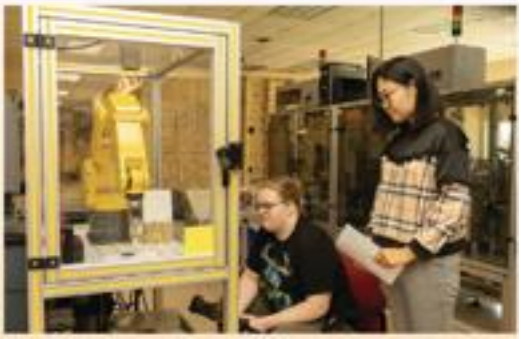
Eastern Maine Community College



2024-2025 College Catalog

354 Hogan Road, Bangor, ME 04401 •www.emcc.edu

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

Eastern Maine Community College's mission is to serve as a dynamic educational institution that empowers learners to meet their personal and professional goals, and to collaborate with our business and community partners to support their growth and success.

Values & Guiding Principles

Value: Educational Excellence

- Principle: We develop and deliver high quality educational experiences that are relevant and responsive.
- Principle: We offer educational pathways that provide value to our learners, industry partners, and communities.
- Principle: We foster lifelong learning.

Value: Respect for All

- Principle: We provide opportunities that are equitable.
- Principle: We encourage diverse perspectives.
- Principle: We treat others with empathy.

Value: Honesty & Integrity

- Principle: We act with altruism, transparency, and compassion.
- Principle: We strive for fiscal responsibility and environmental sustainability in all aspects of our operations.

Value: Collaboration

- Principle: We work collaboratively with our community partners to create opportunities for current and future generations.
- Principle: We work collaboratively with other institutions of higher education to create meaningful transfer pathways.
- Principle: We work collaboratively with our industry partners to continually adapt our programs to meet the needs of a changing economy.

MCCS approved 2/8/2023

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 degrees, certificates, 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 the Center for Learning and Innovation 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 spend 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 to you and to answer your questions. You are the reason we exist and your success is our success.

Elizabeth Russell
President

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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 dadams@mainecc.edu or by 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 Director of Student Learning Support as soon as possible at emccaccess@mainecc.edu or by phone at 207-974-4868. The Accessibility Services Office is located in Maine Hall, across from the Student Success Center.

Email addresses for commonly used services:

Accessibility Services – emccaccess@mainecc.edu
Advising – emccadvising@mainecc.edu
Counseling – emcccounselor@mainecc.edu
Tutoring – tutoring@emcc.edu
TRIO – emcctrio@mainecc.edu
Student Success/Peer Mentors – emccsuccess@mainecc.edu
Brightspace Help – emccbrightspacehelp@mainecc.edu
Food Pantry/EMCC Co-Op – FoodPantry@emcc.edu
Student Engagement – emcclife@mainecc.edu
Residence Life – emcclife@mainecc.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@mainecc.edu
Example: Liz Russell, President = lrussell@mainecc.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..... Lynn Hunter, Academic Dean
Automotive Technology ..... Chris Davis, Chair
Building Construction Technology.....Armand Auclair, Chair
Business/Hospitality Management .....Melissa Boyan, Chair
Career Studies..... Lola Ellis, 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 ..... Jane Loxterkamp, Chair
Education..... Jane Loxterkamp, 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 ..... Zachary Cronkhite, Chair
Human Services ..... Debra McIntyre, Chair
Liberal Studies .....Robb Freeman and TBA, Co-Chairs
Math/Science .....Jeff Melmed, Chair
Medical Assistant Technology ..... Barbara Marchelletta, Chair
Medical Office Technology .....Kim Campbell, Chair
Medical Radiography.....Heather Merrill, Chair
Nursing ..... Heather Rushmore, Chair
Plumbing Technology .....Shane Bond, Chair
Refrigeration, Air Conditioning and Heating Technology.....Rick Gomm, Co-Chair
.....Travis Graves, Co-Chair
Social Science ..... Robb Freeman, Chair
Surgical Technology..... Tisha Clark, Chair
Welding Technology .....Roland Clukey, Chair

