy, tutoring and other academic support services for Eastern Maine Community College students are available through the Student Success Center in Maine Hall. In person and on-line tutoring services are available at no cost to EMCC students. Arrangements for obtaining this type of assistance can be made directly through the Student Success Center or by emailing tutoring@emcc.edu.

STUDENT CODE OF CONDUCT

The current Student Handbook can be found in the Student Life Office, on the College website, or in the Library.

RIGHT TO PRIVACY

The Family Education Rights and Privacy Act (FERPA) of 1974, known as the "Buckley Amendment," requires that Eastern Maine Community College obtain consent in writing before releasing your educational record, except to specified parties. The intent of the Act is to protect the privacy of students

with regard to access to records and to providing release of such records. Third parties who may have access to educational records of students without prior written consent include:

1. Eastern Maine Community College officials who have legitimate educational interests;
2. officials of other schools in which the student seeks or intends to enroll;
3. certain authorized Federal agencies;
4. persons in connection with the student's application for, or receipt of, financial aid;
5. organizations conducting studies for, or on behalf of, educational agencies or institutions;
6. accrediting organizations;
7. parents of a dependent student as defined by the Internal Revenue Code of 1954; and
8. judicial authorities.

A college must, as required by law, disclose education records without a student's prior written consent to requesting military recruiters.

Directory Information

The college may disclose certain education records without a student's prior written consent under the FERPA exception for directory information. Directory information includes: a student's full name; hometown; permanent address; assigned college email address; date of birth; the fact that a student is or was enrolled; enrollment status (e.g., full-time, half-time or less than half-time); class level and majors/minors; dates of attendance; degrees, honors or awards received; cumulative credit hours; participation in officially recognized activities and sports; and photograph.

Students may request that their directory information be withheld by contacting the Welcome Center and completing the appropriate form. If you request that your public directory information be suppressed, then any request from parents, relatives, friends, student organizations, and all others who may wish to contact you will be denied. Only in emergency situations will we release information concerning your whereabouts to other than those persons authorized under the Act.

Records Inspection

A student has the right to inspect and review their records within 45 days of the day a college receives such request. A student should submit to the Registrar, Dean, head of the academic department or other appropriate official a written request that identifies the record(s) the student wishes to inspect. The appropriate official will arrange for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

Amendment of Records

A student has the right to request the amendment of their education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the college to amend a record should write the college official responsible for

the record, identify the specific part of the record that the student wants changed, and specify the reason why it should be so changed. If the college decides not to amend the record as requested, the college will notify the student in writing of the decision and the student's right to a meeting regarding that decision.

A student with questions or concerns about their rights and the college's responsibilities should promptly inform the appropriate college student services official. A student also has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA by contacting the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W. Washington, DC 20202-5901.

ACADEMIC INFORMATION

ACADEMIC HONESTY

Submitting the same work in more than one course without permission from the involved instructors, cheating, plagiarism, or otherwise receiving academic credit under false pretenses, are all serious offenses and may result in dismissal from the College. Instructors may dismiss such offenders from courses with the grade of "AF" and report the cases to appropriate department chairperson and the Vice President of Academic Affairs.

APPEALS PROCESS

The academic appeals process consists of the following steps. First, the student meets with the responsible faculty member. If resolution is not reached, the student meets with the department chairperson of the faculty member's department. The final point of appeal is the Vice President of Academic Affairs. Students should follow this process when concerned with a course grade and related course activities.

For an explanation of rights and responsibilities, students are also referred to the Student Code of Conduct located in the Student Handbook.

ACADEMIC ADVISORS

Matriculated students are assigned a faculty or professional staff advisor(s) who assist students with curricular and scholastic matters and with adjustment to college, and who can refer students to appropriate College personnel/resources for assistance. Students can view their advisor information on the MyEMCC student portal.

FULL-TIME/PART-TIME STUDENT STATUS

Students who are registered for at least 12 credit hours per semester are considered full-time students. Students who are registered for fewer than 12 credit hours per semester are part-time students. Students should note that most programs require more than 15 credit hours per semester in order to graduate in two years or less.

MATRICULATED STATUS

A student who is admitted to a particular program of study and who continues to make satisfactory academic progress is considered to be a matriculated student. Loss of matriculation status may carry financial aid implications.

MAXIMUM COURSE LOAD

No student will be permitted to enroll in more than 21 credit hours per semester without the permission of the Vice President of Academic Affairs.

EMCC uses multiple measures in determining students' placement in English and mathematics courses. This means that in addition to standardized assessment scores (SAT or Accuplacer), admissions and advising staff will carefully review prior academic records and/or counselor recommendations to determine appropriate placement. When enough information cannot be gleaned from these sources, students may be asked to take the Next Generation Accuplacer Exam.

ENGLISH COURSE PLACEMENT									
Course Number and Title	EMCC College Course Prerequisites*	or	SAT EBRW Score	or	Next-Generation Accuplacer				
					Reading and Writing Combined Score (no individual score <230)				
LAE 013 Introductory Writing	---		<420	or	<460				
ENG 100 Basic Academic & Pre-Professional Writing	---		<420	or	<460				
ENG 101 with ENGL 101 College Composition with Lab	LAE 013	or	420-479	or	460-499				
ENG 101 College Composition			≥480	or	≥500				
ENG 150 Honors Composition			≥500	or	≥520				
TECHNOLOGY/PROGRAM-SPECIFIC COURSES WITH ENGLISH PREREQUISITES									
BUA 131 Business Law I	LAE 013	or	≥420	or	≥460				
EMT 123 EMT - Basic			≥480	or	≥460				
MATHEMATICS COURSE PLACEMENT									
All students who score below 250 on the Quantitative Reasoning for Algebra and Statistics exam will be required to take the Arithmetic portion of the Accuplacer.									
Course Number and Title	EMCC College Course Prerequisites*	or	SAT Math Score	or	SAT Math Score with College Prep Senior Year Math	or	Next-Generation Accuplacer		
							Quantitative Reasoning for Algebra and Statistics		Math
LAM 008 Pre-Algebra	---		<450	or	<420	or			<250
LAM 009 Introductory Algebra	LAM 008	or	450	or	420	or	<250	and	≥250
MAT 101 Contemporary Mathematics	LAM 009	or	500	or	480	or	≥250		
MAT 103 Thinking Mathematically	LAM 009	or	500	or	480	or	≥250		
MAT 107 Elementary Descriptive Geometry	LAM 009	or	500	or	480	or	≥250		
MAT 108 Elementary Numerical Math	LAM 009	or	500	or	480	or	≥250		
MAT 110 Technical Mathematics I	LAM 009	or	480	or	450	or	≥250		
MATL 110 Technical Math I with Lab	LAM 008	or	450	or	420	or	<250	and	≥250
MAT 116 College Algebra	LAM 009	or	500	or	480	or	≥250		
MAT 123 College Algebra and Trigonometry			500	or	480	or	≥250		
MAT 163 Introductory Statistics	LAM 009	or	500	or	480	or	≥250		
MAT 217 Pre-Calculus	MAT 120	or	550	or	500	or	≥275		
MAT 225 Calculus I	MAT 217	or	600	or	580	or	≥300		
TECHNOLOGY/PROGRAM-SPECIFIC COURSES WITH MATH PREREQUISITES									
BUA 111 Accounting I	LAM 008	or	450	or	420	or			≥250
BUA 165 Business Mathematics	LAM 008	or	450	or	420	or			≥250
EMT 131 EMT-Basic	LAM 008	or	450	or	420	or	>230		
NRG 101 Math for Nurses	LAM 008	or	450	or	420	or	>230		
<i>*A grade of "C" or higher must be earned in prerequisite courses.</i>									

GRADING SYSTEM

Grades are given as letters with the option of assigning plus or minus to represent levels of achievement. Letter grade designations include the following:

- A Highest honor
- B Honors
- C Satisfactory
- D Minimal passing grade
- F Failure to meet course objectives
- P Satisfactory completion of an ungraded course. No quality points for computation of grade point average (GPA) are assigned, but credit hours are applicable toward graduation requirements.
- AF Administrative Failure - Dropped from a course for reasons other than grade performance, such as not meeting course attendance requirements. The quality point value of this grade is zero points or the same as an F grade and will be computed as such in the student's GPA.
- W Withdrawal - Withdrawal from a course after add/drop (Check the "Course Deadlines for Add/Drop, Refund and Withdraw" table in MyEMCC (Current Student) for official dates) to the midpoint (65 percent of the length of the course) for reasons of health or other extenuating circumstances. No value assigned, nor is it used in computing the GPA.
- I Incomplete - All course work is expected to be completed by the end of the semester. In exceptional circumstances with faculty approval, students may be given an "I" (incomplete) grade if they fail to complete their coursework on time. It is the responsibility of the student to contact a faculty member when requesting a grade of incomplete. The faculty member will specify what work remains to be completed along with a deadline date and grade to be assigned if the coursework is not completed. If the course is not completed within the designated timeframe, the grade recorded by the instructor on the "Incomplete Grade Form" will be assigned to the student. All incomplete grades must be approved by the department chairperson and copies of the outstanding course requirements will be forwarded to the Vice President of Academic and Student Services.
- NG No grade at this time

AUDIT

Students may audit an Eastern Maine Community College course provided that they meet the course prerequisites. They must pay normal tuition and lab fees for the course. Students auditing a course receive no credit for that course. Their academic transcript will record the course with a grade of "AU" for audit. Permission to audit courses may be withheld due to class size limitations, as students taking courses for credit have first registration priority. Request to audit a course must occur within the add-drop period. Request to change status from credit to audit must occur by the mid-point of the semester. Students requesting to audit should contact registrar@emcc.edu.

GRADE POINT AVERAGE

Letter grades equal the following point values, which are used to calculate term and cumulative grade point averages (GPA):

A = 4.00	A- = 3.67	B+ = 3.33	B = 3.00	B- = 2.67
C+ = 2.33	C = 2.00	C- = 1.67	D+ = 1.33	D = 1.00
D- = 0.67	F = 0.00	AF = 0.00		

A grade point average is calculated by multiplying the quality point value (0.00 to 4.00) for the letter grade earned (A to F) by the number of credit hours per course. The products are totaled and are then divided by the total number of credit hours carried during the semester.

Grade point averages computed by the semester are referred to as term grade point averages. Grade point averages computed for all courses taken to date are referred to as cumulative grade point averages. Only Eastern Maine Community College courses are used to determine grade point averages.

PRESIDENT'S LIST

At the end of each semester the Academic Affairs Office prepares for the President a list of those full-time Dean's List students who have earned a grade point average of 4.0. Students may not be considered for the President's List if they have incomplete grades. The President offers special recognition to these students.

DEAN'S LIST

For the purpose of recognizing academic excellence among full-time matriculated students, each semester the Academic Affairs Office will prepare a list of those students who have earned a semester grade point average of 3.25 or higher with no course grade below a C. Students may not have incomplete grades to be considered for the Dean's List. Full-time students are registered for at least 12 credit hours for the semester.

HONORABLE MENTION LIST

Eastern Maine Community College recognizes and applauds the academic accomplishments of its part-time students through the Honorable Mention List. All of the following criteria must be met for a student to be eligible for the Honorable Mention List:

- Must be matriculated;
- Must be enrolled in 6-11 credit hours;
- Must have earned a C or higher in every course;
- Must not have any incomplete grades for the semester; and
- Must have earned a semester grade point average of at least 3.25

ACADEMIC PROBATION

Academic probation is a means of identifying those students who are in academic jeopardy, and must show academic improvement in order to continue their studies. Probationary status will be determined by cumulative grade point averages below 2.0 at the end of any semester. Student permanent records will carry the words "Academic Probation" with the semester of probation. Probationary status is removed when students raise their grade point average to 2.0 or higher.

Students on Academic Probation are required to:

1. consult with an academic advisor prior to registering for the following semester courses;
2. carry less than a normal credit load while on Academic Probation; and
3. meet with an advisor during the semester to develop an academic success plan for improving their academic standing and discuss their academic progress.

ACADEMIC DISMISSAL

A student will be dismissed for failure to earn the minimum acceptable ***cumulative*** GPA below:

- a. less than a 0.50 GPA for up to 15 credit hours attempted
- b. less than a 1.75 GPA for 15.1 to 30 credit hours attempted
- c. less than a 1.90 GPA for 30.1 to 45 credit hours attempted
- d. less than a 2.00 GPA for more than 45 credit hours attempted

Additionally, a student must complete 67 percent of all cumulative attempted credits with a grade of 1.33 or higher; otherwise, the student will be dismissed.

Students who have withdrawn from the same course more than twice are required to meet with the Vice President of Academic Affairs. If appropriate, the Vice President of Academic Affairs may choose to dismiss the student.

Students may also be dismissed for violations of the Student Code of Conduct.

Dismissed students will receive notification in writing from the Academic Affairs Office, and the transcript of those students will carry the words "Academic Dismissal," with the semester of dismissal. Dismissal requires students to be un-enrolled for a minimum of one semester.

Students may appeal the dismissal decision to the Vice President of Academic Affairs.

MID-SEMESTER GRADES/ACADEMIC WARNINGS

At the mid-point of each semester, the Academic Affairs Office may notify in writing those students whose grades are failing or near failing. These students are encouraged to meet with their instructors and/or department chairperson to discuss course work improvement and to use the services of the Student Success Center. Mid-semester grades become part of a student's permanent records; however, they are not recorded on official academic transcripts.

GRADE REPORTS

Students are responsible for accessing their final course grades online using the [MyEMCC](#) portal at www.emcc.edu. Grades are not mailed to students.

TRANSCRIPT OF ACADEMIC RECORD

The Office of the Registrar maintains the official academic record of each student in perpetuity. Transcripts of these records are not furnished to individuals, other institutions, or prospective employers without the written consent of the student. Each graduate receives one complimentary official transcript with the diploma. Transcripts are \$5 per request (up to two copies) and \$1 for each additional copy. Expedited transcripts (within a 24-hour turnaround time) are \$10 (prepaid) and faxing any transcripts costs \$10 (prepaid). These fees are not refundable. No partial transcripts or copies of transcripts from other institutions (including high schools) are issued. Voice or e-mail requests will not be honored, as a signed Transcript Request Form must be submitted in order to provide a transcript. Request forms are available online at <https://www.emcc.edu/beyond-emcc/transcript-requests/>. Students have the option of using the Parchment link or the form located on MyEMCC. Any questions regarding this process, you may email registrar@emcc.edu.

ADDRESS and NAME CHANGE

To ensure that our students receive all correspondence from the College, we request that students notify the Welcome Center immediately of any change in their name, address, or contact information. To make a name change, the student should provide their updated social security card. The Welcome Center is located in Katahdin Hall. Address and phone number changes may also be completed online through the student's MyEMCC account.

EXPUNGING RECORDS

Only the official academic record maintained by the Office of the Registrar is officially designated as a permanent record. Other records can be expunged at the discretion of a specific department where the record resides. For example, the Financial Aid Office expunges records five years after the student's last academic year of attendance. Immunization documentation will be destroyed five years after last attendance. Access rights shall be honored prior to the destruction of records if the student has requested such access.

Academic departments which maintain educational records may have specific policies regarding access to and retention of such records which are consistent with FERPA. Students seeking information about those specific policies should contact the specific department or office which is the custodian of that record.

TRANSFER OF CREDIT FROM EASTERN MAINE COMMUNITY COLLEGE TO OTHER COLLEGES AND UNIVERSITIES

Eastern Maine Community College is accredited by the New England Association of Schools and Colleges, Inc. (NEASC), therefore, most academic credits will transfer to other colleges and universities. General education courses usually transfer more easily than technical courses. The receiving school has the right to determine whether or not credits will transfer.

EMCC has developed articulation agreements with four-year colleges and universities to provide seamless transfer opportunities for students moving on to earn a Bachelor's Degree. Contact the Advising Department at advising@emcc.edu to learn more about this process. More detailed information can be found on our website <http://www.emcc.edu/beyond-emcc/transfer-agreements/>

PRIOR LEARNING ASSESSMENT

Prior Learning Assessment (PLA) is a process by which an individual's learning from experience that is equivalent to college-level coursework is assessed and evaluated for purposes of granting credit. College-level is deemed as learning that is a level of achievement equal to subject areas traditionally taught in colleges and is commonly recognized among colleges.

PLA may be awarded in two broad categories: credit by examination and credit by assessment. A maximum of 75% of the total required credits with significant credit in the major field may be earned through PLA or transfer. Credit for prior learning can be awarded only after the assessment of prior learning experiences and only for documented learning that demonstrates achievement of the identified learning outcomes for a specific course or courses. Students wishing to transfer to another college or university should check with the receiving institution to determine whether PLA credit will be accepted for transfer. In cases where nationally-recognized examinations and certification are provided, EMCC will award credit by the standards generally accepted among colleges. Such examinations include:

- College Board Advanced Placement (AP)
- College Level Examination Program (CLEP)
- DANTES Subject Standardized Test (DSST)
- International Baccalaureate (IB)
- Foreign Language Achievement Testing (CLEP, FLATs, NYU)

Where a nationally recognized exam is not offered or appropriate, EMCC may offer a challenge exam. These faculty-constructed exams could cover a wide variety of curricula from general education to technical courses and may be paper- or computer-based or a practical examination. The acceptable scores for awarding credit will be based on a collaborative decision of faculty experts.

ATTENDANCE, ABSENCES

Students are expected to be punctual and to attend all scheduled classes, laboratory periods, shop activities, and clinical experiences or field work. Faculty members (1) set specific attendance requirements for their classes, (2) file copies of attendance requirements with the Academic Affairs Office, and (3) communicate those requirements to students during the first class meeting of each course.

Students are responsible for all course requirements, regardless of reason(s) for absences. Make-up of academic requirements occurs at the discretion of faculty members.

Written warnings from instructors indicate they are considering dropping students from courses for non-compliance with written policies. Students may be dropped from courses, and a grade of "AF" will be automatically assigned.

REPEATING A COURSE

A course may be attempted no more than twice without prior approval of the Vice President of Academic Affairs and in consultation with the program department chairperson and faculty member. For credit courses, the last grade (regardless whether that grade is better or worse) on any course repeated will be the grade used in computing the cumulative grade point average (GPA) and for determining completion of degree requirements. All grades will remain on the student's record. The repeated course will count only once toward graduation requirements, provided the grade meets requirements.

ADD/DROP AND COURSE WITHDRAWAL

Eastern Maine Community College offers courses within various timeframes. As a result, both add/drop and course withdrawal periods differ in length, according to the course in question.

ADD/DROP

For fifteen- and sixteen-week semesters, the add/drop period will be the first six (6) business days of the semester. For periods shorter than 15 weeks, the add/drop period will be the first 10% of classes, rounded up to the next business day after the first class. Courses can be added outside this time frame only for exceptional circumstances with the instructor's permission.

Special Note: Financial aid and VA benefits are based on the total credits a student is registered for at the end of the add/drop period.

During this period, students may change their academic schedules with the approval of the appropriate advisor. A change is considered official only after Enrollment Management has received it. Courses dropped from student schedules during the add/drop period will not appear on transcripts.

COURSE WITHDRAWAL

The withdrawal period begins after add/drop and ends at the 65% point of the course. Courses dropped during the withdrawal period will reflect a "W" on the transcript. After the withdrawal period, students who stop attending will receive an "AF" or "F". **To properly withdraw from a course, the student MUST complete an electronic course withdrawal form which can be found on MyEMCC.**

Students who withdraw from technology classes during a semester will remain enrolled in their academic program through the end of that semester. If students intend to take classes in the following semester as matriculated students, they must contact the Admissions Office to request an extension of their academic program, or apply for and be accepted to another academic program at the College.

Special Notes:

1. Financial aid is not adjusted if a student withdraws from a class after the add/drop period.
2. VA benefits are adjusted if a student withdraws from a class anytime during the semester. Their enrollment change is reported to the Veterans Administration and can result in an adjustment to their monthly stipend as well as the possibility of their obligation to repay benefits to the VA.

SATISFYING PROGRAM REQUIREMENTS

Students are responsible to monitor their degree program requirements and to plan their schedule of courses accordingly. They should check with their academic advisor, before making any change to their schedules. **Students are responsible to meet all graduation requirements of their academic program.**

GRADUATION

Requirements: Eastern Maine Community College will grant associate in applied science degrees, associate in science degrees, associate in arts degrees, advanced certificates, and certificates to those students who have:

1. passed all prescribed courses required in their program with a minimum cumulative GPA of 2.0;
2. passed all courses within their major area of study with a minimum cumulative GPA of 2.0; and
3. paid all bills.

Application for Graduation: All students are required to complete an Application for Graduation. To apply for graduation, visit MyEMCC and fill out the Graduation Application.

Attendance at Graduation: Students who have fulfilled the requirements for graduation or are within six credits of completing program requirements may participate in commencement exercises. Graduation documents and official transcripts will be mailed after commencement.

Students who complete their course requirements after the May commencement (for example, after the summer or fall semesters) must email gradapps@emcc.edu initiate the process for approving their credential.

Awards of Excellence: During each commencement exercise, those students who have excelled both personally and academically within their program receive the Excellence in Technology awards. Usually one student in each technology receives this award. Phi Theta Kappa members and students graduating with honors (cumulative grade point averages of at least 3.50) are also recognized.

Awards of Excellence and other recognitions of achievement require that a student earns 75% of credits from courses taken at EMCC.

Graduating with Honors/High Honors: Graduating students meeting a 75% residency requirement at EMCC will be eligible for the awards of Honors and High Honors if they attain the requisite cumulative GPA. The Honors award requires a cumulative GPA of 3.25-3.74; the High Honors award requires a cumulative GPA of 3.75-4.00.

CHANGE IN PROGRAM/LEVEL

Change of Level: With the permission of the Director of Admissions, students enrolled in programs offering more than one level of instruction may change from one level to another.

Change of Program: Enrolled students wishing to be considered for a different program of study must apply through the Admissions Office. Those decisions involve available space, academic preparation, and commitment to the desired program. Additionally, students requiring Federal financial aid to assist with the cost of attendance are urged to seek the advice of a financial aid counselor prior to submitting a request to change majors. Moving from an associate degree to a certificate, changing majors after attempting too many credit hours, or changes requested following academic probation or dismissal will be reviewed with special consideration being given to the Satisfactory Academic Progress policy. Requests for change of majors are approved for the next semester or at the discretion of the Director of Admissions.

BREAK IN ENROLLMENT

Matriculated students who do not enroll in program-specific courses each consecutive semester until the completion of all program requirements may be withdrawn from their program as a result of the break in attendance. Students who have been withdrawn otherwise in good standing with Eastern Maine Community College are asked to discuss their intent to re-enroll with an Admissions Counselor. Students may be required to complete an Application for Readmission. Re-entry into certain courses and/or programs will be on a space-available basis.

WITHDRAWAL FROM THE COLLEGE

Students who decide to withdraw from Eastern Maine Community College must email advising@emcc.edu for assistance in completing the necessary paperwork. Failure to follow this official withdrawal process may result in failing grades recorded on the student's academic transcript.

Non-attendance of classes is not considered withdrawal and jeopardizes a student's academic record and eligibility for a refund of tuition, refundable fees, or room and board costs. Students who live on campus must follow the check-out procedure identified in the Residential Life Handbook.

READMISSION AFTER DISMISSAL OR WITHDRAWAL

Students who withdraw from Eastern Maine Community College while failing one or more courses or who are dismissed for academic reasons, will not be readmitted any sooner than one academic semester from the date of withdrawal/dismissal. Students who are dismissed for academic reasons may appeal their dismissals to the Vice President of Academic Affairs who will then (1) allow the dismissal decision to stand, (2) reverse the decision, or (3) readmit them under specified conditions.

Students dismissed for academic reasons may enroll, with the approval of the Vice President of Academic Affairs, in specific courses in order to remove deficiencies that may have resulted in the dismissal.

Special Note: The decision of the Vice President of Academic Affairs to permit a student to return to classes, does not automatically restore the student's financial aid eligibility. Refer to the College Financial Aid web page for an explanation of Federal regulations regarding Satisfactory Academic Progress for financial aid recipients.

LEAVE OF ABSENCE

A matriculated student in good academic standing may apply for and receive a Leave of Absence (usually no longer than a year) while maintaining status in his or her degree program. If a student is in the first semester of study, the Leave request will be reviewed at the end of the semester when grades are available. A student may not request a Leave of Absence for the semester in which he or she is enrolled. Students wishing to return from a Leave of Absence are required to submit an Application for Readmission with the Admissions Office to indicate their interest in returning.

Re-entry into the technology courses is on a space-available basis. Further information may be obtained in the Academic Affairs Office.

STUDENTS CALLED TO ACTIVE MILITARY SERVICE

Eastern Maine Community College recognizes the educational rights of its students who are called to active military duty. Students who (either voluntarily or involuntarily) enter active military service during time of national or international crisis will be eligible for financial credit for their course work. Students must call or meet with the Vice President of Academic Affairs prior to departure to discuss the reasons for entering active military service and complete the appropriate withdrawal form. Readmission to the student's program is based on space availability.

PHI THETA KAPPA INTERNATIONAL HONOR SOCIETY

The purpose of Phi Theta Kappa is the recognition and encouragement of scholarship among associate degree students. To achieve this purpose, Phi Theta Kappa provides opportunities for the development of leadership and service, an intellectual climate for exchange of ideas and ideals, lively fellowship for scholars, and stimulation of interest for continuing academic excellence.

Membership is extended by invitation. To be considered for membership, a student must:

- be enrolled during the semester that the invitation is being extended;
- have completed a minimum of 12 academic credit hours (in 100 level courses);
- have a cumulative grade point average of 3.5 or higher;

- be of good moral character and possess recognized qualities of citizenship; and
- be recommended by the department chairperson.

Membership is recognition of intellectual achievement while students are enrolled in college, as they continue their education, and as they seek employment. Membership avails opportunities for leadership and service locally, regionally, and nationally.

The membership fees are the sole resource by which Phi Theta Kappa is able to provide educational and cultural programs and services for its members.

STUDENT EXCHANGE EXPERIENCES

Eastern Maine Community College will offer up to three (3) college credits for student exchange experiences in other countries. In order to earn credit, students are required to satisfy predetermined goals and objectives. Sixty (60) hours of on-site experiences will be worth one (1) credit hour, with a maximum of three (3) credit hours for any single exchange experience. The final grade will be pass or fail.

COMPUTER USE POLICY

Purpose: To promote and ensure the responsible use of computers by or through Eastern Maine Community College.

EMCC seeks to enhance opportunities for individual and collaborative learning and research. As a public institution with limited resources and distinct policy and legal obligations, EMCC also needs to ensure that such uses are consistent with those resources and obligations. The goal of this Policy is to balance these interests and promote responsible and secure use for all.

APPLICATION

This policy applies to:

1. each Center and any other entity of EMCC;
2. all computing resources owned or operated by EMCC including, but not limited to, all hardware, software, peripherals, networks, network components, accounts, physical and logical data, e-mail and all other data or information transmitted by such equipment ("computers");
3. all employees, students and other persons who use such computers ("users"); and
4. in addition to any other computer use policy adopted by entities of EMCC, and by entities outside EMCC that operate resources accessed through or from EMCC.

GENERAL RULES

Educational Priority: The priority use of EMCC's computers is to provide direct support for learning, teaching and administration of programs. Such priority will govern access to EMCC's computers.

Use is a Privilege, Not a Right: Users do not have a right to use EMCC computers or accounts thereon. Users are granted a privilege to use such computers and accounts. This privilege is limited by the provisions of this Policy, any other pertinent policy or law, and may be withdrawn for violation thereof.

Limited Right of Privacy: Users may not have an expectation of privacy in their use of EMCC's computers or networks. For example, EMCC reserves the following rights:

1. Periodic Network Monitoring. EMCC reserves the right to monitor periodically, randomly and without notice use rates, patterns, speed and system capacity to ensure the efficiency or integrity of the EMCC network and its computers. Such monitoring may proceed only by a person expressly authorized by the College President.
2. Inspection of a Particular Account or Computer. EMCC reserves the right to inspect for reasonable cause those accounts, computers or files that EMCC has reason to believe are misused, corrupt or damaged. Such inspection may proceed only by a person expressly authorized by the College President and as advised by the MCCS General Counsel.
3. Search and Seizure by Law Enforcement Agencies. User accounts, computers or files may also be subject to search and seizure by law enforcement agencies for law enforcement purposes.

Time, Manner and Place Limitations: EMCC reserves the right to limit certain uses on or through EMCC computers at those times and locations that EMCC determines are necessary to regulate system capacity and speed. These limitations apply, but are not limited, to download of video, music, photographic and other large data files.

Examples of Specific Prohibitions:

Conduct that violates this Policy includes, but is not limited to, the following:

- unauthorized access to computers;
- unauthorized use of a computer account;
- connecting unauthorized equipment to the EMCC network;
- unauthorized attempts to circumvent data protection or security including, but not limited to, creating or running programs that identify security loopholes or decrypt secure data;
- knowingly or recklessly performing an act that will interfere with the regular operation of a computer;
- knowing or recklessly running or installing a program that, by intent or effect, damages a computer, system or network (this includes, but is not limited to, programs known as computer "viruses", "Trojan horses" and "worms");
- knowingly or recklessly wasting computer resources;
- knowingly or recklessly overloading computer resources, such as running excessive programs that use relatively substantial bandwidth and other resources (this includes, but is not limited to, peer-to-peer applications);
- violating terms of applicable software licensing agreements;
- violating copyright laws, including their fair use provisions, through unlawful reproduction or dissemination of copyrighted text, images and other protected materials;
- using System computers for commercial activity, such as selling products or services;
- using electronic mail to harass or threaten another person or organization;
- initiating or perpetuating electronic chain letters or unauthorized mass mailings (this includes, but is not limited to: multiple mailings to news groups, mailing lists or individuals; "spamming;" "flooding;" and "bombing");
- forging the identity of a person or computer in an electronic communication;
- transmitting or reproducing materials that is libelous, slanderous or defamatory;
- displaying, downloading, printing or distributing obscene, lewd, sexually explicit or sexually offensive images or text in a manner that constitutes sexual harassment or other violation of law;

- unauthorized monitoring of another user's electronic communications; or reading, copying, changing or deleting another user's files or software without authority; and
- otherwise violating existing laws or EMCC policies.

Enforcement: Violation of this Policy may result in the loss of computing and/or network access; other disciplinary action; or appropriate civil or criminal legal action.

Security: The EMCC Dean of Information Technology shall work with the MCCC Director of Finance and Administration to develop and adopt standards that provide adequate uniform security for all System computers and networks.

EMCC CENTER FOR BUSINESS SERVICES

Eastern Maine Community College's Center for Business Services serves the community as an economic and workforce resource. The Center is responsive to the education and training needs, and works with businesses and community partners to address workforce growth, training needs, professional development, and education.

SERVICES

Customized Trainings: EMCC offers a wide range of training programs that can be customized to fit the needs of local businesses and organizations. Training topics include technical trades, soft skills, management and leadership, communication and more. Courses can be offered for credit, continuing education units, or non-credit depending on the needs of the business.

Non-credit Courses and Certifications: EMCC offers a variety of general non-credit courses in both technical and professional development fields. These often prepare students for certification exams that result in industry-required licensures.

Maine Quality Centers: Maine Quality Centers is a program of the Maine Community College System that offers grant funding for customized training received through any of Maine's seven community colleges. Funding is available for new employee training resulting from business expansion and incumbent worker training for existing employees.

Welding Test Center: The Welding Test Center is an independent material testing laboratory that provides mechanical testing services for industry. Other services include welding/brazing procedure specification development, welding/brazing procedure qualification testing and welder/brazer performance qualification testing to all major welding codes, developing individual company welder qualifications, and code and welding consultation services. The Center is accredited by the American Welding Society, the Maine Department of Transportation and the Maine Department of Labor - Boiler Division. The Welding Test Center holds membership with: American Society of Mechanical Engineers (ASME), American Society of Non-destructive Materials (ASNT), American Society of Testing Materials (ASTM), American Society of Materials (ASM), Maine Marine Trades Association, and Manufacturers' Association of Maine. For more information visit <https://www.emcc.edu/workforce-development/welding-test-center/>

ACADEMIC PROGRAMS

ESSENTIAL LEARNING OUTCOMES

All graduates of associate degree programs at Eastern Maine Community College will improve their initial skills in the following common learning objectives:

- **Communication:** Graduates effectively convey ideas to others using graphics, speech and writing, while sources (if any) are handled appropriately, and content, mechanics, and presentation are clear and appropriate to the assignment.
- **Teamwork:** Graduates work effectively in teams with individuals from diverse backgrounds to achieve a goal. Graduates work collaboratively and in a timely manner to ensure that all members participate in accomplishing the task and provide constructive feedback when conflicts arise.
- **Independent Learning:** Graduates access, evaluate and synthesize information independently using appropriate technology, and select information relevant to the assignment, then organize and synthesize it clearly.
- **Problem Solving:** Graduates can interpret manuals and reports, use numerical literacy skills, scientific methods and/or logic to first separate the symptoms from problems and then to work through the details of the problem to seek a solution.

GENERAL EDUCATION COURSES BY CATEGORY

Most program requirements include restricted electives which include any 100+ level or higher course with the specified prefix. Elective courses by category are:

- **Humanities:** The study of literature, language, philosophy and fine arts to analyze values, to stimulate speculation and creativity and to explore the meaning of human existence.
- **English (Writing Intensive or Communication):** The study of the skills of discourse—collecting, preparing, and presenting ideas in written and oral form.
- **Mathematics:** The study of numbers and their operations, measurement, and relationships and the use of computational methods in problem solving.
- **Science:** The study of life and physical sciences directed toward the application of the scientific method of inquiry to natural phenomena.
- **Social Science:** The study of psychological, social, historical and political behavior directed toward an understanding of human continuity and change.

HUMANITIES		COMMUNICATIONS	MATH	SCIENCE	SOCIAL SCIENCE
<i>Literature</i>	<i>Fine Arts</i>	ENG 100	<u>MAT</u>	<u>BIO</u>	<u>ECO</u>
<u>ENG 112</u>	<u>ART</u>	<u>ENG 101</u>		<u>CHE</u>	<u>GEO</u>
<u>ENG 222</u>	<u>ENG 212</u>	ENG 151		<u>NUT</u>	GOV
<u>ENG 223</u>	<u>ENG 214</u>	<u>ENG 162</u>		<u>PHY</u>	<u>HIS</u>
<u>ENG 224</u>	<u>HUM</u>	<u>ENG 172</u>			<u>PSY</u>
<u>ENG 225</u>	<u>MUS</u>	ENG 205			<u>SOC</u>
<u>ENG 227</u>	<i>Philosophy</i>	<u>ENG 215</u>			
<u>ENG 228</u>	<u>PHI</u>	<u>SPE 101</u>			
<u>ENG 233</u>	<i>Language</i>	<u>SPE 201</u>			
<u>ENG 235</u>	<u>ASL</u>				
<u>ENG 241</u>	<u>KOR</u>				
ENG 242					
<u>ENG 243</u>					

AUTOMOTIVE TECHNOLOGY

Credentials:

Associate in Applied Science Degree (65 credit hours)
Certificate (33 credit hours)

Academic Requirements for Admission:

A.A.S. Degree: High School Level Algebra I required. Algebra II, Geometry, and either Physics or Chemistry with Lab desired. A clean driving record and criminal history required.

Certificate: High School Level Algebra I required. A clean driving record and criminal history required.

Program Overview:

The Automotive Technology program provides theoretical foundations, practical education, and work experience in the engineering, testing, servicing, troubleshooting and repairing of automobiles. The program is accredited by the ASE Education Foundation and offers instruction in all eight areas of Automotive Repair. The curriculum follows the ASE Education Foundation standards, and instructs students in all aspects of automotive repair in the major automotive brands. The instruction is aimed at ASE technician certification exams and helps students prepare to sit for them. In addition, the program is Maine's only MOPAR Career Automotive Program, (MCAP) Local program. Students that attend the program will also study the Chrysler, Dodge, Jeep, Ram and Fiat curriculum, becoming MOPAR level one certified technicians at the completion of the program. This affords the student the opportunity to work for a MOPAR dealership, if they have desire to, and begin doing warranty repair for the dealership day one of their employment. Additionally, students may elect to place their name in national data base of MCAP graduates, affording them opportunity to be recruited by dealers from across the nation.



As an option to the MCAP program, Students may choose to study the Subaru University curriculum, in place of the MCAP curriculum. As with the MCAP curriculum, students will become Subaru Level One certified technicians by the end of the program. Students choosing this path will be provided with the option to choose a Subaru Dealership to complete their internship in, and ultimately to work in.



In addition to the MCAP and Subaru curriculums, students may, at their option choose, to complete a Toyota curriculum, providing them with yet one more opportunity for their career.

Graduates are employed as automotive service technicians, sales personnel, service managers, maintenance supervisors, service writers, warranty claims adjusters, and parts persons.

Program Learning Outcomes:

Graduates with the Associate in Applied Science Degree will function at an entry-level position for servicing, diagnosing, repairing, and creating work orders in the following areas:

- Perform tasks to diagnose and repair components of automotive electrical/electronic systems.
- Perform tasks to diagnose and repair components of automotive suspension and steering systems.
- Perform tasks to diagnose and repair components of automotive brake systems.
- Perform tasks to diagnose and repair components of automotive engines.
- Perform tasks to diagnose and repair components of automotive engine performance systems.
- Perform tasks to diagnose and repair components of automotive manual transmissions and drivetrains.
- Perform tasks to diagnose and repair components of automotive automatic transmissions.
- Perform tasks to diagnose and repair components of automotive heating, ventilation and air conditioning systems.

Students are tested with standard written tests as well as hands-on testing that coincide with the assigned textbook, NATEF standards, as well as industry standards in each area. Students must pass Automotive courses with a grade of C or higher to count for graduation.

Automotive Service Excellence (ASE) Profile

Meet the ASE Education Foundation: The ASE Education Foundation is a non-profit organization that evaluates and accredits entry-level automotive technology education programs against standards developed by the automotive industry. It also develops career readiness education for students which fuse local partnerships, rigorous standard based education, workplace experience, and mentorship together. **Education, Recalibrated!** As the nation's automotive service industry leaders, ASE re-imagined a new way of cultivating an inspired workforce. They set out to bridge the gap between the employer's needs and how we teach our students by looking at the big picture—the entire learning lifecycle—and designed a solution that aligns schools, students, instructors, training managers, and employers in a universal system. The result? The ASE Education Foundation. **What is ASE?** ASE, is short for the National Institute for Automotive Service Excellence. Since 1972 our independent non-profit organization has worked to improve the quality of vehicle repair and service by testing and certifying automotive professionals. **What Does ASE Do?** ASE promotes excellence in vehicle repair, service and parts distribution. Almost 300,000 Automotive Technicians and Service Professionals hold ASE Certifications. ASE Certified Professionals work in every part of the automotive service industry. ASE certifies automotive technicians and service professionals, not the auto shops.

Automotive Technology – A.A.S. Degree			
First Semester		Automotive Courses	Credits
	<u>ATA 100</u>	Automotive Safety and Light Vehicle Repair	4
	<u>ATA 110</u>	Automotive Basic Electrical Systems	3
	<u>ATA 120</u>	Automotive Shop Management	2
	<u>ATA 124</u>	Automotive State Inspection Prep	1
		General Education Courses	Credits
	ENG 100 or <u>ENG 101</u>	Basic Academic & Pre-professional Writing College Composition	3
	<u>MAT 110</u>	Technical Mathematics I	3
Second Semester		Automotive Courses	Credits
	<u>ATA 125</u>	Automotive Steering and Suspension I	2
	<u>ATA 126</u>	Automotive Steering and Suspension II	2
	<u>ATA 145</u>	Automotive Brake Systems I	2
	<u>ATA 146</u>	Automotive Brake Systems II	2
	<u>ATA 150</u>	Automotive Engine Repair	3
		General Education Courses	Credits
	Restricted Elective	Any Humanities or Social Science (100 level or higher)	3
	<u>MAT 114</u>	Technical Mathematics II	3
Summer Semester			
	<u>ATA 190</u>	Automotive Program Internship	3
Third Semester		Automotive Courses	Credits
	<u>ATA 210</u>	Advanced Automotive Electrical Systems	3
	<u>ATA 215</u>	Manual Transmissions and Driveline	3
	<u>ATA 220</u>	Engine Performance and Diagnosis	3
	Restricted Elective	Any Humanities or Social Science (100 level or higher)	3
		General Education Course	Credits
	Restricted Elective	Any Lab Science (100 level or higher)	4
Fourth Semester		Automotive Courses	Credits
	<u>ATA 225</u>	Automotive Heating and Air Conditioning	3
	<u>ATA 230</u>	Drivability and Emission Controls	3
	<u>ATA 235</u>	Automatic Transmissions and Transaxles	3
	<u>WEL 265</u>	Gas Metal Arc Welding (GMAW), Basic	1
		General Education Course	Credits
	<u>ENG 215</u>	Business and Technical Writing	3
TOTAL A.A.S. DEGREE CREDITS			65

Automotive Certificate in Basic Systems			
First Semester		Automotive Courses	Credits
	<u>ATA 100</u>	Automotive Safety and Light Vehicle Repair	4
	<u>ATA 110</u>	Automotive Basic Electrical Systems	3
	<u>ATA 120</u>	Automotive Shop Management	2
	<u>ATA 124</u>	Automotive State Inspection Prep	1
		General Education Courses	
	ENG 100 or <u>ENG 101</u>	Basic Academic & Pre-professional Writing College Composition	3
	<u>MAT 110</u>	Technical Mathematics I	3
Second Semester		Automotive Courses	Credits
	<u>ATA 125</u>	Automotive Steering and Suspension I	2
	<u>ATA 126</u>	Automotive Steering and Suspension II	2
	<u>ATA 145</u>	Automotive Brake Systems I	2
	<u>ATA 146</u>	Automotive Brake Systems II	2
	<u>ATA 150</u>	Automotive Engine Repair	3
		General Education Courses	Credits
	Restricted Elective	Any Humanities or Social Science (100 level or higher)	3
	<u>MAT 114</u>	Technical Mathematics II	3
TOTAL CERTIFICATE CREDITS			33

BUILDING CONSTRUCTION TECHNOLOGY

Credentials:

Associate in Applied Science Degree (60-61 credit hours)
Certificate (32-33 credit hours)

Academic Requirements for Admission:

A.A.S. Degree: High School Level Algebra I required. Algebra II, Geometry, and either Physics or Chemistry with Lab desired.

Certificate: High School Level Algebra I required.

Program Overview:

Associate in Applied Science Degree: This program is designed for students who are planning for leadership positions within the construction industry. This program encompasses studies in cabinetmaking and millwork, residential, commercial and industrial construction. Building codes, construction estimating and scheduling, quality control and safety are integral components of this program. Students learn blueprint reading, computer aided drafting and design, construction layout, and carpentry skills. Students apply these skills by performing field layout projects, constructing a residential building, manufacturing and installing cabinetry and designing, placing and finishing concrete.

Certificate: This program is designed to prepare students for entry-level positions as a carpenter in the residential building field. This program focuses on residential construction. Students study blueprint reading, drafting, safety and residential construction practices and apply these studies by building a residential building.

Program Learning Outcomes:

Graduates with the Associate in Applied Science Degree in the Building Construction program will function at an entry-level position in the construction industry, but with the skill set necessary for later promotion into a mid-management level position. Skills will include:

- Describing the features and characteristics of the building products used in the trade, from framing material, sheathing and roof covering to interior/exterior finish.
- Interpreting plans, estimating costs, and facilitating a project layout.
- Explaining the effects of insulation, moisture, and air barriers on a structure. Recognizing opportunities to prevent damage and construct an efficient durable product.
- Understanding and utilizing math calculations, formulas, and measurement techniques required in the carpentry trade.
- Producing high quality finished products using the proper hand tools required for the trade. This includes table saws, miter saws, circular saws, planer, jointer, pneumatic nailers, and all associated hand tools.

Building Construction Technology—A.A.S. Degree			
First Semester		Building Construction Courses	Credits
	<u>BCT 103</u>	Introduction to Framing, Safety, and Code Compliance	3
	<u>BCT 105</u>	Roof Systems and Surfaces	4
	<u>DTG 103</u>	Architectural Drafting I	3
General Education Courses			Credits
	ENG 100 or <u>ENG 101</u>	Basic Academic & Pre-professional Writing College Composition	3
	<u>MAT 110</u>	Technical Mathematics I	3
Second Semester		Building Construction Courses	Credits
	<u>BCT 153</u>	Exterior and Interior Finishing with Advanced Rafter Framing	7
	<u>DTG 133</u>	Architectural Drafting II	3
General Education Courses			Credits
	Restricted Elective	Any Math or Science (100 level or higher)	3-4
	Restricted Elective	Any Humanities or Social Science (100 level or higher)	3
Third Semester		Building Construction Courses	Credits
	<u>BCT 213</u>	Stair Construction	1
	<u>BCT 255</u>	Commercial and Industrial Construction	4
	<u>BCT 264</u>	Estimating	3
	<u>DTG 233</u>	Architectural Drafting III	3
General Education Course			Credits
	Restricted Elective	Any Humanities or Social Science (100 level or higher)	3
Fourth Semester		Building Construction Courses	Credits
	<u>BCT 266</u>	Construction Management and Estimating II	3
	<u>BCT 272</u>	Cabinetmaking and Millwork	5
General Education Courses			Credits
	<u>ENG 215</u>	Business and Technical Writing	3
	Restricted Elective	Any Communications, Humanities, Math, Science or Social Science (100 level or higher)	3
TOTAL A.A.S. DEGREE CREDITS			60-61

Building Construction Technology—Certificate			
First Semester		Building Construction Courses	Credits
	<u>BCT 103</u>	Introduction to Framing, Safety, and Code Compliance	3
	<u>BCT 105</u>	Roof Systems and Surfaces	4
	<u>DTG 103</u>	Architectural Drafting I	3
General Education Courses			Credits
	ENG 100 or <u>ENG 101</u>	Basic Academic & Pre-professional Writing College Composition	3
	<u>MAT 110</u>	Technical Mathematics I	3
Second Semester		Building Construction Courses	Credits
	<u>BCT 153</u>	Exterior and Interior Finishing with Advanced Rafter Framing	7
	<u>DTG 133</u>	Architectural Drafting II	3
General Education Courses			Credits
	Restricted Elective	Any Math or Science (100 level or higher)	3-4
	Restricted Elective	Any Humanities or Social Science (100 level or higher)	3
TOTAL CERTIFICATE CREDITS			32-33

BUSINESS MANAGEMENT – TRANSFER OPTION

Credential:

Associate in Applied Science Degree (60 credit hours)

Academic Requirement for Admission:

High School Level Algebra I

Program Overview:

The Business Management program provides a sound foundation of principles designed to prepare students for the business world. Courses offer practical, marketable skills while developing an understanding of business theory. Graduates are qualified for entry-level management employment in banking, retailing, Federal and State government, sales, insurance, and marketing.

Program Learning Outcomes:

Graduates with the Associate in Applied Science Degree in the Business Management program will get a thorough grounding in the theories and principles of accounting, finance, marketing, economics, statistics, and management. Students who successfully complete the A.A.S. will be able to:

- utilize technology to analyze business problems and construct appropriate solutions;
- apply basic accounting and financial concepts to business problems;
- describe and explain essential legal, regulatory, cultural and organizational framework of the business environment; and
- diagnose marketing and management related issues and planning future actions

Business Management—Transfer Option – A.A.S. Degree			
First Semester		Business Management Courses	Credits
	<u>BUA 101</u>	Introduction to Business	3
	<u>BUA 111</u>	Accounting I	3
	<u>BUA 165</u>	Business Math	3
General Education Courses			Credits
	<u>ENG 101</u>	College Composition	3
	Restricted Elective	<u>PSY 101</u> Introduction to Psychology <i>or</i> <u>PSY 211</u> Human Relations	3
Second Semester		Business Management Courses	Credits
	<u>BCA 115</u>	Introduction to Computer Applications	3
	<u>BUA 112</u>	Accounting II	3
	<u>BUA 131</u>	Business Law I	3
General Education Courses			Credits
	<u>MAT 116</u>	College Algebra	3
	<u>PHI 101</u>	Ethics	3
Third Semester		Business Management Courses	Credits
	<u>BUA 211</u>	Managerial Accounting	3
	<u>BUA 234</u>	Credit and Finance Management	3
	Restricted Elective	Any Business Management (100 level or higher)	3
General Education Courses			Credits
	<u>ECO 221</u>	Introduction to Microeconomics	3
	<u>MAT 163</u>	Introduction to Statistics	3
Fourth Semester		Business Management Courses	Credits
	<u>BUA 271</u>	Marketing Principles	3
	<u>BUA 291</u>	Principles of Management and Organization	3
	Restricted Elective	Any Business Management (100 level or higher)	3
General Education Courses			Credits
	<u>ECO 222</u>	Introduction to Macroeconomics	3
	<u>ENG 215</u>	Business and Technical Writing	3
TOTAL A.A.S. DEGREE CREDITS			60

Business Management Elective Options: BMT 105 Business Communications, BMT 113 Medical Terminology I, BUA 103 Business Plan Development, BUA 132 Business Law II, BUA 141 Principles of Small Business Management; BUA 213 Accounting with QuickBooks, BUA 260 Social Environment of Business, BUA 263 Sales and Customer Relations, BUA 265 Leadership, BUA 281 Cooperative Education for Business, or ECO 103 Personal Finance.