Accessibility Services ..... Liz Daigle, Director of Student Learning Support
Admissions..... Allison Sheehan, Director of Admissions
Advising..... Lauren Quinn, Director of Advising
Advancement..... TBD, VP of Institutional Advancement
Affirmative Action..... Dusty Packard-Adams, Director of Human Resources
College Store..... Lance Sheffield, Manager
Counseling Services ..... Bridget Riffel, Counselor
Enrollment Operations ..... Stacy Green, Associate Director
Facilities Management..... Abe Chase, Director of Facilities and Operations
Financial Aid..... Candace Ward, Director of Financial Aid
General Administrative Matters..... Terri Adam, President's Office
Immunizations ..... Rebecca Mallett, Administrative Coordinator
Information Technology ..... TBA, Director of IT Infrastructure
Library Services..... William Cook, Librarian
Non-credit, Badging..... Kim Wilson-Roy, Dean of Workforce and Professional Solutions
Off-Campus Centers

East Millinocket Center..... .....Debora Rountree, Executive Director of Rural Development Initiatives
One Industrial Drive
East Millinocket, ME 04430
207-746-5741 ● 1-800-498-8200 (in Maine)

Penquis Higher Education Center.....Debora Rountree, Executive Director of Rural Development Initiatives
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
Student Billing ..... TBA, Business Office Manager
Student Data .... Hope Holyoke, Registrar
Student Services ..... Elizabeth True, Vice President of Student Affairs
Student Success Center ..... Elizabeth True, Vice President of Student Affairs
Student Registration..... Myah Reed, Administrative Specialist III
Transcripts ..... Hope Holyoke, Registrar
Veteran Affairs ..... Candace Ward, Director of Financial Aid
Workforce and Professional Solutions ..... Kim Wilson-Roy, 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			•		
Computer Technology – Coding			•	•	•
Computer Technology – Networking			•		
Criminal Justice			•		
Criminal Justice -- Corrections				•	
Culinary Arts			•		
Diesel, Truck and Heavy Equipment Technology			•	•	
Digital Graphic Design			•	•	
Early Childhood Education			•		
Education—Elementary Education			•		
Education-Career and Technical				•	
Education – Secondary Education			•		
Electrical and Automation Technology			•		
Electricians Technology				•	
Emergency Medical Services			•	•	
Fine Woodworking and Cabinet Making			•	•	
Fire Science Technology			•	•	
Human Services			•	•	
Human Services – Substance Abuse Rehabilitation Technician				•	
Liberal Studies	•				
Medical Assistant Technology			•	•	
Medical Office Technology				•	
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, updating their skills or university transfer preparation.

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 in hospitality and public safety 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, programs are offered to area high school students providing them an opportunity to earn college credits while still enrolled in high school.

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 are 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 mission of the Maine Community College System is to provide associate degree, diploma, and certificate programs directed at the educational, career, and technical needs of the State's citizens and the workforce needs of the State's employers. The primary goals of the System are to create an educated, skilled, and adaptable labor force that is responsible to the changing needs of the economy of the State and to promote local, regional, and statewide economic development. (Public Law, Chapter 431).

CIVILITY STATEMENT

There will be times that each student, administrator, faculty member, or staff personnel will experience frustration to a high degree. When this occurs, and it will, we encourage each person experiencing this high level of frustration to step back, walk away, and return later to discuss the situation. Seek out someone to act as a third party with respect to conflict resolution.

Eastern Maine Community College strives to educate and employ individuals who emulate the values of the institution and demonstrate principled and considerate conduct. Every member of our community is responsible for seeking peaceful resolution when conflict arises and contributing to an environment that fosters civility, respect and fairness.

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: 781-425-7785
www.neche.org

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

ASE Education Foundation
1503 Edwards Ferry Road, NE, Ste. 401, Leesburg, VA 20176
Phone: 703-669-6650
https://aseeducationfoundation.org

The Education program is approved by the Maine State Board of Education as an Educator Preparation Program.

Maine Department of Education
23 State House Station
Augusta, ME 04333-0023
Voice: 207-624-6600
Fax: 207-624-6700
www.maine.gov/doe/about/leadership/stateboard

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,
9355 – 113th Street North # 7709
Seminole, FL 33775
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
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)
3390 Peach Tree Rd NE, Suite 1400, 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 email at dadams@mainecc.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 the TEAS Test at a cost of $70. 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. A program-specific questionnaire is required for applicants to the Surgical Technology program, 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 strongly encouraged to apply for admission and supply all required documentation prior to May 1 for fall enrollment and prior to October 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 test results. In lieu of one of these tests, homeschooled students may take the Accuplacer placement test.

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 who participate in the live-in opportunity 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 seven 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** (excluding those who participate in the live-in option); **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.

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 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 on-campus housing must complete and 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 Maine Community College System (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.

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

- high school transcript and/or GED or HiSET scores;
- dual or concurrent enrollment courses taken;
- academic performance in prerequisites for the program of study;
- class standing;
- cumulative grade point average;
- recommendations when voluntarily submitted;
- PLA (Prior Learning Assessment) and applicable career-related skills where appropriate;
- 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/Admission**—The applicant has been approved for a program of study.
- **Enrollment** – The accepted student commits to attending the college/program and is registered for program courses.
- **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 prior to the term for which the applicant is waiting; 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 expires upon the start of the term and 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 **residence hall application online** (www.emcc.edu/housing) and **required room deposit of $100** 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) prior to being registered for classes. Students accepted to one of the allied health programs may be required to provide additional immunization materials, including COVID 19 vaccination, as outlined in the acceptance packet. Students wishing to live in student housing, are currently strongly urged to provide documentation of the COVID-19 vaccines prior to housing assignments, and are encouraged to obtain the meningococcal vaccines.
3. 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 with SAT or ACT results that exceed the pre-established cutoffs.
4. All individuals offered admission to Emergency Medical Services, Medical Assistant Technology, Medical Radiography, Nursing, Plumbing Technology and Surgical Technology, as well as those Fire Science students participating in the live-in opportunity, 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, Elementary Education and Secondary Education who are offered admission will be required to obtain fingerprinting clearance from the Department of Education prior to enrolling in field placement courses. This is facilitated by department faculty during the first semester.
6. All admitted students are required to complete the New Student Orientation online course prior to being registered for classes in their initial semester of enrollment. Additionally, some program-specific orientation days may be required in person.

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 an academic 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 Academic Dean. 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

Individuals 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 for specific programs. Permission to defer an individual's admission is granted at the discretion of the Director of Admissions. Individuals 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 or emailed directly from each institution to the Admissions Office. Copies of course syllabi may be requested. Transfer credit will be reviewed by the Registrar's Office.

Generally, courses with grades of C (2.0) or better which are judged by EMCC to be equivalent to EMCC 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 emccadvising@mainecc.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 2024-2025 is $144 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 2024-2025 are as follows:

On-campus housing (Acadia Hall and Kineo Hall):
Room & Board per semester based on Meal Plan A (7-Day) is $5,902.00 (Double Occupancy)
Room & Board per semester based on Meal Plan B (5-Day) is $5,281.00 (Double Occupancy)

Single Occupancy rate is an additional $500.

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.

Residence Hall Recreation Fee: A Residence Hall Recreation 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: 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).

PARKING/VEHICLE REGULATIONS

Parking Decals*:* The College to provide security and regulates parking on campus. All students, faculty, and staff must obtain a parking pass. All vehicles parked in illegal or non-parking areas may be towed at the owner's expense. Students, faculty, and staff will bring valid registration to the Safety and Security kiosk in Maine Hall. Their information will be put into the system, and they will then be issued a decal for their vehicle. Vehicles not displaying decals by the end of the third week of classes will be ticketed. Parking decals are available for free at the kiosk. Students who use multiple vehicles may obtain up to two decals.