All students who plan to make use of transfer agreements may be more restricted with elective choices.

BUSINESS MANAGEMENT – CAREER OPTION

Credential:

Associate in Applied Science Degree (60-62 credit hours)

Academic Requirement for Admission:

High School Level Algebra I

Program Overview:

The Business Management program with an Option in Careers is designed to offer students more flexibility in choosing classes geared toward entry-level management positions. This curriculum is also perfectly designed to enhance one's skills in preparation for advancement with their current employers.

Program Learning Outcomes:

Graduates with the Associate in Applied Science Degree in the Business Management program will get a thorough grounding in the theories and principles of accounting, finance, marketing, economics, statistics, and management. Students who successfully complete the A.A.S. will be able to:

- utilize technology to analyze business problems and construct appropriate solutions;
- practice basic accounting and utilize financial concepts to business problems;
- employ essential legal, ethical, regulatory, cultural, and managerial concepts to the business environment; and
- identify marketing and management related issues and plan future actions.

Business Management—Career Option – A.A.S. Degree			
First Semester		Business Management Courses	Credits
	<u>BUA 101</u>	Introduction to Business	3
	<u>BUA 111</u>	Accounting I	3
	<u>BUA 165</u>	Business Math	3
General Education Courses			Credits
	<u>ENG 101</u>	College Composition	3
	Restricted Elective	<u>PSY 101</u> Introduction to Psychology <i>or</i> <u>PSY 211</u> Human Relations	3
Second Semester		Business Management Courses	Credits
	<u>BCA 115</u>	Introduction to Computer Applications	3
	<u>BUA 112</u>	Accounting II	3
	<u>BUA 131</u>	Business Law I	3
General Education Courses			Credits
	<u>PHI 101</u>	Ethics	3
	Restricted Elective	Any Math (100 level or higher)	3
Third Semester		Business Management Courses	Credits
	Restricted Elective	<u>BUA 221</u> Business Economics <i>or</i> <u>ECO 221</u> Introduction to Microeconomics <i>or</i> <u>ECO 222</u> Introduction to Macroeconomics	3
	Restricted Elective	Any Business Management (100 level or higher)	3
	Restricted Elective	Any Business Management (100 level or higher)	3
General Education Courses			Credits
	<u>ENG 215</u>	Business and Technical Writing	3
	Restricted Elective	Any Math or Science (100 level or higher)	3-4
Fourth Semester		Business Management Courses	Credits
	<u>BUA 263</u>	Sales and Customer Relations	3
	<u>BUA 271</u>	Marketing Principles	3
	<u>BUA 291</u>	Principles of Management and Organization	3
	Restricted Elective	Any Business Management (100 level or higher)	3
General Education Course			Credits
	Restricted Elective	Any Communications, Humanities, Math, Science, or Social Science (100 level or higher)	3-4
TOTAL A.A.S. DEGREE CREDITS			60-62

Business Management Elective Options: BMT 105 Business Communications, BMT 113 Medical Terminology I, BUA 103 Business Plan Development, BUA 132 Business Law II, BUA 141 Principles of Small Business Management; BUA 213 Accounting with QuickBooks, BUA 260 Social Environment of Business, BUA 263 Sales and Customer Relations, BUA 265 Leadership, BUA 281 Cooperative Education for Business, or ECO 103 Personal Finance.

BUSINESS MANAGEMENT – SMALL BUSINESS DEVELOPMENT

Credential:

Certificate (30 credit hours)

Academic Requirement for Admission:

High School Level Algebra I

Program Overview:

The Certificate in Small Business Development is intended to help those individuals wanting to start a business or to help their current business become more successful.

Students enrolled in this program may also be Associate Degree students in Business Management. Most graduates of the Certificate program will be students adding courses to their existing programs.

Business Management - Small Business Development—Certificate		
First Semester	Business Management Courses	Credits
<u>BUA 101</u>	Introduction to Business	3
<u>BUA 111</u>	Accounting I	3
<u>BUA 141</u>	Principles of Small Business Management	3
<u>BUA 263</u>	Sales and Customer Relations	3
	General Education Course	Credits
<u>ENG101</u>	College Composition	3
Second Semester	Business Management Courses	Credits
<u>BUA 112</u>	Accounting II	3
<u>BUA 131</u>	Business Law I	3
<u>BUA 271</u>	Marketing Principles	3
<u>BUA 291</u>	Principles of Management and Organization	3
	General Education Course	Credits
<u>PHI 101</u>	Ethics	3
TOTAL CERTIFICATE CREDITS		30

CAREER STUDIES

Credential:

Associate in Applied Science Degree (60-63 credit hours)

Academic Requirement for Admission:

High School Level Algebra I

Program Overview:

This program provides highly individualized and flexible programming for the following:

- Students with significant transfer credits (including reverse transfer);
- Students with substantial work experience and/or other prior learning;
- Students awaiting entry into another certificate or degree programs;
- Students who have not yet selected their career;
- Students completing two certificate programs; or
- Students with an overabundance of credits not meeting the requirements of another credential.

Objectives of this program are to recognize significant work and/or learning experiences in a broad range of technical and specialized career fields; enhance education opportunities for those students who already possess significant bases of skill and/or learning; and assist individuals to advance in their chosen field. This program is designed to prepare students for various careers and is built on a foundation of general education courses.

Program Learning Outcomes:

Students who successfully complete the A.A.S. degree will be able to:

- recognize and apply appropriate terminology within the chosen area of specialization;
- describe ethical and responsible behavior relative to the chosen career field;
- recognize the value of diversity in opinions, values, abilities, and cultures of colleagues and customers in a professional workplace;
- apply problem-solving skills and quantitative analysis using technology relative to the area of specialization; and
- utilize appropriate information resources to gather and disseminate technical information within the chosen career field.

Career Studies – A.A.S. Degree			
Career Cluster Courses			Credits
	Career Elective		3
	Career Elective		3
	Career Elective		3
	Career Elective		3
	Career Elective		3
	Career Elective		3
	Career Elective		3
	Career Elective		3
Free Elective Courses			Credits
	FYE 100	College Success <i>Students with 12 or more transfer credits are exempt from this requirement.</i>	1
	Free Elective		3
	Free Elective		3
	Free Elective		3
	Free Elective		3
	Free Elective		3
General Education Courses			Credits
	ENG 100 or <u>ENG 101</u>	Basic Academic & Pre-professional Writing College Composition	3
	Restricted Elective	Any Communications (100 level or higher)	3
	Restricted Elective	Any Humanities or Social Science (100 level or higher)	3
	Restricted Elective	Any Humanities or Social Science (100 level or higher)	3
	Restricted Elective	Any Mathematics or Science (100 level or higher)	3-4
	Restricted Elective	Any Mathematics or Science (100 level or higher)	3
	Restricted Elective	Any General Education (100 level or higher)	3
TOTAL A.A.S. DEGREE CREDITS			60-63

COMMUNITY PARAMEDICINE

Credential:

Advanced Certificate (17 credit hours)

Program Overview:

The Community Paramedic program is designed to educate students that are looking for career opportunities in any organization that provides community health care, emergency medical services, and public health. Graduates obtaining this advanced certificate will have the necessary skills to navigate and establish systems to better serve the citizens of their communities. They will help individuals and communities overcome barriers that prevent them from accessing and benefitting from health services. Community paramedics serve as advocates, facilitators, liaisons, community brokers and resource coordinators. They are also trained as direct service providers which will ensure basic and advanced levels of care appropriate to prevention, emergencies, evaluation, triage, disease management, and basic oral and mental health.

Program Learning Outcomes:

Upon completion of the Advanced Certificate in Community Paramedic, the graduate is prepared to:

- explain the scope of service for the role of the Community Paramedic (CP);
- differentiate between the role of the Community Paramedic, traditional community health care workers and the emergency medical personnel;
- demonstrate knowledge and skills required to perform clinical interventions;
- evaluate treatment and referral programs according to policies and protocols;
- evaluate the characteristics of health in the community;
- identify relevant health and welfare services; and
- characterize the role of the CP as a liaison between patients, health and welfare service.

Community Paramedic – Advanced Certificate			
Required Courses			Credits
	<u>EMS 270</u>	Community Paramedic Advocacy and Outreach	5
	<u>EMS 280</u>	Community Assessment	2
	<u>EMS 271</u>	Care and Prevention Development Strategies	5
	<u>EMS 281</u>	Community Paramedic Clinical	5
TOTAL ADVANCED CERTIFICATE CREDITS			17

COMPUTER TECHNOLOGY

Credential:

- Computer Technology – Coding Option - Associate in Applied Science Degree (60 credit hours)
- Computer Technology – Coding Option – Advanced Certificate (16 credit hours)
- Computer Technology – Coding Option – Certificate (32 credit hours)
- Computer Technology – Networking Option – Associate in Applied Science Degree (60-61 credit hours)
- Computer Technology – Computer Repair Technology – Certificate (32-33 credit hours)

Academic Requirements for Admission:

- High School Level Algebra I required. Algebra II desired.
- For Advanced Certificate – must hold Associate Degree.

Program Overview:

The Computer Technology field is ever growing and changing, requiring motivated problem solvers in today's technology driven world. The Computer Technology Department offers two Associate in Applied Science Degree programs, two Certificates, and one Advanced Certificate that are designed to prepare students for entry-level positions within Information Technology (IT).

Students will receive a solid foundation in a variety of different areas including systems hardware and software, network design and management, customer service, and information security.

Graduates are prepared to assume a variety of positions such as: desktop support, help desk technician, network installer, network technician, network administrator, information security, network security, and technology trainer.

Program Learning Outcomes:

Graduates with the Associate in Applied Science Degree in the Computer Technology program should be able to:

- install, configure, troubleshoot, maintain, and upgrade computer systems hardware and software;
- effectively design and manage networks and efficiently operate them;
- interact appropriately with customers, co-workers, and the public in a service-oriented industry; and
- apply core software development processes at a conceptual level for a given problem; and
- articulate software project management principles and techniques.

Computer Technology – Coding Option:

Programming or coding is writing the instruction sets that allow the end user to interact with the computer or electronic device. Whether it is gaming, interactive applications or a webpage, it all starts with the code. Students start with basic interactive code creating webpages and then learn how this relates to object-oriented coding. Students will also be exposed to cloud computing and how it relates to coding and the future of electronic media.

Computer Technology – Coding Option – A.A.S. Degree		
First Semester	Computer Technology Courses	Credits
Restricted Elective	<u>CST 101</u> Introduction to College Learning or <u>FYE 100</u> College Success	1
<u>CST 103</u>	Introduction to Computer Systems	3
<u>CST 143</u>	Web Applications and Development	3
<u>CST 170</u>	Customer Service Concepts	3
	General Education Courses	Credits
<u>ENG 101</u>	College Composition	3
<u>MAT 116</u>	College Algebra	3
Second Semester	Computer Technology Courses	Credits
<u>CST 154</u>	Object-Oriented Programming I	3
<u>CST 162</u>	Network+ Certification	4
<u>CST 251</u>	Cloud Computing I	3
	General Education Courses	Credits
Restricted Elective	Any Math or Science (100-level or higher)	3
<u>SPE 101</u>	Oral Communication	3
Third Semester	Computer Technology Courses	Credits
<u>CST 203</u>	Systems Analysis and Design	3
<u>CST 235</u>	Database Systems	3
<u>CST 253</u>	Object-Oriented Programming II	3
	General Education Courses	Credits
Restricted Elective	Any Humanities or Social Science (100 level or higher)	3
Elective	Any General Education Course (100 level or higher)	3
Fourth Semester	Computer Technology Courses	Credits
Restricted Elective	<u>CST 221</u> Network Security or <u>CST 240</u> Data Mining	3
<u>CST 254</u>	Cloud Computing II	3
<u>CST 256</u>	Software Development and Marketing	3
<u>CST 248</u>	Capstone	1
	General Education Course	Credits
Restricted Elective	Any Humanities/Social Science (100 level or higher)	3
TOTAL A.A.S. DEGREE CREDITS		60

In addition to the Associate in Applied Science Degree in Coding, EMCC also offers an Advanced Certificate in Coding. This program is designed to educate students that already have a degree and are looking for career opportunities in any organization that needs to provide customized software support or needs to be able to manipulate data. Through this certificate a student will better be able to use the structures and programs necessary for software manipulation, database management, data mining, or website development.

Computer Technology Coding – Advanced Certificate			
		Required Courses	Credits
	<u>CST 154</u>	Object-Oriented Programming I	3
	<u>CST 251</u>	Cloud Computing I	3
	<u>CST 253</u>	Object-Oriented Programming II	3
	<u>CST 254</u>	Cloud Computing II	3
	<u>CST 256</u>	Software Development and Marketing	3
	<u>CST 248</u>	Capstone	1
TOTAL ADVANCED CERTIFICATE CREDITS			16

Computer Technology – Coding Option – Certificate			
First Semester		Computer Technology Courses	Credits
	Restricted Elective	<u>CST 101</u> Introduction to College Learning or <u>FYE 100</u> College Success	1
	<u>CST 103</u>	Introduction to Computer Systems	3
	<u>CST 143</u>	Web Applications and Development	3
	<u>CST 170</u>	Customer Service Concepts	3
		General Education Courses	Credits
	<u>ENG 101</u>	College Composition	3
	<u>MAT 116</u>	College Algebra	3
Second Semester		Computer Technology Courses	Credits
	<u>CST 154</u>	Object-Oriented Programming I	3
	<u>CST 162</u>	Network+ Certification	4
	<u>CST 251</u>	Cloud Computing I	3
		General Education Courses	Credits
	Restricted Elective	Any Math or Science (100-level or higher)	3
	<u>SPE 101</u>	Oral Communication	3
TOTAL CERTIFICATE CREDITS			32

Computer Technology – Networking Option:

Communication between devices is becoming more prevalent and being able to understand and work with the wide variety of networked systems is in high demand. Students will receive the knowledge needed to navigate in this ever-changing field of computer, network, and wireless systems.

Computer Technology – Networking Option – A.A.S. Degree			
First Semester		Computer Technology Courses	Credits
	Restricted Elective	<u>CST 101</u> Introduction to College Learning or <u>FYE 100</u> College Success	1
	<u>CST 114</u>	Computer Hardware	3
	<u>CST 103</u>	Introduction to Computer Systems	3
	<u>CST 143</u>	Web Applications and Development	3
General Education Courses			Credits
	<u>ENG 101</u>	College Composition	3
	<u>MAT 116</u>	College Algebra	3
Second Semester		Computer Technology Courses	Credits
	<u>CST 113</u>	Operating Systems	3
	<u>CST 162</u>	Network+ Certification	4
	<u>CST 170</u>	Customer Service Concepts	3
General Education Courses			Credits
	Restricted Elective	Any Math or Science (100 level or higher)	3-4
	<u>SPE 101</u>	Oral Communication	3
Third Semester		Computer Technology Courses	Credits
	<u>CST 203</u>	Systems Analysis and Design	3
	<u>CST 232</u>	Server Operating Systems	3
	Restricted Elective	<u>CST 235</u> Database Systems or <u>CST 251</u> Cloud Computing I	3
General Education Courses			Credits
	Restricted Elective	Any Humanities or Social Science (100 level or higher)	3
	Elective	Any General Education Course (100 level or higher)	3
Fourth Semester		Computer Technology Courses	Credits
	Restricted Elective	<u>CST 221</u> Network Security or <u>CST 240</u> Data Mining	3
	<u>CST 226</u>	Wireless Networking	3
	<u>CST 246</u>	Virtualized Computer Systems	3
	<u>CST 248</u>	Capstone	1
General Education Course			Credits
	Restricted Elective	Any Humanities/Social Science	3
TOTAL A.A.S. DEGREE CREDITS			60-61

Program Overview:

The Certificate program in Computer Repair Technology (CRT) prepares the successful student for an entry-level position in the field of computer repair. Students are provided with a solid foundation in hardware and software, basic networking, and coding. Graduates are prepared to assume a variety of positions such as desktop support, help desk technician, and computer maintenance.

The Computer Repair Certificate may be used as a pathway for students who may later want to enter an Associate in Applied Science Degree program in Computer Technology.

Computer Repair Technology—Certificate			
First Semester		Computer Technology Courses	Credits
	Restricted Elective	<u>CST 101</u> Introduction to College Learning or <u>FYE 100</u> College Success	1
	<u>CST 114</u>	Computer Hardware	3
	<u>CST 103</u>	Introduction to Computer Systems	3
	<u>CST 143</u>	Web Applications and Development	3
General Education Courses			Credits
	<u>ENG 101</u>	College Composition	3
	<u>MAT 116</u>	College Algebra	3
Second Semester		Computer Technology Courses	Credits
	<u>CST 113</u>	Operating Systems	3
	<u>CST 162</u>	Network+ Certification	4
	<u>CST 170</u>	Customer Service Concepts	3
General Education Courses			Credits
	Restricted Elective	Any Math or Science (100-level or higher)	3-4
	<u>SPE 101</u>	Oral Communications	3
TOTAL CERTIFICATE CREDITS			32-33

CRIMINAL JUSTICE

Credential:

Associate in Applied Science Degree (60-61 credit hours)
Certificate (30 credit hours)

Academic Requirement for Admission:

High School Level Algebra I

Program Overview:

The Criminal Justice (CRJ) program is designed to provide a solid foundational understanding of the American justice system. Students are required to complete a range of major courses that blend academic learning with a highly emphasized experiential focus. Under the instruction of a diverse faculty of practicing professionals, hands-on learning exercises are utilized to translate conceptual awareness into real world application of knowledge. Individual and team-based class-room learning is also augmented by internship opportunities in area agencies and offices. The program is designed to meet the needs of both traditional and non-traditional students who seek to gain the education necessary to penetrate or advance within any number of justice professions.

Graduates of the CRJ program will be well-positioned to:

- complete a Bachelor's degree in Criminal Justice at a four-year college or university;
- apply to the Maine Criminal Justice Academy (MCJA) Law Enforcement Pre-Service Training Program OR Basic Law Enforcement Training Program; and/or,
- seek entry-level employment in private security, law enforcement, corrections, and the courts.

Program Learning Outcomes:

Graduates with the Associate in Applied Science Degree in Criminal Justice will be able to:

- explain the core responsibilities of the police, courts, and corrections as each relates to the administration of justice within the American criminal justice system;
- describe the sequential movement of an individual accused of a crime through the various stages of investigation, adjudication, sentencing, and corrections;
- apply conceptual knowledge to the application of laws of evidence, search and seizure, and arrest;
- utilize current information management tools to gather and evaluate data used by justice practitioners; and
- employ ethically driven critical analysis skills in decision-making.

Examples of career opportunities include, but are not limited to:

Municipal Police Officer	County Sheriff's Deputy
State Trooper	Game Warden
Corrections Officer	Victim-Witness Advocate
Marine Patrol Officer	Probation Officer
Loss Prevention Worker	Fire Marshal
Dispatcher	Fraud Investigator

Criminal Justice—A.A.S. Degree			
First Semester		Criminal Justice Course	Credits
	<u>CRJ 101</u>	Introduction to Criminal Justice	3
		General Education Courses	Credits
	<u>BCA 115</u>	Introduction to Computer Applications	3
	<u>ENG 101</u>	College Composition	3
	<u>MAT 116</u>	College Algebra	3
	<u>SOC 101</u>	Introduction to Sociology	3
Second Semester		Criminal Justice Courses	Credits
	<u>CRJ 113</u>	Criminology	3
	<u>CRJ 121</u>	Criminal Law	3
	<u>CRJ 131</u>	Police Operations	3
		General Education Courses	Credits
	<u>ENG 215</u>	Business and Technical Writing	3
	<u>PSY 101</u>	Introduction to Psychology	3
Third Semester		Criminal Justice Courses	Credits
	<u>CRJ 205</u>	Criminal Investigations	3
	<u>CRJ 232</u>	Report Writing and Testifying	3
	<u>CRJ 242</u>	Criminal Procedure	3
		General Education Courses	Credits
	<u>PSY 235</u>	Abnormal Psychology	3
	<u>SPE 101</u>	Oral Communications	3
Fourth Semester		Criminal Justice Courses	Credits
	<u>CRJ 201</u>	Ethics for the CJ Practitioner	3
	<u>CRJ 221</u>	American Corrections	3
	<u>CRJ 226</u>	Criminalistics	3
	Restricted Elective	Any Criminal Justice (200 level or higher)	3
		General Education Course	Credits
	Restricted Elective	<u>CHE 103</u> Chemistry for Emergency Responders <i>or</i> <u>BIO 127</u> Anatomy and Physiology I with Lab	3-4
TOTAL A.A.S. DEGREE CREDITS			60-61

Corrections Certificate:

This one-year certificate provides students with the opportunity to gain college-level credit for completion of the Maine Criminal Justice Academy's Basic Corrections training. This external training program is augmented by a survey of the history and philosophy in American corrections. Students gain knowledge and skills necessary to penetrate entry-level corrections positions in local and state detention centers, (e.g. county jails and state prison facilities). An emphasis is placed on the historical backdrop of punishment in American culture interwoven with practical training in inmate care and custody. In addition, proficiencies are developed in topics relevant to the profession; particularly oral and written communication, stress management, and physical fitness.

Criminal Justice—Corrections - Certificate			
First Semester		Criminal Justice Course	Credits
	<u>CRJ 101</u>	Introduction to Criminal Justice	3
		General Education Courses	Credits
	<u>BCA 115</u>	Introduction to Computer Applications	3
	<u>ENG 101</u>	College Composition	3
	Restricted Elective	<u>MAT 110</u> Technical Mathematics I or <u>MAT 116</u> College Algebra	3
	<u>PSY 101</u>	Introduction to Psychology	3
Second Semester		Criminal Justice Courses	Credits
	<u>CRJ 105</u>	Physical Fitness Laboratory	1
	<u>CRJ 221</u>	American Corrections	3
	Restrictive Elective	MCJA Basic Corrections Training	8
		General Education Course	Credits
	<u>ENG 215</u>	Business and Technical Writing	3
TOTAL CERTIFICATE CREDITS			30

CULINARY ARTS

Credential:

Associate in Applied Science Degree (62-63 credit hours)

Academic Requirements for Admission:

High School Level Algebra I required. Algebra II and one lab science desired.

Program Overview:

The Culinary Arts program provides students with a complete and versatile background in culinary arts. Students study professional cooking methodology; classical French, international, and American regional cuisines; pastry arts; tableside cookery; advanced garde manger production; and other culinary topics. Students learn to apply this knowledge through hands-on experience in the kitchen and dining room and operate the school's in-house restaurant as part of their second year of studies. Graduates work as cooks, sous chefs, chefs, kitchen managers, and the like. They may also choose to transfer to four-year college programs to further their education.

Graduates will have the opportunity to become certified in the areas of ServSafe Sanitation through the Educational Foundation of the National Restaurant Association and Food and Beverage Management through the Educational Institute of the American Hotel and Lodging Association Educational Institute.

All Culinary Arts students must have a valid ServSafe Food Protection Manager Certification at the time of graduation to receive their degree.

Program Learning Outcomes:

Graduates with the Associate in Applied Science Degree in Culinary Arts will be able to perform at mid-level and leadership positions in the areas of basic professional cooking and baking, as well as front of the house and supervisory responsibilities. Graduates will:

- create professional quality food;
- make use of management techniques, industry math, and sanitation;
- construct menus and recipes;
- demonstrate employability skills;
- analyze food with regard to nutrition and dietary concerns; and
- demonstrate professional food and beverage service skills.

Culinary Arts—A.A.S. Degree			
First Semester		Culinary Arts Courses	Credits
	<u>CUL 112</u>	Culinary Skills Development	3
	<u>CUL 126</u>	Culinary Arts Instruction I	0.5
	<u>CUL 127</u>	Culinary Arts I	5.5
	<u>CUL 131</u>	Culinary Sanitation and Theory	3
		General Education Course	Credits
	<u>ENG 101</u>	College Composition	3
Second Semester		Culinary Arts Courses	Credits
	<u>CUL 128</u>	Culinary Arts Instruction II	0.5
	<u>CUL 129</u>	Culinary Arts II	5.5
	<u>CUL 141</u>	Food Service Management	3
		General Education Courses	Credits
	Restricted Elective	Any Math or Science (100 level or higher)	3-4
	<u>SPE 101</u>	Oral Communications	3
Summer			
	<u>CUL 215</u>	Culinary Externship	3
Third Semester		Culinary Arts Courses	Credits
	<u>CUL 214</u>	Advanced Culinary Skills	3
	<u>CUL 262</u>	Classical French Cuisine	5
		General Education Courses	Credits
	<u>ENG 215</u>	Business and Technical Writing	3
	Restricted Elective	Any Humanities or Social Science (100 level or higher)	3
Fourth Semester		Culinary Arts Courses	Credits
	<u>CUL 218</u>	Classical European Pastry Arts	3
	<u>CUL 264</u>	International Cuisine	5
		General Education Courses	Credits
	<u>NUT 221</u>	Nutrition	4
	Restricted Elective	Any Humanities or Social Science (100 level or higher) <u>HIS 106</u> – Food in History Recommended	3
TOTAL A.A.S. DEGREE CREDITS			62-63

CULINARY ARTS – FOOD SERVICE SPECIALIST

Credential:

Certificate (30-31 hours)

Academic Requirement for Admission:

High School Level Algebra I

Program Overview:

The Food Service Specialist Certificate ~~program~~ is designed to meet the educational needs of students who wish to pursue entry- to mid-level kitchen positions in food service operations, such as restaurants or institutions. Students may seamlessly continue in an Associate Degree program in either Culinary Arts or Restaurant and Food Service Management after having earned their Certificate.

Graduates with a Food Service Specialist Certificate will be able to perform at entry to mid-level positions in many areas of a commercial kitchen. A classical French foundation will guide graduates through their practical hands-on kitchen training, which includes American Regional Cuisine.

Graduates will have the opportunity to become certified in the areas of ServSafe Sanitation through the Educational Foundation of the National Restaurant Association and Food and Beverage Management through the Educational Institute of the American Hotel and Lodging Association Educational Institute. **All Culinary Arts students must have a valid ServSafe Food Protection Manager Certification at the time of graduation to receive their certificate.**

Program Learning Outcomes:

Graduates with a Food Service Specialist Certificate will be able to perform at entry to mid-level positions in many areas of a commercial kitchen. A classical French foundation will guide graduates through their practical hands-on kitchen training, which includes American Regional cuisine.

Specific program objectives include:

- create professional quality food;
- construct menus and recipes;
- demonstrate employability skills; and
- analyze food with regard to nutrition and dietary concerns.

Culinary Arts – Food Service Specialist—Certificate			
First Semester		Culinary Arts Courses	Credits
	<u>CUL 112</u>	Culinary Skills Development	3
	<u>CUL 126</u>	Culinary Arts Instruction I	0.5
	<u>CUL 127</u>	Culinary Arts I	5.5
	<u>CUL 131</u>	Culinary Sanitation and Theory	3
		General Education Course	Credits
	<u>ENG 101</u>	College Composition	3
Second Semester		Culinary Arts Courses	Credits
	<u>CUL 128</u>	Culinary Arts Instruction II	0.5
	<u>CUL 129</u>	Culinary Arts II	5.5
	<u>CUL 141</u>	Food Service Management	3
		General Education Courses	Credits
	Restricted Elective	Any Math or Science (100 level or higher)	3-4
	<u>SPE 101</u>	Oral Communications	3
TOTAL CERTIFICATE CREDITS			30-31

DIESEL, TRUCK AND HEAVY EQUIPMENT TECHNOLOGY

Credential:

Associate in Applied Science Degree (63-64 credit hours)

Academic Requirements for Admission:

High School Level Algebra I required. Algebra II, Geometry, and either Physics or Chemistry with Lab desired.

Program Overview:

The Diesel, Truck and Heavy Equipment Technology program provides theoretical foundations, practical education, and work experience in the servicing, troubleshooting and repairing of trucks, diesel engines and heavy equipment. The curriculum is designed to ensure that course content is pertinent to the needs of industry. Recent graduates are employed as heavy equipment service technicians, sales personnel, service managers, maintenance supervisors, service writers, warranty claims adjusters, and parts persons.

Students are tested with standard written tests as well as hands-on testing that coincide with the assigned textbook and industry standards in each area. Students must pass within the C range or higher to pass each module.

Program Learning Outcomes:

Graduates with the Associate in Applied Science Degree in Diesel, Truck and Heavy Equipment will function at an entry-level position for servicing, diagnosing, repairing and creating work orders. Graduates will be prepared to diagnose, repair and document:

- components of electrical and electronics systems;
- components of suspension, brakes and drivetrains;
- components of diesel and heavy-duty engines;
- hydraulic systems; and
- components of air conditioning systems.

Non-Traditional Course Scheduling

The Diesel, Truck and Heavy Equipment program uses a non-traditional scheduling format in that students enrolled in the first year of the program take technology courses from 8 am – 5 pm, Monday through Friday, for the first 7 ½ weeks of the semester. During the second 7 ½ weeks of the semester, first year students enroll in their general education courses – schedules vary. Second year students enroll in general education courses during the first 7 ½ weeks of the semester and technology courses in the second 7 ½ weeks of the semester. This scheduling format provides greater opportunity for students to experience real life work experiences and for the program to more effectively use the available shop space.

Diesel, Truck and Heavy Equipment Technology —A.A.S. Degree			
First Semester		Diesel, Truck and Heavy Equipment Courses	Credits
	<u>ATH 101</u>	Shop Orientation and Safety, I: Heavy Equipment/Truck I	1
	<u>ATH 113</u>	Heavy Equipment/Truck Braking Systems	3
	<u>ATH 163</u>	Heavy Equipment/Truck Steering and Suspension Systems	3
	<u>ATT 133</u>	Basic Electrical Systems	3
	<u>ATT 135</u>	Advanced Electrical Systems	2
		General Education Courses	Credits
	<u>ENG 100</u> or <u>ENG 101</u>	Basic Academic & Pre-professional Writing College Composition	3
	<u>MAT 110</u>	Technical Mathematics I	3
Second Semester		Diesel, Truck and Heavy Equipment Courses	Credits
	<u>ATH 103</u>	Minor Repairs: Heavy Equipment/Truck	2
	<u>ATH 121</u>	Heavy Equipment/Truck Drive Trains	4
	<u>ATH 175</u>	Motor Vehicle Inspection	2
	<u>ATT 251</u>	Automotive Basic Machine Shop Principles	2
		General Education Courses	Credits
	Restricted Elective	Any Math or Science (100 level or higher)	3-4
	<u>SPE 101</u>	Oral Communications	3
Third Semester		Diesel, Truck and Heavy Equipment Courses	Credits
	<u>ATH 131</u>	Diesel Engines (Heavy, Gas)	4
	<u>ATH 133</u>	Diesel Engine Diagnosis and Tune-up (Heavy, Gas)	3
	<u>ATH 141</u>	Diesel Fuel Systems	3
	<u>WEL 265</u>	Gas Metal Arc Welding (GMAW), Basic	1
		General Education Courses	Credits
	<u>ENG 215</u>	Business and Technical Writing	3
	Restricted Elective	Any Humanities or Social Science (100 level or higher)	3
Fourth Semester		Diesel, Truck and Heavy Equipment Courses	Credits
	<u>ATH 151</u>	Hydraulic Systems	3
	<u>ATH 212</u>	Shop Management: Heavy Equipment/ Truck	1
	<u>ATH 274</u>	Exhaust Aftertreatment System/Alternate Fuels	2
	<u>ATT 141</u>	Heating and Air Conditioning	3
		General Education Course	Credits
	Restricted Elective	Any Humanities or Social Science (100 level or higher)	3
TOTAL A.A.S. DEGREE CREDITS			63-64

HEAVY TRUCK AND EQUIPMENT SYSTEMS

Credential:

Certificate (31 credit hours)

Academic Requirement for Admission:

High School Level Algebra I

Program Overview:

The Heavy Truck and Equipment Systems Technology program provides theoretical foundations, practical education, and work experience in the servicing, troubleshooting and repairing of trucks, diesel engines and heavy equipment. The curriculum is designed to ensure that course content is pertinent to the needs of industry. Recent graduates are employed as heavy equipment service technicians, sales personnel, service managers, maintenance supervisors, service writers, warranty claims adjusters, and parts persons.

Heavy Truck and Equipment Systems—Certificate			
First Semester		Heavy Equipment Courses	Credits
	<u>ATH 101</u>	Shop Orientation and Safety I: Heavy Equipment/Truck I	1
	<u>ATH 113</u>	Heavy Equipment/Truck Braking Systems	3
	<u>ATT 133</u>	Basic Electrical Systems	3
	<u>ATT 135</u>	Advanced Electrical Systems	2
	<u>ATH 163</u>	Heavy Equipment/Truck Steering and Suspension Systems	3
		General Education Courses	Credits
	ENG 100 or <u>ENG 101</u>	Basic Academic & Pre-professional Writing College Composition	3
	<u>MAT 110</u>	Technical Mathematics I	3
Second Semester		Heavy Equipment Courses	Credits
	<u>ATH 103</u>	Minor Repairs: Heavy Equipment/Truck	2
	<u>ATH 121</u>	Heavy Equipment/Truck Drive Trains	4
	<u>ATH 175</u>	Motor Vehicle Inspection	2
	<u>ATT 251</u>	Automotive Basic Machine Shop Principles	2
		General Education Course	Credits
	Restricted Elective	Any Humanities or Social Science (100 level or higher)	3
TOTAL CERTIFICATE CREDITS			31

DIGITAL GRAPHIC DESIGN

Credentials:

Associate in Applied Science Degree (61-62 credit hours)
Certificate (30 credit hours)

Academic Requirement for Admission:

High School Level Algebra I

Program Overview:

The Digital Graphic Design (DGD) program provides theoretical foundations, practical education, and work experience in digital graphic design. Using current digital technologies and software, students study type, design principles, page layout, photography, image editing, digital illustration, web design, marketing, and printing/publishing. Graduates of the DGD Program work in marketing, publicity, photography, printing and web design companies.

Program Learning Outcomes:

Graduates with the Associate in Applied Science Degree in Digital Graphic Design will:

- apply specific cognitive skills acquired through creative, artistic and logical means to graphics projects;
- formulate a project from beginning to end in a creative, original and intuitive way;
- solve visual design problems, make judgments and decisions, and think logically and critically;
- develop skills in time management and organization while working on multiple projects simultaneously with strict deadlines; and
- illustrate technical software proficiency in graphics, business skills, production processes, and the application of these to careers in Digital Graphics.

Digital Graphic Design—A.A.S. Degree			
First Semester	Digital Graphic Design Courses	Typically Offered	Credits
	<u>ART 112</u> 2-D Design	Fall, Spring	3
	<u>DGD 113</u> Introduction to Photoshop	Fall, Spring	3
	<u>DGD 120</u> Digital Illustration	Fall, Spring	3
	General Education Courses		
	ENG 100 or <u>ENG 101</u> Basic Academic & Pre-professional Writing College Composition	Fall, Spring, Summer	3
	HUM103 Intro to Art and Design in the 20 th Century	Fall	3
Second Semester	Digital Graphic Design Courses		Credits
	<u>ART 101</u> Introduction to Digital Photography	Fall, Spring	3
	<u>DGD 131</u> Introduction to Page Layout & Design	Fall, Spring	3
	<u>DGD 133</u> Marketing Communications	Spring	3
	General Education Courses		Credits
	Restricted Elective Any Math (100 level or higher)	Fall, Spring, Summer	3
	Restricted Elective Any Communications, Humanities, Mathematics Science or Social Science (100 level or higher)	Fall, Spring, Summer	3
Third Semester	Digital Graphic Design Courses		Credits
	<u>ART 232</u> Commercial Photography	Fall	3
	<u>CST 143</u> Web Application and Development	Fall, Spring	3
	<u>DGD 201</u> Graphic Web Design	Fall	3
	<u>DGD 221</u> Introduction to Typography	Fall	3
	General Education Course		Credits
	Restricted Elective Any Math or Science (100 level or higher)	Fall, Spring, Summer	3-4
Fourth Semester	Digital Graphic Design Courses		Credits
	<u>DGD 230</u> Professional Business Practices	Spring	4
	<u>DGD 231</u> Printing and Publishing	Spring	3
	<u>DGD 232</u> Advanced Digital Graphics	Spring	3
	<u>DGD 224</u> Introduction to Time-Based Media	Spring	3
	General Education Course		Credits
	<u>ENG 215</u> Business and Technical Writing	Fall, Spring, Summer	3
TOTAL A.A.S. DEGREE CREDITS			61-62

Digital Graphic Design—Certificate				
First Semester		Digital Graphic Design Courses	Typically Offered	Credits
	<u>ART 112</u>	2-D Design	Fall, Spring	3
	<u>DGD 113</u>	Introduction to Photoshop	Fall, Spring	3
	<u>DGD 120</u>	Digital Illustration	Fall, Spring	3
		General Education Courses		
	ENG 100 or <u>ENG 101</u>	Basic Academic & Pre-professional Writing College Composition	Fall, Spring, Summer	3
	HUM103	Intro to Art and Design in the 20 th Century	Fall	3
Second Semester		Digital Graphic Design Courses		Credits
	<u>ART 101</u>	Introduction to Digital Photography	Fall, Spring	3
	<u>DGD 131</u>	Introduction to Page Layout & Design	Fall, Spring	3
	<u>DGD 133</u>	Marketing Communications	Spring	3
		General Education Courses		Credits
	Restricted Elective	Any Math (100 level or higher)	Fall, Spring, Summer	3
	Restricted Elective	Any Communications, Humanities, Mathematics Science or Social Science (100 level or higher)	Fall Spring, Summer	3
TOTAL CERTIFICATE CREDITS				30

EARLY CHILDHOOD EDUCATION

Credentials:

Associate in Applied Science Degree (62-63 credit hours)
Certificate (34 credit hours)

Academic Requirement for Admission:

High School Level Algebra I

Program Overview:

Early Childhood Education prepares individuals for rewarding careers as skilled early childhood professionals. The Associate in Applied Science Degree offers the theoretical foundation and practical learning experiences for success in a wide variety of occupations working with young children from birth through age eight, including those children with special developmental and learning needs. Students may choose to use this degree as a pathway to earn a Bachelor's Degree in a PreK-3 teaching certification program.

The Early Childhood Certificate program prepares individuals for entry-level positions at institutions and agencies serving young children and for in-service personnel who want to upgrade their skills.

Program Learning Outcomes:

Graduates with the Associate in Applied Science Degree in Early Childhood Education will:

- apply current principles of child development and positive guidance to plan and implement developmentally appropriate experiences and environments for young children;
- develop strategies to form respectful and supportive relationships that integrate principles of diversity when interacting and planning experiences for young children and their families;
- use observation, documentation and developmentally appropriate assessment tools to track progress, plan curriculum and develop strategies for communicating with families and other professionals;
- apply strategies, resources and a variety of instructional methods to plan, implement and evaluate meaningful and challenging curriculum that promotes positive learning outcomes for all young children; and
- reflect on practices and engage in professional behaviors for continuous professional growth.

Early Childhood Education—A.A.S. Degree			
First Semester		Early Childhood Education Courses	Credits
	<u>ECE 110</u>	Child and Adolescent Development	3
	<u>ECE 116</u>	Early Literacy Development	3
		General Education Courses	Credits
	ENG 100 or <u>ENG 101</u>	Basic Academic and Pre-professional Writing College Composition	3
	Elective #	General Education Course	3
	Elective #	General Education Course	3
Second Semester		Early Childhood Education Courses	Credits
	<u>ECE 117</u>	Observing and Recording in the Field	3
	<u>ECE 127</u>	Cognitive and Affective Development	3
	<u>ECE 131</u>	Infant and Toddler Curriculum	3
		General Education Courses	Credits
	Elective #	General Education Course	3
	Elective #	General Education Course	3
Third Semester		Early Childhood Education Courses	Credits
	<u>ECE 216</u>	Survey of Exceptionalities	3
	<u>ECE 220</u>	Numeracy, Environments and Integrated Curriculum for Young Children	3
	<u>ECE 232</u>	Field Placement II	4
		General Education Courses	Credits
	Elective #	General Education Course	3
	Elective #	General Education Course^	4
Fourth Semester		Early Education Courses	Credits
	<u>ECE 221</u>	STEM Curriculum for Young Children	3
	<u>ECE 233</u>	Field Placement III	6
	Education Elective	Any EDB of ECE course not taken as a requirement	3
		General Education Course	Credits
	Elective #	General Education Course	3-4
TOTAL A.A.S. DEGREE CREDITS			62-63

General Education Selections which are not dictated must be in this distribution and must be 100 level or higher

3 Credits – Communications

9 Credits – Humanities or Social Sciences

10 Credits – Math or Science (Minimum of one MAT course and one lab science)

All students who plan to make use of transfer agreements may be more restricted with elective choices.

Early Childhood Education - Certificate		
First Semester	Early Childhood Education Courses	Credits
<u>ECE 110</u>	Child and Adolescent Development	3
<u>ECE 116</u>	Early Literacy Development	3
	General Education Courses	Credits
ENG 100 or <u>ENG 101</u>	Basic Academic and Pre-professional Writing College Composition	3
Elective #	General Education Course	3
Second Semester	Early Childhood Education Courses	Credits
<u>ECE 117</u>	Observing and Recording in the Field	3
<u>ECE 127</u>	Cognitive and Affective Development	3
<u>ECE 131</u>	Infant and Toddler Curriculum	3
Third Semester	Early Childhood Education Courses	Credits
<u>ECE 216</u>	Survey of Exceptionalities	3
<u>ECE 220</u>	Numeracy, Environments and Integrated Curriculum for Young Children	3
<u>ECE 232</u>	Field Placement II	4
	General Education Course	Credits
Elective #	General Education Course	3
TOTAL CERTIFICATE CREDITS		34

General Education Selections which are not dictated must be in this distribution and must be 100 level or higher

3 Credits – Humanities or Social Sciences

3 Credits – Math

EDUCATION FOR CAREER AND TECHNICAL EDUCATORS

Credentials:

Certificate (18 credit hours)

Admission Requirements: Associate Degree or Department Permission

Program Overview:

The Certificate in Education for Career and Technical Educators is designed to prepare practicing teachers at CTE centers to improve and enhance their teaching practice and to integrate educational concepts, strategies and methodologies into lessons and assessments for high school students. Graduates obtaining this certificate will also be eligible to apply for the State of Maine requirement for CTE teachers.

Education for Career and Technical Educators – Certificate			
		Career and Technical Education Courses	Credits
	CTE <u>101</u>	Introduction to Career and Technical Education Environments	3
	CTE <u>112</u>	Classroom/Lab Management and Safety for CTE Environments	3
	CTE <u>204</u>	The Teaching Process in CTE Environments	3
	CTE <u>212</u>	Assessment and Evaluation in CTE Environments	3
	CTE <u>216</u>	Exceptional Learners in CTE Environments	3
	CTE <u>217</u>	Teaching Literacy Skills in CTE Environments	3
TOTAL CERTIFICATE CREDITS			18

EDUCATION – ELEMENTARY EDUCATION (K-8) OPTION

Credentials:

Associate in Applied Science Degree (61-62 credit hours)

Academic Requirement for Admission:

High School Level Algebra I

Program Overview:

The Education program with an option in Elementary Education prepares students for rewarding careers in K-8 schools and social service agencies to perform important and supporting roles. This program offers the theoretical foundation and practical learning experiences for success in a wide variety of occupations working with children and adolescents in classrooms and other settings.

Graduates of this program will learn specific teaching methods, behavior management strategies and will apply knowledge of child and adolescent development in their work. Graduates of the program may use this degree as a pathway to continue their education to become a certified K-8 teacher.

This program is appropriate for individuals who wish to gain recertification credits for a current teaching certificate or who wish to upgrade skills in working with all students within their classrooms.

Program Learning Outcomes:

Graduates of the Elementary Education (K-8) Option will:

- apply current principles of child development and positive guidance to plan and implement appropriate experiences and environments for students;
- use formative and summative assessment and a variety of instructional methods to plan, implement and evaluate meaningful and challenging curriculum that promotes positive learning outcomes for all students based on National and State standards;
- use a variety of instructional strategies to meet the diverse learning needs of students and to encourage critical thinking and problem solving; and
- reflect on practices and engage in professional behaviors for continuous professional growth.

Education—A.A.S. Degree Elementary Education (K-8) Option			
First Semester		Education Courses	Credits
	<u>ECE 110</u>	Child and Adolescent Development	3
	<u>ECE 116</u>	Early Literacy Development	3
	<u>EDB 202</u>	Introduction to Education-Schools, Students and Society	3
		General Education Courses	
	<u>ENG 101</u>	College Composition	3
	Elective #	General Education Course	3
Second Semester		Education Courses	Credits
	<u>ECE 117</u>	Observing and Recording in the Field	3
	<u>EDB 221</u>	Educational Psychology	3
		General Education Courses	Credits
	Elective #	General Education Course	3
	Elective #	General Education Course	3
	Elective #	General Education Course	3-4
Third Semester		Education Courses	Credits
	<u>EDB 204</u>	The Teaching Process	3
	<u>ECE 216</u>	Survey of Exceptionalities	3
	<u>EDB 232</u>	Field Experience II	4
		General Education Courses	Credits
	Elective #	General Education Course	3
	Elective #	General Education Course	4
Fourth Semester		Education Courses	Credits
	<u>EDB 115</u>	Development and Guidance of Behavior	3
	<u>EDB 233</u>	Field Experience III	5
	Restricted Elective	Any Education (EDB) or Early Childhood Education (ECE) Course	3
		General Education Course	Credits
	Elective #	General Education Course^	3
TOTAL A.A.S. DEGREE CREDITS			61-62

General Education Selections which are not dictated must be in this distribution and must be 100 level or higher

3 Credits – Communication

9 Credits – Humanities or Social Sciences

10 Credits– Math or Science (Minimum of one MAT course and one lab science)

All students who plan to make use of transfer agreements may be more restricted with elective choices.

EDUCATION - SECONDARY EDUCATION (7-12) OPTION

Credential:

Associate in Applied Science Degree (61-62 credit hours)

Academic Requirement for Admission:

High School Level Algebra I

Program Overview:

The Education program with an option in Secondary Education, grades 7-12, is designed for future educators who wish to teach at the secondary level in a specific content area. The curriculum is flexible, allowing students to select an academic concentrations. The curriculum introduces future educators to the field of Education to gain an understanding of American schools, how students learn, and the diverse needs of students in public school settings.

Program Learning Outcomes:

Graduates of the Associate in Applied Science Degree in Secondary Education (7-12) will:

- describe the cognitive/linguistic, social/emotional, and physical development of adolescence;
- identify the traits of diversity in school aged students;
- use and interrupt objective observations for authentic assessment; and
- reflect on practices and engage in professional and ethical behaviors for continuous professional growth.

Education—A.A.S. Degree Secondary Education (7-12) Option			
First Semester		Education Courses	Credits
	<u>ECE 110</u>	Child and Adolescent Development	3
	<u>EDB 202</u>	Introduction to Education-Schools, Students and Society	3
		General Education Courses	
	<u>ENG 101</u>	College Composition	3
	<u>PSY 101</u>	Introduction to Psychology	3
	Elective #	General Education Course	3
Second Semester		Education Courses	Credits
	<u>EDB 221</u>	Educational Psychology	3
	Specialized Elective+	Academic Concentration Specialization Course	3
		General Education Courses	Credits
	<u>PHI 101</u>	Ethics	3
	Restricted Elective	Any Math (100 level or higher)	3
	Elective #	General Education Course	3
Third Semester		Education Courses	Credits
	<u>ECE 216</u>	Survey of Exceptionalities	3
	Specialized Elective+	Academic Concentration Specialization Course	3
		General Education Courses	Credits
	Restricted Communications Elective	<u>ENG 215</u> Business and Technical Writing <i>or</i> <u>ENG 205</u> Advanced Composition and Peer Tutoring	3
	Elective #	General Education Course	3
	Restricted Elective	Any Science (100 level or higher)	4
Fourth Semester		Education Course	Credits
	<u>ECE117</u>	Observing and Recording in the Field	3
		General Education Courses	Credits
	Restricted Elective	Any Math or Science (100 level or higher)	3-4
	Elective #	General Education Course	3
	Elective #	General Education Course	3
	Elective #	General Education Course	3
TOTAL A.A.S. DEGREE CREDITS			61-62

All students who plan to make use of transfer agreements may be more restricted with elective choices. Education advisors work with students to determine their academic concentration and select appropriate courses for that track.