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.

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 their 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 Comprehensive Fee*:* The College Comprehensive Fee is $29.60 per credit hour. The College Comprehensive Fee supports health services, personal counseling, registration, grades, and transcripts, graduate job services, costs of supplies and materials for programs and technology used by the College.

Unified Services Fee: The Unified Services Fee is $13 per credit hour. The Unified Services Fee supports student services at Eastern Maine Community College including student activities, student IDs, safety and security costs of day and evening security personnel for students on campus and parking.

Liability Insurance Fee (Health Sciences)*:* 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 (Paramedics) is $55 per year. This fee is not refundable.

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.

Service Fees*:*

ATA 124 - Automotive Maine State Inspection Fee	$34.00
ATA 126 - ASE Registration & Test Fee	$84.00
ATA 146 - ASE Test Fee	$56.00
ATA 210 - ASE Registration & Test Fee	$84.00
ATA 215 - ASE Test Fee	$56.00
ATA 220 - Engine Performance & Diagnosis ASE Test & Entry Level Exam	$102.00
ATA 225 - ASE Registration & Test Fee	$90.00
ATA 230 - ASE Test Fee	$56.00
ATA 235 - ASE Test Fee	$56.00
ATA 235 - Required Tools Fee	$2,500.00
ATH 175 - Diesel, Truck & Heavy Technician State Inspection Fee	$37.00
ATH 151 - Hydraulic Certification ADE	$60.00
ATT 141 - ASE Test Fee	$19.00
BCT 105, BCT 152, BCT 255, BCT 272 - Building Construction Certification	$70.00
BMT 221 - Medical Transcription l	$196.00
BMT 222 - Medical Transcription II	$156.00
ECE 110 - Child & Adolescent Development	$70.00
EDB 231 - Behavioral Health Professional	$100.00
ELC 100 - Introduction to Electricians Technology (OSHA)	$36.00
EMS 100 - First Responder	$165.00
EMS 121 - First Aid in the Workplace	$81.00
EMS 124 - First Responder to EMT (Basic Bridge)	$165.00
EMS 125 - Advanced Healthcare Provider to EMT (Basic Bridge)	$165.00
EMS 131 - Emergency Medical Technician (Basic)	$292.00
EMS 201 - Fundamentals of EMS	$221.00
EMS 202 - Cardiac/Respiratory Emergencies	$220.00
EMS 205 - EMT Intermediate Skills Seminar	$220.00
EMS 208 - Advance Emergency Cardiovascular Care	$414.00
EMS 210 - Paramedic Emergencies I	$413.00
EMS 212 - Emergency Care Across the Lifespan	$63.00
EMS 214 - Paramedic Skills Seminar	$168.00
EMS 215 - Paramedic Clinical Preceptorship & Field Internship I	$413.00
EMS 217 - Paramedic Clinical Preceptorship & Field Internship III	$250.00
EMS 231 - Paramedic Emergency II	$62.00
EMS 233 - Paramedic Emergency III	$167.00
EPT 123 - Power Distribution	$32.00
FWC 103, FWC 111, FWC 201, FWC 211 - Fine Woodworking Certification	$62.50
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 & Lab Kits	$495.00

NUR 136 - Nursing Testing & Lab Fee	$245.00
NUR 267 - Nursing Testing & Lab Fee	$350.00
NUR 270 - Nursing Testing & Lab Fee	$245.00
PHL 101- Phlebotomy Exam Fee	$125.00
RAH 103, RAH 104, RAH 203, RAH 204 - RAH Certification/Licensing Fee	$467.00
SUR 105 - Surge Tech Certification Fee	$247.00
WEL 134, WEL 137, WEL 277 -Welding Certification Fee	$400.00

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 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. 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 daily 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"**	

*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.

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 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 designee.
3. The resident leaves for reasons other than a violation of the Student Code of Conduct or Housing Contract.

In addition, repairs for damage 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

Eastern Maine Community College offers students financial aid, grants and waivers, scholarships, work study, student loans, and veterans benefits.

FINANCIAL AID APPLICATION PROCESS

To determine eligibility for federal, state, and institutional grants, scholarships, work-study and loans, 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 students either via mail or to the student's email listed on the FAFSA.

Special Notes:

Students who extend their studies beyond two years may be enrolled less than full-time at some point in their program of study. 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 student financial 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 of Maine

- **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.

- **Maine Free College Scholarships** are available to EMCC students who graduated in the classes of 2020, 2021, 2022, 2023, 2024 and 2025. Award is equivalent to EMCC's tuition and fee cost minus any other Federal or State Grant. Students must annually complete a FAFSA form. Students who graduated high school or received their GED/HiSET in 2022, must matriculate at EMCC no later than the Summer 2025 term to be eligible for Free College Scholarship.

Institutional Funds

- EMCC Financial Aid Scholarships are based on a student's financial need as evaluated by the FAFSA form. Awards are offered based on our May 1st FAFSA deadline. Full and part time students are considered for these awards.
- EMCC Foundation Scholarships are offered to students based on donor criteria. The online application for these awards is located on the college website.

VETERANS' BENEFITS

Students who plan to receive veterans' educational benefits must contact 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 Enrollment Center in Katahdin Hall, call 207-974-4624 to set up an appointment for assistance, or email emccfinaid@mainecc.edu.

Degree Status: To receive VA educational benefits, a veteran (or their dependent) 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 form, **and**
- be admitted to a credit-bearing academic program (degree or certificate) at EMCC (apply online for admission at 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). 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 the first degree or certificate attempted.

If a student fails to satisfy all three of the Standards then they will 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 the 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 with an academic advisor.

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, and
- Meet the terms of Student Success Plan established with an Academic Advisor.

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: 8:30 a.m. to 4:30 p.m., Monday through Thursday, and Friday 8:30 a.m. to 3:00 p.m. The week prior to the start of classes, the College Store will be open, Monday – Friday, 8:00 a.m. to 5:00 p.m. During the first week of classes, the College Store is open 8:00 a.m. – 6:00 p.m. Monday through Thursday and 8:30 a.m. – 5:00 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 student 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. 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 links
- Library tutorials
- Research tips
- Subject guides
- E-books for leisure reading including Kindles and other e-readers
- 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. Weekend, break, and summer hours change and are posted on the Library website. Phone: 207-974-4640

COUNSELING SERVICES

It takes courage to reach out for support, and we're here to provide a judgment-free and supportive environment for all students. Our counseling services are designed to support the whole individual, addressing a range of topics including managing conflicts, relationship issues, exploring identity, navigating community resources, and mental health concerns.

We offer the following counseling services to our students:
- Short-term counseling sessions are available on campus.
- Telehealth services provide convenient access to counseling remotely.

Whether you're facing academic stress, relationship difficulties, or navigating personal growth, the counseling services at EMCC are committed to helping you thrive during your college experience. Your well-being is important to us, and we encourage you to take advantage of these resources to support your journey. Please don't hesitate to reach out. To schedule an initial counseling appointment, call 207-974-4858 or send an email to emcccounselor@mainecc.edu. The counselor sees clients Monday – Friday by appointment. The counseling office is located at 124 Maine Hall. To learn more about services the counselor offers, visit https://www.emcc.edu/student-life/resources/counseling/.

The College also offers free short term online therapy through BetterMynd. If you would like to learn more about this service, you can call 207-974-4858, send an email to counseling@mainecc.edu, or visit https://www.emcc.edu/student-life/resources/counseling/bettermynd-online-counseling/.

Crisis support is 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 during the college's operating hours:

- Vice President of Student Affairs (207-974-4673, 124 Katahdin Hall)
- Accessibility Services Coordinator/Director of Student Learning Support (207)-974-4868, 123 Maine Hall)
- Director of Residential Life and Engagement (207-974-4690, 126 Maine Hall)
- JMG Navigators (207-974-4825 or 207-974-4828, 128 and 133 Maine Hall)
- Residence Life staff (207-974-4795/207-974-4696, Acadia/Kineo Halls)
- Any member of the campus security team (207-745-6090, Maine Hall).