EDUCATION – EXPERIENTIAL EDUCATION

Credentials:

Advanced Certificate (30 credit hours)

Prerequisites:**Advanced Certificate:**

Must have an associate degree or higher in any discipline.

To enroll in the Advanced Certificate for CTE, please submit an Application for Admission online at www.emcc.edu. Additionally, please have an official copy of the transcript verifying your completion of an associate degree (or higher) mailed directly to the Admissions Office from the awarding institution.

Program Overview:

Experiential Education advanced certificate is designed for current and future educators who teach in middle and high schools. Building on the participant's existing teaching experience and certification, the program offers practical learning experiences to help instructors safely and effectively integrate introductory level traditional and newly advanced technologies into project-based lessons. Student and teacher safety in all projects is a primary focus of the program which also addresses interdisciplinary curriculum development, assessment strategies for hands-on projects, lab management, project management, and specific technical skills.

Program Learning Outcomes:

Graduates of the Experiential Education Program will be able to:

- Articulate to students and parents the benefits of integrating experiential practical application into academic courses
- Design and implement experiential learning experiences and activities that address the diverse learning needs of all students
- Design and implement experiential learning experiences and activities that foster the development of critical thinking and problem-solving skills
- Determine and implement effective classroom management and safety practices for experiential learning environments
- Successfully integrate literacy, mathematics and other relevant subject matter into project-based learning
- Use appropriate assessment strategies to inform curricular decisions, adjust experiential instruction, and evaluate student learning outcomes
- Reflect on their teaching practices and continually seek opportunities to grow professionally
- Build and engage effective community advisory committees

Education – Experiential Education (Based on posted Maine Requirements for Endorsement 700)			
Courses			Credits
	<u>EIA 200</u>	Introduction to Experiential Learning through Technology	3
	<u>EIA 210</u>	Classroom/Lab Management and Safety	3
	<u>EIA 220</u>	Experiential Learning through Media Production	3
	<u>EIA 224</u>	Experiential Learning through Manufacturing Technology	3
	<u>EIA 230</u>	OSHA Regulations and Safety Practices in the Classroom/Lab	3
	<u>EIA 240</u>	Project Management for Grades 6-12	3
	<u>EIA 250</u>	Integrating Technical Literacy and Math Skills into Experiential Education Environments	3
	<u>EIA 260</u>	Authentic Assessment & Evaluation in Experiential Learning	3
	<u>ECE 216</u>	Survey of Exceptional Learners	3
	<u>EIA 270</u>	Methods of Teaching Industrial Arts	3
TOTAL CERTIFICATE CREDITS			30

ELECTRICAL AND AUTOMATION TECHNOLOGY

Credential:

Associate in Applied Science Degree (64-66 credit hours)

Academic Requirements for Admission:

Required: High School Algebra I and Algebra II or College Algebra

Highly Recommended for Success in the EA Program: Physics, Chemistry, and/or Trigonometry, as the program pulls heavily on concepts covered in these courses.

Electrical and Automation Technology prepares students for a wide range of exciting and well-paying career paths. Past graduates have found employment with electric utilities, paper mills, saw mills, construction contractors, manufacturing industries, the FAA, hospitals, wind farms, solar installers, building automation companies, engineering firms, process control distributors, electrical distributors, research laboratories, water districts, shipyards, power plants, and many more. The program provides sound theory reinforced by extensive hands-on experience within a state-of-the-art laboratory that will not only provide the skills necessary for today's workplace but also allow prepare graduates to adapt to rapidly changing technology.

Students receive a solid foundation in electrical theory including DC/AC circuits, digital electronics, analog electronics, power distribution, and electrical machines. In addition, a strong focus is placed on modern automation to include motor controls, drives, programmable automation controllers, data communication, pneumatics, hydraulics, process control, and robotics. Throughout the program emphasis is placed on wiring techniques and the National Electrical Code.

Graduates are immediately eligible to sit for the State of Maine Journeyman Electrician Exam. After having passed the exam and accumulating 4,000 hours of on the job experience as a helper electrician they may apply for a Journeyman Electrician license. The Electrical and Automation Technology program typically has multiple summer internships available, is a Rockwell Automation educational partner, enjoys a formal 2+2 transfer agreement with UMaine's EET Program, and is an active partner with the Federal Aviation Administration's (FAA) Collegiate Training Initiative (CTI).

Program Learning Outcomes:

Graduates with the Associate in Applied Science Degree in the Electrical and Automation Technology program will have strengths in the building, testing, operation, and maintenance of electrical systems.

Graduates will have demonstrated knowledge and hands-on competence with

- electrical and electronic circuit analysis using algebra, trigonometry, and advanced mathematical techniques;
- electrical and electronic drawings;
- pneumatic and hydraulic fluid power components and systems;
- process instrumentation and controls;
- electrical control systems, programmable automation controllers, and associated software;
- the National Electrical Code;
- test equipment; and
- industrial workplace safety procedures.

Electrical and Automation Technology—A.A.S. Degree			
First Semester		Electrical and Automation Technology Courses	Credits
	<u>CAD 101</u>	Introduction to CADD	3
	<u>EPT 116</u>	DC Circuits	3
	<u>EPT 176</u>	Programmable Controllers	3
	<u>EPT 245</u>	Digital Electronics	3
		General Education Course	
	Restricted Elective	*Math sequence see below	3-4
Second Semester		Electrical and Automation Technology Courses	Credits
	<u>EPT 123</u>	Power Distribution	3
	<u>EPT 125</u>	AC Electricity	3
	<u>EPT 167</u>	Fluid Power Technology	3
	<u>EPT 173</u>	DC/AC Machines	3
		General Education Course	Credits
	<u>ENG 101</u>	College Composition	3
Third Semester		Electrical and Automation Technology Courses	Credits
	<u>EPT 228</u>	Industrial Electronics	3
	<u>EPT 241</u>	Linear Circuits	3
	<u>EPT 296</u>	Automation Projects I	3
		General Education Courses	Credits
	<u>ENG 215</u>	Business and Technical Writing	3
	<u>PHY 121</u>	Physics I	3
	<u>PHY 122</u>	Physics I Laboratory	1
	Restricted Elective	*Math sequence see below	3-4
Fourth Semester		Electrical and Automation Technology Courses	Credits
	<u>EPT 155</u>	National Electrical Code	3
	<u>EPT 251</u>	Control Systems	3
	<u>EPT 298</u>	Automation Projects II	3
		General Education Courses	Credits
	Restricted Elective	Any Humanities or Social Science (100 level or higher)	3
	<u>SPE 101</u>	Oral Communications	3
TOTAL A.A.S. DEGREE CREDITS			64-66

*Mathematics Sequence Options:

MAT 116 College Algebra and MAT 120 College Trigonometry *or*
MAT 120 College Trigonometry and MAT 163 Introduction to Statistics *or*
MAT 120 College Trigonometry and MAT 217 Pre-Calculus *or*
MAT 123 College Algebra and Trigonometry and MAT 163 Introduction to Statistics *or*
MAT 217 Pre-Calculus and MAT 225 Calculus I *or*
MAT 225 Calculus I and MAT 226 Calculus II

All students who plan to make use of transfer agreements may be more restricted with elective choices.

ELECTRICIANS TECHNOLOGY

Credential:

Certificate (39 credit hours)

Academic Requirement for Admission:

Required: High School Algebra I and Algebra II or College Algebra

Program Overview:

Electricians Technology is a part-time, evening program that provides a strong electrical/electronic foundation necessary to meet the increasing technological demands of the electrical trade. Designed for the individual interested in becoming a licensed electrician, this program provides the 576 hours of education needed to meet the licensing requirements of the State of Maine.

Upon successful completion of the program, the State of Maine Electrician Examining Board will allow the student to sit for the Journeyman's Examination. The Electricians Technology program also can be used to meet the educational requirements for various limited electrician licenses.

Students that successfully complete an electrical technology program at a secondary regional technical center may be eligible for up to three (3) credits toward EMCC's Electricians Technology Certificate.

Note: Electricians who want to upgrade skills or gain general knowledge may take individual courses without enrolling in the program, on a space available basis.

The Electricians Technology Certificate is offered in a part-time, evening format. Students who wish to attend full-time should contact the Admissions Office to discuss scheduling options.

Electricians Technology—Certificate			
First Semester		Electricians Technology Courses	Credits
	<u>ELC 100</u>	Introduction to Electricians Technology	3
	<u>ELC 111</u>	Basic Electricity I	3
	<u>ELC 151</u>	Electrical Controls I	3
		General Education Course	Credits
	ELC 101	Math for Electricians Substitutions include MAT110, MAT116, MAT 217, MAT 225, or MAT 226	3
Second Semester		Electricians Technology Courses	
	<u>ELC 112</u>	Basic Electricity II	3
	<u>ELC 171</u>	Electrical Blueprint Reading	3
		General Education Course	
	ENG 100	Basic Academic & Pre-professional Writing Substitutions include ENG101, ENG215 or equivalent	3
Third Semester		Electricians Technology Courses	
	<u>ELC 152</u>	Electrical Controls II	3
	<u>ELC 161</u>	Transformers	3
		General Education Course	
	Restricted Elective	<u>PSY 101</u> Introduction to Psychology <u>or</u> <u>PSY 211</u> Human Relations	3
Fourth Semester		Electricians Technology Courses	
	<u>ELC 121</u>	National Electrical Code	3
	<u>ELC 131</u>	Basic Electronics I	3
	<u>ELC 141</u>	Electric Motors	3
TOTAL CERTIFICATE CREDITS			39

EMERGENCY MEDICAL SERVICES

Credentials:

Associate in Applied Science Degree (65 credit hours)
Certificate (23.5 credit hours)

Academic Requirements for Admission:

A.A.S. Degree: High School Level Algebra I and science course with lab, EMT license.
Certificate: High School Level Algebra I and science course with lab, EMT license.

Program Overview:

The Emergency Medical Services (EMS) program provides the opportunity to earn a Certificate and/or an Associate in Applied Science Degree to individuals who work with ambulance services, rescue squads, fire services, and other first responder organizations. The program follows nationally recognized standards of instruction developed by the National Highway Traffic Administration (NHTSA) and prepares individuals for certification by the National Registry of EMTs on successful completion of the program and the required post-course examinations. The program is typically taken on a part-time basis over three or four years.

Awards of Completion are given at three levels as students complete technical courses and are prepared to sit for national certification examinations by the National Registry of EMTs which are a prerequisite to state licensure. These three Awards of Completion are:

- **Award for Emergency Medical Technology (EMT):** **EMS 131** is required.
- **Award for Advanced Emergency Medical Technician (A-EMT):** **EMS 131**, EMS 201, EMS 202, EMS 205, and EMS 206 are required.
- **Award for Paramedic:** All A-EMT courses as well as EMS 208, EMS 210, EMS 231, EMS 212, EMS 233, EMS 214, EMS 215, EMS 216, and EMS 217.

The Emergency Medical Services program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

To contact CAAHEP:

Commission on Accreditation of Allied Health Education Programs
2500 U.S. Highway 19 North, Suite 158
Clearwater, FL 33763
www.caahep.org

To contact CoAEMSP:

Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions
8301 Lakeview Parkway, Suite 111-312
Rowlett, TX 75088
www.coaemsp.org

Minimal Expectation: To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician and/or Emergency Responder levels.

Program Learning Outcomes:

Graduates with the Associate in Applied Science Degree will be able to:

- practice correct techniques when lifting and moving patients;
- demonstrate knowledge of prehospital pharmacology and medication administration practices and procedures;
- demonstrate management of specific emergencies including:
 - Environmental emergencies
 - Psychological emergencies
 - Obstetric and gynecological emergencies
 - Neonatal care and resuscitation
 - Airway management
 - Neurological emergencies
 - Endocrine emergencies
 - Infectious diseases
 - Advanced trauma management
 - Advanced cardiovascular management;
- prepare and implement a plan of care in the prehospital environment that is individualized to the patient and situation;
- analyze and interpret diagnostic data to include cardiac ECG monitoring, basic laboratory studies, and patient vital signs; and
- demonstrate professional attributes in the affective domain characteristic of an EMS professional.

Emergency Medical Services—A.A.S. Degree			
		Emergency Medical Services Courses	Credits
	EMS 131	Emergency Medical Technician	7
	<u>EMS 201</u>	Fundamentals of EMS	3
	<u>EMS 202</u>	Cardiac/Respiratory Emergencies	3
	<u>EMS 205</u>	Advanced EMT Skills Seminar	2
	<u>EMS 206</u>	Advanced EMT Clinical Preceptorship and Field Internship	3
	<u>EMS 208</u>	Advanced Emergency Cardiovascular Care	4.5
	<u>EMS 210</u>	Paramedic Emergencies I	2.5
	<u>EMS 212</u>	Emergency Care Across the Lifespan	2.5
	<u>EMS 214</u>	Paramedic Skills Seminar	2
	<u>EMS 215</u>	Paramedic Clinical Preceptorship and Field Internship I	3
	<u>EMS 216</u>	Paramedic Clinical Preceptorship and Field Internship II	2
	<u>EMS 217</u>	Paramedic Clinical Preceptorship and Field Internship III	3
	<u>EMS 231</u>	Paramedic Emergencies II	3
	<u>EMS 233</u>	Paramedic Emergencies III	3
		General Education Courses	Credits
	<u>BIO 127</u>	Anatomy and Physiology I with Laboratory	4
	<u>BIO 128</u>	Anatomy and Physiology II with Laboratory	4
	<u>ENG 101</u>	College Composition	3
	Restricted Elective	Any Math (100 level or higher)	3
	Restricted Electives	Any Humanities or Social Sciences (100 level or higher)	6
	Restricted Elective	Any Communications (100 level or higher)	3
TOTAL A.A.S. DEGREE CREDITS			66.5

Emergency Medical Services—Certificate			
		Emergency Medical Services Courses	Credits
	EMS 131	Emergency Medical Technician	7
	<u>EMS 201</u>	Fundamentals of EMS	3
	<u>EMS 202</u>	Cardiac/Respiratory Emergencies	3
	<u>EMS 205</u>	Advanced EMT Skills Seminar	2
	<u>EMS 206</u>	Advanced EMT Clinical Preceptorship and Field Internship	3
		General Education Courses	Credits
	BIO 127	Anatomy and Physiology I with Laboratory	4
	<u>ENG 101</u>	College Composition	3
TOTAL CERTIFICATE CREDITS			25

FINE WOODWORKING AND CABINET MAKING

Credential:

Associate in Applied Science Degree (61-62 credit hours)
Certificate (32 credit hours)

Academic Requirements for Admission:

A.A.S. Degree: High School Level Algebra I required. Algebra II, Geometry, and either Physics or Chemistry with Lab desired.

Certificate: High School Level Algebra I.

Program Overview:

The Fine Woodworking and Cabinet Making program provides students with a two-year option tailored for differing occupational goals. Students will gain the knowledge and skills necessary to plan and complete cabinetry projects. Students choose courses in drafting, cabinet layout, estimating, cabinet-making, furniture, and millwork. Students apply their studies by building different types of cabinets in each year of the program. The Fine Woodworking and Cabinet Making program provides the student with the knowledge and skills necessary to plan and complete cabinetry, furniture and millwork projects. Students learn to work with prints, specifications, and shop drawings. Emphasis is placed on selecting proper materials, determining the best procedures, manufacturing parts to specification, assembling, and finishing individual projects.

Students learn the fundamentals of working with wood in our well-equipped shop, from planning a project to adding the finishing details. From using traditional woodworking equipment and hand tools to the latest computer numerically controlled (CNC) machinery and software, students learn to plan and process wood in the most efficient manner. Students will learn the setup and operation of wood working machinery and equipment, breakout of lumber and panel components, laminating, veneering, machining, sanding, assembly and finishing.

Successful graduates of this program will have the skills necessary to become employed in a variety of custom woodworking environments including cabinet shops, yacht building, architectural millwork, or furniture making. Beginning wages will vary depending on the shop at which the graduate is employed.

Program Learning Outcomes:

Students who successfully complete the Associate in Applied Science Degree program will be able to:

- visualize, design, and prepare drawings and specifications for furniture and cabinets;
- describe the grades and uses of materials commonly used in the trade, including lumber, veneer, particleboard, fiberboard, plastic laminates, adhesives, and abrasives;
- explain how the structure of wood and its mechanical and physical properties relate to the quality and performance of wood projects;
- produce high quality products by maintaining tolerances; using cut-off saws, jointer, planers, rip saws, edge-gluing equipment; and utilizing finish machining operations involving the use of a variety of stationary and portable equipment to Woodworking Career Alliance standards;
- design, construct and use jigs and patterns for machining and assembly operations; and
- setup machine operation and identify the various tooling requirements for specific CNC machines.

Fine Woodworking and Cabinet Making—A.A.S. Degree			
First Semester		FWC Technology Courses	Credits
	<u>DTG 104</u>	Drafting for Woodworking I	3
	<u>FWC 102</u>	Basic Woodworking I	3
	<u>FWC 103</u>	Basic Woodworking II	4
		General Education Courses	Credits
	ENG 100 or <u>ENG 101</u>	Basic Academic & Pre-professional Writing College Composition	3
	<u>MAT 110</u>	Technical Mathematics I	3
Second Semester		FWC Technology Courses	Credits
	<u>DTG 134</u>	Drafting for Woodworking II	3
	<u>FWC 111</u>	Woodworking	7
		General Education Courses	Credits
	Restricted Elective	Any Math or Science (100 level or higher)	3-4
	Restricted Elective	Any Humanities or Social Science (100 level or higher)	3
Third Semester		FWC Technology Courses	Credits
	<u>DTG 203</u>	Drafting for Woodworking III	3
	<u>FWC 201</u>	Basic Cabinetmaking and CNC	7
		General Education Course	Credits
	Restricted Elective	Any Humanities or Social Science (100 level or higher)	3
Fourth Semester		FWC Technology Course	Credits
	<u>DTG 204</u>	Drafting for Woodworking IV	3
	<u>FWC 211</u>	Advanced Cabinetmaking	7
		General Education Courses	Credits
	<u>ENG 215</u>	Business and Technical Writing	3
	Restricted Elective	Any General Education (100 level or higher)	3
TOTAL A.A.S. DEGREE CREDITS			61-62

Fine Woodworking and Cabinet Making—Certificate			
First Semester		FWC Technology Courses	Credits
	<u>DTG 104</u>	Drafting for Woodworking I	3
	<u>FWC 102</u>	Basic Woodworking I	3
	<u>FWC 103</u>	Basic Woodworking II	4
		General Education Courses	Credits
	ENG 100 or <u>ENG 101</u>	Basic Academic & Pre-professional Writing College Composition	3
	<u>MAT 110</u>	Technical Mathematics I	3
Second Semester		FWC Technology Courses	Credits
	<u>DTG 134</u>	Drafting for Woodworking II	3
	<u>FWC 111</u>	Woodworking	7
		General Education Courses	Credits
	Restricted Elective	Any Humanities or Social Science (100 level or higher)	3
	Restricted Elective	Any General Education (100 level or higher)	3
TOTAL CERTIFICATE CREDITS			32

FIRE SCIENCE TECHNOLOGY

Credentials:

Associate in Applied Science Degree – In-Service Track (61 credit hours)
Associate in Applied Science Degree – Live-In Student Track (60.5 credit hours)
Certificate (31 credit hours)

Academic Requirements for Admission:

High School Level Algebra I required. Geometry desired.

Program Overview:

The Fire Science Technology program is designed to provide students with sound technical and academic experiences, enabling them to assume positions of responsibility as members of fire departments or as technical employees of industrial firms and insurance companies.

The first year of the program provides training in building construction, system design for detecting and eliminating fire hazards, and trains students to reduce hazards through periodic inspections, remedial recommendations, and systematic follow-ups. The second year focuses on aspects of leadership, command, control, and education.

The ultimate goal is to assist the in-service student to develop the appropriate skills and knowledge to further their ability as a front-line firefighter, but also to develop the skills to assume a leadership role in their community. Students who are not employed in a related field are highly encouraged to pursue a live-in position or other hands-on application of the curriculum.

Graduates of the Associate in Applied Science Degree program are prepared to assume positions of leadership within their department, and to manage teams performing tasks in the community and on the fire ground.

Graduates of the program will be employed as industrial fire protection specialists, safety technicians, fire insurance inspectors, inspection bureau representatives, state fire inspectors, and municipal fire department employees, many of whom will earn their degree while employed in their area of specialty.

All Fire Science Technology students are strongly encouraged to take EMS 123 (EMT) and to complete the Firefighter I/II certification. Both of these will be needed for employment by a fire department. Live-in students will complete FFI/II during the summer before school and should complete EMS 123 in their first semester.

Courses may also be taken individually or in clusters to meet National Fire Protection Association (NFPA) Certification for various fire science professional standards.

Live-in Student Firefighter Externship:

The Live-In Firefighter Externship is offered in cooperation with various area fire departments. Through this externship, students are hired to live in area fire houses (rent free) in exchange for being “on call” during specific hours.

Admission to the Live-In Student Firefighter program is not guaranteed (space is limited) and depends upon a successful job interview and satisfactory completion of pre-service training. Early application for the limited live-in positions is strongly encouraged.

Live-in students have a greater persistence rate with 85% reaching graduation within three years. Live-in students have a greater success rate in classes because they apply what they learn on a daily basis. In addition, these students have access to members of their host departments who can tutor them on topics and skills.

Program Learning Outcomes:

Graduates with the Associate in Applied Science Degree will be prepared to:

- analyze and apply proactive fire prevention and control methods for safe and cost-effective fire protection;
- analyze and apply reactive fire and emergency scene operations for safe and cost-effective fire protection;
- examine and appraise principles of supervision and management necessary for effective leadership and administration in the fire/rescue service; and
- access, evaluate, and synthesize information independently using appropriate technology.

Fire Science Technology—In-Service Track – A.A.S. Degree			
First Semester		Fire Science Technology Courses	Credits
	<u>FIR 105</u>	Introduction to Emergency Services	3
	<u>FIR 110</u>	Fire Protection Systems	3
	<u>FIR 115</u>	Fire Service Building Construction	3
		General Education Courses	Credits
	<u>ENG 101</u>	College Composition	3
	Restricted Elective	<u>MAT 110</u> Technical Mathematics I or higher-level math	3
Second Semester		Fire Science Technology Courses	Credits
	<u>FIR 152</u>	Fire Inspection and Prevention	3
	<u>FIR 155</u>	Fire Science Hydraulics	3
		General Education Courses	Credits
	<u>CHE 103</u>	Chemistry for Emergency Responders	3
	Restricted Elective	<u>MAT 114</u> Technical Mathematics I or higher-level math	3
	Restricted Elective	Any Social Science (100 level or higher)	3
Third Semester		Fire Science Technology Courses	Credits
	<u>FIR 202</u>	Hazardous Incident Management	3
	<u>FIR 215</u>	Fire Service Leadership	3
	FIR/EMS*	Fire Science Elective	3
		General Education Courses	Credits
	<u>ENG 215</u>	Business and Technical Writing	3
	<u>PHY 108</u>	Survey of Applied Physics	4
Fourth Semester		Fire Science Technology Courses	Credits
	<u>FIR 250</u>	Fire Ground Operations	3
	<u>FIR 260</u>	Fire Administration	3
	FIR/EMS*	Any Fire Science or EMS	3
		General Education Courses	Credits
	Restricted Elective	Any Social Science/Humanities	3
	Restricted Elective	Any Communications, Humanities, or Social Science (100 level or higher)	3
TOTAL A.A.S. DEGREE CREDITS			61

***FIR/EMS Elective Options:** FIR 101 Firefighter I, FIR 102 Firefighter II, FIR 104 Emergency Telecommunicator-Basic, FIR 127 Fire Science Learning Seminar, FIR 131 Fire Behavior and Combustion, FIR 165 Wildlife Fire Management for Firefighters, FIR 207 Fire and Life Safety Educator, FIR 210 Fire Service Instructor, FIR 221 Fire Investigation and Analysis, and select EMS courses.

Fire Science Technology—Live-In Student Track – A.A.S. Degree			
First Semester		Fire Science Technology Courses	Credits
	<u>EMS 131</u>	Emergency Medical Technician	7
	<u>FIR 110</u>	Fire Protection Systems	3
	<u>FIR 115</u>	Fire Service Building Construction	3
		General Education Course	Credits
	Restricted Elective	<u>MAT 110</u> Technical Mathematics I <u>or</u> higher-level math	3
Second Semester		Fire Science Technology Courses	Credits
	<u>FIR 152</u>	Fire Inspection and Prevention	3
	<u>FIR 155</u>	Fire Science Hydraulics	3
		General Education Courses	Credits
	<u>CHE 103</u>	Chemistry for Emergency Responders	3
	<u>ENG 101</u>	College Composition	3
	Restricted Elective	<u>MAT 114</u> Technical Mathematics I <u>or</u> higher-level math	3
Third Semester		Fire Science Technology Courses	Credits
	<u>FIR 202</u>	Hazardous Incident Management	3
	<u>FIR 215</u>	Fire Service Leadership	3
		General Education Courses	Credits
	<u>ENG 215</u>	Business and Technical Writing	3
	<u>PHY 108</u>	Survey of Applied Physics	4
	Restricted Elective	Any Social Science (100 level or higher)	3
Fourth Semester		Fire Science Technology Courses	Credits
	<u>FIR 250</u>	Fire Ground Operations	3
	<u>FIR 260</u>	Fire Administration	3
	FIR/EMS*	Any Fire Science or EMS	3
		General Education Courses	Credits
	Restricted Elective	Any Humanities or Social Science (100 level or higher)	3
	Restricted Elective	Any Communications, Humanities, or Social Science (100 level or higher)	3
TOTAL A.A.S. DEGREE CREDITS			62

Fire Science Technology—Certificate			
First Semester		Fire Science Technology Courses	Credits
	<u>FIR 110</u>	Fire Protection Systems	3
	<u>FIR 115</u>	Fire Service Building Construction	3
General Education Courses			Credits
	ENG 100 or <u>ENG 101</u>	Basic Academic and Pre-professional Writing College Composition	3
	Restricted Elective	<u>MAT 110</u> Technical Mathematics I or higher-level math	3
	Restricted Elective	Any Social Science (100 level or higher)	3
Second Semester		Fire Science Technology Courses	Credits
	<u>FIR 152</u>	Fire Inspection and Prevention	3
	<u>FIR 155</u>	Fire Science Hydraulics	3
	FIR/EMS*	Fire Science Elective	3
General Education Courses			Credits
	<u>CHE 103</u>	Chemistry for Emergency Responders	3
	<u>PHY 108</u>	Survey of Applied Physics	4
TOTAL CERTIFICATE CREDITS			31

***FIR/EMS Elective Options:** FIR 101 Firefighter I, FIR 102 Firefighter II, FIR 104 Emergency Telecommunicator-Basic, FIR 105 Introduction to Emergency Services, FIR 127 Fire Science Learning Seminar, FIR 165 Wildlife Fire Management for Firefighters, FIR 207 Fire and Life Safety Educator, FIR 210 Fire Service Instructor, FIR 221 Fire Investigation and Analysis, and select EMS courses.

All students who intend to be front-line firefighters must complete EMS 131 and FFI/FFII in order to qualify for jobs at full-time departments. Most departments are now hiring FFII/Paramedics.

Firefighter I/II will be credited as a fire science elective (6 credits) provided the student has passed the State certification test and provides proper documentation. State licensure as an EMT will be credited as a fire science elective.

HOSPITALITY AND TOURISM MANAGEMENT

(Currently only available through CTE Centers)

Credential:

Associate in Applied Science Degree (61-62 credit hours)
Certificate (30 credit hours)

Academic Requirements for Admission:

High School Level Algebra I required. Algebra II and one lab science desired.

Program Overview:

A Certificate in Hospitality and Tourism Management from Eastern Maine Community College offers a diverse mix of career choices and opportunities. Foodservice management positions as well as lodging management and hotel operations top the list of many. Some graduates may be interested in resort management or positions in the airline industry, sustainable tourism, event management and entertainment arts management. With training in customer service, as well as comprehensive management and marketing techniques and a solid foundation of general education courses, the program includes the building blocks for a rewarding and exciting career. Successfully completing the program will open the door to a variety of lucrative career opportunities. Transfer education or entrepreneurship as well as immediate employment with a vast number of major corporations are just some of the options that a certificate in Hospitality and Tourism Management can offer.

Graduates from the program may receive Nationally recognized certification in Hospitality Management and Managing Front Desk Operations, Foodservice Sanitation, Fundamentals of Alcohol Service as well as other certifications under the auspices of the Education Foundation of the National Restaurant Association and the American Hotel and Lodging Association.

Program Learning Outcomes:

Graduates with a Certificate in Hospitality and Tourism Management will be able to perform at both entry-level and mid-level positions in the areas of front desk management and reservations, front line management and supervisory positions in a variety of hospitality and tourism relation positions.

Graduates of Hospitality and Tourism Management will:

- select methods of insuring quality control rooted in sales and marketing;
- determine which laws and regulations govern the various industry sectors;
- develop customer service related programs; and
- invent systems that promote teamwork environments.

Hospitality and Tourism Management – A.A.S. Degree			
First Semester		Technology Courses	Credits
	<u>HTM 105</u>	Principles of Hospitality (HTM 103)	3
	<u>HTM 115</u>	Lodging Management (HTM 111)	3
	<u>HTM 133</u>	Beverage Controls	3
	<u>HTM 142</u>	Hospitality Law	3
		General Education Courses	Credits
	<u>ENG 101</u>	College Composition	3
Second Semester		Technology Courses	Credits
	<u>HTM 152</u>	Planning and Development in Tourism (HTM 251)	3
	<u>HTM 162</u>	Meetings and Convention Management (HTM 261)	3
	<u>HTM 172</u>	Hospitality Division Management (HTM 223)	3
		General Education Course	Credits
	<u>GEO 107</u>	Geography	3
	<u>SPE 101</u>	Oral Communication	3
Third Semester		Technology Courses	Credits
	<u>BCA 115</u>	Introduction to Computer Applications	3
	<u>BUA 111</u>	Accounting I	3
	<u>BUA 263</u>	Sales and Customer Relations	3
		General Education Courses	Credits
	<u>NUT 221</u>	Nutrition	4
	Restricted Elective	Any Humanities or Social Science (100 level or higher)	3
Fourth Semester		Technology Courses	Credits
	<u>BUA 271</u>	Marketing Principles	3
	<u>HTM 201</u>	Hospitality Management Internship	6
		General Education Courses	Credits
	<u>ENG 215</u>	Business and Technical Writing	3
	Restricted Elective	Any Math or Science (100 level or higher)	3-4
TOTAL A.A.S. DEGREE CREDITS			61-62

Hospitality and Tourism Management – Certificate			
First Semester		Technology Courses	Credits
	<u>HTM 105</u>	Principles of Hospitality	3
	<u>HTM 115</u>	Lodging Management	3
	<u>HTM 133</u>	Beverage Controls	3
	<u>HTM 142</u>	Hospitality Law	3
		General Education Course	Credits
	<u>ENG 101</u>	College Composition	3
Second Semester		Technology Courses	Credits
	<u>HTM 152</u>	Planning and Development in Tourism	3
	<u>HTM 162</u>	Meetings and Convention Management	3
	<u>HTM 172</u>	Hospitality Division Management	3
		General Education Courses	Credits
	<u>GEO 107</u>	Geography	3
	<u>SPE 101</u>	Oral Communication	3
TOTAL CERTIFICATE CREDITS			30

HUMAN SERVICES

Credential:

- Associate in Applied Science Degree – Human Services (64 credit hours)
- Certificate – Human Services (30 credit hours)
- Certificate – Substance Abuse Rehabilitation Technician (33 credit hours)

Academic Requirement for Admission:

High School Level Algebra I

Program Overview:

This degree program focuses on the knowledge and skills required to work in today's diverse field of Human Services. Graduates will be prepared to work with individuals of all ages confronting disabling mental health issues, developmental disabilities, substance abuse and other behavioral health conditions. These graduates will work in social service organizations, hospitals, programs for the elderly, and community mental health centers. Graduates will be qualified for the Mental Health Rehabilitation Technician/Community (MHRT/C) certification offered through the State of Maine.

Graduates of the certificate program will meet the requirements for certification as a Mental Health Rehabilitation Technician/Community (MHRT/C). This allows the graduate to work as an entry-level health practitioner.

Program Learning Outcomes:

Graduates with the Associate in Applied Science Degree in Human Services will:

- Demonstrate current evidenced-based practices in the behavioral health and human services fields, necessary to engage and interact with clients and their families while being sensitive to diversity, culture, and environments of choice.
- Apply appropriate professional behaviors including confidentiality, ethical practices, and remaining professionally competent.
- Apply appropriate interviewing and communication strategies, supportive interventions, and evaluate related outcomes.
- Apply, implement, and provide resources and community supports for case management, psychosocial rehabilitation, substance use counseling, and case management.
- Analyze problems that occur and collaborate effectively with interdisciplinary teams within a variety of settings when working with clients.

Human Services – A.A.S. Degree				
First Semester		Human Services Courses	Typically Offered	Credits
	<u>HUS 101</u>	Community Mental Health	Fall, Spring	3
	<u>HUS 110</u>	Interviewing and Counseling	Fall, Spring	3
	<u>HUS 120</u>	Crisis Identification and Intervention	Fall	3
General Education Courses				Credits
	<u>ENG 101</u>	College Composition	Fall, Spring, Summer	3
	<u>PSY 101</u>	Introduction to Psychology	Fall, Spring, Summer	3
Second Semester		Human Services Courses		Credits
	<u>HUS 130</u>	Psychosocial Rehab	Spring	3
	<u>HUS 140</u>	Understanding Diversity in Human Services	Spring	3
	<u>HUS 260</u>	Group Process	Spring	3
General Education Courses				Credits
	Restricted Elective	Any Lab Science (100 level or higher)	Fall, Spring, Summer	4
	Restricted Elective	Any Math (100 level or higher)	Fall, Spring, Summer	3
	Pathway Elective ^	Restricted Elective	Varies	3
Third Semester		Human Services Courses		Credits
	<u>HUS 210</u>	Sexual Abuse, Trauma and Recovery	Fall	3
	<u>HUS 220</u>	Substance Abuse	Fall	3
	<u>HUS 230</u>	Social Services for the Elderly	Fall	3
	<u>SOC 101</u>	Introduction to Sociology	Fall, Spring, Summer	3
General Education Courses				Credits
	Pathway Elective ^	Restricted Elective	Varies	3
Fourth Semester		Human Services Courses		Credits
	<u>HUS 240</u>	Social Services Case Management	Spring	3
	<u>HUS 250</u>	Vocational Aspects of Disability	Spring	3
General Education Courses				Credits
	Restricted Elective	Communication (100 level or higher)	Fall, Spring, Summer	3
	Restricted Elective	Humanities/Social Science Elective	Fall, Spring, Summer	3
	Pathway Elective ^	Restricted Elective (See below)	Varies	3
TOTAL A.A.S. DEGREE CREDITS				64

^ Pathway Electives

- **Human Services Pathway** - Choose three from the following. PHI 101, PSY 231, PSY 235, SOC 201, EDB 231, EDB 213, ASL 101, ASL 102, HUS 264, HUS 274, HUS 280
- **Substance Abuse Pathway** - Take the following: HUS 264, HUS 274, HUS 280

Human Services – Certificate			
First Semester		Human Services Courses	Credits
	<u>HUS 101</u>	Community Mental Health	3
	<u>HUS 110</u>	Interviewing and Counseling	3
	<u>HUS 120</u>	Crisis Identification and Intervention	3
	<u>HUS 130</u>	Psychosocial Rehab	3
	<u>HUS 140</u>	Understanding Diversity in Human Services	3
Second Semester		Human Services Courses	
	<u>HUS 210</u>	Sexual Abuse, Trauma and Recovery	3
	<u>HUS 220</u>	Substance Abuse	3
	<u>HUS 230</u>	Social Services for the Elderly	3
	<u>HUS 240</u>	Case Management	3
	<u>HUS 250</u>	Vocational Aspects of Disability	3
	<u>HUS 260</u>	Group Process	3
TOTAL CERTIFICATE CREDITS			33

SUBSTANCE ABUSE REHABILITATION TECHNICIAN

Program Overview:

The Substance Abuse Rehabilitation Technician Certificate provides the necessary course work for individuals who are interested in becoming substance abuse counselors. Courses are designed to provide students with an understanding of substance use, abuse and addiction in addition to rehabilitation and counseling strategies. Students will become proficient in interviewing, assessment, group facilitation, and other skills necessary to provide individual or group counseling services.

Graduates of the certificate program meet the criteria established in Section 6214-C to become Certified Alcohol and Drug Counselors (CADC). For further information regarding licensing requirements, contact the Professional and Financial Regulations Department of the State of Maine at (207) 624-8603 or www.Maine.gov/professionallicensing.

Substance Abuse Rehabilitation Technician – Certificate			
First Semester		Substance Abuse Rehabilitation Technician Courses	Credits
	<u>HUS 101</u>	Community Mental Health	3
	<u>HUS 110</u>	Interviewing and Counseling	3
	<u>HUS 120</u>	Crisis Identification and Intervention	3
	<u>HUS 140</u>	Understanding Diversity	3
	<u>HUS 220</u>	Substance Abuse	3
Second Semester		Substance Abuse Rehabilitation Technician Courses	Credits
	<u>HUS 240</u>	Case Management	3
	<u>HUS 260</u>	Group Process	3
	<u>HUS 264</u>	Trauma & Addiction	3
	<u>HUS 274</u>	Chemical Dependency Counseling	3
	<u>HUS 280</u>	Addiction and the Family	3
TOTAL CERTIFICATE CREDITS			30

LIBERAL STUDIES

Credential:

Associate in Arts Degree (61-64 credit hours)

Academic Requirement for Admission:

High School Level Algebra I

Program Overview:

The Associate in Arts Degree with a concentration in Liberal Studies is a broad-based educational program with a curriculum spanning a wide range of academic areas. Primarily, this degree is intended to ease transfer into some baccalaureate programs at other post-secondary institutions, and it enjoys a block-transfer agreement with the University of Maine system as well as other transfer agreements. Students are strongly encouraged to explore in-depth a particular academic discipline.

Program Learning Outcomes

- **WRITING:** Students will be able to write clear, coherent texts with adherence to proper mechanics. Students will be able to effectively use writing as a means to engage in and communicate processes of critical inquiry, including analysis, synthesis, and argumentation.
- **QUANTITATIVE LITERACY:** Students will be able to reliably perform mathematical operations at the college level. Students will be able to apply mathematical concepts and techniques in practical situations, to solve problems.
- **NATURAL SCIENCE:** Students will engage in laboratory or field work at a level consistent with standard college laboratory and field courses. Students will demonstrate the ability to work with both qualitative and quantitative information in applying the scientific method.
- **CREATIVE ARTS:** Students will participate in, identify, or evaluate artistic and creative forms of expression.
- **HUMANITIES:** Students will analyze or interpret significant texts or other cultural artifacts and will understand or think critically about meaning and value, from either an aesthetic, philosophical, or multidisciplinary perspective.
- **SOCIAL SCIENCES:** Students will analyze or explain causal forces which shape social structures, institutions, or behavior.
- **ETHICAL REASONING:** Students will explain the premises of ethical decision making and apply a framework for making rational choices when faced with ethical dilemmas.
- **DIVERSITY/CULTURAL KNOWLEDGE:** Students will demonstrate knowledge of cultural differences.

Liberal Studies—A.A. Degree			
First Semester		Liberal Studies Courses	Credits
	Writing (English)	ENG 101 College Composition	3
	Basic Skills	BCA 115 Introduction to Computer Applications	3
	Social Science	SOC 101 Introduction to Sociology	3
	Quantitative Literacy (Math)	Core Restricted Elective (see chart)	3
	Natural Science	Core Restricted Elective (see chart)	4
Second Semester		Liberal Studies Courses	Credits
	Humanities (English)	ENG 112 Introduction to Literature	3
	Social Sciences	PSY 101 Introduction to Psychology	3
	Ethical Reasoning	PHI 101 Ethics	3
	Creative Arts	Core Restricted Elective (see chart)	3
	Open or Pathways Elective	Any course 100 level or higher	3-4
Third Semester		Liberal Studies Courses	Credits
	Writing (English)	Core Restricted Elective (see chart)	3
	Humanities (History)	Core Restricted Elective (see chart)	3
	Diversity	Core Restricted Elective (see chart)	3
	Open or Pathways Elective	Any course 100 level or higher	3
	Open or Pathways Elective	Any course 100 level or higher	3-4
Fourth Semester		Liberal Studies Courses	Credits
	Open or Pathways Elective	Any course 100 level or higher	3-4
	Open or Pathways Elective	Any course 100 level or higher	3
	Open or Pathways Elective	Any course 200 level	3
	Open or Pathways Elective	Any course 200 level	3
	Open or Pathways Elective	Any course 200 level	3
TOTAL A.A. DEGREE CREDITS			61-64

Credit Hour Distribution:**MCCS/EMCC Distribution Area**

Writing	6 Credits
Quantitative Literacy	3 Credits
Natural Science	4 Credits
Creative Arts	3 Credits
Social Sciences	6 Credits
Humanities	6 Credits
Diversity	3 Credits
Ethical Reasoning	3 Credits
Computer Applications	3 Credits
Open or Pathways Electives	<u>24-27 Credits</u>
	61-64 Credits

UMS Transfer Block Distribution Area

Writing	6 credits
Quantitative Literacy	3-4 Credits
Natural Science	4 Credits
Creative Arts	3 Credits
Social Sciences	6 Credits
Humanities	6 Credits
Diversity	3 Credits
Ethical Reasoning	<u>3 Credits</u>
	34-35 Credits

Core Distribution Area	Core Required Course	Core Restricted Electives (choose one from each)
Writing	ENG 101 College Composition	ENG 162 Creative Non-Fiction Writing ENG 172 Creative Writing ENG 205 Advanced Comp & Peer Tutoring ENG 215 Business and Technical Writing
Quantitative Reasoning		MAT 103 Thinking Mathematically MAT 107 Elementary Descriptive Geometry MAT 108 Elementary Numerical Mathematics from a Modern Perspective MAT 160 Elementary Discrete Mathematics MAT 163 Introduction to Statistics
Natural Science		BIO 100 Concepts in Biology BIO 101 Exploring the Natural World BIO 102 Marine Biology BIO 109 Principles of Biology I CHE 100 Chemistry for Everyday Living CHE113/115 Chemistry I PHY121/122 Physics I
Creative Arts		ART 100 Drawing I ART 101 Introduction to Digital Photography ART 112 2-D Design ART 291 Topics in Fine Art DGD 113 Introduction to Photoshop DGD 120 Digital Illustration DGD 131 Introduction to Page and Layout Design HUM 103 Introduction to Art and Design in the 20 th Century MUS 123 Understanding Music
Social Sciences	SOC 101 Introduction to Sociology PSY 101 Introduction to Psychology	
Humanities	ENG 112 Introduction to Literature	Any HIS Course
Diversity		ASL 101 Introduction to American Sign Language I ENG 212 Introduction to Film ENG 222 True Crime ENG 225 Literature by Women ENG 241 Introduction to Drama ENG 242 Literature of the Child ENG 243 Folklore, Fairytales, Mythology and Legend GEO 107 Geography HUM 110 Intro to Italian Language, Culture, and Cuisine KOR 101 Beginning Korean PSY 235 Abnormal Psychology PSY 252 Serial Murder PSY 253 Psychology of Cults SOC 214 Contemporary Social Problems
Ethical Reasoning	PHI 101 Ethics	

MEDICAL ASSISTANT TECHNOLOGY

Credential:

Associate in Applied Science Degree (61 credit hours)
Certificate (40 credit hours)

Academic Requirements for Admission:

High school graduate or equivalent

Program Overview:

Medical assistants are multiskilled health professionals specifically educated to work in a variety of healthcare settings performing clinical and administrative duties. The practice of medical assisting necessitates mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession. Students are provided with extensive hands-on training in both entry-level and advanced medical assistant competencies in accordance with the Standards and Guidelines for the Accreditation of Educational Programs in Medical Assisting. The Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredits programs upon the recommendation of the Medical Assisting Education Review Board (MAERB). These accreditation Standards are the minimum standards of quality used in accrediting programs that prepare individuals to enter the medical assisting profession. Graduates from the Medical Assistant Technology program are eligible to sit for the American Association of Medical Assistants (AAMA) certification examination upon successful completion of the program.

Graduates must complete all Medical Assistant program and achieve a minimum grade of **C** in all Medical Assisting courses. (Students must attain a final GPA of 2.0 or higher.)

The Medical Assistant Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
Commission on Accreditation of Allied Health Education Programs
9355-113th St. N, #7709
Seminole, FL 33775
P: 727-210-2350
F: 727-210-2354
Email: mail@caahep.org

Program Learning Outcomes:

To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

- Apply basic human anatomy and physiology and medical terminology in the role of a medical assistant.

- Demonstrate clinical competency in the following: clinical procedures and skills, specimen collection, diagnostic testing, pharmacology, and patient care.
- Demonstrate administrative competency in the following: administrative procedures and skills, basic practice finances, third party reimbursement, and procedural and diagnostic coding.
- Simulate basic medical law protocols and expected ethical behavior for individuals working in the health care field.

Medical Assistant Technology—Certificate			
First Semester		Medical Assistant Technology Courses	Credits
	<u>BMT 113</u>	Introduction to Medical Terminology	3
	<u>MAS 102</u>	Introduction to Medical Assisting	3
	<u>MAS 111</u>	Clinical Procedures I & Lab	4
	<u>MAS 122</u>	Medical Office Procedures	3
General Education Courses			Credits
	<u>BIO 127</u>	Anatomy and Physiology I	4
Second Semester		Medical Assistant Technology Courses	Credits
	<u>MAS 201</u>	Principles of Pharmacology	3
	<u>MAS 211</u>	Clinical Procedures II & Lab	4
	<u>MAS 222</u>	Insurance Coding for the Medical Office	3
General Education Courses			Credits
	<u>ENG 101</u>	College Composition	3
	<u>BIO 128</u>	Anatomy and Physiology II	4
Summer Semester		Medical Assistant Technology Courses	Credits
	<u>MAS 231</u>	Medical Assistant Externship	5
	<u>MAS 232</u>	Advanced Medical Assisting Externship	1
TOTAL CERTIFICATE CREDITS			40

Medical Assistant Technology—A.A.S. Degree			
A.A.S. Completion Courses			Credits
	<u>BCA 115</u>	Introduction to Computer Applications	3
	<u>BIO 222</u>	Pathophysiology	3
	<u>BMT 121</u>	Medical Law and Ethics	3
	Restricted Elective	Any Communications (100 level or higher)	3
	<u>PSY 101</u>	Introduction to Psychology	3
	<u>PSY 231</u>	Developmental Psychology	3
	Free Elective	Any course 100 level or higher	3
COURSEWORK BEYOND CERTIFICATE			21
TOTAL A.A.S. DEGREE CREDITS			61

MEDICAL OFFICE TECHNOLOGY

Credential:

Associate in Applied Science Degree (62 credit hours)

Academic Requirements for Admission:

High School Level Algebra I and Biology with Lab required.

Other Requirements:

Laptop
ICD-10-CM Coding Manual
CPT Coding Manual

Program Overview:

The Associate in Applied Science Degree in Medical Office Technology is designed to prepare students for employment in physicians' offices, clinics, hospitals, and other health care facilities. With the ever-changing medical climate, the demand for trained office professionals in health care is growing. This program will prepare students to be proficient in a number of vital skill areas including medical coding and billing, medical insurance, health record maintenance, scheduling, and software applications.

Program Learning Outcomes:

Graduates of the Associate in Applied Science Degree in Medical Office Technology will:

- Demonstrate skill using software applications to compose documents using appropriate formatting, editing, and language skills;
- Recognize and use medical terminology;
- assign appropriate diagnosis and procedure codes using ICD-10-CM and CPT;
- schedule appointments, record patient information, file insurance claims, manage accounts receivable, and process insurance claim forms adhering to legal restrictions; and
- describe security, privacy, and confidentiality policies and laws.