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 Suicide and Crisis Lifeline, dial or text 988, or go to https://988lifeline.org/ for chat
- Trans Lifeline, 1-877-565-8860

- Veteran's Crisis Line, call 988 then press 1; text 838255; chat, https/www.veteranscrisisline.net
- LGBTQ+ Young Adults crisis and support, call 1-866-488-7386; text 678678; chat https://www.thetrevorproject.org
- Rape Response Services, 1-800-871-7741
- Domestic Abuse Services, 1-800-863-9909
- Information and referrals in Maine, dial 211; https://211maine.org/
- Peer Support Warm Line: 1-866-771-9276 (warm)

***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 referrals will be initially viewed by the co-chairs of the CARE Team, the VP of Student Affairs 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, Academic Dean, 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, which is located here https://www.emcc.edu/student-life/resources/care-team/ or under Quick Links on MyEMCC. If you have questions about making a referral, please contact the VP of Student Affairs (207-974-4673) 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 into 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 bells, and other equipment, the gym floor is open for pick-up games and basketball. The gym is open to all students, faculty and staff, 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, support services for students with disabilities, lunch and learn workshops, supplemental instruction, peer mentoring, 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 Director of Student Learning Support at emccaccess@mainecc.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 that serves 150 EMCC students per year. TRIO is a free program that aims to empower first-generation, income-eligible, and students with disabilities to achieve their educational and professional goals through comprehensive academic and personal support. TRIO SSS provides students with individualized guidance designed to strengthen academic performance, increase retention and graduation rates, and prepare for life after EMCC. Through one-on-one advising, academic workshops, transfer visits/advising, tutoring, peer mentoring, financial aid counseling, scholarships, a summer bridge program, and cultural experiences, staff work alongside students to envision and achieve post-graduation success. Email emcctrio@mainecc.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 the classroom and offers in-person and online tutoring services at no cost to EMCC students. Tutoring supports students with academic concepts such as writing essays and preparing for exams. Arrangements for obtaining this type of assistance can be made directly through the Student Success Center or by emailing emccsuccess@mainecc.edu.

PEER MENTORING

Eastern Maine Community College recognizes the importance and success of students helping students. Peer Mentors support students in matters related to adjusting to being an EMCC college student, time management, organization, navigating Brightspace and other platforms used in classes (My Math Lab, Cengage, etc.), accessing EMCC email, and much more. To access Peer Mentoring services, contact Racheal McGraw at rmcgraw@mainecc.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.

FERPA - 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 Enrollment Center and completing the appropriate form. If you request to have your public directory information 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 Dean 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 Dean 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 staff academic advisor(s) who assist students with curricular and scholastic matters, 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 fall and spring semesters 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 Dean of Academic Affairs.