Medical Office Technology—A.A.S. Degree			
First Semester		Medical Office Technology Courses	Credits
	<u>BCA 102</u>	Document Processing/Formatting	3
	<u>BMT 113</u>	Medical Terminology I	3
	<u>BIO 127</u>	Anatomy and Physiology I	4
		General Education Course	Credits
	<u>ENG 101</u>	College Composition	3
	Restrictive Elective	Humanities/Social Science (100 level or higher)	3
Second Semester		Medical Office Technology Courses	Credits
	<u>BCA 115</u>	Introduction to Computer Applications	3
	<u>BMT 114</u>	Medical Terminology II	3
	<u>BMT 232</u>	ICD-10-CM Diagnostic Coding	3
	<u>BMT 261</u>	Health Unit Coordinator	3
	Restricted Elective	<u>BIO 128</u> Anatomy and Physiology II OR Any Math (100 level or higher)	3-4
Third Semester		Medical Office Technology Courses	Credits
	<u>BCA 202</u>	Integrated Software Applications	3
	<u>BMT 121</u>	Medical Law and Ethics	3
	<u>BMT 206</u>	Medical Billing & Reimbursement Methodologies	3
	<u>BMT 233</u>	CPT Procedural Coding	3
	<u>ENG 215</u>	Business and Technical Writing	3
Fourth Semester		Medical Office Technology Courses	Credits
	<u>BMT 205</u>	Medical Insurance Coding & Billing	3
	<u>BMT 208</u>	Medical Office Procedures	3
	Restrictive Elective	General Education Elective (100 Level or Higher)	3
	Restrictive Elective	Technology (See List Below)	3
	Restricted Elective	<u>PSY 214</u> Teams – Principles and Practices or Humanities/Social Sciences (100 level or higher)	3
TOTAL A.A.S. DEGREE CREDITS			62

Technology Restricted Elective Options: BMT 105 Business Communications; BCA 116 Database Management; BMT 234 PCS Coding

MEDICAL OFFICE TECHNOLOGY – ADVANCED CERTIFICATE IN MEDICAL CODING

Credential:

Advanced Certificate (16 credit hours)

Academic Requirements for Admission:

Must have an Associate Degree or higher in an allied health field. BMT 113 Medical Terminology (or equivalent) and a college-level biology course.

Medical Office Technology – Advanced Certificate in Medical Coding			
Required Curriculum			Credits
	<u>BMT 133</u>	Introduction to Medical Coding	3
	<u>BMT 232</u>	ICD-10-CM Diagnostic Coding	3
	<u>BMT 233</u>	CPT Procedural Coding	3
	<u>BMT 234</u>	ICD-10-PCS Coding	3
Restricted Electives: Choose 4 credits from the following:			Credits
	<u>BCA 116</u>	Database Management	3
	<u>BIO 222</u>	Pathophysiology	3
	<u>BMT 221</u>	Medical Transcription I	3
	<u>BMT 252</u>	Pharmacology for the Medical Office	3
	<u>BMT 235</u>	Certified Outpatient Coding Exam Prep	1
	<u>BMT 236</u>	Certified Professional Coder Exam Prep	1
TOTAL ADVANCED CERTIFICATE CREDITS			16

MEDICAL OFFICE TECHNOLOGY – COMPUTER APPLICATIONS SPECIALIST CERTIFICATE

Credential:

Certificate (33 credit hours)

Academic Requirements for Admission:

High School Level Algebra I, and Biology with Lab required.

Program Overview:

This program will prepare graduates to perform clerical and administrative duties in any office setting. Duties may include routine keyboarding, operation of computer software, data entry, scheduling appointments, and related tasks.

Medical Office Technology Computer Applications Specialist Certificate			
First Semester		Technology Courses	Credits
	<u>BCA 102</u>	Document Processing/Formatting	3
	<u>BMT 113</u>	Medical Terminology I	3
	<u>BMT 121</u>	Medical Law and Ethics	3
	<u>BCA 202</u>	Integrated Software Applications	3
	<u>BMT206</u>	Medical Billing	3
		General Education Course	Credits
	<u>ENG 101</u>	College Composition	3
Second Semester		Technology Courses	Credits
	<u>BCA 115</u>	Introduction to Computer Applications	3
	<u>BMT 208</u>	Medical Office Procedures	3
	<u>BMT 261</u>	Health Unit Coordinator	3
		General Education Courses	Credits
	<u>PSY 211</u>	Human Relations	3
	Restricted Elective	Any Math (100 level or higher)	3
TOTAL CERTIFICATE CREDITS			33

MEDICAL OFFICE TECHNOLOGY – HEALTH CARE SECRETARY CERTIFICATE

Credential:

Certificate (31 credit hours)

Academic Requirements for Admission:

High School Level Algebra I required.

Program Overview:

This program will prepare graduates to perform clerical and administrative duties in a medical office and in a hospital setting. Duties may include routine typing, operation of computer software, preparing and maintaining medical records, scheduling appointments, and related tasks. Graduates from this program will have the necessary skills to work in a variety of settings, including medical clinics, doctors' offices, and hospitals.

Medical Office Technology - Health Care Secretary Certificate			
First Semester		Technology Courses	Credits
	<u>BCA 102</u>	Document Processing/Formatting	3
	<u>BCA 115</u>	Introduction to Computer Applications	3
	<u>BMT 113</u>	Medical Terminology I	3
	<u>BMT 121</u>	Medical Law & Ethics	3
	<u>BIO 127</u>	Anatomy & Physiology I	4
Second Semester		Technology Courses	Credits
	<u>BCA 202</u>	Integrated Software Applications	3
	<u>BMT 205</u>	Medical Insurance Coding & Billing	3
	<u>BMT 208</u>	Medical Office Procedures	3
	<u>BMT 261</u>	Health Unit Coordinator	3
	<u>ENG 101</u>	College Composition	3
TOTAL CERTIFICATE CREDITS			31

MEDICAL RADIOGRAPHY

Credentials:

Associate in Science Degree (78-81 credit hours)

Associate in Science Degree – Three Year Track (79-85 credit hours)

Academic Requirements for Admission:

High School Level Algebra I, Algebra II, Geometry, Biology with Lab, and either Physics (preferred) or Chemistry with Lab. Pre-admission testing required.

Program Overview:

Medical Radiography is a two-year or three-year program that integrates scientific concepts into working skills through classroom study and intensive clinical experience. The program concentrates on diagnostic radiology, including angiography and computerized tomography. Other imaging modalities such as nuclear medicine, radiation therapy, sonography, and magnetic resonance imaging are briefly discussed.

Medical radiographers are health professionals who combine technical knowledge with radiographic and anatomical knowledge to obtain diagnostic images of all parts of the human body. Successful radiographers must have a good working knowledge of human anatomy, radiographic positioning, radiologic physics, equipment operation, and quality assurance. As members of a health care team, radiographers must also understand and apply principles of good patient care, and conduct themselves in accordance with medical ethical standards.

Graduates are eligible to sit for the National certification examination administered by the American Registry of Radiologic Technologists (ARRT), and to apply for Maine licensure in radiography.

The Medical Radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182.

Program Learning Outcomes:

GOAL #1 STUDENTS WILL DEMONSTRATE CLINICAL COMPETENCE

- Students will demonstrate knowledge of imaging principles – technical selection
- Students will demonstrate competence in positioning skills
- Students will provide patient care essential to medical imaging procedures
- Students will demonstrate radiation protection
- Students will demonstrate competence in routine surgical procedures

GOAL #2 STUDENTS WILL DEMONSTRATE PROFESSIONALISM

- Students will adhere to all program and clinical affiliate policies
- Students will demonstrate good attendance and punctuality practices

GOAL #3 STUDENTS WILL DEMONSTRATE PROBLEM SOLVING AND CRITICAL THINKING SKILLS

- Students will demonstrate the ability to adapt for the trauma patient
- Students will demonstrate the ability to evaluate radiographic images

GOAL #4 STUDENTS WILL DEMONSTRATE EFFECTIVE COMMUNICATION SKILLS

- Students will communicate effectively in the healthcare community
- Students will demonstrate the ability to convey their ideas using speech, graphics and writing

Medical Radiography—A.S. Degree			
First Semester		Medical Radiography Courses	Credits
	<u>BIO 127</u>	Anatomy and Physiology I	4
	<u>MAT 116</u>	College Algebra (may substitute <u>MAT 123</u>)	3
	<u>MRT 111</u>	Radiographic Positioning I	3
	<u>MRT 117</u>	Radiologic Procedures I	1
	<u>MRT 121</u>	Principles of Radiographic Exposure I	2
	<u>MRT 131</u>	Medical Terminology	1
	<u>MRT 151</u>	Introduction to Health Care	2
	<u>MRT 161</u>	Clinical Education I	5
Second Semester		Medical Radiography Courses	Credits
	<u>BIO 128</u>	Anatomy and Physiology II	4
	<u>ENG 101</u>	College Composition	3
	<u>MRT 112</u>	Radiographic Positioning II	3
	<u>MRT 118</u>	Radiologic Procedures II	1
	<u>MRT 119</u>	Imaging Modalities	1
	<u>MRT 122</u>	Principles of Radiographic Exposure II	2
	<u>MRT 162</u>	Clinical Education II	5
	Restricted Elective	Any PHI or PSY (100 level or higher)	3
First Summer		7-Week Clinical	Credits
	<u>MRT 163</u>	Clinical Education III	5
Third Semester		Medical Radiography Courses	Credits
	<u>BIO 272</u>	Radiation Biology	2
	<u>MRT 211</u>	Radiographic Positioning III	1
	<u>MRT 251</u>	Advanced Health Care	1
	<u>MRT 255</u>	Pathology	1
	<u>MRT 267</u>	Clinical Education IV	7
	<u>SPE 101</u>	Oral Communications	3
Fourth Semester		Medical Radiography Courses	Credits
	<u>MRT 212</u>	Radiographic Positioning IV	1
	<u>MRT 222</u>	Principles of Imaging Physics	1
	<u>MRT 230</u>	Radiography Review & Career Planning (optional)	1
	<u>MRT 270</u>	Clinical Education V	7
	<u>PHY 235</u>	Radiologic Physics	3
	Restricted Elective	Any SOC or PSY (100 level or higher)	3
TOTAL A.S. DEGREE CREDITS			78-81

Medical Radiography—A.S. Degree (3-Year)			
NOTE REGARDING THE 3-YEAR PROGRAM			
The 3-year program provides the same educational experiences and requirements as the 2-year Medical Radiography program. The 3-year program demands a lower credit requirement each semester which may be more suited to some students.			
First Semester		General Education Courses	Credits
	<u>BIO 127</u>	Anatomy and Physiology I	4
	<u>ENG 101</u>	College Composition	3
	<u>MAT 116</u>	College Algebra (may substitute MAT 123)	3
	<u>MRT 102</u>	Introduction to Radiography	1
	Restricted Elective	Any SOC or PSY (100 level or higher)	3
Second Semester		General Education Courses	Credits
	<u>BIO 128</u>	Anatomy and Physiology II	4
	<u>MRT 131</u>	Medical Terminology	1
	Restricted Elective	Any PHI or PSY (100 level or higher)	3
	<u>SPE 101</u>	Oral Communications	3
	<u>PHY 108</u>	Survey of Applied Physics <i>*Required if no high school physics course</i>	
Third Semester		Medical Radiography Courses	Credits
	<u>MRT 111</u>	Radiographic Positioning I	3
	<u>MRT 117</u>	Radiologic Procedures I	1
	<u>MRT 121</u>	Principles of Radiographic Exposure I	2
	<u>MRT 151</u>	Introduction to Health Care	2
	<u>MRT 161</u>	Clinical Education I	5
Fourth Semester		Medical Radiography Courses	Credits
	<u>MRT 112</u>	Radiographic Positioning II	3
	<u>MRT 118</u>	Radiologic Procedures II	1
	<u>MRT 119</u>	Imaging Modalities	1
	<u>MRT 122</u>	Principles of Radiographic Exposure II	2
	<u>MRT 162</u>	Clinical Education II	5
	<u>MRT 164</u>	Advanced Clinical Education II (optional)	1
First Summer		7-Week Clinical	Credits
	<u>MRT 163</u>	Clinical Education III	5
Fifth Semester		Medical Radiography Courses	Credits
	<u>BIO 272</u>	Radiation Biology	2
	<u>MRT 211</u>	Radiographic Positioning III	1
	<u>MRT 251</u>	Advanced Health Care	1
	<u>MRT 255</u>	Pathology	1
	<u>MRT 267</u>	Clinical Education IV (<i>alternate clinical course</i>)	7
Sixth Semester		Medical Radiography Courses	Credits
	<u>MRT 212</u>	Radiographic Positioning IV	1
	<u>MRT 222</u>	Principles of Imaging Physics	1
	<u>MRT 230</u>	Radiography Review & Career Planning (optional)	1
	<u>MRT 270</u>	Clinical Education V	7
	<u>MRT 264</u>	Advanced Clinical Education V (optional)	1
	<u>PHY 235</u>	Radiologic Physics	3
TOTAL A.S. DEGREE CREDITS			79-85

NURSING

Credential:

Associate in Science Degree (70 credit hours)

Academic Requirements for Admission:

- High school level Algebra I and Lab Biology;
- College level *College Composition (ENG101), *Anatomy and Physiology I with Lab (BIO127) and *Math for Nurses (NRG101) – a course specific to EMCC's Nursing program; and
- Cumulative college course GPA of 3.0, GPA of 3.4 in courses that are part of nursing curriculum
- Scored writing prompt

**These requirements are waived for high school seniors seeking admission to the 3-year extended-track Nursing program.*

Individuals who feel they have transferrable credit for any of the college-level prerequisites listed above should confirm course transferability with the Director of Admissions prior to submitting an application for admission to the Nursing program.

Program Overview:

The Nursing program prepares students to become registered nurses at the associate degree level. Upon completion of the program, graduates will obtain an Associate in Science Degree and are eligible to take the NCLEX Registered Nurse (RN) licensure examination and apply for Maine licensure as a registered nurse.

Students are required to provide their own transportation to and from the various clinical agencies. A schedule of classes and clinical rotations is provided at the beginning of each semester. Clinical rotations may involve evening, daytime, and weekends based on availability of clinical sites and instructors.

In order to progress and graduate from the Nursing program, students must maintain passing grades in clinical coursework, concurrent with maintaining at least a C (75) exam average and course grade in all required nursing theory courses. Further guidelines are provided in the **Nursing Student Handbook**.

The Nursing program is approved by:

Maine State Board of Nursing

161 Capitol St.

158 State House Station

Augusta, Maine, 04333-0158

Phone: 207-287-1133

Fax: 207-287-1149

<https://www.maine.gov/boardofnursing/>

The program is accredited by:
Accreditation Commission for Education in Nursing, Inc. (ACEN)
3343 Peach Tree Rd NE, Suite 850
Atlanta, GA 30326
Phone: 404-975-5000
Fax: 404-975-5020
www.acenursing.org

The ACEN accreditation is from 2020-2028.

The Maine State Board of Nursing may consider refusing to grant a license on the basis of criminal history record information relating to convictions as described in Title 5, Chapter 5301, Subsection 2 of the Maine Revised Statutes, Annotated.

Program Learning Outcomes:

Upon successful completion of the ADN Program, the graduate is expected to:

- Provide person-centered care utilizing critical thinking and clinical judgement across the life span.
- Provide safe and ethical care founded in evidence-based practice by using informatics and evolving technology to support decision making and quality of care.
- Demonstrate legal, ethical, and professional accountability in the delivery of caring and competent nursing practice.
- Demonstrate professional leadership and integrity by effectively using advocacy, communication, and education with the entire patient care team.

Nursing—A.S. Degree			
Prerequisite Courses			Credits
	<u>BIO 127</u>	Anatomy and Physiology I	4
	<u>ENG 101</u>	College Composition	3
	<u>NRG 101</u>	Math for Nurses	3
First Semester	Nursing Course		Credits
	<u>NUR 105</u>	Foundations of Nursing	8
	<u>NUR 183</u>	Professional Issues in Nursing I	.5
	General Education Courses		Credit
	<u>BIO 128</u>	Anatomy and Physiology II	4
	<u>BIO 251</u>	Clinical Pharmacology	4
	<u>PSY 101</u>	Introduction to Psychology	3
Second Semester	Nursing Course		Credits
	<u>NUR 136</u>	Nursing Across the Life Span I	10
	<u>NUR184</u>	Professional Issues in Nursing II	.5
	General Education Courses		Credits
	<u>PSY 231</u>	Developmental Psychology	3
	<u>BIO 222</u>	Pathophysiology	3
Third Semester	Nursing Courses		Credits
	<u>NUR 267</u>	Nursing Across the Life Span II	8
	<u>NUR283</u>	Professional Issues in Nursing III	.5
	General Education Courses		Credits
	<u>BIO 216</u>	General Microbiology	4
	<u>SPE 101</u>	Oral Communications	3
Fourth Semester	Nursing Courses		Credits
	<u>NUR 270</u>	Nursing Across the Life Span III	8
	<u>NUR284</u>	Professional Issues in Nursing IV	.5
TOTAL A.S. DEGREE CREDITS			70

PLUMBING TECHNOLOGY

Credentials:

Certificate (30 credit hours)

Academic Requirement for Admission:

High School Level Algebra I required.

Program Overview:

The Plumbing program is designed to provide students with a basic understanding of the tools and materials used by plumbing professionals to complete residential and light-commercial plumbing projects. Students will have opportunities to become proficient in the design, installation, maintenance and repair of standard plumbing systems in accordance with the Maine State Plumbing Code.

Graduates of the program are eligible to sit for the State of Maine Journeyman's Plumbing Examination. The journeyman-in-training license is issued to graduates who successfully complete the exam. With this credential, the graduate is allowed to work under the supervision of a journeyman or master plumber. Upon accumulating 2,000 hours under a journeyman or master plumber, the license is upgraded to that of journeyman. Graduates will have the opportunity to seek employment as service technicians, installers, draftspersons, warehouse workers, and salespersons.

Plumbing Technology - Certificate			
First Semester		Plumbing Courses	Credits
	<u>PLG 101</u>	Plumbing Technology I	6
	<u>PLG 111</u>	Plumbing Laboratory I	3
General Education Courses			Credits
	ENG 100 or <u>ENG 101</u>	Basic Academic and Pre-professional Writing College Composition	3
	<u>MAT 110</u>	Technical Mathematics I <i>Acceptable substitutions include: MAT116, MAT217, MAT225, MAT226</i>	3
Second Semester		Plumbing Courses	Credits
	<u>PLG 102</u>	Plumbing Technology II	6
	<u>PLG 112</u>	Plumbing Laboratory II	3
General Education Courses			Credits
	<u>DTG 101</u>	Plumbing Print Reading	2
	<u>GEN 130</u>	Employability Skills	1
	PSY 101 <u>PSY 211</u>	Introduction to Psychology Human Relations	3
TOTAL CERTIFICATE CREDITS			30

REFRIGERATION, AIR CONDITIONING AND HEATING TECHNOLOGY

Credentials:

Associate in Applied Science Degree (64 credit hours)
Refrigeration Certificate (34 credit hours)

Academic Requirements for Admission:

A.A.S. Degree: High School Level Algebra I required. Algebra II, Geometry, and either Physics or Chemistry with Lab desired.

Certificate: High School Level Algebra I required.

Program Overview:

The Refrigeration, Air Conditioning and Heating Technology program provides students with opportunities to become proficient in the installation, maintenance, and repair of commercial refrigeration, air conditioning, and heating equipment. Special emphasis is placed on troubleshooting and problem solving. Energy efficiency and green concepts are reinforced throughout the curriculum. Graduates of this program find employment in a variety of commercial and industrial settings, with refrigeration, air conditioning, and heating contractors, and in sales positions. These licenses or certifications are available to graduates of the program: Limited Electrician in Refrigeration License, EPA Refrigerant Certification, Oil Burner Journeyman License, and Propane/Natural Gas License.

Graduates will be certified in the following:

- EPA Refrigerant Certification “Universal Technician” category
- CETP gas certification that leads to a State of Maine Gas Technician License

Graduates are eligible for other State of Maine Licensing:

- Full educational requirements and partial field experience for the Journeyman Oil Burner license
- Partial educational requirements and partial field experience for the Limited Electrician - Refrigeration license

Program Learning Outcomes:

Graduates with the Associate in Applied Science Degree will be prepared to:

- apply the fundamentals related to the installation of refrigeration, air conditioning and heating equipment;
- follow State and National codes involving refrigeration, air conditioning and heating equipment;
- safely work with tools and test instruments to service refrigeration, air conditioning and heating equipment;
- demonstrate the skills to troubleshoot refrigeration, air conditioning and heating equipment; and
- apply the skills for pipe fitting techniques related to soldering, brazing, and pipe threading.

Refrigeration, Air Conditioning and Heating Technology —A.A.S. Degree			
First Semester		Technology Courses	Credits
	<u>RAH 103</u>	Refrigeration and Air Conditioning Lab I	2
	<u>RAH 113</u>	Refrigeration Components and Physical Principles	2.5
	<u>RAH 123</u>	Refrigeration Systems and Flow Controls	2.5
	<u>RAH 133</u>	RAH Electricity I	3
General Education Courses			Credits
	<u>ENG 100</u> <u>ENG 101</u>	Basic Academic and Pre-professional Writing College Composition	3
	<u>MAT 110</u>	Technical Mathematics I	3
Second Semester		Technology Courses	Credits
	<u>RAH 104</u>	Refrigeration and Air Conditioning Lab II	2
	<u>RAH 138</u>	RAH Electricity II and Motors	3
	<u>RAH 144</u>	Commercial Refrigeration Systems I	2.5
	<u>RAH 147</u>	Commercial Refrigeration Systems II	2.5
	<u>RAH 171</u>	HVAC Print Reading	2
General Education Courses			Credits
	<u>MAT 114</u>	Technical Mathematics II	3
	<u>SPE 101</u>	Oral Communications	3
Third Semester		Technology Courses	Credits
	<u>RAH 203</u>	Refrigeration and Air Conditioning Lab III	2
	<u>RAH 234</u>	RAH Controls I	3
	<u>RAH 264</u>	Heat Pump Systems	1
	<u>RAH 272</u>	Gas Heating Systems	4
General Education Courses			Credits
	<u>ENG 215</u>	Business and Technical Writing	3
	<u>PHY 108</u>	Survey of Applied Physics	4
Fourth Semester		Technology Courses	Credits
	<u>RAH 204</u>	Refrigeration and Air Conditioning Lab IV	2
	<u>RAH 237</u>	RAH Controls II and Transformers	3
	<u>RAH 283</u>	HVAC Systems I	2.5
	<u>RAH 287</u>	HVAC Systems II	2.5
General Education Course			Credits
	<u>PSY 101</u> or <u>PSY 211</u>	Introduction to Psychology Human Relations	3
TOTAL A.A.S. DEGREE CREDITS			64

Refrigeration—Certificate			
First Semester		Technology Courses	Credits
	<u>RAH 103</u>	Refrigeration and Air Conditioning Lab I	2
	<u>RAH 113</u>	Refrigeration Components and Physical Principles	2.5
	<u>RAH 123</u>	Refrigeration Systems and Flow Controls	2.5
	<u>RAH 133</u>	RAH Electricity I	3
General Education Courses			Credits
	ENG 100 or <u>ENG 101</u>	Basic Academic and Pre-professional Writing College Composition	3
	<u>MAT 110</u>	Technical Mathematics I	3
Second Semester		Technology Courses	Credits
	<u>RAH 104</u>	Refrigeration and Air Conditioning Lab II	2
	<u>RAH 138</u>	RAH Electricity II and Motors	3
	<u>RAH 144</u>	Commercial Refrigeration Systems I	2.5
	<u>RAH 147</u>	Commercial Refrigeration Systems II	2.5
	<u>RAH 171</u>	HVAC Print Reading	2
General Education Courses			Credits
	<u>MAT 114</u>	Technical Mathematics II	3
	<u>SPE 101</u>	Oral Communications	3
TOTAL CERTIFICATE CREDITS			34

RESTAURANT AND FOOD SERVICE MANAGEMENT

Credential:

Associate in Applied Science Degree (61-62 credit hours)

Academic Requirement for Admission:

High School Level Algebra I

Program Overview:

The Restaurant and Food Service Management program is designed for students who want to get their basic kitchen training and focus more on the business side of things to manage or own their own foodservice operation. Furthermore, students in the Food Service Specialist Certificate program might choose this specialty area to attain their Associate in Applied Science Degree with a second year of study. Finally, students with an Associate in Applied Science Degree in Culinary Arts, or significant transfer credit, often pursue this degree as well in order to make themselves more marketable.

Graduates will have the opportunity to become certified in the areas of ServSafe Sanitation through the Educational Foundation of the National Restaurant Association and Food and Beverage Management through the Educational Institute of the American Hotel and Lodging Association Educational Institute.

All Restaurant Management students must have a valid ServSafe Food Protection Manager Certification at the time of graduation to receive their degree.

Program Learning Outcomes:

Graduates with an Associate in Applied Science Degree will be able to perform at mid-level and supervisory positions in the areas of restaurant management. A classical French foundation will guide graduates through their practical hands-on kitchen training, which includes American regional cuisine in their first year. The second year of the program focuses on business classes to round out the training.

Graduates will:

- create professional quality food;
- construct menus and recipes;
- demonstrate employability skills;
- analyze food with regard to nutrition and dietary concerns; and
- utilize technology to analyze business problems and construct appropriate solutions.

Restaurant and Food Service Management — A.A.S. Degree		
First Semester	Culinary Arts Courses	Credits
<u>CUL 112</u>	Culinary Skills Development	3
<u>CUL 126</u>	Culinary Arts Instruction I	.5
<u>CUL 127</u>	Culinary Arts I	5.5
<u>CUL 131</u>	Culinary Sanitation and Theory	3
	General Education Course	Credits
<u>ENG 101</u>	College Composition	3
Second Semester	Culinary Arts Courses	Credits
<u>CUL 128</u>	Culinary Arts Instruction II	.5
<u>CUL 129</u>	Culinary Arts II	5.5
<u>CUL 141</u>	Food Service Management	3
	General Education Courses	Credits
Restricted Elective	Any Math or Science (100 level or higher)	3-4
<u>SPE 101</u>	Oral Communications	3
Third Semester	Business Management Courses	Credits
<u>BUA 101</u>	Introduction to Business	3
<u>BUA 111</u>	Accounting I	3
<u>BUA 141</u>	Principles of Small Business Management	3
	General Education Courses	Credits
<u>ENG 215</u>	Business and Technical Writing	3
Restricted Elective	Any Humanities or Social Science (100 level or higher)	3
Fourth Semester	Business Management Courses	Credits
<u>BUA 131</u>	Business Law I	3
<u>BUA 263</u>	Sales and Customer Relations	3
<u>BUA 271</u>	Marketing Principles	3
	General Education Courses	Credits
<u>NUT 221</u>	Nutrition	4
Restricted Elective	Any Humanities or Social Science (100 level or higher)	3
TOTAL A.A.S. DEGREE CREDITS		61-62

SURGICAL TECHNOLOGY

Credential:

Associate in Applied Science Degree (65 credit hours)

Academic Requirements for Admission:

High School Level Algebra I and either Biology with Lab or Chemistry with Lab required.

Program Overview:

In this program, the student will develop the knowledge, skills and attitudes necessary to practice as a certified surgical technologist by acquiring the following fundamental capabilities:

- to utilize appropriate medical terminology,
- to apply a basic understanding of human physiology and surgical anatomy in the perioperative role of a surgical technologist,
- to demonstrate a basic understanding of the concepts of pharmacology,
- to demonstrate theoretical and practical proficiency in surgical aseptic technique, surgical procedures and patient care,
- to identify and assume appropriate responsibility for patient care.

Prior to completing the program, students will take the National boards for the Certification in Surgical Technology. The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Surgical Technology and Surgical Assisting (ARC-STSA).

Program Learning Outcomes:

Graduates with the Associate in Applied Science Degree in Surgical Technology will function at an entry-level position as a Surgical Technologist with the following skills:

- Use appropriate instrumentation in general surgery, obstetrics/gynecology, genitourinary, otolaryngology, eye, plastic and reconstructive, neurosurgery, vascular, cardiovascular-thoracic, and orthopedic surgical areas.
- Identify surgical anatomy in the perioperative role of a surgical technologist.
- Use appropriate aseptic techniques in surgery.
- Use safe handling procedures for drugs and solutions.

Surgical Technology—A.A.S. Degree			
First Semester		General Education Courses	Credits
	<u>BIO 127</u>	Anatomy and Physiology I	4
	<u>ENG 101</u>	College Composition	3
	<u>PSY 101</u>	Introduction to Psychology	3
	Restricted Elective	Any Communications (100 level or higher)	3
	Restricted Elective	Any Humanities or Social Science (100 level or higher)	3
Second Semester		Surgical Technology Courses	Credits
	<u>MRT 131</u>	Medical Terminology	1
	<u>SUR 105</u>	Introduction to Surgical Technology	7
	<u>SUR 117</u>	Pharmacology for Surgical Technologists	2
		General Education Courses	Credits
	<u>BIO 128</u>	Anatomy and Physiology II	4
Third Semester		Surgical Technology Course	Credits
	<u>SUR 118</u>	Surgical Technology I	15
		General Education Course	Credits
	<u>BIO 216</u>	General Microbiology	4
Fourth Semester		Surgical Technology Course	Credits
	<u>SUR 123</u>	Surgical Technology II	16
TOTAL A.A.S DEGREE CREDITS			65

TRADE AND TECHNICAL OCCUPATIONS

Credential:

Associate in Applied Science Degree (60 credit hours)

Academic Requirements for Admission:

High School Level Algebra I required. Geometry and Physics desired.

Program Overview:

Trade and Technical Occupations recognizes proficiency acquired through various trades and technical occupations in which individuals have completed or are in the process of completing a formal registered apprenticeship program (i.e., journeyman status). The apprenticeship program must be a minimum of three years in length and must be registered by either the Maine State Apprenticeship Council or the Bureau of Apprenticeship Training, U.S. Department of Labor; or be a formal program approved by the College. Students who have completed or are currently enrolled in a registered apprenticeship program may apply for admission into the Trade and Technical Occupations program. The degree is awarded after students have completed all requirements of the apprenticeship program. Applicants are responsible for providing all required documentation.

Trade and Technical Occupations-A.A.S. Degree			
		Technology Courses	Credits
	<u>TTO 112</u>	Apprenticeship I <i>or</i>	12
	<u>TTO 118</u>	Apprenticeship II <i>or</i>	18
	<u>TTO 124</u>	Apprenticeship III	24
		Selected Coursework (100 level or higher)	15-27
		General Education Courses	Credits
	<u>ENG 101</u>	College Composition	3
	Restricted Elective	Any Communications (100 level or higher)	3
	Restricted Electives	Any Humanities or Social Sciences (100 level or higher)	6
	Restricted Electives	Mathematics or Science (100 level or higher)	9
TOTAL A.A.S. DEGREE CREDITS			60

WELDING TECHNOLOGY

Credentials:

Associate in Applied Science Degree (63-64 credit hours)

Certificate (31-32 credit hours)

Academic Requirements for Admission:

A.A.S. Degree: Admission to the associate in applied science degree Welding Technology program is determined upon successful completion of the certificate in Pipe Welding program.

Certificate: High School Level Algebra I required.

Important:

Be advised that EMCC has space available each fall for 24 first-year Pipe Welding certificate students and only 14 second-year Welding Technology Associate in Applied Science degree students. All students who are offered admission are initially placed in the one-year Pipe Welding Certificate program. Upon completion of their first semester in technology courses, students are then offered the opportunity to apply for second-year slots in the Associate degree program. (Grade point average and successful progression in all courses including the general education courses required for welding are used in awarding the second-year slots). For further clarification, please contact the Admissions Office.

Program Overview:

The Welding Technology program offers students a modular based curriculum in one- or two-year format including technical courses in structural and pipe welding, pipe fitting and blueprint reading and drafting. The Pipe Welding Certificate offers training in basic and pipe welding techniques utilizing the shielded metal arc welding process. Second-year students enroll in advanced welding and receive training in GMAW, GTAW, and pipe fabrication.

All the welding program options are combined with a variety of general education courses and technology theory courses.

Significant emphasis is placed on math, communication, physical science, and social science courses. Special courses in the welding metallurgy and quality assurance/quality control are also required within the technology. This mix of theory courses, general education courses, and skill training places our graduates in high demand.

There are a number of scholarships awarded to our students in Welding Technology. The Reginald Roy Scholarship was offered for the first time for the 2000-2001 academic year. This scholarship encourages students to maximize skill potential and career opportunities.

Program Learning Outcomes:

Graduates with the Associate in Applied Science Degree in Welding Technology function at an entry-level position for welders in the following areas:

- AWS D1.1 SMAW Structural Certification
- ASME Section IX SMAW Pipe Certification
- ASME Section IX GTAW Pipe Certification
- Demonstrate safe, competent use of Oxy-Fuel Cutting Equipment

The Welding Technology program is an American Welding Society (AWS) Designated Educational Institutional Member. The Welding program is certified as a S.E.N.S.E. program (Schools Excelling through National Skills Education) and Educational member through American Welding Society, 8669 NW 36 Street, Ste. #130, Miami, FL 33166-6672; 1-305-4439353; 1-800-443-9353; www.aws.org.

Welding Technology—Certificate in Pipe Welding			
First Semester		Welding Technology Courses	Credits
	<u>WEL 111</u>	Metal Technology	3
	<u>WEL 131</u>	Shielded Metal Arc Welding (SMAW), Basic	2
	<u>WEL 132</u>	Shielded Metal Arc Welding, Advanced I	2
	<u>WEL 134</u>	Shielded Metal Arc Welding, Structural	2
	<u>WEL 151</u>	Flux-Cored Arc Welding (FCAW)	2
	<u>WEL 186</u>	Blueprint Reading and Drafting for Welders	3
		General Education Course	Credits
	<u>MAT 110</u>	Technical Mathematics I	3
Second Semester		Welding Technology Courses	Credits
	<u>WEL 133</u>	Shielded Metal Arc Welding, Advanced II	2
	<u>WEL 135</u>	Shielded Metal Arc Welding, Pipe I	2
	<u>WEL 136</u>	Shielded Metal Arc Welding, Pipe II	2
	<u>WEL 137</u>	Shielded Metal Arc Welding, Pipe III (ASME Qualification)	2
		General Education Courses	Credits
	<u>ENG 101</u>	College Composition	3
	Restricted Elective	Any Math or Science (100 level or higher)	3-4
TOTAL CERTIFICATE CREDITS			31-32

Welding Technology—A.A.S. Degree			
First Semester		Welding Technology Courses	Credits
	<u>WEL 111</u>	Metal Technology	3
	<u>WEL 131</u>	Shielded Metal Arc Welding (SMAW), Basic	2
	<u>WEL 132</u>	Shielded Metal Arc Welding, Advanced I	2
	<u>WEL 134</u>	Shielded Metal Arc Welding, Structural	2
	<u>WEL 151</u>	Flux-Cored Arc Welding (FCAW)	2
	<u>WEL 186</u>	Blueprint Reading and Drafting for Welders	3
		General Education Course	Credits
	<u>MAT 110</u>	Technical Mathematics I	3
Second Semester		Welding Technology Courses	Credits
	<u>WEL 133</u>	Shielded Metal Arc Welding, Advanced II	2
	<u>WEL 135</u>	Shielded Metal Arc Welding, Pipe I	2
	<u>WEL 136</u>	Shielded Metal Arc Welding, Pipe II	2
	<u>WEL 137</u>	Shielded Metal Arc Welding, Pipe III (ASME Qualification)	2
		General Education Courses	Credits
	<u>ENG 101</u>	College Composition	3
	Restricted Elective	Any Math or Science (100 level or higher)	3-4
Third Semester		Welding Technology Courses	Credits
	<u>FIT 231</u>	Pipefitting Fundamentals	2
	<u>FIT 233</u>	Practical Pipefitting I	1.5
	<u>FIT 235</u>	Practical Pipefitting II	1.5
	<u>WEL 265</u>	Gas Metal Arc Welding (GMAW), Basic	1
	<u>WEL 267</u>	Gas Metal Arc Welding, Advanced	1
	<u>WEL 269</u>	GMAW, Pipe	1
		General Education Courses	Credits
	<u>ENG 215</u>	Business and Technical Writing (ELO Capstone)	3
	Restricted Elective	Any Humanities or Social Science (100 level or higher)	3
	Restricted Elective	Any General Education Course (100 level or higher)	3
Fourth Semester		Welding Technology Courses	Credits
	<u>WEL 222</u>	Quality Assurance/Quality Control	4
	<u>WEL 270</u>	GTAW, Basic	2
	<u>WEL 277</u>	Gas Tungsten Arc Welding, Pipe I	2
	<u>WEL 278</u>	Gas Tungsten Arc Welding, Pipe II	2
	<u>WEL 279</u>	Gas Tungsten Arc Welding, Pipe III	2
		General Education Course	Credits
	Restricted Elective	Any Humanities or Social Science (100 level or higher)	3
TOTAL A.A.S. DEGREE CREDITS			63-64

EXPLANATION OF COURSE DESCRIPTIONS

The following are descriptions of courses offered by the College to meet curricula requirements. Descriptions are general in nature and are not intended to include all topics which may be part of the course and, in some cases, items in the descriptions may be omitted from the course. Revisions are sometimes necessary to meet changes in course or program objectives.

	Academic Prefix	Course Number	Number of Credits	
Course Title	<div> <div>BUA 112 Accounting II</div> <div>3 Credits</div> </div>			Description
Course				
Prerequisite(s)				
	Continues the principles and procedures initiated in BUA 111 Accounting I , and includes current and long-term liabilities, corporations, inventory methods, depreciation, payroll accounting, and plant assets. (3 lec) Prerequisite: BUA 111 with grade of C or higher			

Explanation of Course Description Codes: The distributions contained in this Catalog are based on a "typical" 15-week semester. A number of technical programs have 5-week modules. Consult the current schedule for individual course meeting times. The College reserves the right to modify these and all other elements of a course at its discretion.

Explanation of Lecture, Lab Hours:

- **Lecture Hours (lec)** - the number of hours per week a particular course meets in an instructor-directed classroom situation.
- **Lab Hours (lab)** – the number of hours per week a particular course meets and where students are in a practical, occupational or applied learning situation. Also, can be the number of hours per week a particular course meets in a student and equipment laboratory situation. Field work and small group discussions may also be included in these hours.
- **Hours (hr)** – the number of training hours in a technical shop per module.
- **Clinical or Field Experience or Practicum Hours – Credit Hours** – the number of credit hours awarded to the student who successfully completes a course.

Definition of Units of Credit: Eastern Maine Community College curricula designs are based on the following (Maine Community College System Academic Affairs Policy No. 304) definition of a Unit of Credit:

"(1) one semester credit hour for each fifteen hours of classroom contact plus thirty hours of outside preparation or the equivalent; or (2) one semester credit hour for each thirty hours of laboratory work plus necessary outside preparation or its equivalent, normally expected to be fifteen hours; one semester credit hour for not fewer than forty-five hours of shop instruction (contact hours) or the equivalent..."

Prerequisite(s): Any course work that must be completed **before** the student is eligible to register for a course.

Corequisite(s): Any course which must be taken during the same semester.

These abbreviations are used in the course descriptions that follow.

ART	Art	GEO	Geography
ASL	American Sign Language	GOV	Government
ATA	Automotive	GIS	Geographic Information Systems
ATH	Diesel, Truck and Heavy Equipment	HIS	History
ATT	Automotive and Diesel Technologies	HTM	Hospitality and Tourism Management
BCA	Business Computer Applications	HUM	Humanities
BCT	Building Construction Technology	HUS	Human Services
BIO	Biology	KOR	Korean Language
BMT	Business Management Technology	LAE	Introductory English
BUA	Business Management	LAM	Introductory Mathematics
CAD	Computer Aided Drafting and Design	MAS	Medical Assistant
CAS	Career Studies	MAT	Mathematics
CHE	Chemistry	MATL	Mathematics Laboratory
CRJ	Criminal Justice	MRT	Medical Radiography Technology
CST	Computer Technology	MUS	Music
CUL	Culinary Arts	NRG	Nursing
CTE	Career & Technical Education	NSO	New Student Orientation
DGD	Digital Graphic Design	NUR	Nursing
DTG	Drafting	NUT	Nutrition
ECE	Early Childhood Education	ORT	Outdoor Recreation & Tourism
ECO	Economics	PHI	Philosophy
EDB	Education	PLG	Plumbing
EIA	Education – Industrial Arts	PHY	Physics
ELC	Electricians Technology	PSY	Psychology
EMS	Emergency Medical Services	RAH	Refrigeration Air Conditioning & Heating
ENG	English	SOC	Sociology
ENGL	English Laboratory	SPE	Speech
EPT	Electrical and Automation	SUR	Surgical Technology
FIR	Fire Science Technology	TTO	Trade and Technical Occupations
FIT	Pipefitting	WEL	Welding
FWC	Fine Woodworking & Cabinet Making		
FYE	College Success Course		

COURSE DESCRIPTIONS

ART 100 Drawing I

3 Credits

Introduces basic art theory as it relates to representational drawing. Emphasis is placed on composition, materials manipulation, problem solving skills and critically analyzing one's own artwork as well as other students' work. (6 lab)

ART 101 Introduction to Digital Photography

3 Credits

This course provides an overview of composing and processing digital images. It introduces various photographic techniques and standards involving the use of current technology digital cameras. Also covered is History of Photography through studying individual photographers and their work. (This is the same as DGD 101 and can only be taken once for credit). (2 lec, 2 lab)

ART 112 2-D Design

3 Credits

A foundation course in two-dimensional design. Students will examine the elements and principles of two-dimensional design using hands on examples and exercises. Students will use both conventional media (paper, pencils, ink, glue, etc.) and digital media (computer graphics programs, such as Adobe Illustrator) to complete the exercises. Emphasis is placed on composition, materials manipulation, problem-solving skills, critiques and class participation. (2 lec, 2 lab)

ART 130 Fine Art Photography

3 Credits

This course is designed as an elective class that helps promote the use of photography as an art form. Students are encouraged to explore non-traditional uses of a camera and promote original thinking through the use of imagery. Using digital photography in a black and white form, students will capture images based on their own personal preference. Extensive experimentation is encouraged as students define their process for creating their images. Weekly lectures and discussions allow the students to talk about their work, provide encouragement as well as valuable feedback to how to use the camera as an artistic tool, and promote the evolution and progression of their photographs as art. At the end of the course all students will participate in an art show with their peers. Concentration on expressive and aesthetic aspects of photography in fine arts. Emphasis on ability to manipulate and compose with light as a crucial element in the organization of space. (2 lec, 2 lab) **Prerequisite:** ART 101

ART 232 Commercial Photography

3 Credits

In this course students learn to create professional quality images for the advertising, commercial and industrial markets. Through a series of lectures as well as hands-on experience, students will come away with an understanding of the concepts of studio lighting and location lighting setups, as well as how to properly photograph people, still life, products and food in those environments. The course emphasizes the use of photography integrated with design to create effective graphics. (2 lec, 2 lab)

Prerequisite: ART101

ART 291 Topics in Fine Art

3 Credits

Focuses on a different topic in art each time it is offered and may be taken more than once for credit. Topics will be determined by the department.

ASL 101 Introduction to American Sign Language I

3 Credits

Introduces students to the language most widely used in the adult American Deaf Community. It also introduces students to Deaf Culture, exploring issues of relevance and import in the Deaf Community such as cochlear implants, interpreted education and empowerment. Although technical, using videotexts, workbooks, pair practice, lecture, readings and deaf guests, students experience an eye-opening, energizing and skills building course. (3 lec)

ASL 102 American Sign Language II

3 Credits

This course builds upon the foundations of the language learned in ASL 101. Whereas ASL 101 had a focus of receptive skills (understanding the signs of others), this course focuses on the student's expressive skills (one's ability to produce the signs) in a grammatically correct fashion, perfecting the formation of the five parameters of placement, location, palm orientation, movement and facial expression. The second half of the textbook is used, completing all lessons the American Sign Language Teacher's Association (ASLTA) deemed required for basic sign language skills. Extensive interaction is required amongst classmates. In class presentations will be required. An out of class research project is required. (3 lec) **Prerequisite:** ASL 101

ATA 100 Automotive Safety and Light Vehicle Repair

4 Credits

This introductory prerequisite course will introduce students to workplace safety in the automotive shop. Safety topics will include shop hazards such as fire, airborne gases, blood borne pathogens, and chemical hazards. Equipment instruction will include the safe operation of an automotive lift and an introduction to oxygen-acetylene torches, among other shop equipment. Students

will be introduced to the basics of identifying failures on the automobile and how to perform basic maintenance. Students will research vehicle information utilizing electronic technical information to determine the correct service procedures and specifications. (30 classroom, 60 shop) **Prerequisite:** Admission to Automotive Technology program or instructor permission

ATA 110 Automotive Basic Electrical Systems**3 Credits**

The first of two electrical courses, this course will introduce the fundamentals of electricity. Students will study voltage, amperage, resistance, wattage and Ohm's Law, and their relationship to electrical circuits of an automobile. Students will study the fundamentals and make up of an electrical circuit, common failures and diagnostic procedures, as well as how to determine the appropriate corrective actions while utilizing a digital volt Ohm meter. Additionally, students will learn the basics of starting and charging systems as well as how utilize a wiring diagram to trace an electrical circuit. (30 classroom, 30 shop) **Corequisite:**

ATA 100 or instructor permission

ATA 120 Automotive Shop Management**2 Credits**

This course covers the fundamentals of operation of an automotive fleet or automotive dealer service facility. Topics covered in this class include: customer service and public relations; scheduling appointments and working with the customers at the time of the appointment; the three C's of a repair order; complaint, cause and correction, warranty claims and Maine's Lemon Law. (30 classroom) **Prerequisite:** Admission to Automotive Technology program or instructor permission.

ATA 124 Automotive State Inspection Prep**1 Credit**

This course is a study of the Maine motor vehicle safety inspection standards and the law. This course will prepare students to sit for the exam with the Maine State Police and become a licensed Maine Motor Vehicle Safety Inspection technician, Class A and E. This course will focus on the responsibilities of the inspection technician, correctly performing a safety inspection, as well as interpretation and presentation of the law from the Maine State Inspection Manual. Students must pay the applicable fee and complete an application to the Maine State Police at the beginning of the semester to be eligible to sit for the exam at the end of the course and receive the manual utilized in the course. (15 classroom) **Prerequisite:** Admission to Automotive Technology program or instructor permission.

ATA 125 Automotive Steering and Suspension I**2 Credits**

The first of two courses, this course will focus on the steering and suspension systems of modern vehicles. This course will introduce students to identify steering and suspension components and inspect them for wear. Additionally, students will inspect steering and suspension systems to determine necessary corrective actions. This course will provide instruction to identify parts as satisfactory, marginal, or flagged for replacement. Included will be the study of wheels and tires, wheel balance, and road force. Students will inspect and identify worn steering and suspension components while utilizing available vehicle data and service information. (30 classroom, 30 shop) **Prerequisite:** ATA 100

ATA 126 Automotive Steering and Suspension II**2 Credits**

The second of two courses, this course will focus on the steering and suspension systems of modern vehicles. This course will provide students with experience to analyze problems and replace worn parts. Students will apply critical judgment to determine effective diagnostic procedures based on instruction, available vehicle data and service information. Included will be the study of front and rear wheel alignment diagnosis, adjustment and repair. (30 classroom, 30 shop) **Prerequisite:** Successful completion of ATA 125 with grade of C or higher

ATA 145 Automotive Brake Systems I**2 Credits**

This course will introduce students to the fundamentals of the automotive braking system. The first of two courses, students the will learn the theory of hydraulic, mechanical, vacuum, and electronic systems of automobile brakes. Students will check hydraulic components for internal and external leaks and determine necessary action; measure and adjust brake pedal height and parking brake linkage; and conduct maintenance procedures on drum brake and disc brake systems. Additionally, Students will inspect the power booster and identify the components of the anti-lock brake (ABS) traction control, and the regenerative braking system and determine necessary action. (30 classroom, 30 shop) **Prerequisite:** ATA 100

ATA 146 Automotive Brake Systems II**2 Credits**

This course will introduce students to the operation, diagnosis and repair of automotive braking systems. The second of two courses, students the will learn the theory of operation of hydraulic, mechanical, vacuum, and electronic systems of automobile brakes. Students will diagnose and repair or replace hydraulic components and brake lines. Additionally, students will inspect and diagnose poor stopping, wheel lock up, abnormal pedal feel and determine necessary corrective action, with and without electronic brake control systems. Students will diagnose electronic brake control systems through the retrieval of diagnostic trouble codes and / or using recommended test equipment. (30 classroom, 30 shop) **Prerequisites:** ATA 145 with grade of C or higher; ATA 110

ATA 150 Automotive Engine Repair

3 Credits

This course will introduce the theory, operation and repair of the four-stroke cycle gasoline engine found in today's automobiles. Students will learn basic principles and their applications on modern automotive engines. Students will learn to apply appropriate diagnostic techniques to identify failed areas within the engine and determine required service procedures. Students will disassemble engines and identify internal components and their function within the engine. Students will learn to make measurements of bearing journals, cylinder bores, pistons, camshafts and other internal components necessary to determine failures and the appropriate repair and service procedures. (30 classroom, 30 shop) **Prerequisite:** ATA 100

ATA 190 Automotive Program Internship

3 Credits

The Program Internship is an on-the-job training opportunity, providing the student with work experience(s) in an area of Automotive Technology of specific interest to the student and mutual benefit to the employer. The student is primarily responsible to the employer for the various work responsibilities established and is also responsible to the course instructor to complete specific objectives necessary to satisfy the requirements for student evaluation. It is suggested that the employer provide as many experiences outlined in the 2012 NATEF standards as possible under the direction of an assigned mentor. (320 hours) **Prerequisite:** **Instructor permission**

ATA 210 Advanced Automotive Electrical Systems

3 Credits

The second of two courses, this course examines the electrical and electronic systems of automobiles. Students will study inputs, outputs, and processors of electronic systems. Students will study the diagnosis of starting and charging systems, improper operation of chassis and body electrical and electronic systems and determine necessary corrective actions. (30 classroom, 30 shop) **Prerequisite:** **Satisfactory completion of ATA 110 with grade of C or higher or instructor permission**

ATA 215 Manual Transmissions and Driveline

3 Credits

This course will cover manual drive train and axles theory, diagnosis and repair. Students will learn to remove and reinstall transmissions/transaxles. Students will inspect and repair manual transmission systems, inspect and reinstall power train components, and perform clutch diagnosis and repair. Students will apply critical thinking skills, utilizing service information, to diagnose problems with transaxles, clutches, and drive shafts to determine necessary corrective action. (30 classroom, 30 shop) **Prerequisite:** ATA 100; **Corequisite:** ATA 210

ATA 220 Engine Performance and Diagnosis

3 Credits

The first of a two-course sequence addressing automotive engine performance, this course will introduce the theory, operation and repair of Ignition systems and fuel system as they pertain to automobiles and light duty trucks. Students will perform compression tests, cylinder leakage tests; and vacuum tests to identify failed areas of the engine and required service procedures. The students will learn to utilize proper diagnostic procedures and determine appropriate corrective procedures to repair, replace, or install components of the ignition and fuel systems that cause poor engine performance. (30 classroom, 30 shop) **Prerequisites:** ATA 110 and ATA 150 with grade of C or higher

ATA 225 Automotive Heating and Air Conditioning

3 Credits

This course is an examination of automotive heating, ventilation, and air conditioning systems. Students will diagnose the heating and air conditioning system and determine necessary action for unusual operating noises and inoperative conditions. Students will diagnose temperature control problems and failures in the electrical controls of heating, ventilation, and air conditioning systems and determine necessary corrective action. (30 classroom, 30 shop) **Prerequisites:** ATA 210 with grade of C or higher

ATA 230 Drivability and Emission Controls

3 Credits

The second of two courses, this course is a comprehensive overview of automotive computerized engine controls and vehicle emission systems. Students will learn to utilize proper diagnostic procedures and determine appropriate corrective procedures to repair, replace, or install components that cause poor engine performance. Students will study emission controls, their purpose on OBDII engines and their effect on engine performance when they are not operating properly. Students will inspect and test computerized engine control system sensors, powertrain/engine control module (PCM/ECM), actuators, and circuits utilizing scan tools, graphing multimeters, (GMM)/ and digital storage oscilloscopes (DSO). (30 classroom, 30 shop) **Prerequisites:** ATA 210 and ATA 220 with grade of C or higher

ATA 235 Automatic Transmissions and Transaxles

3 Credits

This course will cover automatic transmission theory, diagnosis, and repair. Students will perform full in-vehicle and off-vehicle transmission inspection, and apply critical thinking skills, utilizing service information, to diagnose problems and determine necessary corrective action. Students will disassemble an automatic transmission, inspect for failed parts and rebuild transmission to operating condition. (30 classroom, 30 shop) **Prerequisites:** **Completion of ATA 210 and ATA 215 with grade of C or higher**

ATH 101 Shop Orientation and Safety I: Heavy Equipment/Truck I**1 Credit**

Familiarizes students with shop safety, regulations, liabilities and legalities as they pertain to the truck and heavy equipment industry and identifies proper use of hazardous materials, shop equipment practices and procedures, and correct operation of trucks and heavy equipment in shop areas. (20 hr.) **Prerequisite:** Admission to Diesel, Truck and Heavy Equipment program or instructor permission

ATH 103 Minor Repairs: Heavy Equipment/Truck**2 Credits**

Teaches the theory, function, and diagnosis of truck and heavy equipment performance for maintenance service and light duty repairs to cooling, lubricating, electrical and exhaust systems. It addresses the safety procedures that need to be followed when arc or gas welding in the automotive industry. (60 hr.) **Prerequisite:** ATH 101

ATH 113 Heavy Equipment/Truck Braking Systems**3 Credits**

Introduces the theory, operation, service, and repairs of hydraulic brakes, vacuum boosters, air brakes, and all related components including electrical. The course also offers preparation for CDL air brake testing. (80 hr.) **Prerequisite:** ATH 101 or instructor permission

ATH 121 Heavy Equipment/Truck Drive Trains**4 Credits**

Presents the theory and operation of the complete drive train. Familiarizes students with tools and techniques necessary to properly maintain, diagnose, service, and repair automatic transmissions, manual transmissions, auto/power shift transmission, torque converters, final drives, front-wheel drives, and all related components. (120 hr.) **Prerequisite:** ATH 101 or instructor permission

ATH 131 Diesel Engines (Heavy, Gas)**4 Credits**

Introduces the theory and operation of the two and four-cycle internal combustion engine and the construction and designs of diesel and gas engines; addresses the advantages and disadvantages of both, as well as the evaluation and testing procedures used to determine engine condition, and measure engines and their components. It identifies the skills and tools needed to test, remove and recondition engines and components, including electrical, while emphasizing correct techniques and safety procedures. (120 hr.) **Prerequisite:** ATH 101 or instructor permission

ATH 133 Diesel Engine Diagnosis and Tune-up (Heavy, Gas)**3 Credits**

Provides the knowledge and skills required to troubleshoot and tune engines with mechanical and electrical components in a safe and professional manner, and teaches the proper use of diagnostic equipment and the correct techniques needed to make adjustments. (80 hr.) **Prerequisite:** ATH 101 or instructor permission

ATH 141 Diesel Fuel Systems**3 Credits**

Provides the theory and operations of carburetors, gas and diesel fuel injection systems, related components, including electrical/electronics, and fuel qualities. Teaches the skills and tools needed to diagnose and service fuel systems and to perform on-vehicle fuel injection adjustments. (100 hr.) **Prerequisite:** ATH 101 or instructor permission

ATH 151 Hydraulic Systems**3 Credits**

Teaches the theory, principles, terminology, and schematics of hydraulics. Students learn the components of hydraulic systems, as well as their applications. Students also learn how to trouble-shoot/test both manual and electrical controls, and perform preventive maintenance and repair of hydraulic pumps, motors, hydrostatic drives, valve bodies, accumulators, lines and actuators in a safe and professional manner. (100 hr.) **Prerequisite:** ATH 101 or instructor permission

ATH 163 Heavy Equipment/Truck Steering and Suspension Systems**3 Credits**

Instructs the theory and operation of steering and suspension systems; safety precautions to be followed when servicing steering and suspension systems; and proper tools, equipment and procedures for servicing and alignment. (80 hr.) **Prerequisite:** ATH 101 or instructor permission

ATH 175 Motor Vehicle Inspection**2 Credits**

Teaches State of Maine Motor Vehicle Inspection Laws and the proper procedures to test and inspect trucks, trailers and automobiles. (60 hr.) **Prerequisite:** ATH 101 or instructor permission

ATH 212 Shop Management: Heavy Equipment/Truck**1 Credit**

Addresses the fundamentals of operating a fleet or dealer service facility. The course covers public relations, customer service, work and PM scheduling, repair orders, warranty claims, hiring and training practices, shop organization, tools and equipment, and the importance of coordinating with other departments. (20 hr.) **Prerequisite:** 600 hours of ATH or instructor permission

ATH 274 Exhaust Aftertreatment System/Alternate Fuels

2 Credits

Teaches theory, function and terminology of Exhaust Aftertreatment and applications. Defines creation of noxious gases in engines exhaust. Operation, maintenance of catalytic convertors, diesel particulate filters and selective catalytic reduction systems. Purpose of and application using Alternative Fuels, construction and operating differences of engines that use these fuels. (80 hr.) **Prerequisite:** ATH 101 or instructor permission

ATT 133 Basic Electrical Systems

3 Credits

Provides students with the theory of electricity, Ohm's Law, and the skills needed to correctly use volt meters, amp meters, and millimeters. Students troubleshoot and diagnose electrical systems in a safe and systematic approach. (60 hr.) **Prerequisite:** ATH 101 or instructor permission

ATT 135 Advanced Electrical Systems

2 Credits

Develops skills necessary for the use of advanced electrical and electronic testing equipment in testing and diagnosing electrical and electronic control systems on modern automobiles, trucks and heavy equipment. (60 hr.) **Prerequisite:** ATH 101, or instructor permission

ATT 141 Heating and Air Conditioning

3 Credits

Familiarizes students with the operation, safety procedures, diagnosis and service of automotive heating and air conditioning systems. The course includes recovery and reuse of R12 and 134A refrigerants and EPQ regulations. (80 hr.) **Prerequisite:** ATH 101 or instructor permission

ATT 251 Automotive Basic Machine Shop Principles

2 Credits

Introductory course pertaining to basic machine shop principles and practices. Students will work with metric imperial units in using micrometers, vernier and electronic calipers, and precision layout tools. Students will also use conventional engine lathes, vertical milling machines, drilling machines, and a planer type reciprocating surface grinder. Other topics will include practical metallurgy, metal classification, oxy-acetylene operations, and bench work practices. (60 hr.) **Prerequisite:** ATH 101 or instructor permission.

BCA 102 Document Processing/Formatting

3 Credits

Develops skills in document formatting, including speed, accuracy, and professional standards. Students will gain expertise in keyboarding, document formatting, and essential word processing skills using Microsoft Word. Emphasis will be placed on basic office correspondence including letters, memorandums, tables, and reports.

BCA 115 Introduction to Computer Applications

3 Credits

Develops basic computer skills with emphasis on formatting business documents using Microsoft Word, Excel, Access, and PowerPoint.

BCA 116 Database Management

3 Credits

Continues BCA115 to develop skills and build proficiency in database management using Microsoft Access. This course is designed to develop mastery skills in various database processing functions. Students will become proficient in creating a database; managing data; and creating queries, forms, and reports using enhancements and manipulating data. **Prerequisite:** BCA 115

BCA 202 Integrated Software Applications

3 Credits

Information Processing Capstone Course: Uses integrated software applications for report, document, presentation, and information development activities. Advanced concepts and techniques using Microsoft Word, Excel, Access, and PowerPoint to produce professional proposals, financial reports, data forms, and presentations will be featured. Exercises will stress the importance of file and data management. Students will be expected to produce these documents in a "hands-on" lab environment as well as independent work outside the classroom. **Prerequisite:** BCA 115

BCT 103 Introduction to Framing, Safety, and Code Compliance

3 Credits

A comprehensive introduction to construction tools and equipment. Emphasizing safety and skillful use of hand, portable, and stationary tools, including a 10-hour OSHA training, students will learn construction methods and proper selection of materials to be used in residential construction. This course covers relevant building codes, floor framing system, and wall framing techniques. Students apply their coursework through building projects and construction of a residential building (3 lec, 14 lab, 7 weeks)

BCT 105 Roof Systems and Surfaces**4 Credits**

Roof Systems and Surfaces is a continuation of BCT103. Truss installation, cornice systems, roof types, sheathing products, and installation of exterior doors and windows are accomplished by students. Emphasizing construction equipment and job site safety necessary when constructing roof systems. Students apply their coursework through building projects and the construction of a residential building. (3 lec., 14 lab, 8 weeks)

BCT 153 Exterior & Interior Finishing with Advanced Rafter Framing**7 Credits**

Exterior & Interior Finishing with Advanced Rafter Framing will be presented with current building codes, methods, and materials. Exterior finishing to include siding, soffit, trim practices, and decks. Interior finish includes drywall, flooring, interior doors, and trim. Advanced Rafter Framing challenges students in building a mock roof model with common, hip, valley, and jack rafters. Skills will be applied by completing the interior and exterior of a residential construction project. 15-week course (3 lec, 14 lab)

Prerequisite: BCT 105 or permission

BCT 213 Stair Construction**1 Credit**

Concentrates on the construction of basic and finish stairways. Students study stairway types, calculations, layout, materials and construction methods. Students apply these concepts by constructing a set of finish stairs complete with newel posts, balusters, and handrail. 4-week course (2 lec, 12 lab) **Prerequisite:** BCT 103 and BCT 105 or instructor permission

BCT 255 Commercial and Industrial Construction**4 Credits**

Engages students in the fundamentals of building layout, elevation control and concrete work. Applies field practice with transits for building layout, control points, and establishing building elevations. Students also practice designing and testing concrete mixtures, form design and construction, reinforcement location, placement, finishing and curing concrete. 11-week course (2 lec, 12 lab) **Prerequisite:** BCT 103 and BCT 105 or instructor permission

BCT 264 Estimating**3 Credits**

Provides students with a background in construction documents and estimating materials and labor, including construction contracts, insurance, specifications, material take-off, and material and labor estimates. 15-week course (3 lec, 0 lab)

Prerequisites: BCT 152, DTG 124 and MAT 110 or instructor permission

BCT 272 Cabinetmaking and Millwork**5 Credits**

Teaches kitchen cabinet layout, parts of cabinets, types of doors and drawers, hardware, and different cabinet joints used in construction of cabinets. Students construct and install cabinets, including countertops. 15-week course (2 lec, 12 lab)

Prerequisite: BCT 103 and BCT 105

BCT 266 Construction Management and Estimating II**3 Credits**

A continuation of Estimating. Emphasis on tracking project budget and schedule. Students also study construction contract documents, insurance requirements, tax liabilities and supervisory management. 15- week course (3 lec, 0 lab)

Prerequisite: BCT 264 or instructor permission

BIO 100 Concepts in Biology**4 Credits**

Introduces students to basic biology principles such as: molecular and cellular biology, genetics, biological diversity and ecology. The goal of this course is to increase student knowledge of the world surrounding them and give them a basis for making informed decisions and options on biological issues. Special emphasis will be placed on relating topics to current events. (The course would not be transferable as a prerequisite for advanced biological science at another institution, only as a general education course.) (3 lec, 2 lab)

BIO 101 Exploring the Natural World**4 Credits**

An introduction to Maine's plants, animals, and ecological systems. Classroom and field time will be focused on developing observational skills and identification of commonly encountered trees, flowers, mammals, birds, and other organisms. Students will create a detailed nature journal, and will participate in a service-learning project with a local school or other community partner. (3 lec, 2 lab)

BIO 102 Introduction to Marine Biology**4 Credits**

Introduces students to marine organisms and ecosystems, with emphasis on Gulf of Maine species and habitats. Human impacts on marine biodiversity through fisheries, pollution, and climate change will be discussed, and opportunities for conservation of marine resources will be explored. Classroom or field laboratory sessions will provide hands-on activities to reinforce course topics. (3 lec., 2 lab)

BIO 105 Human Genetics

3 Credits

Human Genetics is a basic introduction to mammalian genetics using humans and mice as model organisms due to their similar genetic pathways and disorders. BIO 105 introduces you to basic genetics vocabulary and principles of inheritance, with the goal of enriching your understanding of genetics. Students will also be provided with the background needed to navigate through the ever-increasing genetic information appearing in the media. (3 lec)

BIO 109 Principles of Biology I

4 Credits

Principles of Biology I introduces the basic principles of molecular and cellular biology, genetics, evolution, biological diversity, and ecology. This course is the first of a two-semester sequence of college biology designed to prepare the student for study at a four-year institution in the fields of biology, medicine, agronomy, animal husbandry, or wildlife biology. The laboratory component of the course stresses laboratory safety and procedures and offers hands-on experiments designed to reinforce course topics. (3 lec, 2 lab) **Prerequisites:** High School Biology and Algebra I, or equivalent

BIO 127 Anatomy and Physiology I

4 Credits

Offers an integrated approach to anatomy and physiology, beginning with the chemical basis of life, and including cells, tissues, the integumentary, skeletal, muscular, and nervous systems. (3 lec, 2 lab) **Prerequisite:** High School Biology or permission

BIO 128 Anatomy and Physiology II

4 Credits

Continues BIO127 covering the nervous, endocrine, cardiovascular, lymphatic, immune, digestive, urinary, and reproductive systems. Emphasis is placed on relating structure to function. Laboratory experiments reinforce and augment concepts covered in lecture. (3 lec, 2 lab) **Prerequisite:** BIO 127 with grade of C or better or equivalent

BIO 209 Principles of Biology II

4 Credits

Introduces functions (physiology) and structures (anatomy, morphology) of animals and plants stressing basic physiological processes and adaptations to the environment. Equal attention is given to plants and animals. This course is the second of a two-semester sequence of college biology designed to prepare the student for study at a four-year institution in the fields of biology, medicine, agronomy, animal husbandry, or wildlife biology. The laboratory component of the course stresses laboratory safety and procedures and offers hands-on experiments designed to reinforce course topics. (3 lec, 2 lab) **Prerequisite:** BIO 109 with grade of C or higher or equivalent

BIO 216 General Microbiology

4 Credits

An integrated lecture-laboratory course concentrating on agents associated with human disease including bacteria, viruses, fungi and protozoa. Microbial control, epidemiology and immunology are also studied. Laboratory sessions focus on aseptic technique, slide preparations, bacterial culturing and identification of organisms. (2 lec, 4 lab) **Prerequisites:** BIO128 with grade of C or higher or BIO 209 with grade of C or higher or instructor permission

BIO 222 Pathophysiology

3 Credits

Focuses on understanding fundamental disease processes beginning with general concepts of disease and altered cell functioning. Also included are topics on inflammation, infection, neoplastic and fluid, electrolyte and acid-base imbalances. These concepts are applied to the study of disease processes using a systems-oriented approach. (3 lec) **Prerequisites:** BIO128 with grade of C or higher or BIO 209 with a grade of C or higher

BIO 251 Clinical Pharmacology

4 Credits

Discusses the essential concepts of clinical pharmacology and their application to safe medication administration in medical practice. Drug actions, therapeutic uses, and key adverse effects of major drug categories are examined. Knowledge of the essential concepts of clinical pharmacology and their application to medical practice is the foundation for this course. This course is designed to enhance the students' ability to provide care and educate patients; it builds upon their understanding of anatomy, physiology, pathophysiology, and the medical process. The major drug categories are discussed with an emphasis on their actions, therapeutic use, interactions, and key adverse effects. Medical responsibilities and accountability related to safe medication administration across the life span are emphasized. (4 lec, 0 lab) **Prerequisites:** BIO 128 with grade of C or higher (**Note:** Students matriculated into the Nursing Program may take BIO 128 as a co-requisite with BIO 251)

BIO 272 Radiation Biology

2 Credits

Reviews the interaction of radiation within living systems, and radiation effects on molecules, cells, tissues and the body as a whole. Factors affecting biological response are presented, including somatic and genetic effects of radiation exposure. Radiation protection principles are presented including federal and state health and safety requirements; radiation safe practices for patients, personnel and the public; dose limits and personnel monitoring. (2 lec) **Prerequisite:** BIO 128 with grade of C or higher

BMT 105 Business Communications**3 Credits**

Strengthen proofreading and editing skills needed for managing the accuracy and quality of document production. Students will develop language arts skills, including grammar, spelling, and punctuation. This course also covers various types of business reports and communications with emphasis on preparation, collection of data, organization, style, and format. Emphasis is placed on appropriate formats for business communication including grammatical style, clarity, and conciseness of message.

Prerequisite: Must be ready for ENG 101 with ENGL 101. Refer to placement chart on page 45.

BMT 113 Medical Terminology I**3 Credits**

Introduces the basic structure of medical language. Students will become familiar with prefixes, suffixes, root words, and combining forms pertaining to the chemical basis of life, as well as the integumentary, musculoskeletal, nervous, sensory, endocrine, blood, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Topics will include word structure and function, word building, as well as diagnostic, procedural, laboratory, pathological, surgical, and pharmacological terms. Additional concepts covered will include pronunciation, spelling, and pluralization of medical terms.

BMT 114 Medical Terminology II**3 Credits**

Continues BMT113 and includes a more in-depth encounter with medical terminology covering the body as a whole including the integumentary, musculoskeletal, digestive, blood, cardiovascular, respiratory, nervous, urinary, reproductive, endocrine, lymphatic, and immune systems. Students will practice analyzing and deconstructing medical terms to define the meaning as well as construct medical terms using prefixes, suffixes, word roots, and combining forms. Topics will include pronunciation, spelling, writing, and pluralizing of common medical terms. **Prerequisite:** BMT 113 with grade of C or higher.

BMT 121 Medical Law and Ethics**3 Credits**

Covers the study and application of medicolegal concepts and ethics in the medical profession. Understanding professional conduct and confidentiality will be emphasized. Principles of medical ethics and current issues will be discussed. The basic legal relationship between the healthcare provider and the patient will be covered. (3 lec)

BMT 133 Introduction to Medical Coding**3 Credits**

Develops a basic understanding of diagnostic coding using ICD-10-CM and procedural coding using ICD-10-PCS and CPT. Students will assign codes to patient encounters in both the inpatient and outpatient settings. (3 lec)

BMT 205 Medical Insurance Coding & Billing**3 Credits**

Prepares students to excel as insurance billing specialists and to increase efficiency and streamline administrative procedures for one of the most complex tasks of the physician's office: insurance coding and billing. Students will learn to process insurance claim forms while adhering to legal restrictions and develop an understanding of the specific requirements for managed care systems including "Maine specific" insurance carriers. **Prerequisites:** BMT 113

BMT 206 Medical Billing & Reimbursement Methodologies**3 Credits**

Utilizes computer applications to cover the flow of information in a medical office. Students will develop skills to initiate and input patient data using a computerized medical office program. This will include scheduling appointments, recording patient information, filing insurance claims, and managing accounts receivable. In addition, students will be able to process insurance claim forms adhering to legal restrictions. Topics will include requirements for managed care systems, Blue Cross/Blue Shield, Medicaid, Medicare, Workers Compensation, Disability, and third-party insurance. **Prerequisite:** BCA 115, BMT 133 BMT 232 (or by permission)

BMT 207 Electronic Medical Record**1 Credit**

Develops a basic understanding of electronic medical record (EMR) software application. Emphasis will be placed on hands-on application of a software program designed to interface with practice management systems in physician practices. Using an electronic medical record software helps make the administration of a practice easier and more cost-effective. **Corequisites:** BCA 115, BMT 113

BMT 208 Medical Office Procedures**3 Credits**

Medical Office Technology Capstone Class: Emphasizes essential skills required of the administrative medical assistant. The students will gain practical knowledge of appointment booking, office protocol, time management, telephone techniques, office equipment, mail services, references, medical filing and records management, correspondence, and travel and meeting arrangements. To prepare students for the ever-increasing use of technology in the medical office, this course places continued importance on the computerization of routine tasks and of communications. This course allows for the integrated application of office procedures, skills, and knowledge in the classroom through the use of projects and simulations. Students are introduced to practice management software designed to simplify and streamline the way medical practices function. Particular emphasis is

placed on the electronic medical record. Students learn to perform the duties of the administrative medical assistant under realistic conditions and with realistic pressures that require them to organize their work and set priorities.

Prerequisites: BCA115, BMT121, BMT206, and BMT233, or by instructor permission

BMT 221 Medical Transcription I

3 Credits

Introduces the healthcare record and medical documents. Transcription of basic medical dictation incorporating the English usage and machine transcription skills, medical knowledge, and proofreading and editing skills will be covered. Students must meet progressively demanding accuracy and productivity standards. **Prerequisites:** BCA 115, BMT 113, BMT 114

BMT 222 Medical Transcription II

3 Credits

Continues BMT221. Students must transcribe advanced, original medical dictation, using advanced proofreading and editing skills, while meeting progressively demanding accuracy and productivity standards. **Prerequisite:** BMT 221

BMT 232 ICD-10-CM Diagnostic Coding

3 Credits

Develops a comprehensive understanding of diagnostic coding using ICD-10-CM. The focus will be on data analysis for billing and reimbursement. (3 lec) **Prerequisites:** BMT 113 and BIO 127, or instructor permission

BMT 233 CPT Procedural Coding

3 Credits

Continues concepts learned in BMT232 ICD-10-CM Diagnostic Coding. Develops a comprehensive understanding of procedural coding using CPT/HCPCS coding systems. This course emphasizes practice in the assignment of valid diagnostic and procedure codes in an ambulatory care setting. Covers procedural terminology in current use, evaluation and management [E/M] codes, medicine, HCPCS Levels II and III, and CPT Category II and III codes. (3 lec) **Prerequisite:** BMT 232

BMT 234 ICD-10-PCS Coding

3 Credits

Develops a comprehensive understanding of procedural coding using ICD-10-PCS. The focus will be on data analysis for billing and reimbursement in the inpatient setting. (3 lec) **Prerequisite:** BMT 232 or instructor permission

BMT235 Certified Professional Coder Exam Prep

1 Credit

Prepares students through practice to demonstrate proficiency in assigning accurate medical codes for diagnoses, procedures, and services performed in the outpatient setting. (1 lec) **Prerequisites:** BMT 232, BMT 234 BMT 233

BMT236 Certified Inpatient Coder Exam Prep

1 Credit

Prepares students through practice to demonstrate proficiency in assigning accurate medical codes for diagnoses, procedures, and services performed in the physician office setting. (1 lec) **Prerequisites:** BMT 232, BMT 233 BMT 234

BMT 252 Pharmacology for the Medical Office

3 Credits

Develops an understanding of the concepts surrounding pharmacology, such as the pharmacokinetics and pharmacodynamics of drugs, and the concepts of pharmacotherapy. Includes medical terminology, drug category, use, side effects, contraindications, and interactions. Common dosage ranges and routes of administration will also be examined. The medications will be discussed according to major drug classifications and body systems. Students will gain a general understanding of the actions and reasons for use of various groups of pharmacologic agents in the healthcare setting, both inpatient and outpatient. (3 lec) **Prerequisites:** BMT 113, BIO 100 level or higher

BMT 261 Health Unit Coordinator

3 Credits

Prepares the student to perform the duties of a basic health care secretary. Content includes communications, basic terminology, transcription of physician orders, clerical functions, scheduling of personnel, supply and repair procurement. Clinical experience included. **Prerequisite:** BMT 113 **Medical Malpractice Liability Insurance required; purchase when registering for class.**

BMT 281 Medical Office Externship

3 Credits

Offers students opportunities for supervised work experiences in a medical office setting. This course combines classroom theory with on-the-job training. Must complete 240 hours of training to receive credit for this course. (0 lec, 1-3 lab) **Prerequisite:** **Instructor permission only**

BUA 101 Introduction to Business

3 Credits

This course examines the role of business in American society; the interrelated activities through which business provides the goods and services essential to contemporary society; and the interrelationships between business and government, labor, and society at large. General areas of study center on the foundation of business, management of the enterprise, marketing activities, finance and financial services, and contemporary business problems and development. Topics include economic systems, forms

of business ownership, small business and entrepreneurship, management theory, human relations, marketing, accounting, finance, stock market and regulatory factors. (3 lec)

BUA 103 Business Plan Development**3 Credits**

Prepares students with the essential skills to develop a “real-world” business plan that may actually be implemented. Topics include planning, the development and screening of business ideas, preparation of a feasibility analysis, industry analysis, market analysis, the marketing plan, the management team, company structure, the operations plan, and financial projections. Students are required to make a formal presentation of their plan at the end of the course. This course serves as the capstone course for the Small Business Development Certificate. (3 lecture, 0 lab)

BUA 111 Accounting I**3 Credits**

Covers the fundamental principles and procedures of accounting including the voucher system and bank reconciliations, with emphasis on developing the technical procedures of the accounting cycle including journalizing, posting, adjusting entries, closing procedures, and preparing financial statements. (3 lec) **Prerequisite:** Refer to Placement Chart on Page 45.

BUA 112 Accounting II**3 Credits**

Continues the principles and procedures initiated in **BUA 111 Accounting I**, and includes current and long-term liabilities, corporations, inventory methods, depreciation, payroll accounting, and plant assets. (3 lec) **Prerequisite:** BUA 111 with grade of C or higher

BUA 131 Business Law I**3 Credits**

Presents the nature of contracts including offer and acceptance, consideration, voidable contracts, unenforceable contracts, performance of contracts, rights of third parties, discharge of contracts and remedies for breach, and includes a section dealing with judicial procedure, torts, and administrative law. (3 lec) **Prerequisite:** Refer to Placement Chart on Page 45.

BUA 132 Business Law II**3 Credits**

Surveys the creation of agencies, the employment relationship, laws and related areas of partnerships; the laws and management of corporations; and the rights of stockholders. Property laws are also introduced. (3 lec) **Prerequisite:** BUA 131

BUA 141 Principles of Small Business Management**3 Credits**

Presents the fundamentals of small business management primarily to non-business majors, and includes such topics as business ownership, organization and management, marketing, personnel, finance, and legal and regulatory controls. (3 lec)

BUA 165 Business Math**3 Credits**

Develops math skills needed to understand the procedures and policies of business transactions including: bank reconciliation, depreciation systems, simple interest, payroll taxes and procedures, inventory, turnover, and overhead, stocks and bonds, compound interest, and sales, property and income taxes. (3 lec) **Prerequisite:** Refer to Placement Chart on Page 45.

BUA 211 Managerial Accounting**3 Credits**

Introduces financial accounting information for managerial planning and cost control. Sample topics include responsible accounting procedures, cost-volume relationships, differential analysis procedures, and capital budgeting. (3 lec, 0 lab) **Prerequisite:** BUA 112

BUA 213 Accounting with QuickBooks**3 Credits**

Introduces QuickBooks software. Content includes setting up companies, entering payables, writing checks, entering sales, processing discounts, tracking sales tax, collecting receivables, preparing journal entries, generating internal reports, and creating financial statements. (3 lec, 0 lab) **Prerequisite:** BUA 112

BUA 234 Credit and Finance Management**3 Credits**

Presents the field of credit including legality, the instruments of credit, credit systems, credit and collections, borrowing and investing, investment tools and their use, and financial problem-solving, using the financial analyst calculator. (3 lec)

Prerequisite: BUA 112

BUA 254 Introduction to Real Estate**4 Credits**

Course covers the fundamental principles and procedures of real estate entry licensure for the State of Maine. Topics include industry overview, agency relationships, product knowledge, financing, valuation, contracts, closings, and miscellaneous Federal and State laws governing real estate. Successful completion of this course (75 or higher) and the student may elect to sit for the State of Maine Real Estate Commission Sales Agent exam.

BUA 260 Social Environment of Business

3 Credits

Discusses in detail the inter-relationships among business, government and society. Considerable time is spent discussing how these relationships change. The potency of change comes from forces in the business environment and from the actions of business. Through the use of readings, supplemental cases and class discussions, students will gain an understanding of the many significant issues facing the business community today. (3 lec)

BUA 263 Sales and Customer Relations

3 Credits

Introduces the student to the basics of personal selling and the importance of positive customer relations. Explains the five P's of personal selling - preparation, prospecting, pre-approach, presentation, and post-sale activities. Emphasis will be placed on obtaining repeat sales through positive customer relations. (3 lec)

BUA 265 Leadership

3 Credits

Designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. The course may integrate readings from leadership cases studies, experiential exercises, contemporary readings on leadership, and the textbook. (3 lec)

BUA 271 Marketing Principles

3 Credits

Introduces marketing as it relates to the economy and the policies and practices of marketing institutions. Course content includes an overview of marketing, social responsibilities, consumer behavior, organizational markets, market segmentation, product management, price-setting, market channels, promotion, international markets, research, and the marketing of services. (3 lec, 0 lab)

BUA 281 Cooperative Education for Business

3 Credits

Offers students opportunities for supervised work experiences in business and/or non-profit organizations. This course combines classroom theory with on-the-job training and can be used as elective credit in the second year of study. (1-3 lab) **Prerequisites:** GPA 3.0, completion of 15 credits hours in Business Management, completion of 30 credit hours total, and instructor permission.

BUA 291 Principles of Management and Organization

3 Credits

Examines the process of management by emphasizing the concepts and techniques of planning, organizing, and controlling functions. Also focuses on contemporary regulatory environment issues for managers. (3 lec)

CAD 101 Introduction to CADD

3 Credits

Introduces Computer Aided Drafting and Design through a combination of lecture, hands-on exercises, and drawing problems. While this course is designed for students with little previous computer or drafting experience, being familiar with a Windows operating system and basic file management would be beneficial. (2 lec, 2 lab)

CHE 100 Chemistry for Everyday Living

4 Credits

Introduces, non-mathematically, the basic principles of chemistry, with an emphasis on relevance to everyday life. Topics will include alternative energy sources such as nuclear chemistry, air and water pollution, consumer products, plastics, and synthetic fibers. Laboratory correlates with lecture material. Designed for non-science majors. (3 lec, 2 lab) **Prerequisite:** High School Algebra I or equivalent or Corequisite: LAM 009

CHE 103 Chemistry for Emergency Responders

3 Credits

This survey, non-laboratory class, is designed to acquaint students with the broad principles of chemistry as they relate to hazards in the emergency response field. This survey includes basic chemistry terminology, structure of matter, atomic bonding, molecular theory of matter, chemical and physical change, and the general states of matter (gases, liquids and solids). Discussion of more common elements, compounds they form, and the resulting hazards completes this course. (3 lec, 0 lab)

CHE 113 Chemistry I

3 Credits

Designed for science and pre-professional students, this course is the first part of general chemistry. Problem solving skills are emphasized, and topics include: matter and energy; method of measurement; principles of chemical reactivity; stoichiometry; energy and chemical reactions; periodicity of elements; atomic and molecular structures; chemical bonding; molecular orbital theory; electrolytes; environmental and nuclear chemistry. (3 lec, 0 lab) **Prerequisite:** High School Algebra II and High School Chemistry or equivalents. **Corequisite:** CHE 115

CHE 114 Chemistry II**3 Credits**

Builds upon the content of Chemistry I. Topics include intermolecular forces, solutions, chemical kinetics and equilibria, acid-base chemistry, thermodynamics electro-chemistry, nuclear chemistry, and environmental chemistry. (3 lec, 0 lab) **Prerequisites:** CHE 113 and CHE 115 with grade of C or higher in each. **Corequisite:** CHE 116

CHE 115 Chemistry I Laboratory**1 Credit**

Applies concepts appropriate to **CHE 113, Chemistry I**, with emphasis on safety and record keeping, and the acquisition of basic experimental skills, techniques, and concepts in chemistry. Coordinated to the topics discussed in lecture. (0 lec, 2 lab) **Corequisite:** CHE 113

CHE 116 Chemistry II Laboratory**1 Credit**

Applies concepts appropriate to CHE114. (0 lec, 1 lab) **Corequisite:** CHE 114

COL 100 College Success**3 Credits**

Designed to provide students with materials, resources and strategies to develop an educational portfolio and individual college success plan to increase their own success in college and in meeting their educational and personal goals. Students will explore college careers and determine how mindset, personal responsibility, self-awareness, persistence, organization and institutional knowledge affect college success and will apply these concepts to their own educational and personal success plans. (3 lec.)

COL 299 Special Topics in College Learning**1-3 Credits**

Focuses on a different topic in college learning each time it is offered and may be taken more than once for credit.

CRJ 101 Introduction to Criminal Justice**3 Credits**

Exposes students to a survey of core actors and institutions within the field of Criminal Justice. Specifically, the functions and responsibilities of policing, the courts, and corrections will be reviewed to provide a foundational understanding of contemporary law enforcement, jurisprudence, and punishment. The processes which underlie the justice system are reviewed in their proper sequence to trace the movement of a criminal defendant from the commission of a crime through arrest, adjudication, punishment and release. (3 lec, 0 lab) **Prerequisite:** Admission to the Criminal Justice Program or instructor permission. A grade of C or higher is required to pass the course.

CRJ 105 Physical Fitness Laboratory**1 Credit**

Provides an introduction to personal wellness that reviews physical fitness planning and maintenance, nutrition, and environmental factors associated with these topics. Students will examine the pathways to achieving a healthy lifestyle as a foundation for advanced, professional Physical Fitness Testing (PFT) requirements for careers in law enforcement, corrections, and the military. Specific PFT requirements set forth by the Maine Criminal Justice Academy will be introduced and serve as the basis for goal planning in this laboratory. (2 lab) Lab **must be taken concurrently with CRJ 260, Student Police Academy, or as a stand-alone one credit elective for non-SPA students. A grade of C or higher is required to pass the course.**

CRJ 113 Criminology**3 Credits**

Introduces the use of criminological theory as a framing device for measurement, classification, and meaningful analysis of crime and criminality. Perspectives including classical, positivist, biological, psychological, social structural, social process, and social conflict are analyzed in turn to reveal the theoretical underpinnings of crime from a myriad of vantage points. These are used to evaluate the ways in which developmental, psychological, and environmental factors may combine to encourage, facilitate, or promote criminality. Additionally, the role of victims is explored to understand the experience of victimization and issues related to it, e.g. precipitation and target hardening. (3 lec, 0 lab) **Prerequisite:** CRJ 101 with grade of C or higher. A grade of C or higher is required to pass the course.

CRJ 121 Criminal Law**3 Credits**

Provides students with a functional understanding of the ways in which criminal laws act to proscribe conduct that undermines social order in a constitutional democracy. Students will examine the necessary component parts of a crime, i.e., mens rea and actus reus, and the complex interrelationships between those elements. Liability thresholds for criminal acts will be explored as well as the possible exceptions to criminal liability in the form of affirmative defenses. (3 lec, 0 lab) **Prerequisite:** CRJ 101 with grade of C or higher. A grade of C or higher is required to pass the course.

CRJ 131 Police Operations**3 Credits**

Reviews the roles and responsibilities of policing agents in the performance of their varied crime prevention and response duties. It examines specific aspects of daily operation responsibilities such as traffic control, routine patrol, interviewing, report writing, and testifying. Students will gain insight to the reciprocal relationships between patrol and the command structures which

oversee them. Additionally, the bases for legal authority and constitutional action are addressed in the context of officer safety and professional liability. (3 lec, 0 lab) **Prerequisite:** CRJ 101 with grade of C or higher. A grade of C or higher is required to pass the course.

CRJ 201 Ethics for the CJ Practitioner

3 Credits

Provides an examination of human morality and its utility in for practitioners in the criminal justice system. It addresses the relationship between introspective, critical analysis of self and the use of self-awareness in the development of moral reasoning. Further, students will explore the relationship between personal, social, and professional definitions of ethical conduct. In respect to the latter, the unique demands confronting police, court, and corrections officers are examined in light of profession-specific dilemmas in the field. The necessity of maintaining ethical identity and understanding the consequences for failure to behave accordingly are underscored. **Prerequisites:** CRJ 101, CRJ 121, and CRJ 242 with grades of C or higher. A grade of C or higher is required to pass the course.

CRJ 205 Criminal Investigations

3 Credits

Introduces the foundational elements of criminal investigation of violent, property, public order, and other misdemeanor and felony offenses. Students will be exposed to the techniques for approaching, preserving, and collecting evidence and establish a chain of custody in emphasized, especially as relates to the necessity of documenting investigative activity. The role of interviewing and interrogation as investigatory assets is also examined to establish the importance of communication with suspects. **Prerequisites:** CRJ 101 and CRJ 131 with grades of C or higher. A grade of C or higher is required to pass the course.

CRJ 221 American Corrections

3 Credits

Reviews and situates the contemporary philosophical and practical applications of corrections against a historical landscape of punishment for unlawful conduct. A survey of current practices in institutional and community corrections will give students an opportunity to understand the roles and responsibilities of probation, parole, and correctional officers as they fulfill the obligations of their professions. Students will also explore the parallel adult and juvenile justice systems to determine points of intersection as well as the gross differences between them in philosophy and practice. **Prerequisite:** CRJ 101 with grade of C or higher. A grade of C or higher is required to pass the course.

CRJ 226 Criminalistics

3 Credits

Serves as an introduction to the application of scientific methods to the collection and analysis of evidence for forensic purposes. The roles and responsibilities of evidence collection specialists and forensic scientists are presented to establish their importance in the process of investigation and adjudication of criminal acts. Students will be exposed to the techniques for analyzing various types of physical evidence, latent and otherwise, as well as the need for documenting and testifying to these activities. **Prerequisites:** CRJ 101, CRJ 131, and CRJ 205 with grades of C or higher. A grade of C or higher is required to pass the course.

CRJ 232 Report Writing and Testifying

3 Credits

Develops the ability to generate written reports within the justice professions. It focuses on the importance of grammatically and syntactically fluid documentation that translates professional activity into an objective representation of relevant fact patterns. Specifically, students will be exposed to the various types of commonly used reports, memoranda, and other types of documents required in professional law enforcement. The translation of written reports into testimony is also underscored, with a particular emphasis placed on courtroom demands such as etiquette, attire, and preparation for examination and cross-examination. **Prerequisites:** CRJ 101 and CRJ 131 with grades of C or higher. A grade of C or higher is required to pass the course.

CRJ 242 Criminal Procedure

3 Credits

Introduces and examines the underpinnings of procedural law and its relationship to the activities of justice practitioners in policing, courts, and correctional settings. It will examine the relationship between procedure and practice for justice professionals, especially as it relates to administrative and judicial dictates that frame constitutional action. The parameters and guidelines for actions such as arrest, search and seizure, stop and frisk, custodial interrogation conducted by a police officer are examined. The various aspects of pre-trial and trial process are analyzed in respect to procedural expectations concerning issues related to admissibility of evidence, fair and speedy trials, and the basis for appeals. Finally, the rights of prisoners and those in post-sentence custody are evaluated in light of constitutional requirements. **Prerequisite:** CRJ 101 with grade of C or higher. A grade of C or higher is required to pass the course.

CRJ 252 Serial Murder

3 Credits

Introduces and explores the phenomenon of repetitive, intrinsically motivated murder utilizing both clinical and law enforcement perspectives. Primary behavioral and crime scene characteristics of both organized and disorganized types of offenders will be reviewed to explain the incidence of serial homicide as a function of motivational factors ranging from psychopathy to severe

psychiatric disturbance. The varied typologies and classification systems for serial murderers will be presented as a means of discussing issues ranging from victim selection to law enforcement investigative responsibilities. The course will rely heavily upon a detailed case study format which will scrutinize the crimes of key selected offenders and allow students to apply theoretical knowledge to particular serial perpetrators.

CRJ 253 Psychology of Cults**3 Credits**

Introduces and explores the structure and psychology of totalistic cultic organizations. Students will examine the key differences between conventional religious movements, splinter sects and cults to better understand the differences between varied faith-based organizations. Cults will be viewed both from historical and contemporary viewpoints in regard to recruiting practices, thought reform and control, personal and social consequences of cult membership, and the unique challenges that such groups pose for law enforcement. Additionally, students will review the clinical precursors which may predispose an individual to cultic persuasion and indoctrination, as well as the psychological consequences of membership. The course will rely heavily upon a detailed case study format which will scrutinize selected cult leaders/groups and allow students to apply theoretical knowledge to particular historical events and figures. Cross-listed with PSY253

CRJ 254 Criminal Profiling and Behavioral Analysis**3 Credits**

Introduces and reviews the basic theoretical and practical applications of criminal profiling techniques. Specifically, the student will be introduced to concepts including, but not limited to: the uses of criminal profiling; crime scene evaluation and reconstruction; criminal motivation and offender characteristics; modus operandi and offender signature; psychopathic and sadistic behavior; behavioral aspects of fire-setting; serial offenses, including rape and homicide. Students will explore varied offense behaviors and their psychological underpinnings to develop an understanding of the role of behavioral analysis of evidence in critical investigations. (3 lec). **Cross-listed with PSY 254**

CRJ 255 Forensic Psychology**3 Credits**

Introduces the intersecting points for psychology and the legal system. Students will be exposed to concepts that assist law enforcement and the judicial system in performing their respective functions. Topics will include but not be limited to risk assessment of violent behavior, competency evaluations, and insanity determinations in the legal arena. Course delivery will emphasize the application of psychological theory and practice to resolve dilemmas and solve problems of a legal nature. (3 lec) Cross-listed with PSY 255

CRJ 260 Student Police Academy**3 Credits**

Provides students interested in a career in law enforcement with an opportunity to learn under the instruction and supervision of current and retired law enforcement professionals. The course utilizes a simulated academy environment to facilitate theoretical and practical hands-on learning of topics including, but not limited to: leadership and decision making; ethics; use of force; defensive tactics; officer safety; active threat engagement; building searches; crime scene investigation; Maine criminal and traffic law; high risk stops; interview and interrogation techniques; report writing and courtroom testimony; dealing with the mentally ill, and health and fitness (police stress). Successful completion of the SPA will prepare students for the rigorous and competitive process of applying to law enforcement training and employment venues in and outside of Maine. (3 lec) Prerequisite: **Enrollment by faculty nomination only. Students must acknowledge nomination and accept a slot in the SPA in order to be enrolled. A grade of C or higher is required to pass the course.**

CRJ 261 Arrest and Control Techniques**3 Credits**

Introduces and reviews the basic law enforcement skills of self-defense and control. Specifically, students will learn and practice the important elements of establishing control of situations using verbal, nonverbal and physical techniques as complementary intervention options. Strategies to manage the initial encounter will be discussed in regard to proper stance, appropriate social distance, authoritative body language and the use of verbal diffusion. The physical elements of encounter will be reviewed and practiced to provide the necessary understanding of other control systems such as proper use of handcuffs, baton and chemical products to establish control. The focus on practical skills will be reviewed within the context of situational use of force options ranging from verbal redirection to deadly force. **Prerequisites: CRJ 101 and CRJ 131**

CRJ 291 Topics in Criminal Justice**3 Credits**

Focuses on a different topic in criminal justice each time it is offered and may be taken more than once for credit. Topics will be determined by the department. **A grade of C or higher is required to pass the course.**

CST 101 Introduction to College Learning**1 Credit**

Provides the student with skills and knowledge necessary for a successful community college experience. Among the topics discussed are: college culture, time management, stress management, study skills, note-taking, test taking, GPA, learning styles, teaching styles, careers, and EMCC structure. (2 weeks: 7.5 lec/discussion per week)

CST 103 Introduction to Computer Systems

3 Credits

Introduces students to computers, networks, and information fluency. Basic computer and workplace skills are addressed with emphasis on applications of the computer as a medium for representing, storing, manipulating, and communicating different forms of information. The processing and storage of audio, video, text, and various media forms will be studied. An introduction to office applications is included and students will use various software packages to create documents, spreadsheets, graphs, databases and presentations (2 lec, 2 lab)

CST 113 Operating Systems

3 Credits

Provides an introduction to operating system basics with the intent of giving a student a deeper understanding of various operating systems. Operating systems covered include Windows 7 through Windows 10, Windows Server, UNIX/Linux, and Mac OS X. Students will learn some networking basics and information involving how to create mixed environments. (2 lec, 2, lab)

CST 114 Computer Hardware

3 Credits

Covers the fundamentals of hardware and IT technical support using CompTIA A+ exam objectives as its framework. The course reflects current technology, techniques, and industry standards in this dynamic, fast-pasted field of IT technical support. The course covers updated hardware, networking, mobile devices and network troubleshooting.