ENGLISH AND MATHEMATICS COURSE PLACEMENT

EMCC uses multiple measures where possible in determining placement in English and mathematics courses including standardized assessment scores (SAT or Accuplacer), prior academic records, and/or counselor. 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 (ENGL 100) Basic Academic & Pre-Professional Writing	---		<420	or	<460
ENG 101 (ENGL 101) College Composition *with* ENGL 101 (ENGL 102) College Composition with Lab	LAE 013	or	420-479	or	460-499
ENG 101 (ENGL 101) College Composition			≥480	or	≥500
TECHNOLOGY/PROGRAM-SPECIFIC COURSES WITH ENGLISH PREREQUISITES					
BUA 131 (BUSN 131) Business Law I	LAE 013	or	≥420	or	≥460
EMT 123 (EMST 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 (MATH 008) Pre-Algebra	---		<450	or	<420	or			<250
LAM 009 (MATH 009) Introductory Algebra	LAM 008 (MATH 008)	or	450	or	420	or	<250	and	≥250
MAT 103 (MATH 103) Thinking Mathematically	LAM 009 (MATH 009)	or	500	or	480	or	≥250		
MAT 105 Quantitative Reasoning	LAM 009 (MATH 009)	or	500	or	480	or	≥250		
MAT 107 (MATH 107) Elementary Descriptive Geometry	LAM 009 (MATH 009)	or	500	or	480	or	≥250		
MAT 108 (MATH 108) Elementary Numerical Math	LAM 009 (MATH 009)	or	500	or	480	or	≥250		
MAT 110 (MATH 130) Technical Mathematics I	LAM 009 (MATH 009)	or	480	or	450	or	≥250		
MAT 116 (MATH 140) College Algebra	LAM 009 (MATH 009)	or	500	or	480	or	≥250		
MAT 163 (MATH 155) Introductory Statistics	LAM 009 (MATH 009)	or	500	or	480	or	≥250		
MAT 217 (MATH 190) Pre-Calculus	MAT 120 (MATH 160)	or	550	or	500	or	≥275		
MAT 225 (MATH 260) Calculus I	MAT 217 (MATH 190)	or	600	or	580	or	≥300		
MATL 110 (MATH 132) Technical Math I with Lab	LAM 008 (MATH 008)	or	450	or	420	or	<250	and	≥250
TECHNOLOGY/PROGRAM-SPECIFIC COURSES WITH MATH PREREQUISITES									
BUA 111 (BUSN 111) Accounting I	LAM 008 (MATH 008)	or	450	or	420	or			≥250
BUA 165 (BUSN 165) Business Mathematics	LAM 008 (MATH 008)	or	450	or	420	or			≥250
EMT 131 EMT-Basic	LAM 008 (MATH 008)	or	450	or	420	or	>230		
NRG 101 (NURS 101) Math for Nurses	LAM 008 (MATH 008)	or	450	or	420	or	>230		

A grade of "C" or higher must be earned in prerequisite courses.

COURSE MODALITY

EMCC offers multiple modalities for students to take courses. The chart below describes the different options as indicated in the course code.

Ex: ENG101-01-***[code]***

Code	Description	Definition
OA	Online Asynchronous	No class meetings, course offered 100% online
OH	Online Hybrid	Online class meetings, generally 1x per week
HY	Hybrid	In-person class meetings, generally 1x per week
OS	Online Synchronous	Online class meetings, generally 2x per week
No code	In-person	In-person class meetings, generally 2x per week
HS	Hybrid Synchronous	In-person AND online class meetings, generally 2x per week

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 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 - 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 Dean of Academic Affairs.

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 emccregistrar@mainecc.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.

ACADEMIC DISMISSAL

Students who meet the criteria below at the end of any semester will be placed on Academic Dismissal.

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

Academic Appeals for academic dismissal are heard by a committee comprised of the Dean of Academic Affairs, the Vice President of Student Affairs, and others as invited. If the appeal is successful, the student will be placed on Academic Probation.

RESTABLISHING ELIGIBLITY AFTER ACADEMIC DISMISSAL

Students whose appeals are denied may be able to reestablish eligibility by completing six or more required credits at their own expense with grades of 2.0 or better after taking off one semester. The completed credits must apply toward the student's Degree or Certificate. After completing these requirements, students may submit an appeal to request reinstatement of their financial aid eligibility and readmission to their program.

Special Note: The decision of the Dean 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.

MID-SEMESTER GRADES/ACADEMIC WARNINGS

At the mid-point of each semester, the Academic Affairs Office may notify 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, email emccregistrar@mainecc.edu.

ADDRESS AND NAME CHANGE

To ensure that our students receive all correspondence from the College, we request that students notify the Enrollment 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 Enrollment 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, and how, 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 to learn more about this process. More detailed information can be found on our website http://www.emcc.edu/beyond-emcc/transfer-agreements/

REVERSE TRANSFER

Students are eligible to earn a credential from EMCC after successfully transferring to another institution before completion of their program. In order for this to happen, the student will need to submit an official college or university transcript to the Registrar's Office (emccregistrar@mainecc.edu). A student may transfer a maximum of 75% of the credits required for an Associate's degree or a maximum of 25% of the credits required for a certificate program. Credits being transferred back into an EMCC program must fulfill the remaining requirements of that program.