CST 143 Web Applications and Development

3 Credits

A practical hands-on introduction to the design and development of a Web site, this course introduces students with little or no experience in Web scripting to the concepts, syntax, and structure of html. The course will also include an introduction to Cascading Style Sheets (CSS), an important presentation initiative, and Universal Design, the process of incorporating accessible design features into Web pages. (2 lec, 2 lab)

CST 154 Object-Oriented Programming I

3 Credits

Explores computer programming and object-oriented language using Java. This course provides an understanding of program structure, procedures, and event programming through the use of hands-on labs and programming assignments. (2 lec, 2 lab)

CST 162 Net+ Certification

4 Credits

Provides students with the knowledge to become industry-certified as a network technician. Prepares the student for two different industry certifications: Network Pro certification and Net+ certification. Designed to help students gain real-world skills that they will use every day on-the-job as a network technician. (3.5 lec, 4 lab)

CST 170 Customer Service Concepts

3 Credits

Provides an overview of customer service concepts and terminology and exposes students to various customer service challenges. Students learn to identify different types of customer behaviors, determine customer needs through active listening, become effective verbal and non-verbal communicators, hone telephone customer service skills, learn how best to handle difficult customers, become aware of how to offer customer service within a diverse organizational environment, take steps to encourage customer loyalty, and practice service recovery. (2 lec, 2 lab)

CST 203 Systems Analysis and Design

3 Credits

Covers the conceptual, technical, and managerial foundations for systems analysis design and implementation as well as project management principles for systems development. Both traditional (structured) and object-oriented (OO) approaches to systems analysis and design will be covered. (2 lec, 2 lab)

CST 221 Network Security

3 Credits

Studies the fundamentals and implementation of network security including secure access methods and vulnerabilities in network protocols, operating systems, and network applications. (5 weeks, 5 lec, 10 lab)

CST 226 Wireless Networking

3 Credits

Covers both theoretical issues related to wireless networking and practical systems for both wireless data networks and cellular wireless telecommunication systems. Students will also work on a project that addresses some recent research issues in wireless and mobile networking. (5 weeks, 5 lec, 15 lab)

CST 232 Server Operating Systems

3 Credits

Introduces students to server operating systems. The basics of server operating systems will be presented, including installation and configuration, client management, configuring and managing print services, managing data storage, managing network services, and creating a reliable server environment. (5 weeks, 10 lec, 5 lab)

CST 235 Database Systems Design and Implementation**3 Credits**

Covers the basics of database design and implementation. Topics include the principles and methodologies of database design, database application development, normalization, relational database models, and database languages. Principles are applied by performing written assignments and a project using an SQL database system. (2 lec, 2 lab)

CST 246 Virtualized Computer Systems**3 Credits**

Introduces students to techniques necessary to make virtualization work in enterprise environments. Students will be exposed to the preplanning needed to implement virtualization, how to transition from a physical to a virtual environment, virtual management, how to automate basic management tasks, and the role virtualization plays in networking and storage. (5 weeks, 10 lec, 5 lab)

CST 248 Capstone**1 Credit**

Serves as the capstone course for all computer networking and coding students and will integrate all of the skills acquired throughout the computer networking degree program. In this course, students will design, develop and implement a project in a simulated or real-world environment. (15 weeks, 1 lec, 0 lab)

CST 251 Cloud Computing I**3 Credits**

Introduces cloud computing concepts, terminologies and methodologies with hands-on labs and basic programming assignments, providing a basic exposure to cloud platforms. Topics include the basic building blocks of cloud computing such as virtualization, load balancing, scalability and elasticity, troubleshooting and security. (2 lec, 2 lab)

CST 253 Object-Oriented Programming II**3 Credits**

Explores the way information is accessed with the use of mobile devices and introduces mobile application development. Topics covered will include activity lifecycles, user interface and input, data management and deploying mobile applications. (2 lec, 2 lab) Prerequisite: CST 154

CST 254 Cloud Computing II**3 Credits**

Explores cloud applications and development using Amazon Web Services. Students will learn the building blocks for computing storage and content delivery through hands-on experience with core services while exploring the differences in security roles and responsibilities. (2 lec, 2 lab) Prerequisite: CST 251

CST 256 Software Development and Marketing**3 Credits**

Explores the software development process with an introduction to the software development life cycle, development methodologies and team-based production concepts. The course will also cover basic considerations and strategies when marketing software to consumers. (2 lec, 2 lab)

CTE 101 Introduction to CTE Environments**3 Credits**

Provides the new professional Career & Technical Education (CTE) teacher the necessary skills to successfully navigate the first year of teaching at a CTE school. Classroom/lab management, safety, unit and lesson plans, basic school regulations and law, assessment strategies and current CTE topics will be introduced. Instructors will model various teaching styles and strategies to engage students in relevant activities to build confidence and knowledge for a successful first year teaching experience

CTE 112 Classroom Management and Lab Safety for CTE Environments**3 Credits**

Classroom Management and Shop Safety (CMS) as it pertains to teaching and learning is explored in this class. Topics include: Philosophy & Purpose of CMS; Teacher/Student Roles and Responsibilities; Classroom/Lesson Set-Up; Shop Set-Up; Time Management & Time Efficiencies; Designing Rules & Procedures; Discipline Strategies; Recordkeeping; Shop Safety & Teacher Accountability. Students will develop a written comprehensive Classroom Management & Shop Safety Plan for their content area based on industry standards.

CTE 204 Teaching Process in CTE Environments**3 Credits**

This course examines interdisciplinary curriculum planning and various instructional strategies and assessment methods that effective teachers use to engage students in the learning process. The InTASC Model Core Teaching Standards, the Maine Common Core Teaching Standards and Industry Standards for Career and Technical Education programs will be used to identify how learners progress in acquiring the critical dispositions, essential knowledge and performances that characterize best practices in the teaching profession.

CTE 212 Assessment and Evaluation CTE Environments

3 Credits

Assessment and Evaluation (A&E) as it pertains to teaching and learning in CTE environments is discussed in this course. Historical context, philosophy, and purpose of A&E as it impacts curriculum design, pedagogy, and skill mastery for the student and teacher will be investigated. Formative and summative assessments, authentic and alternative assessments, rubrics, and standards-based testing are discussed. A competency-based Unit of Study with assessments and evaluations based on industry standards and any national curriculum currently in place will be developed by students who take this class. Additional topics of discussion will include current A&E theories, high stakes testing, and accountability.

CTE 216 Exceptional Learners in CTE Environments

3 Credits

This course focuses on classroom and shop/lab inclusion of individuals with exceptionalities (special needs), in the CTE learning environment. Landmark laws impacting students with special needs are reviewed. The process of screening, pre-referral and referral are discussed. Each category of exceptionality, as defined by IDEA, is overviewed with an emphasis on identification, understanding student characteristics and utilizing appropriate CTE classroom and shop accommodations.

CTE 217 Teaching Literacy Skills in CTE Environments

3 Credits

Provides teachers in Career and Technical Education (CTE) environments with strategies to integrate literacy instruction in the various CTE content areas. All aspects of literacy are addressed including reading, writing, speaking, listening, research and information literacy. Various instructional strategies and activities to promote and teach literacy in the CTE content areas are introduced. Student Learning Objective format for planning will be examined.

CUL 112 Culinary Skills Development

3 Credits

Engages students in discussion of such culinary topics as menu development, tool and equipment identification and familiarization, and the history of professional cooking. Students will compose a professional portfolio, which can be helpful in garnering an externship of their choice. Other course topics include the development of menus and recipes, including equivalents, conversions, and food costing. (3 lec)

CUL 126 Culinary Arts I Instruction

0.5 Credits

Supports Culinary Arts I by providing individualized, small-group instruction in introductory cooking and baking methods. Other topics demonstrated and practiced include mise en place, product and equipment identification and usage, safe knife handling and usage, and ServSafe sanitation. (1 lab) **Pre-/co-requisites:** CUL 112, CUL 131; **Co-requisite:** CUL 127

CUL 127 Culinary Arts I

5.5 Credits

Students develop the fundamental skills necessary to work successfully in the foodservice industry. Introductory level cooking and baking methods are described and practiced. Other topics discussed and applied include product and equipment identification and usage, culinary mathematics, ServSafe sanitation, and professionalism. Students will also research American regional cuisine and report their findings through written work and oral presentations. (1.5 lecture, 8 lab) **Pre-/co-requisites:** CUL 112, CUL 131; **Co-requisite:** CUL 126

CUL 128 Culinary Arts II Instruction

0.5 Credits

Supports Culinary Arts II by providing individualized, small-group instruction in intermediate cooking and baking methods. Other topics demonstrated and practiced include flavor development, hot and cold food presentation, garnish work, and culinary artistry. (1 lab) **Prerequisites:** CUL 112, CUL 126, CUL 127, CUL 131; **Co-requisite:** CUL 129

CUL 129 Culinary Arts II

5.5 Credits

Expands upon the skills developed in Culinary Arts I. Intermediate level cooking and baking methods are described and practiced. Other topics discussed and applied include recipe testing and writing, plate and platter presentation, and health-conscious cooking. Students will also demonstrate menu balance and development, as well as catering service, through the planning and preparation of an American regional cuisine buffet. (1.5 lecture, 8 lab) **Prerequisites:** CUL 112, CUL 126, CUL 127, CUL 131; **Co-requisite:** CUL 128

CUL 131 Culinary Sanitation and Theory

3 Credits

Addresses the principles of food microbiology, important foodborne diseases, standards that are enforced by regulatory agencies and applied measures for the prevention of foodborne diseases and other microbiological problems. HACCP systems will be discussed. Upon successful completion of a comprehensive exam, students will be ServSafe certified by the Educational Foundation of the National Restaurant Association. (3 lec)

CUL 141 Food Service Management**3 Credits**

Explores the basic principles of food service management by defining basic technical skills in the areas of organizing, directing, staffing, menu planning and pricing. This course provides a foundation of knowledge and attitudes required for effective kitchen management. Upon successful completion of a final exam, students will be awarded a certificate by the nationally recognized Educational Institute of the American Hotel and Lodging Association. (3 lec)

CUL 214 Advanced Culinary Skills**3 Credits**

Develops both advanced culinary knowledge and technique. Advanced garde manger production, mixology, and alcohol awareness, as well as the selection and service of wines are part of this course. Guest demonstrations, lectures and practice in specialized areas of culinary arts, such as ice sculpting and tallow, are examples of the specialty areas both discussed and practiced. Students will be introduced to the food service industry as well as related industries in a more global realm. (1 lec, 4 lab) **Prerequisites:** CUL 215

CUL 215 Culinary Externship**3 Credits**

A 240-hour paid externship begins after the completion of the first academic year. Students explore a variety of career paths while working in the field. Students will find their own externship employment subject to approval by the instructor. A portfolio will be required to fulfill the academic requirements of this course. (240 working hours for the course) **Prerequisites:** CUL 128, CUL 129, CUL 141

CUL 218 Classical European Pastry Arts**3 Credits**

Students prepare classical European pastry items. Fundamental as well as specialized technique will be practiced and reinforced through lecture, demonstration and practice. Students will prepare a wide variety of desserts including old world and new world examples. (1 lec, 4 lab) **Prerequisites:** CUL 215

CUL 262 Classical French Cuisine**5 Credits**

Introduces students to the cuisine and culture of the classical and provincial regions of France. Students learn French cooking methods, theory, and culinary terminology. Students work in the traditional team systems that French table service dictates. Tableside cookery will be discussed and practiced throughout the semester. Practical experience will be gained through the operation of the college's in-house restaurant. Kitchen and dining room management skills will be presented and practiced daily. (2 lec, 12 kitchen) **Prerequisites:** CUL 215.

CUL 264 International Cuisine**5 Credits**

Offers students a culinary adventure that may include classical cuisines of Italy, Greece, Austria, and Spain. Other cuisines might include Thailand, China, the Caribbean and more. Students are exposed to the techniques involved in the preparation of items such as tapas, osso bucco, and pad Thai. Students research a selected area of foreign cuisine. Practical experience will be gained through the operation of the college's in-house restaurant. The 'front-of-the-house' facet will allow students to expand upon service methods and dining room management skills learned in prior courses. Additional kitchen management procedures will be discussed and practiced as well including inventory management, facilities management, and food ordering. (2 lec, 12 kitchen) **Prerequisite:** CUL 262

DGD 113 Introduction to Photoshop**3 Credits**

Designed to give students the acquisition of skills necessary to help build a basic foundation in digital image correction and manipulation. Upon completion of this course, students will be able to use Photoshop as necessary for commercial graphic art. Students will create, manipulate, edit, and enhance digital imagery. The student will be required to solve problems on their own, using textbooks and reference material. (2 lec, 2 lab)

DGD 120 Digital Illustration**3 Credits**

This course will cover digital illustration methods through the application of two-dimensional vector and pixel-oriented imagery (raster). Students will acquire hands-on experience with vector illustration, focusing on but not limited to, the pen tool, direction selection tool, gradients, masking, filters/effects, transparencies and pathfinder. Fine-tuning anchor points, shapes and Bezier handles along with color theory will be addressed. This course uses the Current Version of Adobe Illustrator. (2 lec, 2 lab)

DGD 131 Introduction to Page Layout & Design**3 Credits**

Covers understanding page design using graphic design applications. Adobe In-Design software will be used to design publications, posters and promotional materials. Layout software, terminology, procedures and symbols will be used to complete and critique relevant problems in page design. Development of critical thinking skills and analysis, as they apply to graphic design will be emphasized. Introduction to Page Layout will also cover an historic overview of print processes and the evolution to current technology. (2 lec, 2 lab)

DGD 133 Marketing Communications

3 Credits

Students will learn the tools of marketing and social media, how to understand and establish an online profile as well as ways to connect with others in this era of participating in the many to many media. They will learn to effectively use and *choose* the right tools to help achieve individual goals. Weekly classes will focus on sifting through the vast array of these tools and this knowledge is imperative to managing an online Profile and marketing presence. (2 lec, 2 lab) **Prerequisite:** DGD 113

DGD 201 Graphic Web Design

3 Credits

Presents the principles for planning, designing and executing attractive yet informative web pages and web sites. This course explores factors that affect web layout and design such as browser choice, screen-resolution, navigation, connection speed, typography, graphics and color as well as incorporating these elements into the fundamentals of building a web site. The current versions of Adobe InDesign are used in this course. (2 lec, 2 lab) **Prerequisite:** ART 112, DGD 113 and DGD 131

DGD 221 Introduction to Typography

3 Credits

Course covers understanding type in graphic design applications. Students will use type as a design element in publications, posters and promotional materials. Typographic terminology and proofreading procedures and symbols will be used to evaluate, complete and discuss relevant problems in typography. Development of critical thinking skills as they apply to typography in graphic design will be emphasized. The course will also cover an historic overview of typography and the evolution to current technology. (2 lec, 2 lab) **Prerequisites:** ART 112 and DGD 120

DGD 224 Introduction to Time-Based Media

3 Credits

Introduces the student to the design of media projects that have duration as a dimension which viewers experience over time (Also referred to as 4D art and design). Topics will include capturing high quality audio and video with DSLR cameras, along with timelines and editing in the Adobe Creative Suite, and final production of professional time-based media compositions. Students will explore 2D art elements along with time-based design forms such as music and poetry in relation to audio/video production. (2 lec, 2 lab) **Prerequisites:** ART 112 and DGD 113

DGD 230 Professional Business Practices

4 Credits

This course provides the student with the employment experience that is typical for the Digital Graphic Design industry. It is designed to present the understanding of what working in a design office would entail. Collaborative projects (when available) with local firms, government, utilities, or other employers ensure a significant work experience. This class will also give the student the opportunity to develop a portfolio for job interviews, or application to other institutions of learning. The student will be required to meet with the instructor on a weekly basis to discuss the status of the portfolio and to go over new assignments for supplementing the portfolio. The student will be using various software in the development of the portfolio. (0 lec, 8 lab) **Must be completed during the student's last semester. Prerequisite:** ART 112, DGD 113, DGD 120 and DGD 131

DGD 231 Printing and Publishing

3 Credits

This course examines current printing and digital output technologies used in commercial Graphic Art. This class will cover the History of Offset Lithography through current printing technologies and media (paper) as well as web and tablet/mobile device-based publishing. (2 lec, 2 lab) **Prerequisites:** ART 112, DGD 113, DGD 120 and DGD 131

DGD 232 Advanced Digital Graphics

3 Credits

This course will introduce students to advanced topic in Digital Graphic Design through the use of various software and hardware. This class will focus on the main graphic principles of components, composition, and concepts. Students will be encouraged to solve problems on their own as well as in teams. Students will learn the digital graphics work flow, utilizing the 3C principles and the appropriate software and hardware. (2 lec, 2 lab) **Prerequisites:** ART 112, DGD113, DGD 120, and DGD 131

DTG 101 Plumbing Print Reading

2 Credits

Introduces drafting and print reading as related to the Plumbing industry with special emphasis on residential and light commercial buildings. (2 lec)

DTG 103 Architectural Drafting I

3 Credits

Introduces the equipment and procedures used in board drafting as well as print reading for residential and light commercial construction using industry standards. Emphasis (when applicable) will be placed on drafting and design as related to the building construction industry. Areas to be covered include use of manual drafting equipment, sketching, lettering, line techniques, orthographic drawing, isometric drawing, auxiliary views, and dimensioning. (2 lec, 2 lab)

DTG 104 Drafting for Woodworking I**3 Credits**

Introduces the equipment and procedures used in board drafting, as well as print reading for residential and light commercial construction using industry standards. Emphasis (when applicable) will be placed on drafting and design as related to the fine woodworking and cabinetmaking industries. Areas to be covered will be use of manual drafting equipment, sketching, lettering, line techniques, orthographic drawing, isometric drawing, auxiliary views and dimensioning. (2 lec, 1 lab)

DTG 133 Architectural Drafting II**3 Credits**

Introduces students that are new to AutoCAD to the basic concepts of creating drawings using this software package. Emphasis (when applicable) will be placed on drafting and design as related to the building construction industry. Assignments will be introduced that include coordinate systems, creating geometric shapes, modifying existing objects, working with layers, annotating drawings, creating and using blocks, dimensioning, creating layouts, basic 3D design, and printing/plotting drawings. This course also places a strong emphasis on working from written specifications. (2 lec, 2 lab) Prerequisite: DTG 103 or DTG 104

DTG 134 Drafting for Woodworking II**3 Credits**

Introduces students that are new to AutoCAD to the basic concepts of creating drawings using this software package. Emphasis (when applicable) will be based on drafting and design as related to the fine woodworking and cabinetmaking industries. Assignments will be introduced to include coordinate systems, creating geometric shapes, editing object elements, modifying existing objects, working with layers, adding text to drawings, dimensioning, creating layouts and view ports, managing object visibility in selected view ports, basic 3D design and plotting drawings using external output devices. This course also places a strong emphasis on working from written specifications. (2 lec, 2 lab) Prerequisite: DTG 103 or DTG 104

DTG 203 Drafting for Woodworking III**3 Credits**

Part one introduces students to 3D modeling for woodworking using SketchUp software. Students will design and output components detailed in the model to generate plans, assemblies, templates, details, joinery, cut-lists, material lists, presentations and renderings. Part two is designed to be an introduction to Cabinet Vision software. Students will use the software to design and prepare models as related to the cabinet building industry in preparation for CNC operations in the shop. (2 lec, 2 lab)

Prerequisite: DTG 133 or DTG 134.

DTG 204 Drafting for Woodworking IV**3 Credits**

Introduces students to feature-based parametric modeling for woodworking using Autodesk Fusion 360 software. Working from simple component design through complex assembly modeling we utilize the design process as it applies to function driven problem solving. Students will design and output individual parts and assemblies utilizing orthographic projection, isometrics, dimensioning, details, auxiliary views, sectional views, exploded views, assembly drawing, motion studies and collision detection. (2 lec, 1 lab) Prerequisite: DTG 203

DTG 233 Architectural Drafting III**3 Credits**

Part one introduces the student to the basics of Building Information Modeling (BIM) using Chief Architect software. This project-based class is designed to cover the basic functions, tools, and methods used to create 2D and 3D designs while focusing on a simple home plan. Part two is designed to be an introduction to Cabinet Vision software. Students will use the software to design and prepare models as related to the building industry in preparation for CNC operations in the shop. (2 lec, 2 lab) Prerequisite: DTG 133 or DTG 134

DTG 234 Architectural Drafting IV**3 Credits**

Designed to be a continuation of Architectural Drafting III. Students will focus on more in-depth commands, and practices using Chief Architect software, while engaging in more complex designs. Advanced topics will include stair, roof, and site design, in-depth kitchen and bath design, custom objects, framing, presentations, and material lists/estimating. Upon completion students will produce a set of construction documents (2 lec, 2 lab) Prerequisite: DTG233

DTG291 Special Topics in Computer Aided Drafting**3 Credits**

Focuses on a different topic each time it is offered. Can be taken more than once.

ECE 100-Introduction to Early Childhood Education**3 Credits**

Introduces students to concepts important to the field of early childhood such as developmentally appropriate practices, development domains, curriculum, careers in early childhood field, partnership with families, etc. Skills necessary for being successful in college will be included with emphasis on reading and writing related to early childhood education.

ECE 116 Early Literacy Development

3 Credits

Presents children's literature from the perspective of language development. Examines various forms of literacy and offers methods for choosing appropriate literacy experiences for young children. (3 lec) **Corequisite:** ECE 110 or instructor permission

ECE 110 Child and Adolescent Development

3 Credits

Studies stages of development from prenatal periods through adolescence. Theories of child and adolescent development and the learning process will be introduced. The effects of environment and the adult's role in supporting development and learning will be explored. Physical, cognitive, and social/emotional domains of development will be emphasized. (15 weeks, 3 lec) ECE/EDB students must achieve a grade of C or higher to pass the course.

ECE 117 Observing and Recording in the Field

3 Credits

Explores methods of observing, recording, and assessing children's development and learning. Skills acquired as a result of this course will provide the students with the needed information to assess development and plan activities and experiences to individualize learning. Legal and ethical practices and confidentiality issues will also be discussed. (2 lec, 1 practicum). A grade of C or higher must be achieved to pass. *Open only to students enrolled in the Education Track programs.* **Prerequisite:** ECE 110 or instructor permission

ECE127 Cognitive and Affective Development

3 Credits

Theoretical aspects of cognitive and affective development will be studied with regard to the whole child. Experiences that promote learning, social relationships, self-awareness and moral development will be explored. (3 lec) **Prerequisite:** ECE 110 or instructor permission

ECE 131 Infant and Toddler Curriculum

3 Credits

Explores infant and toddler curriculum frameworks and methods. Students will review growth and development of these two age groups with special emphasis placed on the importance of relationships and bonding with caregivers. Planning developmentally appropriate curriculum that makes use of effective healthy and safe routines and environments will be taught. Students will practice writing learning experience plans (individual and group) based on state standards. How to support and partner with parents will be stressed in this course. (3 lec) **Prerequisite:** ECE 110 or instructor permission

ECE 216 Survey of Exceptionalities

3 Credits

Studies individuals with exceptionalities, birth to age 21. Laws that impact persons with exceptionalities are reviewed. The process of screening, pre-referral and referral are discussed. Each category of exceptionalities, as defined by IDEA, is overviewed with an emphasis on identification, understanding of basic features and appropriate accommodations. Inclusionary and family-centered practices are emphasized. (3 lec) **Prerequisite:** ECE 110 or instructor permission

ECE 220 Numeracy, Environments and Integrated Curriculum for Young Children

3 Credits

Teaches design of developmentally appropriate curriculum for young children from birth to age eight. Emphasis is on the various content areas and how to plan appropriate programs and environments such as learning centers, play areas, and outdoor spaces. Students will develop an understanding and awareness of planning and designing programs that embrace diversity. An overview of various curriculum models will be introduced. (3 lec) **Prerequisite:** ECE 110 or instructor permission

ECE 222 STEAM Curriculum for Young Children II

3 Credits

Explores early childhood curriculum and examines the importance of integrating science, technology, engineering, math and the arts (STEAM) into early childhood classrooms. A focus on planning learning experiences and environments using the inquiry approach will be practiced and applied. Students will work in collaborative teams to share ideas and concepts related to curriculum planning and will utilize various best practices to plan and implement engaging, meaningful and developmentally appropriate curriculum and environments to meet the needs of all young learners. (3 lec.)

ECE 229 Early Childhood Professions

3 Credits

Overviews the early childhood profession and the components necessary to begin and run an early care and education program. The following topics are included: mission statements, program development, professional development, financial issues in early childhood, component management, parent communication and community relations. Emphasis is on operating quality programs and effective supervision. (3 lec) **Prerequisite:** ECE 117 or instructor permission

ECE 232 Field Placement II

4 Credits

Expands on the competencies acquired in ECE 117, Observing and Recording in the Field, by allowing students to further develop skills and strategies to effectively plan and implement developmentally appropriate experiences for young children in an approved early childhood environment. Experiences will provide an opportunity for students to assume increased responsibility

for supporting children's development in all domains. (2 lec, 2 practicum). Must have a grade of C or higher to pass this course. *Open only to matriculated students in Early Childhood Education.* **Prerequisite:** ECE 117

ECE 233 Field Placement III**6 Credits**

Expands on the competencies acquired in ECE 232, Field Placement II, by focusing on the skills needed to work as part of a teaching team and transform knowledge of child development into developmentally appropriate curriculum planning. Opportunities to gain experiences by communicating effectively with parents, staff and children in an approved early childhood environment will be provided. Increased responsibility for all aspects of teaching and leading children including handling transitions, behavior management and planning curriculum will be emphasized. (2 lec, 4 practicum) Must have a grade of C or higher to pass this course. *Open only to matriculated students in Early Childhood Education.* **Prerequisite:** ECE 232

ECO 103 Personal Finance**3 Credits**

Provides a survey of consumer and personal finance. Emphasis is placed on using the economic way of thinking to evaluate alternative financial decisions to maximize the use of earnings. Topics include the US tax system; banking system and types of accounts; budget creation; investments and mutual funds; use of credit and the borrowing of money; and purchase of major assets, such as homes and vehicles. (3 lec)

ECO 200 Money and Life**3 Credits**

Introduces economic thinking by revisiting the historical causes for today's predominant economic structure: market-based society. Starting with Greek and Roman social conditions and moving on through the Dark Ages and the Renaissance, into the Industrial Revolution and Great Depression, and beyond the post-WWII expansion and into the Information Age, students connect historical events with economic thinking and theories. (3 lec)

ECO 221 Introduction to Microeconomics**3 Credits**

Course provides an overview of the principles of microeconomics and their use in understanding, critique, and analysis of economic issues. Topics emphasized include the economic decision-making of individuals and firms; markets and the price mechanism; market structures; uncertainty, control of resources, and income; market failures; and the role of government in markets. (3 lec)

ECO 222 Introduction to Macroeconomics**3 Credits**

Course provides an overview of the principles of macroeconomics and their use in understanding, critique, and analysis of economic issues. Topics emphasized include the international trade, aggregate supply and demand, national income and accounting, the overall functioning of an economy, the monetary system, unemployment, inflation, monetary and fiscal policy, and government intervention in the economy, as well as numerous contemporary economic issues. (3 lec)

EDB 103 Introduction to Education**3 Credits**

Provides paraprofessionals with the skills and knowledge to function effectively in a school environment. Students will explore various age ranges and the effective strategies for interacting and providing support for learning and growth. Positive guidance and attending to social emotional needs of students will be taught. Models of collaboration will be emphasized.

EDB 115 Development and Guidance of Behavior**3 Credits**

Reviews the social and emotional development of school age children and the principles for understanding and guiding behavior. Dealing with challenging behaviors will be explored. Topics will include proactive positive behavior management, functional behavior assessment, and the acquisition and support of social skills. (3 lec) **Prerequisites:** ECE 110, ECE 117 or instructor permission

EDB 202 Introduction to Education – Schools, Students and Society**3 Credits**

This course provides an overview of the field of education in the United States. Identifies the roles and responsibilities of students, schools and society and the relationship to the educational system. Looks at the various influences that affect education including political, economic, social, academic and ethical. Examines the diverse needs of students and their families while working as part of a collaborative team. (3 lec) **Writing intensive course. Pre or Corequisite:** ENG 101

EDB 204 The Teaching Process**3 Credits**

Examines instructional planning and lesson design, grouping, classroom environment, management strategies and assessment. Reflective practice, responsive teaching and learning will be emphasized. (3 lec) **Corequisite:** EDB 232, or instructor permission.

EDB 213 Working with Students with Autism

3 Credits

Examines Autism Spectrum Disorder. This history of autism will be reviewed as well as current practices in making appropriate diagnosis of this exceptionality. Strategies for supporting development and learning in all domains will be explored. An emphasis will be placed on social skills and language development. Various educational techniques will be explored. (3 lec) **Prerequisite:** ECE 216 or instructor permission

EDB 221 Educational Psychology

3 Credits

Studies human development, learning cognition and teaching. An emphasis will be on the theories and research and their application to educational settings. (3 lec) **Prerequisite:** PSY 101 or ECE 110 or instructor 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 grade of C or higher will earn a Behavioral Health Professional certificate. (3 lec)

EDB 232 Field Experience II

4 Credits

Designed to bridge theory with practice. Students will apply strategies and methods learned in class to the practice of planning for and working with learners in educational settings. Students will work with children of diverse ages, cultures and abilities and begin to develop appropriate learning activities for individual or groups of students. (2 lec, 2 practicum) Must achieve a grade of C or higher to continue with Field Placement III. *Open only to students matriculated in the Education program.*

Prerequisite: ECE 117; **Corequisite:** EDB 204

EDB 233 Field Experience III

5 Credits

Expands on competencies acquired in Field Placement II by allowing students to further develop skills in planning and implementing appropriate educational experiences for individuals. Students will increase their responsibilities for supporting learners in educational settings. Students will practice reflective teaching and focus on becoming an effective team member in the classroom environment. (2 lec, 3 practicum) *Must achieve a grade of C or higher to pass this course.* **Prerequisite:** EDB 232

EIA 200 Introduction to Experiential Learning Through Technology

3 Credits

Examines the experiential teaching classroom/lab environment that moves beyond traditional makerspaces and shop environments. The experiential classroom environment focuses on teamwork, communication, design, prototyping and production. Software, power tools, 3D printers, robotics, and other additive and subtractive tools as well as virtual workspaces will be explored. Students will develop unit and lesson plans that engages the learner with a context-based process that is linked to many career clusters. (3 lec)

EIA 210 Classroom/Lab Management and Safety

3 Credits

Provides teachers in Experiential Education environments strategies to safely engage students in grades 6-12 in complex applied projects utilizing a wide variety of tools and equipment. Various lab/classroom setups, ranging from informal portable rolling stations to more elaborate dedicated purpose spaces, will be explored. This course will introduce OSHA safety regulations and compliance strategies. (3 lec)

EIA 220 Experiential Learning through Media Production

3 Credits

Explores New Media including; video, audio, and Virtual and Augmented reality spaces. Skills will focus on generating and publishing quality work. Students will utilize curriculum projects that can be put into practice with affordable minimal equipment and with reasonably priced supplies. (3 lec)

EIA 224 Experiential Learning through Manufacturing Technology

3 Credits

Explores teaching traditional and advanced manufacturing technologies through hands-on application. CAD driven additive and subtractive technologies as well as composite fabrication techniques will be explored. Technologies such as 3D printing, embroidery machines and circuit may be used. Students will utilize curriculum projects that can be put into practice with affordable minimal equipment and with reasonably priced supplies. (3 lec)

EIA 230 OSHA Regulations and Safety Practices in the Classroom/Lab**3 Credits**

Focuses on safety and minimizing risk in experiential learning environments. OSHA 30 topics for General Industry are covered and students who successfully complete the course are eligible for seek the OSHA 30 card from the Department of Labor. Students will apply these topics to various experiential set-ups such as rolling carts and dedicated purpose spaces when generating compliance strategies. (3 lec)

EIA 240 Project Management for Grades 6-12**3 Credits**

Teaches the four components of project management: setting goals and charting projects, breaking down tasks and setting deadlines, choosing implementation strategies, and monitoring, adjusting, and problem solving. Components of design thinking will be explored. Emphasis will be placed on using this strategy with interdisciplinary experiential educational projects. The concept "The world runs on projects" will be discussed and applied to various career choices and life tasks. (3 lec)

EIA 250 Integrating Technical Literacy and Math Skills into Experiential Education Environments**3 Credits**

Covers strategies for integrating literacy and math into experiential projects and exploring the concept of technical ready for a variety of fields. The skills necessary for technical reading and writing, and applied mathematics, including personal finance will be emphasized. Students will explore various instructional strategies and activities that promote literacy and math through the use of experiential interdisciplinary lessons. (3 lec)

EIA 260 Authentic Assessment and Evaluation in Experiential Learning**3 Credits**

Covers concepts of formative, summative, authentic, and alternative assessment. Emphasis will be placed on strategies to effectively assess and evaluate experiential learning utilizing various techniques including project rubrics, artifacts and portfolios. Students will link the assessments they create to standards used by the educational system and industry. (3 lec)

EIA 270 Methods of Teaching Industrial Arts**3 Credits**

Reviews practical teaching methodology and curriculum development for teaching in Experiential Education settings with students in grades 6-12. Teaching strategies, curriculum design including unit and lesson planning linked to state, national or industry standards, and teaching assessments are explored. Professional Teaching Standards are emphasized and applied. (3 lec)

EIA 291 Introduction to Experiential Teaching Through Technology**3 Credits**

Designed to introduce the concepts of experiential learning theory and the principles of developing an experiential classroom environment for middle and high school students. Explores how to utilize technology-based materials including power tools, 3D printers, and robotics to enhance context-based learning. Provides hands-on experience with beginner and intermediate projects that students can use immediately in their classrooms. Provides context and support to develop in-depth unit and lesson plans that address specific age groups in grades 6-10. This course is intended for individuals who already hold teaching positions or are seeking Industrial Arts endorsement. (3 lec).

ELC 100 Introduction to Electricians Technology**3 Credits**

Provides an introduction to the expectations and requirements of today's Electrician. Emphasis will be placed on promoting success in the Electrician's Technology program. Career building topics include employability skills, construction basics, safety including the OSHA 10-hour card, orientation to the electrical trade, and communication skills. Technical topics include introduction to DC and AC circuits, Ohm's Law, the power formula, right triangle trigonometry, vector addition, electrical components, and an introduction to the NEC. (3 lec)

ELC 101 Math for Electricians**3 Credits**

Emphasizes the arithmetic needed for success as an electrician. Topics covered will include; mathematical order of operations with whole numbers, fractions and decimals; percentages, averages, rounding, estimating, and significant digits; measurement of length, area, volume, temperature, and energy; ratios and proportions; units conversions; powers and roots; scientific notation and engineering notation; rearranging of formula like Ohm's Law and the power formula; and right triangle trigonometry. Hands-on activities related to the electrical trade will be used to emphasize each concept. (3 lec) No Pre-requisite

ELC 111 Basic Electricity I**3 Credits**

Studies the principles of direct current electricity, focusing on the theoretical concepts of direct current circuits and instruments as they apply to electrical and electronic components and equipment. (3 lec) **Placement:** Refer to Placement Chart on Page 45.

ELC 112 Basic Electricity II**3 Credits**

Considers the principles of alternating current electricity, focusing on the theoretical concepts of alternating current circuits as they apply to electrical and electronic components and equipment. (3 lec, 3 lab) **Prerequisite:** ELC 111 with grade of C or higher or instructor permission; Corequisite: MAT 110

ELC 121 National Electrical Code

3 Credits

Reviews the code rules found in the National Electrical Code, NFPA 70, to ensure safe installation of electrical wiring and equipment. This course should be taken in the student's last semester unless they are already a licensed electrician. (3 lec)

Prerequisite: ELC 151 and ELC 171 or instructor permission. Students who have previously taken a 45-hour course in the National Electrical Code are eligible to take ELC 121.

ELC 131 Basic Electronics I

3 Credits

Presents the principles of electronics beginning with semi-conductor theory. Rectification, transistors, SCR's, TRIAC's and optoelectronic devices are studied. (3 lec, 0 lab) **Prerequisite:** ELC 112 with grade of C or higher or instructor permission

ELC 141 Electric Motors

3 Credits

Studies the principles of electric motors and generators as they apply to the electrical industry. Students install electric motors and diagnose problems with them. (3 lec) **Prerequisite:** ELC 161

ELC 151 Electrical Controls I

3 Credits

Addresses concepts, materials, diagrams, and circuits relative to residential wiring applications, along with appropriate National Electrical Code articles. (3 lec)

ELC 152 Electrical Controls II

3 Credits

Teaches the principles and components of starting, accelerating, protecting, and stopping alternating current motors. (3 lec)

Prerequisite: ELC 151 or equivalent

ELC 161 Transformers

3 Credits

Covers the principles of transformers and three-phase power, and diagnosing their service problems in the electrical industry. (3 lec) **Prerequisite:** ELC 112 with grade of C or higher

ELC 171 Electrical Blueprint Reading

3 Credits

Covers the principles of commercial and industrial electrical blueprint layouts, with emphasis on specifications, estimating procedures, interpreting one-line diagrams, power distribution layouts, and lighting layouts. (3 lec)

EMS 100 First Responder

2 Credits

This entry level course is designed to prepare students for the role of first responder. Particular focus is given to lifesaving techniques that are designed to stabilize the patient before the ambulance arrives. Upon successful completion of this course and national certification examinations, the student will be eligible for Maine State Licensure. (54 hours) **Prerequisite:** Reading Comprehension exam

EMS 121 First Aid in the Workplace

1.33 Credits

This course reviews key workplace safety topics including scene safety and standard precautions. Coursework includes certification in American Heart Association CPR, the use of Automatic External Defibrillators and basic first aid. In addition, this class will review awareness of hazardous materials in the workplace. (27 hours)

EMS 124 First Responder to EMT-Bridge

3.5 Credits

Prepares currently licensed First Responders (Emergency Medical Responders) to administer out-of-hospital emergency medical care. The laboratory component provides practice in patient assessment, airway management, CPR, automatic external defibrillation, oxygen delivery, hemorrhage control, splinting, spinal immobilization, childbirth, lifting and moving patients, and extrication. This course includes clinical experience in an ambulance service. Students who successfully complete this course are eligible to sit for the State National Registry of EMTs certification examination. **Prerequisites:** Successful completion of all EMCC and EMS Program Entrance Testing and Maine EMS Licensed First Responder.

EMS 125 Advanced Healthcare Provider to EMT Bridge

4.5 Credits

Designed for experienced advanced allied health care providers (RN, PA-C, and NP) to provide exposure to the field of EMS. Students will complete a minimum of 84 hours of didactic and practical time, including a precepted internship with a local EMS agency. Goals of the course include review of EMS operations, provision of care in the out-of-hospital environment, and management of patients in the pre-hospital setting. Upon successful completion of this course, participants may apply to take the National Registry of EMTs certification examination and pursue state licensure as an EMT. (80 hours)

EMS 131 Emergency Medical Technician**7 Credits**

Provides students, through lecture and practical lab, the entry-level knowledge and skills necessary to provide basic emergency medical care and transportation for patients who access the emergency medical system. Upon successful course completion, students are eligible to take the National Registry of Emergency Medical Technicians (NREMT) certification examinations, at the EMT level. Students will perform interventions necessary to provide patient care and transportation including patient assessment, airway management, oxygen administration, CPR, spinal motion restriction, shock management, bandaging, splinting, and medication administration. Knowledge and skills obtained at the EMT level provide the foundation for advancement to Advanced EMT and Paramedic. (4 lecture, 3 lab)

EMS 201 Fundamentals of EMS**3 Credits**

Introduces the student to the role of the Advanced Life Support Provider. Topics covered include roles and responsibilities of ALS providers, medical terminology, self-care, and initial patient stabilization and management. Students will learn how to obtain a history and perform a physical assessment on a patient. (45 lec hours, 0 lab hours) **Prerequisites:** Successful completion of all EMCC and EMS Program Entrance preadmission testing and all program admission requirements.

EMS 202 Cardiac/Respiratory Emergencies**3 Credits**

Provides an in-depth study of the respiratory and cardiovascular system. In the lab, students will learn advanced airway skills, perfect ventilation techniques, and perform basic cardiac rhythm interpretation. An introduction to the pathophysiology and management of cardiovascular and respiratory disorders will be provided. This course serves as a core course for the EMT-Intermediate (AEMT) licensure. This course serves as a core course for Advanced EMT (AEMT) licensure. (30 lec hours, 30 lab hours) **Pre or Corequisite:** EMS 201

EMS 205 Advanced EMT Skills Seminar**2 Credits**

This course serves two major purposes. First, it serves as a refresher for those currently licensed EMT Intermediates wishing to become paramedics. Second, it is a required course for students who will be licensed at the EMT Intermediate level. Students will review and practice all intermediate/advanced EMT skills in an interactive seminar format. The course includes multiple case studies, interactive lab sessions, and creative teaching methods. The course concludes with mandatory skills tests to assure mastery of the topics covered in the intermediate/AEMT Curriculum. (15 lec hours, 20 lab hours) **Pre or Corequisites:** EMS 201, EMS 202 or currently licensed AEMT

EMS 206 Advanced EMT Clinical Preceptorship and Field Internship**3 Credits**

This course provides students the opportunity to apply the didactic knowledge and skills developed in the classroom. In the pre-hospital and clinical setting, Students partner with pre-hospital providers at local ambulance services and clinical preceptors in various healthcare settings to develop skills in clinical decision-making, electro-cardiology, and management of acute and chronic disease. This clinical experience focuses on the skills needed to function at the Intermediate/AEMT level. (150 clinical hours) **Pre or Corequisites:** EMS 201, EMS 202, EMS 205, and advisor approval.

EMS 207 Advanced Cardiac Life Support Lab (AHA)**1 Credit**

Teaches the standardized American Heart Association approach to managing cardiac emergencies and emergency resuscitation. Recommended after completion of EMS 203. (2 lab)

EMS 208 Advanced Emergency Cardiovascular Care**4.5 Credits**

This course provides an in-depth study of the pathophysiology of cardiac and vascular disorders. Topics covered include the physiology, assessment, pharmacology, and treatment of acid base balance disturbances, cardiac rhythm alterations, 12-lead ECG analysis and the acute coronary syndrome. In the lab, students learn advanced paramedic skills such as cardiac arrest management and clinical decision making. Students completing the course will receive a certificate in Advanced Cardiac Life Support (ACLS). (There may be an additional cost for ACLS certification). This course meets and exceeds the Maine EMS required objectives for original 12-Lead ECG training. (45 lec hours, 45 lab hours) **Prerequisites:** EMS 201, EMS 202, EMS 205, EMS 206, currently licensed AEMT, successful completion of all EMS required preadmission testing and advisor approval.

EMS 210 Paramedic Emergencies I**2.5 Credits**

This Course provides an introduction to emergency pharmacology and an in-depth study of the pathophysiology of airway and pulmonary disease and disorders. Topics covered include the physiology, assessment and treatment of airway and breathing disorders. In the lab, students learn advanced airway procedures such as endotracheal intubation, CPAP, capnography and clinical decision making. Students completing the course will meet and exceed the objectives of the Maine EMS Paramedic Interfacility Transfer Module (PIFT). (There may be additional cost for PIFT certification.) (30 lec, 15 lab) **Prerequisites:** EMS 201, EMS 202, EMS 205, EMS 206, currently licensed AEMT, successful completion of all required EMS preadmission testing, and advisor approval.

EMS 212 Emergency Care Across the Lifespan

2.5 Credits

This course provides students with the opportunity to study how growth and development impacts the delivery of emergency care. Topics include pediatric and neonatal emergencies, obstetrical care, geriatric emergencies, and age appropriate care. Provisions for providing emergency care to all age groups are presented. The normal physiological changes of aging are reviewed. Students completing the course will receive a certificate in Pediatric Advanced Life Support (PALS). (There may be an additional cost for PALS certification). (30 lec hours, 15 lab hours) **Prerequisites:** EMS 201, EMS 202, EMS 205, EMS 206, currently licensed AEMT, successful completion of all EMS required preadmission testing, and advisor approval.

EMS 214 Paramedic Skills Seminar

2 Credits

This is the last course necessary to complete the paramedic program. This course is designed to provide students an intense lab experience that simulates professional paramedic practice. Students completing this course will practice the manipulative skills necessary to successfully pass the National Registry and State of Maine Paramedic Psychomotor Examination and to become professional field practitioners. Additional topics discussed will include, concepts of life-long learning, quality improvement, and the paramedic's role in community education. (10 lec hours, 45 lab hours) **Prerequisites:** EMS 201, EMS 202, EMS 205, EMS 206, EMS 208, EMS 210, EMS 212, EMS 215, EMS 216, currently licensed AEMT, successful completion of all EMS required preadmission testing, and advisor approval.

EMS 215 Paramedic Clinical Preceptorship and Field Internship I

3 Credits

This faculty directed practicum provides the opportunity for each student to develop competency in clinical skills within the hospital and pre-hospital setting. Clinical rotations occur in cardiac care units, newborn nurseries, labor and delivery, post-anesthesia units, one-day surgery, geriatrics, respiratory, cardiology, emergency room, operating room, and others. The pre-hospital rotation allows students to assume the role of the paramedic in order to perfect clinical and assessment skills. During this rotation, the student will primarily observe and assist the precepting paramedics. The student works under the direction of an experienced preceptor. (138 clinical hours) **Prerequisites:** EMS 201, EMS 202, EMS 205, EMS 206, Pre or Corequisites: EMS 208 currently licensed AEMT, successful completion of all EMS required preadmission testing, and advisor approval.

EMS 216 Paramedic Clinical Preceptorship and Field Internship II

2 Credits

This faculty directed practicum provides the opportunity for each student to develop competency in clinical skills within the hospital and pre-hospital setting. Clinical rotations occur in cardiac care units, newborn nurseries, labor and delivery, post-anesthesia units, one-day surgery, geriatrics, respiratory, cardiology, emergency room, operating room, and others. During the pre-hospital rotation, the student will begin to take a lead role in assessing patients and decision making. The student works under the direction of an experienced preceptor. (120 clinical hours) **Prerequisites:** EMS 201, EMS 202, EMS 205, EMS 206, EMS 208, EMS 215, Pre or Corequisites: EMS 212, currently licensed Intermediate/AEMT, successful completion of all APEMS required preadmission testing, and advisor approval.

EMS 217 Paramedic Clinical Preceptorship and Field Internship III

3 Credits

This faculty directed practicum provides the opportunity for each student to develop competency in clinical skills within the hospital and pre-hospital setting. Clinical rotations occur in cardiac care units, newborn nurseries, labor and delivery, post-anesthesia units, one-day surgery, geriatrics, respiratory, cardiology, emergency room, operating room, and others. During the pre-hospital rotation, the student will be expected to serve as the lead paramedic on all calls. The student works under the direction of an experienced preceptor. (146 clinical hours) **Prerequisites:** EMS 201, EMS 202, EMS 205, EMS 206, EMS 208, EMS 210, EMS 212, EMS 215, EMS 216, Pre or Corequisites: EMS 214, currently licensed AEMT, successful completion of all EMS required preadmission testing, and advisor approval.

EMS 223 Introduction to Community Health

3 Credits

Presents a survey of theory and practice in community health. Specific attention is given to the public health system, voluntary health agencies, epidemiology, solving community health problems, and the role of community health education. A research paper about a selected community health problem or issue is required. (3 lec)

EMS 225 Biomedical Ethics

3 Credits

Presents an analysis of ethical issues arising within modern medicine and the health care professions, such as paternalism and truth-telling, euthanasia, abortion, modern reproductive technologies, nurse-patient and nurse-physician relationships, civil commitment, and allocation of scarce medical resources. (3 lec, 0 lab)

EMS 231 Paramedic Emergencies II**3 Credits**

In this course, the student is given an intense introduction to the pathophysiology and management of selected diseases, based on body systems. Specific pathophysiologies include infectious and communicable diseases, allergies and anaphylaxis, vascular toxicology and hematology, neurological, endocrine, renal and gastroenterology emergencies and systems. An overview of common laboratory and diagnostic tests is presented. (55 lec hours) **Prerequisites:** EMS 210, EMS 202, EMS 205, and EMS 206 and currently licensed AEMT, successful completion of all EMS required preadmission testing, and advisor approval.

EMS 233 Paramedic Emergencies III**3 Credits**

This course provides students with a comprehensive review of the pathophysiology, kinematics and management of the trauma patient. Topics include multi-systems trauma, spinal injury, chest and abdominal injuries, traumatic brain injuries, orthopedic injury, environmental emergencies and burn care. Students completing the course will receive a certificate in Prehospital Trauma Life Support (PHTLS). (Note: there may be an additional cost for PHTLS certification). (60 lec hours) **Prerequisites:** EMS 210, EMS 202, EMS 205, and EMS 206 and currently licensed AEMT, successful completion of all EMS required preadmission testing, and advisor approval.

EMS 270 Community Paramedic Advocacy and Outreach**5 credits**

An introduction to the role and function of the Community Paramedic (CP). The student will learn about the Community Paramedic's specific role and function as a member of the health care team and part of the community. The student will identify the components of the role, define it, and explain the "scope of service" for the position of CP. Additionally, the student will learn about the role of the CP as an advocate for clients in the community. (5 lec.) **Prerequisite:** Current licensure as a NREMT

EMS 280 Community Assessment**2 credits**

Designed to introduce the role of the Community Paramedic (CP) as a member of the health care team in community assessment. The student will map the community health care services, describe the demographics of the community and assess their impact on the health of the clients. Additionally, the student will gain understanding of community health services in order to give advice on health care needs in the community. (2 lab) **Co-requisite:** EMS 270

EMS 271 Care and Prevention Development Strategies**5 credits**

Introduces the responsibilities of the Community Paramedic (CP) for gathering appropriate patient/client information and maintaining accurate records, including documentation of encounters between the CP and the patient/client. The student will also learn about the CP's role in assessing health care needs and appraising health care conditions. (5 lec) **Prerequisites:** EMS 270 and EMS 280

EMS 281 Community Paramedic Clinical**5 credits**

Provides the student with clinical training under the supervision of a medical director, physician, nurse practitioner, physician's assistant or public health provider. The student will recommend appropriate health and/or social care professionals for the patient, prioritize jobs, and provide both advice and care. The student's placement in the clinical is based on qualifications and past training and experience. (5 lab) **Prerequisite:** EMS 271

ENG 100 Basic Academic and Pre-professional Writing**3 Credits**

Develops basic academic writing skills emphasizing logical structure and clarity through the paragraph and essay forms. Additionally, this course offers students practice in pre-professional writing closely tied to their programs of study and the credential of value they are pursuing. A passing grade of C or higher is required. **Prerequisite:** Refer to Placement Chart on Page 45.

ENG 101 College Composition**3 Credits**

Emphasizes rhetorical principles, accuracy of expression, organization, and longer essays in order to help students think logically and write clearly. In addition, students prepare a research paper. A passing grade in this course or its equivalent is a graduation requirement of all degree candidates. (3 lec) **Prerequisite:** Refer to Placement Chart on Page 45.

ENGL 101 College Composition Lab**1 Credit**

Small-group workshop facilitating peer-to-peer essay revision and writing improvement, taken in conjunction with ENG 101. Required for students with department-determined result on placement exam(s). For each of those students, a passing grade in this course is required to pass ENG 101. Graded Pass/Fail. (2 lab) **Prerequisite:** Refer to Placement Chart on Page 45. or departmental recommendation. **Corequisite:** ENG 101

ENG 112 Introduction to Literature

3 Credits

Seeks to develop in students an appreciation of literature and insights into human values that can result from close studies of it. Students will read, discuss and write about selections that represent interpretive literature. (3 lec) **Writing Intensive Course.**
Prerequisite: ENG 101 with grade of C or higher or instructor permission

ENG151 Honors Composition

3 Credits

Engages students in rigorous critical and analytic reading, writing, research, and argumentation. Students will work with literary texts and expand the range of their inquiry to other disciplines. Replaces ENG 101 and ENG 112 for Liberal Studies students.)
Prerequisite: Refer to Placement Chart on Page 45. **Writing Intensive Course.**

ENG 162 Creative Non-Fiction Writing

3 Credits

Explores developing non-fiction material using fictional techniques such as dialogue and narrative voice. (3 lec) **Prerequisite:**
ENG 101 with grade of C or higher or instructor permission

ENG 172 Creative Writing

3 Credits

Provides students with the opportunity to explore and develop their own writing style in a mutually supportive environment. Focuses primarily on short fiction and poetry with consideration of other genres. (3 lec) **Writing Intensive Course.** **Prerequisite:**
ENG 101 with grade of C or higher or instructor permission

ENG 205 Advanced Composition and Peer Tutoring

3 Credits

Combines advanced work in individual and collaborative academic writing with training to be an English department-supervised writing tutor. (2 lec, 2 lab) **Prerequisite:** ENG 101 with grade of B or higher

ENG 212 Introduction to Film

3 Credits

Introduces students to the history and analysis of American and international narrative film. (2 lec, 2 lab) **Prerequisite:** ENG 101 with grade of C or higher or instructor permission

ENG 214 Topics in Film

3 Credits

Focuses on a different topic in film each time it is offered: may be taken more than once for credit. Topics will be determined by the department. (3 lec) **Writing Intensive Course.** **Prerequisite:** ENG 101 with grade of C or higher or instructor permission

ENG 215 Business and Technical Writing

3 Credits

Gives students hands-on experience in writing for business and industry. Students will address a variety of writing situations by selecting appropriate methods of development, including letters and memoranda, informal and formal reports, technical instructions and a professional resume. In addition to written assignments, students will conduct a technical briefing at the conclusion of the course. (3 lec, 0 lab) **Writing Intensive Course.** **Prerequisite:** ENG101 or ENG 101 with grade of C or higher or instructor permission

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) **Prerequisite:** ENG 101 with grade of C or higher or instructor permission

ENG 223 Science Fiction and Fantasy Literature

3 Credits

Emphasizes techniques for close reading and writing about elements of Science Fiction and Fantasy literature. (3 lec)
Prerequisite: ENG101 with grade of C or higher or instructor permission

ENG 224 The Graphic Novel

3 Credits

Students will study the graphic novel as literature, briefly investigating the history and evolution of sequential art, developing a vocabulary for evaluating and discussing the graphic novel as a narrative form, and closely analyzing representative works of personal and political memoir, social satire, and commercial escape. (3 lec) **Prerequisite:** ENG101 with grade of C or higher or instructor permission

ENG 225 Literature by Women**3 Credits**

Examines the wide-ranging body of poetry, fiction, drama, letters, essays, journals and other literature by women from the Middle Ages to the present day. Emphasis will be placed on the artistic and cultural influences on—and implications of—these works and these writers. Usually offered in the fall semester. (3 lec) **Writing Intensive Course.** **Prerequisite:** ENG 112 with grade of C or higher or instructor permission

ENG 227 British Literature I**3 Credits**

Explores selected major and lesser-known works from the Medieval Period through the Eighteenth Century. (3 lec) **Writing Intensive Course.** **Prerequisite:** ENG 112 with grade of C or higher or instructor permission

ENG 228 British Literature II**3 Credits**

Explores selected major and lesser-known works from the Romantic Period through the Twentieth Century. (3 lec) **Writing Intensive Course.** **Prerequisite:** ENG 112 with grade of C or higher or instructor permission

ENG 233 Adaptations: Fiction and Film**3 Credits**

Examines in-depth the ways that films and literary texts intersect and diverge as they interpret and re-interpret narrative. (2 lec, 2 lab) **Writing Intensive Course.** **Prerequisite:** ENG 112 with grade of C or higher or instructor permission

ENG 235 Literary Theory and Criticism**3 Credits**

Introduces students to the theory and application of a variety of critical approaches to literature. Has practical applications for students who plan to pursue an English major, a secondary teaching degree, or a career in any discipline that requires critical thinking. **Writing Intensive Course.** **Prerequisite:** ENG 112 with grade of C or higher or instructor permission (3 lec)

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. (3 lec) **Prerequisite:** ENG 101 with grade of C or higher or instructor permission

ENG 242 Literature of the Child**3 Credits**

A survey course analyzing literature dealing with the child and childhood. Texts used will be from Western and non-Western works including memoir, fiction, poetry, film, autobiography, books for children and for young adults, essays and plays. (3 lec) **Prerequisite:** ENG 101

ENG 243 Folklore, Fairytales, Mythology and Legend**3 Credits**

Analyzes early and modern works of literature pertaining to mythology, legend, folklore, and fairytales across cultural boundaries. Texts used will be from Western and non-Western cultures as the class explores worldwide genre.. **Prerequisite:** ENG 101 with grade of C or higher

ENG 291 Topics in Literature**3 Credits**

Focuses on a different topic in literature each time it is offered and may be taken more than once for credit. Topics will be determined by the department. (3 lec) **Prerequisite:** ENG 112 with grade of C or higher or instructor permission

ENG 292 Topics in Writing**3 Credits**

Focuses on a different writing topic/focus each time it is offered and may be taken more than once for credit. Topics will be determined by the department. (3 lec) **Writing intensive course.** **Prerequisite:** ENG 101 with grade of C or higher

EPT 116 DC Circuits**3 Credits**

Explores the fundamentals of DC Electricity. Topics examined include voltage, current, resistance, power, series and parallel circuits and circuit analysis theorems. Troubleshooting skills are emphasized. (45 hrs. lec & rec, 30 hrs. lab) **A grade of C or higher is required to pass this course.** **Prerequisite:** **Admission into Electrical and Automation Technology; must be ready for MAT 116.** **Refer to the Placement Chart on page 45.**

EPT 123 Power Distribution**3 Credits**

Examines three-phase WYE and Delta systems, transformers (single-phase, three-phase and CT's, PT's, autotransformer, and buck-boost applications), switchgear, and other common power system components. Residential, commercial, and industrial power distribution will be covered. One-line diagrams, fault calculations, per unit calculations, arc flash, and other power systems analysis will be covered. A project using EasyPower software will be required. (1 lec, 2 lab) **Prerequisite:** EPT 125

EPT 125 AC Electricity

3 Credits

Covers the fundamentals of magnetism, AC power generation, terminology, phase angles, reactance, oscilloscopes, and other test equipment. (3 lec) **A grade of C or higher is required to pass this course. Prerequisites:** [EPT 116](#) and [MAT 116](#)

EPT 155 National Electrical Code

3 Credits

Interpret and apply the National Electrical Code to common wiring installations. In addition to studying Chapters 1-4 of the NEC, real-world wiring installations will be examined. Prepares the student to sit for his/her State of Maine Journeyman Exam. (3 lec)

Must be enrolled in the Electrical and Automation Technology program.

EPT 167 Fluid Power Technology

3 Credits

Examines all aspects of pneumatic and hydraulic fluid power systems including component selection, component installation, function analysis, basic system design, troubleshooting, and testing techniques. (2 lec, 1 lab)

EPT 173 DC/AC Machines

3 Credits

Provides the student with the tools to successfully select, install and maintain DC and AC rotating machines. Machines to be examined include DC shunt, series and compound motors and generators as well as single and three-phase motors and generators. (45 hrs. lec & rec, 30 hrs. lab) **Prerequisite:** [EPT 123](#)

EPT 176 Programmable Controllers

3 Credits

Explores the design, installation, and use of programmable automation controllers in industry. Students program the Allen Bradley SLC 500 and are introduced to other automation controllers. Students will learn how to turn a written description of an automated process into a working program. Specific skills associated with product selection, entering and editing ladder logic, documentation, communications, connectivity, and safety interlocks will be developed. (1 lec, 2 lab) **Prerequisite:** [EPT 116](#) and **co-requisite** [EPT 245](#)

EPT 228 Industrial Electronics

3 Credits

With an emphasis on applications and troubleshooting, this course takes a strong system approach that identifies the circuits and components within a system and helps students see how the circuit relates to the overall system function. This course will provide a solid foundation in semiconductor theory along with circuits containing diodes, zener diodes, BJTs, JFETs, and MOSFETs. (1 lec & 2 lab) **Prerequisite:** [EPT 125](#)

EPT 241 Linear Circuits

3 Credits

Introduces the theory and application of operational amplifiers, including circuit connections, operational amplifier circuits, and special purpose circuits. (45 hrs. lec & rec, 30 hrs. lab) **Prerequisite:** [EPT 228](#)

EPT 245 Digital Electronics

3 Credits

Explores digital logic circuits and devices. Following a review of necessary numbering systems (binary, octal, hexadecimal) the student will study and connect all basic gates, adders, counters, one-shots and multiplexers. This will culminate in a study of serial and parallel digital communications. (45 hrs. lec & rec, 30 hrs. lab) **Must be ready for** [MAT 116](#). **Refer to the Placement Chair on page 45.**

EPT 251 Control Systems

3 Credits

With an emphasis on applications and troubleshooting, this course introduces electromechanical and solid-state control devices used in industrial control systems. Students will gain skills in the selection, design, and installation of circuits using relays, time delay relays, contactors, motor starters (NEMA and IEC), overload relays, pushbutton operators, selector switches, proximity switches, photoelectric sensors, and variable frequency drives. (15 hrs. lec, 60 hrs. labs) **Prerequisite:** [EPT 173](#)

EPT 296 Automation Projects I

3 Credits

Topics may include integrating sensors and output devices with programmable automation controllers, instrumentation, process control, servo systems, building automation systems, and industrial robotics. Students may work with industrial products made by GE, Automation Direct, Allerton, AB, Emerson, and many others. Students will be required to complete a design project. (15 hrs. lec, 60 hrs. lab) **Prerequisite:** [EPT 176](#)

EPT 298 Automation Projects II

3 Credits

Provides students with experience in high level function block/ladder logic PLC programming as well as HMI screen development. Students will design simulated automation systems using the latest release of the Rockwell Software Control Logix and Factory Talk View operator interface development software. In addition, this course will provide an opportunity for students to build an instructor selected automation related capstone project. (15 hrs. lec, 60 hrs. lab) **Prerequisite:** [EPT 296](#)

EPT 299 Selected Electrical Topics**2 Credits**

This course seeks to combine topics that are relevant to electrical and automation technology but do not fit into other courses or warrant a course of their own. Topics covered may include, but are not limited to, blueprint reading, AutoCAD, lighting design, wiring practices, conduit bending, overcurrent protection, computer networks, network cabling, and human machine interfaces. (60 hrs. lec & rec) **Corequisite:** Fourth semester status

FIR 101 Firefighter I**3 Credits**

The purpose of this course is to prepare students for certification as Fire Fighter I (according to the professional standards described in NFPA 1001). The course will cover fire department organization and history, communications, incident command system, building construction, fire behavior, fire fighter safety and survival, use of equipment in performing on-scene operations, equipment testing and maintenance, water supplies, pre-fire survey, inspections, incident reporting, fire prevention/public education, hazardous material awareness and terrorism/WMD awareness. Students will also complete CPR and First Aid Certification. At the end of the course, students will sit for the State of Maine FFI certification exam. (2 lec, 2 lab)

FIR 102 Firefighter II**3 Credits**

The purpose of this course is to prepare students for certification as Fire Fighter 2 (according to the professional standards described in NFPA 1001). The course content refreshes all the material covered in Firefighter I and extends the skills in SCBA use and interior attack. Additionally, FF2 students receive specific training in fire department organization and safety regulations, fire alarms and telecommunications, flammable gas firefighting, confined space rescue tunnels, industrial accidents, local hazards, trench rescue, high rise buildings, incident command, fire control: above/below grade, hidden, electrical, foam, sprinklers, investigation, inspection, preplanning, and auto extrication. (2 lec, 2 lab) **Prerequisite:** FIR 101

FIR 104 Emergency Telecommunicator – Basic**3 Credits**

This course is designed to prepare students for emergency telecommunicator duties to meet requirements of the NFPA 1061 Professional Qualification Standard for Public Safety Telecommunicator I; as well as meeting the State of Maine statutory requirement for those employed at public safety dispatch centers in Maine [25 MSRA § 2926 2(b)]. The course combines instructor presentations, student activities and simulation exercises to develop skills and knowledge in the field. The course will provide the student with the knowledge of roles and responsibilities, current technologies, interpersonal communications skills, telephone communication and call processing skills, radio broadcast procedures, legal aspects of public safety communications and stress management skills. In addition, the course will introduce students to the skills necessary to manage requests for police, fire and medical services. Future public safety field responders will also gain a better appreciation and working knowledge for their relationship with their respective communications center. (3 lec)

FIR 105 Introduction to Emergency Services**3 Credits**

Designed to be an introductory course for the Fire Science Technology program. Presents a survey of emergency services, with emphasis on developing an awareness of history, organization, career options, expectations and study skills. Students will also spend time in this program learning about the physical and mental fitness needed to sustain a healthy career in public safety. Upon successful completion of this course, students will also earn two Certifications: ICS-100: Introduction to the Incident Command System and IS-700.A: National Incident Management System (NIMS) an Introduction. This course is recommended for students new to public safety. Preference is given to enrolled FIR/EMS students.

FIR 110 Fire Protection Systems**3 Credits**

This course is an introduction to fire protection and detection systems and their role in community fire protection. The focus of this course is on understanding fire behavior and the basic components that make up fire protection systems. Topics covered in this class include: Fire behavior, portable fire extinguishers, fire alarm and detection systems, standpipe systems, commercial/industrial automatic sprinkler systems, residential sprinkler systems, special extinguishing systems, and community fire protection. (3 lec) **Preference to Fire Science majors.**

FIR 115 Fire Service Building Construction**3 Credits**

This course is designed to be a comprehensive study of building materials, methods and design as they are related to fire protection and suppression. Topics covered in this class include: building materials and their impact on the fire service, types of construction, methods of construction, fire protection features, building codes, an examination fire's effect on buildings and evaluation of fire damage. Many case studies are used during the delivery of this course to illustrate the importance of understanding building construction. This course concludes with presentations of semester long student projects. (3 lec) **Preference to Fire Science majors.**

FIR 127 Fire Science Learning Seminar

1 Credit

Provides Fire Science Technology students with experiential learning opportunities in the field of fire protection. The student will serve at an area fire station and become a participating member of that department. The student will learn and practice job responsibilities in the functional area of fire suppression, fire prevention, equipment and facility maintenance. The student will keep a log of his/her activities and reflect on experiences in regular group meetings. This course is available only to full-time, matriculated Fire Science Technology students and may be taken up to three times for credit. (1 lec) **Prerequisite:** Fire Science Program Acceptance

FIR 131 Fire Behavior and Combustion

3 Credits

Explores the fundamental processes of combustion and the methods by which fires start, spread, and are controlled. (3 lec, 0 lab)

FIR 152 Fire Inspection and Prevention

3 Credits

Provides fundamental knowledge relating to the field of Fire Prevention. Provides a demonstration of the basics of municipal fire inspection and code enforcement principles. Students will learn the organization and operation of a fire prevention office, the use and application of NFPA 101 Life Safety Codes and NFPA 1 Uniform Fire Code, to conduct reviews of building plans, to identify common hazards, and the basis for special inspections and fire investigations. (3 lec) **Preference to Fire Science majors**

FIR 155 Fire Service Hydraulics

3 Credits

This is a foundation course in the principles of hydraulics as applied to fire service hose and appliances. This course applies theoretical and application principles to solve hydraulics-based challenges. Topics include principles involving water at rest and in motion, solving hydraulic problems in fire hose layouts by exact mathematical calculation and fire ground estimation, establishing the ability to make rapid fire ground hydraulic determinations, and to evaluate the efficiency and effectiveness of various hydraulic systems including hydrant flows. (3 lec) **Corequisite:** MAT 110

FIR 165 Wildlife Fire Management for Firefighters

3 Credits

A study of wildland fire management methods and theories as related to structural fire suppression and protection crews. Included in this course of study are basic wildland firefighting terms and principles; fire, smoke, heat and weather behavior; types of fuels and topography and the effects of wildland fires upon civilian and structural protection decisions.

FIR 202 Hazardous Incident Management

3 Credits

Presents an All-Hazards approach for incident response to and management of natural or man-made disasters, Bus Accidents, plane crashes, and other disasters with multiple patients, or release of chemical products. Evaluates the hazards of calls containing flammable materials, pressurized vessels, cryogenics, oxidizing agents, corrosives, explosive and toxic materials. Familiarizes students with tools, equipment and response techniques as well as the federal and state laws that govern the handling of hazardous materials and the incidents they create. Includes proper notification, proper jurisdiction of various state and federal agencies, and proper documentation and reporting. Concludes with presentations of semester-long student projects. **Prerequisite:** 30 credits toward major

FIR 207 Fire and Life Safety Educator

3 Credits

Prepares the student to instruct others in positive aspects of Fire and Life Safety and Fire and Accident Prevention. Emphasizes basic learning characteristics of audiences, selection of appropriate instructional materials, appropriate delivery including active participation and involvement. Includes aspects of marketing and public notification, budgeting, planning, evaluation, and fund-raising. Also includes specialized training in Juvenile Fire-Setter Intervention and reporting. (3 lec) **Prerequisite:** ENG 101

FIR 210 Fire Service Instructor

3 Credits

Designed to assist current and aspiring fire/rescue officers in teaching fire-service-oriented subjects and developing an understanding of the various methods of teaching fire/rescue occupational subjects. This course will aid students in preparing instructor lesson plans and help them to recognize and practice the effective use of other instructor resource materials. Students can earn state and national certification from successful completion of this course and a practical teaching demonstration. (3 lec) **Prerequisite:** 30 credits toward major

FIR 215 Fire Service Leadership

3 Credits

This course is designed to develop a foundation of leadership, supervision and communication skills for the fire officer. The subject matter, instruction, activities, and assignments will follow the recommendations for Fire Officer I and II as presented in NFPA 1021, Standard for Fire Officer Professional Qualifications. Students will study basic issues related to all supervision, as well as issues specific to fire service supervision. Students can earn state and national Fire Officer I & II certification by successfully completing this course, additional writing assignments, and community-based training and certification requirements. This course has been designated as a writing-intensive course. (3 lec) **Prerequisite:** ENG 101

FIR 221 Fire Investigation and Analysis**3 Credits**

Examines the underlying principles involved in fire origin and growth. Evaluates the effects of structural fire protection systems, building construction and furnishings, fire alarm and detection systems, special hazard suppression systems, and smoke management on the progress of fire growth. Examines the technical, investigative, legal, and social aspects of arson, including principles of incendiary fire analysis and detection, environmental and psychological factors of arson, legal considerations, intervention, and mitigation strategies. (3 lec) **Prerequisites:** FIR 110, FIR 115

FIR 250 Fire Ground Operations**3 Credits**

This course offers basic tactics and strategies to the firefighter. The course looks at three major response apparatus and explores the internal structure and skills needed to operate the scene of a fire. **Prerequisite:** 30 credits toward major

FIR 260 Fire Administration**3 Credits**

This course is a broad overview of the management practices employed in today's fire/rescue services. The course focuses on the role of the fire administrator within the context of municipal government. The course will emphasize managerial ethics, accountability, the changing environment, planning, financial management, and preparing for the future. This course also requires development and defense of a Fire Science Thesis Portfolio documenting attainment of EMCC Fire Science learning outcomes. This course has been designated as a writing-intensive course. (3 lec) **Prerequisite:** ENG 101

FIR 291 Topics in Fire Science**3 Credits**

Focuses on a different topic in Fire Science each time it is offered and may be taken more than once for credit. Topics will be determined by the department. (3 lec)

FIT 231 Pipefitting Fundamentals**2 Credits**

Offers the student an introduction to pipefitting theory, nomenclature, materials, calculations, layout and templates. It offers the student the opportunity to develop skills necessary to successfully fit pipe including the safe use of hand and power tools, oxyfuel cutting equipment and pipe supports. Pipe preparation, fabrication, assembly and fitting are practiced with an emphasis on safety. 4-week course. (80 hr.) **Prerequisite:** WEL 269

FIT 233 Practical Pipefitting I**1.5 Credits**

Offers the student the opportunity to develop skills in pipefitting above ground including field measurements and the safe use of ladders, staging and rigging. Pipe hanger systems, salvage and disassembly will be examined and practiced. Assembly and salvage of socket welds will be introduced. An emphasis will be placed on working safely and collaboratively. 3-week course. (50 hr.)

Prerequisite: FIT 231**FIT 235 Practical Pipefitting II****1.5 Credits**

Offers students the continued opportunity to develop skills in above ground piping with a focus on multiple and rolling offsets. Boiler tube and water wall fitting will be introduced. An emphasis will be placed on working safely and collaboratively. 3-week course. (50 hr.) **Prerequisite:** FIT 233

FWC 102 Basic Woodworking I**3 Credits**

Basic Woodworking I is an introduction to woodworking tools and equipment by examining the safe and skillful use of both hand and power tools, including their selection, purpose and maintenance. Designed to introduce the student to the safe and proper use of hand and layout tools used to construct basic woodworking joinery. Course emphasis will be the hands-on techniques necessary to produce several required wood joints and projects. 7-week course (3 lec, 14 lab)

FWC 103 Basic Woodworking II**4 Credits**

This course provides a comprehensive introduction to woodworking tools and equipment by continuing examining the safe and skillful use of both hand and advanced power tools, including their selection, purpose and maintenance. Students will learn the safe and proper use of hand and layout tools used to construct basic and intermediate level wood working joinery. Course emphasis will be the hands-on techniques necessary to produce required wood joints and projects. 8-week course (3 lec, 14 lab)

Prerequisite: FWC 102**FWC 111 Woodworking****7 Credits**

This course offers a comprehensive presentation of woodworking tools and equipment. This course will foster the skillful use of hand and power tools, including their selection, purpose and associated maintenance. Designed to educate the student in the safe, proper techniques used to fabricate superior woodworking accomplishments. Course emphasis will include the hands-on

techniques necessary to produce intricate wood joinery and undertake detail-oriented projects. 15-week course (3 lec, 14 lab)
Prerequisite: FWC 103

FWC 201 Basic Cabinetmaking and CNC

7 Credits

Basic Cabinetmaking and CNC provides a comprehensive introduction into cabinetmaking. Students will design and fabricate traditional and 32mm stiles cabinets. Course will emphasize the use of industrial woodworking equipment including CNC Nesting Routing, Dovetails, and Edge-banding. Students will also be introduced to wood turning and laminating. 15-week course (3 lec, 14 lab) **Prerequisite:** FWC 111

FWC 211 Advanced Cabinetmaking

7 Credits

Advanced Cabinetmaking provides a continuation of basic cabinet making offering an extensive presentation of woodworking methods, practices and styles. This course is inclusive of the skillful use of hand tools, power tools and computer guided equipment. The safe selection, purpose, and associated maintenance of associated equipment will be incorporated. Course emphasis will include the techniques and guidance necessary to produce intricate wood joinery and undertake detail-oriented projects. 15-week course (3 lec, 14 lab) **Prerequisite:** FWC 201

FYE 100 College Success Course

1 Credit

Designed to empower students to achieve success in college and in life by learning highly effective research-based strategies that appeal to various learning preferences and by identifying resources that will help them be successful in college. The course focuses on personal responsibility, self-motivation, self-management, interdependence, self-awareness, lifelong learning, emotional intelligence, and belief in oneself. (2 lab)

GEN 130 Employability Skills

1 Credit

Designed to help students obtain employment and retain employment in their field upon completion of their program of study. Topics covered include effective job search techniques, completion of job application documents including application, resume, cover letter, references and thank you letter, interviewing techniques, work ethic, customer relations, and other on-the-job behaviors.

GEO 107 Geography

3 Credits

General principles of human, physical, and cultural geography are explored. Topics include population, culture, political geography, issues of development, language, and globalization. How people shape their world and how people and place vary across the world. (3 lec)

GIS 230 Introduction to Geographic Information Systems

4 Credits

Students will build an understanding of the fundamentals of a GIS through lecture, readings and computer activities. Students will learn to use a specific GIS software system, ArcGIS, to use a GPS receiver and to integrate data from GPS to GIS software, and to define and complete a GIS project using existing data. This computer-intensive course includes a detailed discussion and related computer activities on the following topics: basic geography and map concepts, what a GIS is, data sources, data quality, databases, data classification, vector and raster data, spatial analysis, project management, cartographic communication, metadata, projections, datum, coordinates, and ethics. (3 lec, 1 lab)

GOV 103 American Government

3 Credits

Examines all aspects of American Government, including the historical interpretation of the U.S. Constitution and the development and function of the American governmental system. Aspects of the Executive, Judicial, and Legislative Branches and additional topics, such as the American Bureaucracy system as well as policymaking and the political process will be covered. This knowledge will be applied to the understanding of society and the role of government. (3 lec)

HIS 103 United States History to 1877

3 Credits

Explores the history of the United States from Exploration to 1877 and examines how various groups, events and actions shaped the United States. Through political, cultural, social and economic lenses, this course will cover a variety of topics: Native Americans, Colonization, the American Revolution, Republican Culture, Slavery, the Civil War and Reconstruction. Discussion of the major events affecting the United States from Exploration to 1877 will incorporate history from an all-inclusive perspective, giving voice not only to the powerful, but also the marginalized groups in U.S. history. (3 lec.)

HIS 104 United States History 1877 to Present

3 Credits

Explores the history of the United States from 1877 to the present day. The course covers the political, social, and economic development of the U.S. (3 lec) Replaces *HIS101*

HIS 105 History of Science and Technology**3 Credits**

Focuses on science and technology from the American colonial period to the present, examining the social, political, and economic factors that have influenced science and technology development, and the impact of these developments on society. (3 lec)

HIS 106 Food in History**3 Credits**

Designed to focus on food as a way to examine both world and U.S. history. Particular emphasis will be placed on food and its connection with society. The history of control over food production, and the symbolic, cultural and religious importance of food in past and present day will be addressed. The impact of colonization, immigration and legislation are included as part of the course structure. (3 lec)

HIS 114 World History to 1700**3 Credits**

Traces the development of the world from prehistory to roughly 1700; emphasis will be placed on the ideas, institutions and cultural heritage of civilization, as well as political events. Key themes are the political, philosophical and cultural legacies of ancient Greece and Rome; the origins and beliefs of Judaism, Christianity, and Islam; Medieval society and institutions; the Renaissance and Reformation; European exploration and colonization; the Scientific Revolution; and the Enlightenment. Through presentations, readings, simulations, and discussions, students will identify major historical trends and themes in world history related to the growing interdependence between world regions. This course addresses the social, economic, political and environmental facets of this increasingly inter-connected world. (3 lec)

HIS 115 World History 1700 to Present**3 Credits**

Traces the development of the world from 1700 to the interrelated global network of the present day. Through lectures, readings, and discussions, students will identify major historical trends and themes in world history related to the growing interdependence between world regions. This interaction was stimulated by European invasion and colonization, but also sustained by the contributions of non-western regions. This course addresses the social, economic, political and environmental facets of this increasingly inter-connected world. (3 lec) *Replaces HIS111*

HIS 121 Maine History**3 Credits**

Examines the history and culture of Maine from pre-history to the present. The course will include the physical, political, cultural and economic development of the State and Maine's place in the United States and the world. (3 lec)

HIS 291 Special Topics in History**3 Credits**

Focuses on a different topic each time it is offered. Can be taken more than once.

HTM 105 Principles of Hospitality**3 Credits**

Focuses on exploring careers in the hospitality industry, including the experience and training needed to succeed in the myriad of hospitality related career positions available. The history of the hospitality field, the future trends and the art of quality customer service as the core of overall success is discussed as well as practiced. (3 lec) ***Redesigned Course (Replaces HTM103)***

HTM 115 Lodging Management**3 Credits**

Introduces students to front-office operations and management. It also introduces successful strategies and operational tactics used by front-desk professionals for day-to-day operations, as well as employee management techniques that are important to the success of the front office. This is a certification course. (3 lec)

HTM 133 Beverage Controls**3 Credits**

A dual certification course in which students are exposed to the identification, history, manufacture and use of malted beverages, wines and distilled spirits as well as to how, when, and where they relate to a beverage operation. Mixology, service etiquette and purchasing and control of a bar inventory as well as the legal, moral, and social obligations of service are also included. TIPS training is included (3 lec)

HTM 142 Hospitality Law**3 Credits**

Designed to teach students to identify and understand the principles and concepts of laws impacting the hospitality industry. Provides an introduction to the court system and contracts and the legal rights of innkeepers and restaurateurs. The focus is on understanding risk, prevention of liability and protection against accidents, attitudes, and incidents that could lead to lawsuits. Case study and discussion examine the applications of law to the hospitality industry. (3 lec) ***New Course Number – Formerly HTM231)***

HTM 152 Planning and Development in Tourism

3 Credits

Explores tourism development as a process and the changing trends in tourism. Topics include history of tourism development; economic, environmental, social and cultural impacts of tourism; travel behavior and tourism marketing. Discussion of all factors that influence the hospitality, leisure, travel and recreation industries – interstate, intrastate and internationally. Emphasis is on guidelines and approaches in development of tourism that responds to national, regional and community needs and desires. (3 lec) *(New Course Number – Formerly HTM251)*

HTM 162 Meetings and Convention Management

3 Credits

Exploration of the logistics involved in event planning. Students will discuss the wide spectrum of the convention market, examine the individual needs of people who plan and are part of the group function; those who review ways to service groups effectively. Special emphasis is places on the convention services department and manager. Topics include concept, design, feasibility, marketing, financial management, staging, staffing, safety and security, careers in this particular area of the hospitality industry, and how conference and event planning fits into the overall scope of the industry. (3 lec) *(New Course Number – Formerly HTM261)*

HTM 172 Hospitality Division Management

3 Credits

Offers participants an understanding of the diverse areas that are commonly part of a hospitality business. The major areas involved in the training include the overseeing and hands-on management of the appointment of guest rooms, dining facilities, and food service areas as well as additional retail outlets. (1 lec, 4 lab)

HTM 201 Hospitality Management Internship

6 Credits

A paid internship position begins after the completion of the first academic year. Students explore a variety of career paths while working in the field. A portfolio will be required to fulfill the academic requirements of the course.

HUM 103 Introduction to Art and Design in the 20th Century

3 Credits

Introduces Art and Design in the 20th Century. This course seeks to develop students' appreciation of art and design through the study of influential artists and designers in the 20th Century. Key examples of architects, industrial designers, painters and sculptors will be examined. Writing Intensive Course (3 lec)

HUM 110 Introduction to Italian Language, Culture and Cuisine

3 Credits

Introduces elementary written and spoken Italian to students who have little to no previous knowledge of the language. Basic Italian pronunciation, vocabulary, and grammar are practiced through listening, speaking, reading, and writing activities. Italian culture and cuisine are also discussed.

HUS 101 Community Mental Health

3 Credits

Covers general topics in the field of community mental health at an introductory level. Emphasis is placed on basic healing theories and techniques, understanding and countering stigma, and medical aspects of mental illness. Professional behaviors are discussed and applicable law and policy is introduced. (3 lec)

HUS 110 Interviewing and Counseling

3 Credits

Provides an understanding of therapeutic relationships by focusing on the current interaction or interpersonal process that transpires between therapist and client. Theory and practice of psychological interviewing for the purposes of gathering data and/or modifying human behavior including current theories and techniques of counseling and psychotherapy. Includes experience with interviewing and counseling techniques and the proper use of referral. (3 lec)

HUS 120 Crisis Identification and Intervention

3 Credits

An introduction to crisis theories and an overview of various types of crises. Students will understand the prevalence and common effects of trauma, be able to identify risk factors for psychiatric disabilities, and understand counseling theories and human development across life span. Effective intervention skills and appropriate referral procedures are addressed from a crisis management perspective. Ethical, legal, and social issues will be discussed. (3 lec)

HUS 130 Psychosocial Rehab

3 Credits

Covers the history and practices of psychosocial rehabilitation. Emphasis is placed on person-centered and strength-based approaches, understanding of emotional and motor competence and the effects it places on goal attainment, an understanding of failure for success, how to conduct risk assessments and how individual choice is the cornerstone of the empowerment process. (3 lec) Prerequisites: [HUS 101](#)

HUS 140 Understanding Diversity in Human Services

3 Credits

Designed to promote understanding of social and cultural diversity through study of such issues and ethnicity, gender, race, socioeconomic status, religion/spirituality, sexual orientation, ability/disability, family structure, and geographic location. Emphasis will be placed on examining how one's own cultural identity impacts their beliefs, values and actions, and will learn skills for competent ethical practices with diverse populations in the human service community. (3 lec) Prerequisites: HUS 101

HUS 210 Sexual Abuse, Trauma and Recovery**3 Credits**

Covers the topic of psychological trauma and recovery in the areas of sexual abuse, incest, physical abuse, severe neglect, and witnessing of such violence. Students will investigate the prevalence and common effects of trauma and be able to identify risk factors for psychiatric disabilities. Effective intervention skills and appropriate referral procedures will be addressed. (3 lec) Prerequisites: HUS 101, HUS 110, HUS 120, HUS 130, HUS 140, ENG 101

HUS 220 Substance Abuse**3 Credits**

Provides an introduction to theoretical knowledge and skills necessary to provide human services to clients who have substance abuse issues. Emphasis is placed on evidence-based treatment for addictions, resources and the impact of stigma. History and contributions of the recovery movement are explored. Consideration is given to current trends, cultural context and primary prevention and intervention resources. (3 lec) Prerequisites: HUS 101, HUS 110, HUS 120, HUS 130, HUS 140

HUS 230 Social Services for the Elderly**3 Credits**

Covers various aspects of aging as a developmental process in the areas of physical, cognitive, psychological and emotional, cultural/social, behavioral and environmental. Emphasis will be on the aging process and its impact on mental illness, will identify and evaluate current intervention strategies, including resources and mental health services for older adults. (3 lec) Prerequisite: HUS 101, HUS 110, HUS 120, HUS 130, HUS 140

HUS 240 Case Management**3 Credits**

Covers topics in community integration, intensive case management, community treatment, skills and technique development, and family psycho-education. This course emphasizes development of a collaborative service plan, with goals and action steps that promote participation by individuals with psychiatric disabilities and their natural supports. (3 lec) Prerequisite: HUS 210, HUS 220, HUS 230, ENG 101

HUS 250 Vocational Aspects of Disability**3 Credits**

Provides working knowledge of the national Consensus Statement on Mental Health Recovery and the ten fundamental components of recovery as they relate to employment. Emphasis will be placed on resources and roles of people involved in the employment support system for consumers with psychiatric disabilities, including job developers, job coaches and community work incentives coordinators, and the role of a MHRT/C in supporting an individual pursuing a vocational goal. (3 lec) Prerequisite: HUS 210, HUS 220, HUS 230, ENG 101

HUS 260 Group Process**3 Credits**

Provides both theoretical and experiential focus for the study of group dynamics and leadership. Review of communication techniques, individual role functions, group cohesion, and group conflict will be presented through a variety of learning practices, including role-play, psychodrama, and group facilitation practice which will enhance skills for the human services professions. (3 lec.)

HUS 264 Trauma and Addiction**3 Credits**

Offers a comprehensive overview of various chemical and process addictions in relation to trauma. Biological, psychological and social factors related to both trauma and addiction will be discussed. Treatment models and intervention strategies for comorbid diagnoses will be reviewed. (3 lec)

HUS 274 Chemical Dependency Counseling**3 Credits**

Explores areas of treatment process with an emphasis on group process, counseling techniques, and theory. It will also explore human development, with an emphasis on adolescence and adulthood counseling, including ethical practices in relation to chemical dependency. (3 lec)

HUS 280 Addiction and the Family**3 Credits**

Provides an overview of the effects of addiction on family systems. Co-addiction, co-dependency and family dysfunction are studied within the context of family systems and society as a whole. This course also explores functional and healthy interpersonal, familial relationships when dealing with effects of addiction. (3 lec.)

KOR 101 Beginning Korean

3 Credits

Designed for those who have no prior knowledge in Korean. Aims to teach students to perform appropriate spoken and written communication in most essential daily life situations. Focuses on mastering correct pronunciation, writing system, and basic vocabulary and grammar used in carrying out simple real-life tasks; students will learn how to speak, understand, read and write short sentences and paragraphs on concrete and familiar topics such as identity, school and classes, daily activities, past experiences and future plans. Introduces Korean culture essential for a better understanding of Korean language. (3 lec)

KOR 102 Beginning Korean II

3 Credits

KOR 102 is the second half of the beginning level Korean, and is designed for those who have some prior knowledge in Korean. This course aims to train students to perform appropriate spoken and written communication in most essential daily life situations. This course will focus on mastering correct pronunciation, writing system, and basic vocabulary and grammar used in carrying out simple real-life tasks; students will learn how to speak, understand, read and write short sentences and paragraphs on concrete and familiar topics such as identity, school and classes, daily activities, past experiences and future plans. This course will also introduce Korean culture essential for a better understanding of Korean language. (3 lec) **Prerequisite:** KOR 101 or instructor permission

LAE 010 Introduction to College English

6 Credits

Develops the reading, writing, and information literacy skills needed for college work. Minimum Grade of C to pass course. (6 lec)
Placement: Refer to Placement Chart on Page 45.

LAE 013 Introduction to Writing I

3 Credits

Develops grammar, usage, and sentence structure skills at the paragraph and essay level, along with techniques of pre-writing, writing, and revising multiple drafts using the word processor and peer reading and editing. Students practice a variety of rhetorical patterns with emphasis on unity, support, coherence, and sentence skills. *Minimum grade of C to pass course.* (3 lec)
Placement: Refer to Placement Chart on Page 45.

LAE 041 Reading in Childhood Education

3 Credits

Helps students build critical reading and study skills needed for college success. Introduces students to the field of childhood education and familiarizes students with essential vocabulary and introductory concepts within the educational field. Issues and trends in childhood education will be explored and integrated into reading, writing and critical thinking projects. *Minimum grade of C to pass the course.* (3 lec) **Placement:** Refer to Placement Chart on Page 45.

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)

LAM 008 Pre-Algebra

3 Credits

Offers a one-semester review of whole number operations, fractions, decimals, percents, proportions, metrics, measurements, signed numbers, area, volume, algebraic expressions, and simple and linear equations. (3 lec) **Placement:** Refer to Placement Chart on Page 45. (**Note:** Some students may require multiple semesters of LAM 008 to acquire the knowledge for this level of achievement).

LAM 009 Introductory Algebra

3 Credits

Introduces students who may possess a strong background in arithmetic to some basic principles of algebra in preparation for more advanced coursework. Topics include signed numbers, algebraic expressions, equations and inequalities, polynomials, word problems, fractions graphing and factoring. (3 lec) **Placement:** Refer to Placement Chart on Page 45.

LAS 099 Special Topics in College Learning

1 Credit

Focuses on a different topic in college success each time it is offered and may be taken more than once for credit.

MAS 102 Introduction to Medical Assisting

3 Credits

Presents a variety of topics pertinent to the Medical Assisting profession. Subjects covered will include: the principles of governing the release of information and the confidentiality of patient information; the laws, regulations, ethics and other standards affecting the management of health care and the principles of liability resting with the Medical Assisting professional; and an overview of the health care professional's role and responsibility. (3 lecture)

MAS 111 Clinical Procedures I & Lab**4 Credits**

Provides clinical instruction in the medical assistant's role in obtaining patient histories, maintaining medical asepsis, assisting in physical exams for all of the medical specialties and in minor office surgery, collecting laboratory specimens, and performing vital signs. Students will develop an understanding of pathophysiology and prepare and implement appropriate patient educational tools. (3 lec, 2 lab) **Prerequisites or Corequisites :** MAS 102, BMT 113 BIO 127

MAS 122 Medical Office Procedures**3 Credits**

Emphasis is placed on work in the computerized medical office programs to initiate and input patient data; includes scheduling appointments, filing insurance claims, recording patient information, managing accounts receivable and accounts payable; banking and processing payroll. (3 lec) **Prerequisite:** BMT 113, BIO 127, MAS 102

MAS 201 Principles of Pharmacology**3 Credits**

Introduces the basic concepts of pharmacology. Major drug categories will be covered as they relate to the different body systems. The general principles of drug action, absorption, metabolism and excretion, as well as methods of administration will be introduced. This course will also cover mathematics and dosage calculations necessary for safe preparation and administration of medications. (3 lec) **Prerequisite:** MAS111

MAS 211 Clinical Procedures II & Lab**4 Credits**

Provides clinical instructions in clinical preparation of the coursework for Medical Assistants. The clinical competencies intended for this course include medication administration, specimen collection including phlebotomy, laboratory procedures, assisting with minor surgical procedures and medical emergencies and diagnostic procedures. (3 lec, 2 lab) **Prerequisite:** MAS 111

MAS 222 Insurance Coding for the Medical Office**3 Credits**

Develops a basic understanding of procedural and diagnostic coding through use of CPT and ICD-10 Clinical Modification coding systems. Students will learn to process insurance claim forms while adhering to legal restrictions, and develop an understanding of the specific requirements for managed care systems including "Maine specific" insurance carriers. (3 lec)

Prerequisites: BIO 127, MAS 122, BMT 113, Corequisite BIO128

MAS 231 Medical Assistant Externship**5 Credits**

This capstone course allows students to gain practical experience in providing clinical care to patients and performing administrative and clinical tasks that occur in a medical office. Students are given the opportunity to apply learned clinical, laboratory and administrative skills in a health care setting under professional supervision and to gain clinical proficiency. Students are required to complete a 160-hour unpaid, supervised practicum in a program approved health care setting. (1 lec, 160 hours). **Prerequisites:** All MAS coursework and Program Director approval; CPR certification.

MAS 232 Advanced Medical Assistant Externship**1 Credits**

Provides supplementary externship experience to Medical Assisting students as they work to further develop clinical care and administrative skills in a medical office. Students are required to complete a 40-hour unpaid, supervised practicum in a program approved health care setting (1 lec, 40 hours). **Corequisites:** MAS231 and Program Director approval; all MAS coursework and Program Director approval; CPR certification.

MAT 101 Contemporary Math**3 Credits**

Designed to introduce the student to mathematics having applications in modern society. Topics will include social choice, apportionment, fair division, networks, circuits, planning and graphical solutions to linear programming. Additional topics may be drawn from statistics, coding, growth, symmetry, tilings and game theory. (3 lec) **Prerequisites:**

MAT 103 Thinking Mathematically**3 Credits**

A semester exploration into critical thinking and problem solving. Topics will include elementary set theory, logic and basic theory of real numbers. (3 lec) **Placement:** Refer to Placement Chart on Page 45.

MAT 105 Quantitative Reasoning**3 Credits**

Provides a foundation in critical thinking, problem solving, and mathematical and statistical skills aligned with citizenship, workforce and real-world applications. The goals of the course are to engage students in meaningful mathematical experiences that will increase their quantitative and logical reasoning abilities and strengthen the mathematical abilities that they will encounter in other disciplines. A focus of the course is to develop and support communication and collaboration skills. This course is designed as a gateway course for students entering non-STEM degree programs. **Placement:** Refer to Placement Chart on Page 45.

MAT 107 Elementary Descriptive Geometry

3 Credits

Designed to prepare students to teach the geometry included in a modern NCTM STANDARDS based K-8 curriculum. Emphasis will be on geometric exploration activities, problem solving and informal deductive reasoning using many of the manipulatives used to teach geometric concepts in grades K-8. (3 lec) **Placement:** Refer to Placement Chart on Page 45.

MAT 108 Elementary Numerical Mathematics from a Modern Perspective

3 Credits

Designed to prepare students to teach the non-geometric mathematics included in a modern NCTM STANDARDS based K-8 curriculum. Emphasis will be on the structure of arithmetic, development of good number sense, basic number theory, understanding probability and the use of descriptive statistics. Focuses on problem solving, and the development of arithmetic and algebraic reasoning skills. (3 lec) **Placement:** Refer to Placement Chart on Page 45.

MAT 110 Technical Mathematics I

3 Credits

Focuses on mathematics topics relevant to a variety of trades and technical disciplines. Topics include: proportions, percentages, measurement, algebra, geometry, and trigonometry. An emphasis is placed on practical, contextual applications. (3 lec) **Prerequisite:** LAM009 or appropriate score on Accuplacer/SAT **Placement:** Refer to Placement Chart on Page 45.

MAT 114 Technical Mathematics II

3 Credits

Emphasizes basic algebraic operations, factoring, algebraic fractions, exponents, radicals, scientific notation, quadratic equations, and logarithms, fundamentals of statistics, simultaneous linear equations, law of sines, cosine law, oblique triangles, vectors and radians. (3 lec, 0 lab) **Prerequisite:** MAT 110 or MATL 110 with grade of C or higher.

MAT 116 College Algebra

3 Credits

Covers variables and symbols; scientific notation; formulas and literal equations; slope, intercepts, and equations of lines; graphs of linear and quadratic functions; graphs of linear inequalities; solving systems of linear equations; polynomials, products and factors; roots, rational exponents, and complex numbers; rational expressions; solving linear, quadratic, and higher order equations; solving linear inequalities; an introduction to exponential and logarithmic functions, and applied problem solving. (3 lec) **Placement:** Refer to Placement Chart on Page 45

MAT 120 College Trigonometry

3 Credits

Topics include degree and radian angle measure, right triangle trigonometry and its applications, trigonometric functions and their inverses, graphing trigonometric functions, applications of trigonometric functions, analytic trigonometry, solutions of oblique triangles, vectors, polar coordinates, graphs of equations in polar coordinates and the trigonometric form of complex numbers including DeMoivre's Theorem. (3 lec) **Prerequisite:** Grade of C or higher in MAT 116 or equivalent

MAT 123 College Algebra and Trigonometry

4 Credits

Covers variables and symbols, scientific notation, logarithms and applications, roots, rational exponents and complex numbers, formulas and literal equations, polynomials, products and factors, solving linear, quadratic and higher order equations, rational expression, solving inequalities, graphs of linear and quadratic functions, slope, intercepts and equations of lines, solving systems of equations, degree and radian angle measure, right angle trigonometry and its applications, trigonometric functions and their inverses, graphing trigonometric functions, solutions of oblique triangles, vectors, polar coordinates, graphs of equations in polar coordinates, and the trigonometric form of complex numbers including DeMoivre's Theorem. (4 lec) **Placement:** Refer to Placement Chart on Page 45.

MAT 160 Elementary Discrete Mathematics

3 Credits

Designed to improve students' critical-thinking and problem-solving skills and emphasizes topics related to computer science. Topics include logic and truth tables, set theory, functions, number systems, mathematical induction, algorithms, combinatorics, equivalence relations, recurrence relations, graph theory and trees. Additional topics may include error correcting codes, finite state automata, and encryption. (3 lec) **Prerequisites:** MAT 116 and MAT 120 with grade of C or higher or MAT 123 with grade of C or higher, or equivalent

MAT 163 Introduction to Statistics

3 Credits

Studies methods of collecting, organizing, summarizing, and presenting data, providing students the opportunity to develop skills using statistical techniques. Topics of study also include sampling methods, descriptive statistics, probability and probability distributions, normal distributions, confidence intervals, hypothesis testing, inferential statistics, regression, and correlation. Technology will be employed as appropriate. (3 lec) **Placement:** Refer to Placement Chart on Page 45.

MAT 217 Pre-Calculus**3 Credits**

Designed to deepen and broaden a student's mathematical expertise before tackling the rigors of calculus, this course covers progressions, the binomial theorem, theory of polynomials with the Fundamental Theorem of Algebra, exponential and logarithmic functions, determinants, matrices, trigonometric identities, and fundamentals of plane analytic geometry. (3 lec, 0 lab) **Prerequisites:** MAT 116 and MAT 120 with grade of C or higher or MAT 123 with grade of C or higher, or equivalent

MAT 225 Calculus I**4 Credits**

An introduction to calculus for students in mathematics, engineering, and the sciences. Covers the differential calculus of the algebraic, trigonometric, exponential and logarithmic functions, concluding with the definite integral and the fundamental theorem of calculus. The approach is intuitive and geometric, with emphasis on understanding the basic concepts of function, limit, derivative and integral. (4 lec, 0 lab). **Prerequisite:** MAT 217 or equivalent with grade of C or higher

MAT 226 Calculus II**4 Credits**

Completes the study of single-variable calculus. Topics covered include inverse trigonometric functions, hyperbolic functions, methods of integration, improper integrals, indeterminate forms, parametric equations, polar coordinates, and infinite series. (4 lec) **Prerequisite:** MAT 225 with grade of C or higher

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) **Prerequisite:** MAT 226 with grade of C or higher

MAT 230 Introduction to Linear Algebra**3 Credits**

A course on matrix theory and linear algebra. Emphasis placed on topics useful in other disciplines, including systems of equations, vector spaces, determinants, eigenvalues, similarity, and positive definite matrices. (3 lec). **Prerequisite:** MAT 227 with grade of C or higher

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) **Prerequisite:** MAT 226 with grade of C or higher

MATL 110 Technical Mathematics I with Lab**3 Credits**

Covers variables and symbols; scientific notation; formulas and literal equations; slope, intercepts, and equations of lines; graphs of linear and quadratic functions; graphs of linear inequalities; solving systems of linear equations; polynomials, products and factors; roots, rational exponents, and complex numbers; rational expressions; solving linear, quadratic, and higher order equations; solving linear inequalities; an introduction to exponential and logarithmic functions, and applied problem solving. (2 lec, 2 lab) Placement: Refer to Placement Chart on Page 45.

MRT 102 Introduction to Radiography**1 Credit**

Introduces the student to the field of radiology as a profession. Topics such as the history of radiology, radiographic equipment, radiation exposure, and radiation safety are discussed. A radiographer's role in the care of the patient is reviewed. A brief discussion of several radiographic procedures is provided. (1 lec)

MRT 111 Radiographic Positioning I**3 Credits**

Introduces radiographic positioning and describes in detail the routine positions required to demonstrate the chest, abdomen, extremities, and portions of the pelvic and shoulder girdle. The laboratory component provides the opportunity for students to radiograph the phantom and under simulated conditions, practice various procedures that have been presented in the classroom. (3 lec, 1 lab) **Prerequisite:** Admission to the Medical Radiography program

MRT 112 Radiographic Positioning II**3 Credits**

Describes in detail the routine positions required to demonstrate the spinal column, thoracic cage, portions of the pelvic girdle, and all parts of the skull. The laboratory component provides the opportunity for students to radiograph the phantom and under simulated conditions, practice various procedures that have been presented in the classroom. (3 lec, 1 lab)

Prerequisite: MRT 111

MRT 117 Radiologic Procedures I**1 Credit**

Introduces procedures requiring the use of contrast media, fluoroscopy, and portable radiographic equipment. (1 lec, 0 lab) **Prerequisite:** Admission to the Medical Radiography program

MRT 118 Radiologic Procedures II

1 Credit

Continues instruction in procedures requiring the use of contrast media and fluoroscopy and introduces specialized radiographic examinations. (1 lec, 0 lab) **Prerequisite:** MRT 117

MRT 119 Imaging Modalities

1 Credit

Acquaints current radiography students with modalities other than diagnostic imaging. Topics include, but are not limited to, sonography, nuclear medicine, radiation oncology, and magnetic resonance imaging (MRI). (1 lec) **Pre or Corequisites:**

BIO 127/128, **Admission to the Medical Radiography program**

MRT 121 Principles of Radiographic Exposure I

2 Credits

Provides the student with a thorough understanding of the theory of x-ray production, x-ray interactions within tissue, selection of technical factors, and correlates this knowledge with practical application. (2 lec) **Prerequisite:** **Admission to the Medical Radiography program**

MRT 122 Principles of Radiographic Exposure II

2 Credits

Expands on the variables that affect the radiographic image. Understanding of these critical factors allows for adaptation for procedures involving pediatric patients, mobile radiography patients, and atypical adult patients. The student will also develop knowledge of digital and fluoroscopic imaging. (2 lec) **Prerequisite:** MRT 121

MRT 131 Medical Terminology

1 Credit

Presents a general study of medical terminology, focusing on definition by analysis of components. (1 lec)

MRT 151 Introduction to Health Care

2 Credits

Discusses the radiographer's role in caring for the needs of the ill or injured patient undergoing radiographic examination. Acquaints the student with the principles of medical ethics and the responsibilities of the allied health professional. Introduces body mechanics, medical aseptic technique, first aid, observation of vital signs, management of medical emergencies in the radiology department, and basic care of special and surgical patients. (2 lec) **Prerequisite:** **Admission to the Medical Radiography program**

MRT 161 Clinical Education I

5 Credits

Introduces students to the clinical area. The lecture portion of the course acquaints students with hospital, department, and program policies and procedures, as well as familiarizes them with image evaluation, and provides basic instruction in radiation protection. The clinical portion acquaints the student with room preparation, body mechanics, patient positioning, radiographic procedures, imaging processing, and interaction with patients. Students begin the semester by observing procedures and assisting the radiographer with aspects of the procedure that have been presented in the classroom. Clinical rotations correlate with didactic education and focus on basic procedures involving radiographic positioning of the chest, abdomen and extremities; basic bedside radiography; fluoroscopy; body mechanics; medical ethics and patient care; image processing; departmental record-keeping; and medical computer usage. Students are exposed to the operating room to introduce them to radiography in a sterile environment. Students begin competency testing on basic procedures such as chest, abdomen, hand, and wrist. (2 lec, 14 lab) **Prerequisite:** **Admission to Medical Radiography program**

MRT 162 Clinical Education II

5 Credits

Encourages students to take a more active role in basic radiographic procedures, emphasizing technique-selection, radiographic positioning, explanation of procedures to the patients, and clerical tasks associated with radiography. Students begin taking a participatory role in operating room procedures and neonatal special care radiography. The scope of procedures expands to include the thoracic cage, pelvic girdle, spine, and all parts of the skull. In fluoroscopy assignments, students take a more active role in gastrointestinal and barium enema procedures, and expand their participation in procedures such as myelography, cystography, arthrography, and endoscopic studies. Students continue competency testing in basic procedures such as stretcher chest, pediatric chest, extremities, pelvis and lumbar spine. To verify continued competency, students are retested over a competency exam successfully passed the previous semester. (1 lec, 15 lab) **Prerequisites:** MRT 111, MRT 117, MRT 121, MRT 161; **Pre or Corequisite:** MRT 131 or BMT 113

MRT 163 Clinical Education III

5 Credits

Allows students to continue gaining proficiency in procedures and positions, and gives them the opportunity to put into practice radiographic exposure principles presented in the first two semesters of the program. The scope of the procedures expands to include cranial and trauma radiography, and procedures performed on the panorex unit. A Carm in-service is presented, and students continue supervised participation in surgical and non-surgical procedures. Students perform competency testing in procedures such as hip, forearm/elbow, shoulder, lower leg, erect and decub abdomen, c-spine or t-spine, digital fluoro, and UGI

series. To verify continued competency, students are “retested” over two competency exams successfully passed in previous semesters. (2 lec, 38 lab) **Prerequisites:** BIO 128, MRT 112, MRT 118, MRT 122, MRT 162

MRT 211 Radiographic Positioning III**1 Credit**

Expands on MRT 111, Radiographic Positioning I, with emphasis on analysis and comparison of various positions and on positioning of non-routine and trauma views. (1 lec) **Prerequisite:** MRT 111

MRT 212 Radiographic Positioning IV**1 Credit**

Expands on MRT112, Radiographic Positioning II, with emphasis on analysis and comparison of various positions, and on positioning of non-routine and trauma views. (1 lec) **Prerequisites:** MRT 112, MRT 117

MRT 222 Principles of Imaging Physics**1 Credit**

Reviews the basic exposure principles presented in the first year of the program and emphasizes the practical applications of these principles. This course acquaints students with quality assurance within the radiography department. (1 lec, 1 lab) **Prerequisites:** MRT 112; Pre- or Corequisite: PHY 235

MRT 230 Radiology Review & Career Planning**1 Credit**

Prepares the senior radiography student to enter the field of radiology as a profession. Topics such as test taking strategies, resume writing, job applications and interviews are briefly discussed. Several Mock Registry Exams will be administered and reviewed with students in preparation for the American Registry for Radiologic Technologists (ARRT) Certification Examination. (1 lec) **Prerequisites:** MRT 119, MRT 122, MRT 211, MRT 251, MRT 255, BIO 272; **Corequisites:** MRT 212, MRT 222, PHY 235 or instructor permission

MRT 251 Advanced Health Care**1 Credit**

Provides students with advanced patient care methods. Focuses on drug administration and phlebotomy, EKG testing, and emergency medical care for trauma patients. A review of medical ethics is discussed. (1 lec) **Prerequisite:** MRT 151

MRT 255 Pathology**1 Credit**

Explores physiological changes which occur as the result of disease and injury. Focuses on the radiographic manifestations of such changes and discusses the importance of those skills required to produce radiographs which demonstrate the disease or injury. (1 lec) **Prerequisites:** BIO 128, MRT 112

MRT 267 Clinical Education IV**7 Credits**

Advances students into areas of less direct supervision and more independent performance, based upon demonstration of competence. Emphasis is placed on refinement of skills in routine areas and on involvement in non-routine procedures and situations, with students being expected to offer proposals for compensatory measures. After course instruction in related imaging modalities (MRT 119 Imaging Modalities), students begin clinical rotations through those areas. Competency testing continues on procedures such as humerus; patella knee views; trauma shoulder, hip and extremity; portable abdomen, extremity, and pediatric chest; c-spine or t-spine; small bowel and barium enema series; and headwork exams of panorex mandible, facial bones and orbits. To verify competency, students are “retested” over two competency exams successfully passed in previous semesters. (0 lec, 27 lab) **Prerequisite:** MRT 163

MRT 270 Clinical Education V**7 Credits**

Allows students to work on skills refinement of routine procedures and provides increased participation in radiography of the atypical patient. Students continue rotations in related imaging modalities. Competency testing continues on procedures such as trauma extremity, c-spine and a multiple trauma procedure; surgical spine and extremity; c-arm procedures; mandible, skull and sinuses; ribs and femur; vital signs and venipuncture. To verify continued competency, students are “retested” over two competency exams successfully passed in previous semesters. (35 lab) **Prerequisites:** MRT 119, MRT 251, MRT 255, MRT 267

MUS 123 Understanding Music**3 Credits**

Introduces students to the fundamentals of music theory, history, and composition by examining how music was and is composed through a variety of historical periods. Will include a study of major composers and musical works from the Middle Ages to today. Will fulfill the general education requirement for an elective 100 level course in Humanities. (3 lec)

NRG 101 Math for Nurses

3 Credits

Introduces math concepts that are used in nursing to pre-nursing students. Topics include dosage calculations, IV drip calculations, medication label reading, syringe and medicine cup measurements. Math concepts utilized include (but are not limited to) addition, subtraction, multiplication, division, decimals, fractions, conversion between metric and standard units of measurement, and algebra. Dimensional analysis is utilized to help the student solve dosage calculation problems. **This course is a prerequisite to the Nursing program. Prerequisite: 250 or higher in NG Accuplacer Arithmetic OR successful completion of LAM008. There is a twice attempt limit for enrollment into this course.**

NRG111 Certified Nurse's Assistant

8 Credits

A Nursing Assistant is an individual who provides basic care under the supervision of a Registered Professional Nurse. This course is approximately 10 weeks in length and consists of a combination of classes in theory, laboratory, and clinical learning experiences. You will be given the opportunity to acquire knowledge, skills, and attitudes necessary to function safely in a clinical setting. Students who successfully complete the course and the State Board Examination will receive a State of Maine Certification for Basic Nursing Assistant.

NUR 105 Foundations of Nursing

8 Credits

Introduces the role of the nurse as a member of the health care team. Student learning focuses on the nursing process as it addresses basic human needs, and stresses the impact of culture, values and beliefs, and internal and external stressors on health and illness. Principles of nutrition, communication, pharmacology, and teaching-learning are integrated. Selected clinical experiences expand upon laboratory learning of basic nursing skills. (5 lec, 9 clinical) **Prerequisites: Admission to Nursing program**

NUR 136 Nursing Across the Lifespan I

10 Credits

Provides the knowledge and skills necessary to care for individuals experiencing alterations in meeting their basic human needs as they relate to medical-surgical system alterations and mental health issues. Students use a family centered approach in caring for individuals across the lifespan and explore preventive maintenance and restorative nursing interventions within the nursing process framework. This course applies basic knowledge learned in NUR 105, Foundations of Nursing, along with nutrition, pharmacology, communication skills, psychology and teaching learning principles. Classroom content correlates with selected learning experiences in structured health care settings. (6 lec, 12 clinical) **Prerequisites: NUR 105 and BIO 251**

NUR 183 Professional Issues in Nursing I

.5 Credits

Introduces students to the professional issues of nursing leadership and management. Emphasis will be on the nurse's role in safety, communication, legal issues, and the role QSEN competencies play in the program and in the hospital setting. Teaching methods include lecture, group work, group project, and in-class activities. (.5 lecture)

NUR 184 Professional Issues in Nursing II

.5 Credits

Continuing with the themes from NUR 183 and expanding the practice framework, the course focuses on evidence-based practice, ethics, and other issues in the nursing field. Teaching methods include lecture, group work, group project, and in-class activities. (.5 lecture) **Prerequisite: NUR 183**

NUR 283 Professional Issues in Nursing III

.5 Credits

Continuing with the themes from NUR 184 and expanding the practice framework, the course focuses on job interviewing and resume writing skills, leadership, time management, and nursing research. Teaching methods include lecture, group work, group project, and in-class activities. (.5 lecture) **Prerequisite: NUR 184**

NUR 284 Professional Issues in Nursing IV

.5 Credits

Continuing with the themes from NUR 283 and expanding the practice framework, the course focuses on nursing research, legal issues, role of the Maine State Board of Nursing, NCLEX preparation, and the transition to the work world. Teaching methods include lecture, group work, group project, and in-class activities. (.5 lecture) **Prerequisite: NUR 283**

NUR 267 Nursing Across the Lifespan II

8 Credits

Prepares the nursing student to function as an effective nurse generalist using a family-centered approach to health care. Emphasizes the collaborative care and management of patients with a focus on neurological, cardiovascular, maternal-newborn, and pediatric nursing. Uses the nursing process and critical reasoning to guide therapeutic nursing interventions. Principles of nutrition, communication, pharmacology, and teaching-learning are integrated. Provides correlative clinical and laboratory experiences that enable students to apply theory and perform skills under supervision of nursing faculty in acute care settings. (4 lec, 12 clinical) **Prerequisites: BIO 222, NUR 136, PSY 231**

NUR 270 Nursing Across the Lifespan III**8 Credits**

Builds on previous theoretical and clinical learning experiences while increasing the student's knowledge and responsibility in the care of clients with multiple and complex health issues, including the nurse's role and responsibility in emergency and disaster situations. End of life care and chronic disease management is included. This course includes didactic and case study classroom work. Clinical experiences include supervised advanced clinical medical/surgical skills, a partnership experience, and practice of management skills in health care facilities. At the completion of this course, students are able to provide and manage comprehensive care in a variety of clinical settings. (4 lec, 12 clinical) **Prerequisites:** NUR 267, NUR 281, BIO 216, SPE 101;

NUR 281 Professional Issues I**1 Credit**

This advanced nursing course is an introduction to the professional issues of nursing leadership and management. The nursing roles of leader, manager, educator, clinician, researcher and mentor will be explored. Students will use computer technologies to enhance the development of project management skills. Teaching methods include case study reviews, lecture, and group discussions. (1 lec) **Prerequisites:** NUR 136 **Corequisite:** NUR 267

NUR 282 Professional Issues II**1 Credit**

Continuing with the themes explored in **NUR 281** and expanding the practice framework, this course focuses on the entry into professional nursing and role transition. Emphasis is on nurse's role as a member of the healthcare team in ethical-legal issues in professional practice, including safety, delegation, and prioritization; and political-economic issues. (1 lec)

Prerequisites: NUR 281**NUT 101 Nutrition****3 Credits**

Involves a fundamental understanding of nutrition, digestion, the basic principles and practice of nutrition as a science and how it is applied. Identification of essential nutrients and their functions as well as their relationship in promoting health and preventing disease at the different stages of life will be addressed.

NUT 221 Nutrition**4 Credits**

Through a combination of lecture, class discussions, cooking labs and project presentations, students will learn the role of nutrition in culinary arts. (3 lec, 2 lab)

PHI 101 Ethics**3 Credits**

Focuses on justifiable parameters for making ethical decisions. Introduces the history of ethical thinking and decision making. Utilizes case study and team format to explore and discuss ethical thinking and choosing. Provides a three-part framework for critical thinking and choosing when faced with ethical dilemmas. (3 lec)

PHI 105 Comparative World Religions**3 Credits**

Introduces major religions of the world with a view of their theological perspectives and their mythologies, and their history and relationships to one another. Discusses religions' impact on the global community as well as their role in the lives of the faithful. Religions included in the course are animism, ancestor worship, nature faiths to the regions of the Indus Valley, Hinduism, Buddhism, Sikhism, Jainism, Judaism, Christianity, and Islam. (3 lec)

PHI 111 Wilderness Ethics**3 Credits**

Exposes students to the complexity of differing values related to wilderness and the concepts of wilderness preservation. It explores the meaning of wilderness and its importance to society through the eyes of major authors such as Leopold, Waterman and Nash. Wilderness ethics encourages discussion focused on the central question of wilderness preservation for the benefit of people or the benefit of nature and to what extent can or should these be intermingled. The course examines the historical development of the Leave No Trace ethic and the Wilderness Act along with implications of revisions to the landmark act. It further explores local issues that directly impact the future of wilderness areas in Maine and local economies. (45 lec)

PHI 291 Topics in Philosophy**3 Credits**

Focuses on a different topic each time it is offered. Can be taken more than once. (3 lec)

PHY 108 Survey of Applied Physics**4 Credits**

This is a one-semester overview of general physics. Major topics include mechanics, energy and motion, simple machines, fluid flow, temperature and thermal expansion, electricity and magnetism. This is a laboratory course emphasizing hands-on learning and problem-solving techniques. (3 lec, 2 lab) **Prerequisite:** MAT 110 or MAT 116 with grade of C or higher or instructor permission

PHY 109 Concepts in Physics

4 Credits

Emphasizing concepts, this course consists of a Newtonian core following by modern post-Newtonian ideas and societal issues. Demonstrations and laboratory exercises are integrated with traditional lecture/discussion, outside readings, and homework. This course satisfies a general education laboratory science requirement. (3 lec, 2 lab)

PHY 118 Independent Study in Physics

1 Credit

An independent study. Topics covered will be material not included in PHY 108. Course is a supplement to the PHY 108 course that will allow students with a particular interest to go beyond the topics covered in the PHY 108 course. Topics included: light and optics.

PHY 121 Physics I

3 Credits

The first of a two-semester sequence, this course stresses the qualitative and quantitative aspects of vector analysis, kinematics, dynamics, energy concepts, and includes an introduction to thermodynamics. Particular topics include projectile motion, circular motion, simple machines, thermal properties of matter, and heat transfer. (3 lec, 0 lab) **Prerequisites: A functional knowledge of algebra and trigonometry is required. This may be demonstrated by a grade of C or higher MAT 114; a grade of C or higher in MAT 120; or by instructor permission. Corequisite: PHY 122**

PHY 122 Physics I Laboratory

1 Credit

Reinforces topics covered in PHY 121, Physics I. (2 lab) **Corequisite: PHY 121**

PHY 123 Physics II

3 Credits

The second of a two-semester sequence, this course stresses the qualitative and quantitative aspects of vibrations and waves, electricity and magnetism, and early quantum theory. Particular topics include mechanical waves, sound, light, optics, DC and AC circuits and basic atomic structure. (3 lec) **Prerequisite: PHY 121 with grade of C or higher; Corequisite: PHY 124**

PHY 124 Physics II Laboratory

1 Credit

Reinforces topics covered in PHY 123, Physics II. (2 lab) **Corequisite: PHY 123**

PHY 235 Radiologic Physics

3 Credits

Encompasses an overview of classical physics plus a number of topics specifically directed to the radiographic technician. Topics will include measurements of matter and energy; mechanical and electrical work, power, and energy; DC and AC circuits; x-ray machine circuitry; and photon/matter interactions. **Prerequisites: MAT 116 and High School Physics or PHY 108 with grade of C or higher**

PLG 101 Plumbing Technology I

6 credits

Introduces students to the Maine State Unified Plumbing Code Chapters 1-6 and the fundamentals of residential and light commercial plumbing emphasizing safety, plumbing math and measuring, soldering copper tubing, and fitting allowances.

PLG 102 Plumbing Technology II

6 credits

Continues the Maine State Unified Plumbing Code Chapters 7-16 in preparation for the Maine State Journeyman's Plumbing Exam. Topics include fitting identification and use drainage and venting, cast iron and no-hub piping and fittings, and blueprint reading and layout. **Prerequisites: PLG 101 and PLG 111**

PLG 111 Plumbing Technology Laboratory I

3 credits

Applies theories gained in PLG101 adding the assembly, placement and connection of a variety of fixtures, appliances, and water taps. Other applications include various hot water sources and maintenance protocols, water piping and distribution, water heaters/piping, Pex tubing/piping, fitting identification, and piping materials connection options. **Corequisite PLG 101**

PLG 112 Plumbing Technology Laboratory II

3 credits

Applies theories and skills gained in PLG 102 and PLG 111 building more advanced and complex installations including practical drainage, venting and water distribution projects, black iron pipe threading and safety thread machine, threading projects, and license requirements and responsibilities. **Corequisite: PLG 102**

PSY 101 Introduction to Psychology

3 Credits

Introduces the major areas of contemporary psychology, including research methods, physiological psychology, perception, consciousness, learning, development, intelligence, and abnormal behavior. (3 lec)

PSY 211 Human Relations**3 Credits**

Provides skills-based training, focusing on assertiveness, empathic listening and responding, sending and receiving clear messages, flexing to different styles, adapting tasks to include motivational strategies, praising and critiquing, transactional analysis, and effectively dealing with defense mechanisms and groupthink. (3 lec)

PSY 214 Teams - Principles and Practices**3 Credits**

Explores and applies the psychological and practical applications of team building principles. Also examines current concepts in leadership skills as applied to teamwork. Included topics are group dynamics, problem analysis and problem-solving tools, effective communications in a group setting, leadership tools, consensus, and facilitation skills. The course utilizes self-directed and cross functional teams, resulting in a 'teams teaching teams' format. **Senior status recommended**

PSY 231 Developmental Psychology**3 Credits**

Introduces theories and principles of development in psychology, emphasizing human socio-emotional and cognitive development from birth to death. (3 lec) **Prerequisite:** PSY 101

PSY 235 Abnormal Psychology**3 Credits**

Examination of the historical and contemporary viewpoints of abnormal behavior. Course includes an in-depth analysis of different disorders, their etiologies, treatment options and symptomology. Integration of the current Diagnostic and Statistical Manual of Mental Disorders' criteria is included. Objectives of the course are implemented through case study analysis and discussion of clinical assessment, diagnosing and treatment modalities. (3 lec) **Prerequisite:** PSY 101

PSY 237 Psychology for First Responders**3 Credits**

Familiarizes students with the mental health crises that are likely to be encountered while working as a first responder. Topics include practical application of crisis de-escalation skills for first responders, mental illnesses and emotional disturbances, referrals to community mental health resources, and self-care for the first responder.

PSY 241 Peer Education**1 Credit**

The Peer Education Class seeks to influence the campus community by engaging students in service projects on and off campus. Peer educators promote health and wellness education by providing programs, events, and other public health initiatives to peers in order to create a more caring, compassionate, and connected campus community. The course provides students with the skills to develop and execute workshops, presentations and awareness events in the college community on topics such as: alcohol, drugs, academics, stress, diversity, gender issues, health and wellness, relationships, sexuality, body image, sexually transmitted diseases, and others. (2 lec)

PSY 251 Social Psychology**3 Credits**

An overview of the field of social psychology focusing on major findings regarding the role an individual plays in society, as well as how society influences both the individual and groups. Topics for exploration include culture, social dynamics, persuasion, perception, attitudes, prejudice, discrimination, conformity, and obedience. (3 lec) **Pre-requisite:** PSY 101

PSY 252 Serial Murder**3 Credits**

Introduces and explores the phenomenon of repetitive, intrinsically motivated murder utilizing both clinical and law enforcement perspectives. Primary behavioral and crime scene characteristics of both organized and disorganized types of offenders will be reviewed to explain the incidence of serial homicide as a function of motivational factors ranging from psychopathy to severe psychiatric disturbance. The varied typologies and classification systems for serial murderers will be presented as a means of discussing issues ranging from victim selection to law enforcement investigative responsibilities. The course will rely heavily upon a detailed case study format which will scrutinize the crimes of key selected offenders and allow students to apply theoretical knowledge to particular serial perpetrators. (This is the same as CRJ 252 and can only be taken once for credit).

PSY 253 Psychology of Cults**3 Credits**

Introduces and explores the structure and psychology of totalistic cultic organizations. Students will examine the key differences between conventional religious movements, splinter sects and cults to better understand the differences between varied faith-based organizations. Cults will be viewed both from historical and contemporary viewpoints in regard to recruiting practices, thought reform and control, personal and social consequences of cult membership, and the unique challenges that such groups pose for law enforcement. Additionally, students will review the clinical precursors which may predispose an individual to cultic persuasion and indoctrination, as well as the psychological consequences of membership. The course will rely heavily upon a detailed case study format which will scrutinize selected cult leaders/groups and allow students to apply theoretical knowledge to particular historical events and figures. (This is the same as CRJ 253 and can only be taken once for credit).

PSY 254 Criminal Profiling and Behavioral Analysis

3 Credits

Introduces and reviews the basic theoretical and practical applications of criminal profiling techniques. Specifically, the student will be introduced to concepts including, but not limited to: the uses of criminal profiling; crime scene evaluation and reconstruction; criminal motivation and offender characteristics; modus operandi and offender signature; psychopathic and sadistic behavior; behavioral aspects of fire-setting; serial offenses, including rape and homicide. Students will explore varied offense behaviors and their psychological underpinnings to develop an understanding of the role of behavioral analysis of evidence in critical investigations. (3 lec). (This is the same as CRJ 254 and can only be taken once for credit).

PSY 255 Forensic Psychology

3 Credits

Introduces the intersecting points for psychology and the legal system. Students will be exposed to concepts that assist law enforcement and the judicial system in performing their respective functions. Topics will include but not be limited to risk assessment of violent behavior, competency evaluations, and insanity determinations in the legal arena. Course delivery will emphasize the application of psychological theory and practice to resolve dilemmas and solve problems of a legal nature. (3 lec) (This is the same as CRJ 255 and can only be taken once for credit).

RAH 103 Refrigeration and Air Conditioning Lab I

2 Credits

Applies theories gained from [RAH 113](#), Refrigeration Components & Physical Principles; [RAH 123](#), Refrigeration Systems and Flow Controls; and [RAH 133](#), RAH Electricity I. Affords opportunities to fabricate and troubleshoot small commercial refrigeration units in the laboratory environment. 15-week course (6 lab) Must be ready for [MATL 110](#). Refer to the Placement Chart on page 45.

RAH 104 Refrigeration and Air Conditioning Lab II

2 Credits

Expands on the procedures developed in [RAH 103](#), Refrigeration and Air Conditioning Lab I, and integrates principles from electrical and refrigeration theory courses [RAH 133](#), RAH Electricity I; [RAH 144](#) Commercial Refrigeration Systems I; and [RAH 147](#) Commercial Refrigeration Systems II. Students lay out and install commercial refrigeration systems. 15-week course (6 lab) Prerequisite: [RAH 103](#)

RAH 113 Refrigeration Components and Physical Principles

2.5 Credits

Introduces the physical principles related to the refrigeration cycle, including pressure, work, power, energy, heat, temperature and the gas laws. The course emphasizes the infraction of compressor, condensers, evaporators, and metering devices in refrigeration systems. 7.5-week course (8 lec, 0 lab) **Must be ready for [MATL 110](#). Refer to the Placement Chart on page 45.**

RAH 123 Refrigeration Systems and Flow Controls

2.5 Credits

Continues the focus on refrigeration systems and applications covered in [RAH 113 Refrigeration Components and Physical Principles](#), and explores refrigeration system flow controls and pressure enthalpy diagrams and properties of refrigerants 7.5-week course (8 lec) **Prerequisite: [RAH 113](#)**

RAH 133 RAH Electricity I

3 Credits

Studies atomic theory, series, parallel and series-parallel circuits while considering basic A.C. theory, electrical power distribution systems, electric controls, and schematic diagrams. 15-week course (3 lec, 1 lab) **Must be ready for [MATL 110](#). Refer to the Placement Chart on page 45.**

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: [RAH 113](#)**

RAH 144 Commercial Refrigeration Systems I

2.5 Credits

Introduces the specific components that comprise a commercial refrigeration system, including the procedures for refrigeration piping lay-out, sizing calculations, and system troubleshooting. The course also covers the application and installation of the different types of evaporators. 7.5-week course (8 lec) **Prerequisite: [RAH 123](#)**

RAH 147 Commercial Refrigeration Systems II

2.5 Credits

Focuses on the operation and application of condensers and refrigeration heat exchangers and explores the internal construction and operation of reciprocating, screw, and centrifugal compressors and the different methods of compressor lubrication. The course also reviews defrost methods, refrigeration service, and maintenance procedures required to insure an energy efficient system. 7.5-week course (8 lec) **Prerequisite: [RAH 144](#)**

RAH 171 HVAC Print Reading**2 Credits**

Introduces drafting and print reading as related to the HVAC industry with special emphasis on residential and light commercial buildings. Course covers architectural and engineering symbols and conventions. (2 lec, 0 lab)

RAH 203 Refrigeration and Air Conditioning Lab III**2 Credits**

Continues refrigeration and electrical troubleshooting skills developed in **RAH 104, RAH Lab II**. Students lay out, install, and service a variety of heat pumps and gas and oil-fired heating equipment. 15-week course (6 lab) **Prerequisite:** **RAH 104**

RAH 204 Refrigeration and Air Conditioning Lab IV**2 Credits**

Strengthens the troubleshooting skills, knowledge of control circuits, and service techniques from **RAH 103, RAH Lab I; RAH 104,**

RAH Lab II; and RAH 203 RAH Lab III. In addition, students lay out, install, and operate commercial RAH equipment and control systems. 15-week course (6 lab) **Prerequisite:** **RAH 203**

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:** **RAH 138**

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:** **RAH 234**

RAH 264 Heat Pump Systems**2 Credits**

Studies the operation and installation of the different types of heat pumps. In addition, the course covers the function of electrical and mechanical components and techniques for servicing heat pumps. 6-week course (8 lec) **Prerequisites:** **RAH 144 and RAH 147**

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) **Prerequisite:** **RAH 264**

RAH 283 HVAC Systems I**2.5 Credits**

Studies the operation, troubleshooting and servicing of oil burners and efficiency testing of oil heating systems. In addition, the course provides an overview of the theory, operation, and applications for HVAC systems. The student studies the different types of fans, pumps, duct systems, piping systems and other components found on HVAC systems. 7.5-week course (8 lec) **Prerequisites:** **RAH 264 and RAH 272**

RAH 287 HVAC Systems II**2.5 Credits**

Builds on RAH 283 HVAC systems I, as it relates to energy efficient operation, maintenance, and troubleshooting of commercial HVAC systems. The student applies the procedures or startup, testing, adjusting, and balancing of air delivery, hydronic piping, heating and cooling systems. In addition, the student is exposed to component layout, system design and psychrometric applications for HVAC systems. 7.5-week course (8 lec) **Prerequisite:** **RAH 283**

SCI 201 Field Natural History**4 Credits**

An overview of local geology, flora, fauna and core ecological principles of a given region (course may be taken multiple times in different bio-zones). Students will learn basic identification and natural history of local plants including edibles, trees, mammals, alpine, coastal zones or ponds and streams. Students will develop and practice observation, identification, and interpretation skills using taxonomic keys and field guides and will keep naturalist field journal. Students will also conduct an independent natural history project culminating in a research paper. (40 lec, 40 lab)

SOC 101 Introduction to Sociology**3 Credits**

Examines the major perspectives of sociology. Attention is given to such concepts as society, culture, role, status, institution, social organization, social change, social control, deviance, socialization, and the dialectical relationship between individual and society. (3 lec)

SOC 113 Criminology**3 Credits**

Introduces the use of criminological theory as a framing device for measurement, classification, and meaningful analysis of crime and criminality. Perspectives including classical, positivist, biological, psychological, social structural, social process, and social

conflict are analyzed in turn to reveal the theoretical underpinnings of crime from a myriad of vantage points. These are used to evaluate the ways in which developmental, psychological, and environmental factors may combine to encourage, facilitate, or promote criminality. Additionally, the role of victims is explored to understand the experience of victimization and issues related to it, e.g. precipitation and target hardening. (3 lec, 0 lab) A grade of C or higher is required to pass this course. Cross-listed with CRJ113

SOC 151 Environment and Society

3 Credits

Introduces students to the concepts of ecology and ecosystems, the historical roots of the environmental movement, and some of the major environmental philosophies, including sustainable development, environmental economics, deep ecology, as well as the cornucopian view that human ingenuity and technology can overcome environmental problems. Covers and debates current natural resource issues including air and water quality, population, energy production, food production, fisheries, land use, habitat loss, the impacts of technology, waste disposal and environmental justice. Local, national, and global issues will be covered. (3 lec)

SOC 201 Understanding the Family

3 Credits

Discusses the family as it impacts the development of young children, examines implications of behavior patterns and explores behavior management techniques which respect the family system. Students will learn skills to facilitate communication and to support families. 15-week course (3 lec) **Prerequisites:** SOC 101

SOC 214 Contemporary Social Problems

3 Credits

An overview of contemporary social problems focusing on literature of local and global social problems with an effort made to address possible solutions. (3 lec)

SPE 101 Oral Communications

3 Credits

Emphasizes experiential learning. Topics include audience identification, topic development, purpose recognition, organization and delivery, use of props/visuals/technology, overcoming public speaking fears, and the importance of non-verbal communication and signals. (3 lec)

SPE 201 Oral Communications II

3 Credits

Emphasizes experiential learning through both small-group and large-group activities, as well as through a variety of life and career-oriented speaking exercises. Activities include using sources in a presentation, incorporating visuals, improving interview skills, and creating a presentation video as a team. (3 lec) **Prerequisite:** SPE101

SUR 105 Introduction to Surgical Technology

7 Credits

Introduces the broad field of surgical technology and the basic principles of aseptic techniques and patient care. Students will be expected to demonstrate safe and proper application of procedures and use of equipment. (4 lec, 6 hrs. clinical) **Prerequisite:** **Admission to Surgical Technology program**

SUR 117 Pharmacology for Surgical Technologists

2 Credits

Includes basic measurements with math review, nomenclature, dosage, and drug calculations. Stresses safe handling procedures for drugs and solutions, principals of drug use and care of surgical patients. Discusses anesthesia, fluids and electrolytes. (2 lec)

SUR 118 Surgical Technology I

15 Credits

This course intends to introduce the student to the practice of surgical technology. The focus of this course is on clinical practice, preparing students as entry level surgical technologists. Also, to learn and review basic surgical anatomy, instrumentation, and procedural steps. This course is a combined teaching of lecture and experience at the clinical sites. (60 lecture hrs., 540 lab hrs.) **Prerequisite:** SUR 105

SUR 123 Surgical Technology II

16 Credits

Focuses on using basic surgical anatomy, instrumentation and procedural steps in the genitor-urinary, otolaryngology, eye, plastic and reconstructive, neurosurgery, vascular, and cardiovascular-thoracic areas. Takes place in clinical settings. Competence will be assessed for each specialty area. Students will be assigned to each of the ten surgical services. They will perform scrub and circulating duties at the discretion of the instructors and operating room staff nurses. Students attend both formal and informal classes as well as operating room in-service programs. (90 lecture hrs., 480 lab hrs.) **Prerequisite:** SUR 118

TTO 112 Apprenticeship I

12 Credits

Documents 4,000 hours of apprenticeship training in a registered State of Maine apprenticeship program. Credits are awarded upon documentation of the successfully completed apprenticeship.

TTO 118 Apprenticeship II**18 Credits**

Documents 6,000 hours of apprenticeship training in a registered State of Maine apprenticeship program. Credits are awarded upon documentation of the successfully completed apprenticeship.

TTO 124 Apprenticeship III**24 Credits**

Documents 8,000 hours of apprenticeship training in a registered State of Maine apprenticeship program. Credits are awarded upon documentation of the successfully completed apprenticeship.

WEL 111 Metal Technology**3 Credits**

Offers the student the opportunity to develop skills in recognizing concepts of composition, strength and application of metals, and the reaction of metals to each other. Methods of identifying and utilizing different metals in various welding processes will be stressed. 15-week course. (3 lec) **Prerequisite:** Admission to the Welding Program or instructor permission. **Must be ready for MATL 110. Refer to the Placement Chart on page 45.**

WEL 131 Shielded Metal Arc Welding (SMAW), Basic**2 Credits**

Provides the student with the opportunity to develop attitudes in welding safety, skills in arc welding fundamentals, operation of welding machine power sources, and accessories, electrode classification and selection, and welding fillet gauge use. It provides training for skill development necessary to make welds in all positions using E6010 electrodes. An introduction to E7018 low hydrogen electrodes is also included. 4-week course (80 hr.) **Prerequisite:** Admission to the Welding Program or instructor permission. **Must be ready for MATL 110. Refer to the Placement Chart on page 45.**

WEL 132 Shielded Metal Arc Welding (SMAW), Advanced I**2 Credits**

Provides the student with the opportunity to develop skills making multi-pass fillet welds on inside corner joints. It also provides training to develop the manual skills necessary to make quality stringer and weave beads in all positions using 5/32" diameter E6010 and E7018 electrodes on 3/8" mild steel plate. The safe use of oxygen and acetylene flame cutting equipment using manual operations and techniques is also introduced. 4-week course (80 hr.) **Prerequisite:** WEL 131

WEL 133 Shielded Metal Arc Welding (SMAW), Advanced II**2 Credits**

Offers the opportunity to develop skills necessary to produce quality open root single v-groove welds on 3/8" thick mild steel plate. This procedure uses 1/8" diameter E6010 electrodes for the open root pass, 3/32" diameter E7018 electrodes for filler passes and 1/8" diameter E 7018 electrodes for cover passes. The welding positions included are the 2G horizontal, 3G vertical and 4G overhead. Weld quality will be validated utilizing guided bend tests. 3-week course (60 hr.) **Prerequisite:** WEL 131

WEL 134 Shielded Metal Arc Welding (SMAW), Structural**2 Credits**

Introduces the student to requirements of the American Welding Society, Structural Welding Code D1.1 and AWS 389 Standard for AWS Certified Welders. The student has the opportunity to develop skills to make quality groove welds on 3/8" thick plate steel with backing strap, using 1/8" diameter E7018 electrodes in the 2G (horizontal), 3G (vertical up), and 4G (overhead positions). 4-week course (80 hr.) **Prerequisite:** WEL 132

WEL 135 Shielded Metal Arc Welding (SMAW), Pipe I**2 Credits**

Offers the student the opportunity to develop skills in pipe nomenclature, weld quality, uphill pipe procedures, preheating and inter-pass temperatures. It offers training to develop the manual skills necessary to perform proper joint fit-ups and tacking procedures. It also offers the opportunity to develop skills to produce quality multi-pass welds on five (5) inch diameter, schedule 40, mild steel pipe in the 2G horizontal and 5G vertical up positions, using E6010 electrodes for the open root, fillers, and cover passes. 4-week course (80 hr.) **Prerequisite:** WEL 133

WEL 136 Shielded Metal Arc Welding (SMAW), Pipe II**2 Credits**

Offers the student the opportunity to develop skills in pipe welding, determination of weld quality, uphill pipe procedures and applying and maintaining preheat and inter-pass heat treatments. This manual skill development is necessary to produce quality multi-pass welds on 5" diameter, schedule 40, mild steel pipe in the 2G horizontal and 5G vertical up positions using 1/8" diameter E6010 electrodes for the open root, 3/32" E7018 fillers and cover passes. Weld quality will be determined by using the visual and guided bend test. 4-week course (80 hr.)

Prerequisite: WEL 135

WEL 137 Shielded Metal Arc Welding (SMAW), Pipe III (ASME Qualification)

2 Credits

Offers the student the opportunity to develop the manual skills necessary to produce quality multi-pass welds on 5" diameter, schedule 80, mild steel pipe, using 1/8" E6010 roots and 3/32" E7018 fill and cover passes in the 45degree 6G fixed position. It offers the student training to qualify as a welder in accordance with Section 4, Maine Boiler Rules, and ASME Boiler and Pressure Vessel Code, Section IX for welder qualifications. 4-week course (80 hr.) **Prerequisite:** WEL 136

WEL 151 Flux-Cored Arc Welding (FCAW)

2 Credits

Provides the student with the opportunity to develop skills using the semi-automatic flux-cored arc welding process. Emphasis on the proper use of semi-automatic equipment, operations, machine adjustments and recognition of weld quality will be introduced. It provides training to develop the manual skills to make quality multi-pass welds in all positions, using 3/8" and 1" thick steel plate. Air carbon arc gouging is also a process that is briefly introduced. 3-week course (60 hr.) **Prerequisite:** WEL 134

WEL 161 Welding Fundamentals

1 Credit

A comprehensive introduction to welding technology and applications. Welding and related tool use safety applications and personal protective equipment (PPE) are demonstrated, practiced and emphasized. Fundamentals of Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW) and Gas Tungsten Arc Welding (GTAW) processes and their applications are introduced, demonstrated and practiced. Cutting processes are introduced and demonstrated. Quality standards and codes are introduced. (15 hr.)

WEL 186 Blueprint Reading and Drafting for Fitters and Welders

3 Credits

Teaches the meanings of views, lines, sizes, dimensions, and welding terms; emphasizes welding symbols and blueprint reading; and develops basic drawing skills by means of practice with these symbols and with basic orthographic projection exercises. (2 lec, 2 lab) **Prerequisite:** Admission to the Welding Program or instructor permission; must be ready for MATL 110. Refer to the Placement Chart on page 45.

WEL 222 Quality Assurance/Quality Control

4 Credits

Develops skill in the recognition and application of quality standards in the technical field of welding. Information is presented to explain the relationship between costs and weld quality and the necessary elements that must be considered to develop a quality assurance and quality control program. Development of welding procedures, qualification of procedures, the technical representation of welding discontinuities and defects, and destructive and non-destructive testing are also introduced. 15-week course (60 hrs.) **Prerequisite:** WEL 111

WEL 265 Gas Metal Arc Welding (GMAW), Basic

1 Credit

Provides the student with the opportunity to develop skills in welding safety, gas metal arc welding fundamentals, gas metal arc equipment and adjustment, metal transfer and shielding gases. It also provides the student the opportunity to develop the manual skills necessary to make high quality **gas metal arc welds** in all positions on mild steel plate 1/16" to 3/8" thick, single and multipass welds, using the short circuit transfer method using ER 70S3 filler wire. 2-week course (40 hr.) **Prerequisite:** Admission to the Automotive or Diesel Program or instructor permission

WEL 267 Gas Metal Arc Welding (GMAW), Advanced

1 Credit

Offers the student the opportunity to develop skills and proper attitudes in welding safety and the gas metal arc welding process of aluminum using 5356 plate and 4043 and 5356 wire. Also covered is the flux core arc welding of stainless steel utilizing E309L-T x .035 or .045 diameter wire. Instruction includes fundamental types of equipment and the basic theory and practice of metal transfer. This course offers training to develop the manual skills necessary to produce quality fillet welds on .125, .250 and .375 thick aluminum, stainless or mild steel plate in all positions. 2-week course (40 hr.) **Prerequisite:** WEL 265

WEL 269 GMAW, Pipe

1 Credit

Offers the student the opportunity to develop skills in gas metal arc welding of pipe, the proper preparation for welding pipe and the recognition of pipe welding defects. It offers training to develop skills necessary to produce quality groove welds on 6" diameter, schedule 40, mild steel pipe in the 2G, 3G and 6G positions using ER 70S6 filler wire. 2-week course. (40 hr.) **Prerequisite:** WEL 137

WEL 270 GTAW, Basic

2 Credits

Offers the student the opportunity to develop attitudes in welding safety and skills in gas tungsten arc welding fundamentals, recognition of arc characteristics and to make quality welds in all positions on 16 and 11-gauge mild steel, stainless steel and aluminum plate. This course reviews the characteristics of mild steel, stainless and aluminum plate and includes an introduction to aluminum pipe welding. 3-week course (60 hr.) **Prerequisite:** FIT 235

WEL 277 Gas Tungsten Arc Welding (GTAW), Pipe I**2 Credits**

Offers the student the opportunity to develop skills in the Gas Tungsten Arc Welding process for mild steel pipe. It develops the skills necessary to produce quality open root groove welds, on 5" diameter schedule 80 mild steel pipe in the 2G and 5G positions, walking the cup technique to deposit the root and hot pass, and the SMAW process with E7018 low hydrogen electrodes to complete the weld. An introduction to ER309 stainless steel welding in the 6G position is also presented. Weld quality will be validated using guided bend tests. 5-week course (80 hr.) **Prerequisite:** WEL 270

WEL 278 Gas Tungsten Arc Welding (GTAW), Pipe II**2 Credits**

Offers the student an opportunity to develop skills in the GTAW process for small-diameter mild steel pipe. Training will be offered to produce quality open root, groove welds on 3-inch diameter schedule 40, and 2-inch diameter heavy wall mild steel pipe, in the 2G, 5G, and 6G positions. This course also provides the opportunity for skill development in walking the cup technique to deposit the root and hot passes and incorporating the SMAW process with E7018 low hydrogen electrodes for completing the weld. 5-week course (80 hr.) **Prerequisite:** WEL 277

WEL 279 Gas Tungsten Arc Welding (GTAW), Pipe III**2 Credits**

Offers the student the opportunity to develop skills in the Gas Tungsten Arc Welding advanced procedures and preparation for welding stainless steel and aluminum pipe. This course prepares the student to produce quality groove welds on 4" diameter, schedule 5 to 10, and stainless-steel pipe in the 2G, 5G, and 6G positions. The identification of pipe welding defects is also included. **Prerequisite:** WEL 278

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Joyce Hedlund

President

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Marilyn A. Lavelle

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Donna McLaughlin

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Cory Wyman

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