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 at any time during the semester and a grade of "AF" will automatically be assigned.

REPEATING A COURSE

A course may be attempted no more than twice without prior approval of the Dean of Academic Affairs and in consultation with the program department chairperson and faculty member. All grades will remain on the student's record, however, only the most recent grade (regardless of whether that grade is higher or lower) on any repeated course with be the grade used in computing the cumulative grade point average (GPA) and for determining completion of degree requirements. 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 15- and 16-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 the Add/Drop 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 academic 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 determine if they need 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 for monitoring 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 emccgradapps@mainecc.edu to 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 Admission. 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 complete the College Withdrawal form located on MyEMCC under Current Student. Failure to follow this official withdrawal process may result in failing grades recorded on the student's academic transcript. Students should work with their faculty and/or staff advisor when transitioning away from EMCC.

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.

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 their 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 they are 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.

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 Dean 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 the 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 Information Technology Department shall work with the MCCS 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.

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/CREATIVE ARTS		COMMUNICATIONS	MATH/ QUANTITIVE LITERACY	SCIENCE/NATURAL SCIENCE	SOCIAL SCIENCE
Literature	*Fine Arts*	ENG 100 (ENGL 100)	MAT (MATH)	BIO (BIOL)	ECO (ECON)
ENG 112 (ENGL 115)	ART (ARTS)	ENG 101 (ENGL 101)		CHE (CHEM)	GEO (GEOG)
ENG 222	ENG 212 (ENGL 260)	ENG 162 (ENGL 162)		NUT (NUTR)	GOV (POLS)
ENG 223	ENG 214 (ENGL 214)	ENG 172 (ENGL 200)		PHY (PHYS)	HIS (HIST)
ENG 224	HUM (ARTA)	ENG 215 (ENGL 201)			PSY (PSYC)
ENG 225 (ENGL 225)	MUSI	SPE 101 (COMM 107)			SOC (SOCI)
ENG 235	*Philosophy*				
ENG 241	PHI (PHIL)				
ENG 245	*Language*				
ENG 247	ASL (ASLA)				
ENG 249	KORE				

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.
Certificate: High School Level Algebra I required.

A valid driver's license as well as a clean driving record will be necessary while enrolled in this program. Additionally, a clean criminal history is required to hold a Maine State Inspection License and is beneficial to securing employment in this field.

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 have to choose one of three manufacture training programs to study. All students will be required to complete 60 hours of manufacturer training over the two years they attend EMCC. Many students choose to complete training with multiple manufacturers increasing their value to the automotive industry.

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
	ATA 100 (AUTO 100)	Automotive Safety and Light Vehicle Repair	4
	ATA 110 (AUTO 110)	Automotive Basic Electrical Systems	3
	ATA 150 (AUTO 150)	Automotive Engine Repair	3
		General Education Courses	**Credits**
	ENG 100 (ENGL 100) or ENG 101 (ENGL 101)	Basic Academic & Pre-professional Writing or College Composition	3
	MAT 110 (MATH130)	Technical Mathematics I	3
Second Semester		**Automotive Courses**	**Credits**
	ATA 120 (AUTO 120)	Automotive Shop Management	2
	ATA 124 (AUTO 124)	Automotive State Inspection Prep	1
	ATA 125 (AUTO 125)	Automotive Steering and Suspension I	2
	ATA 126 (AUTO 126)	Automotive Steering and Suspension II	2
	ATA 145 (AUTO 145)	Automotive Brake Systems I	2
	ATA 146 (AUTO 146)	Automotive Brake Systems II	2
		General Education Courses	**Credits**
	Restricted Elective	Any Humanities or Social Science (100 level or higher)	3
	MAT 114 (MATH 114) Lab Science	Technical Mathematics II or Any Lab Science	3-4
Summer Semester			
	ATA 190 (AUTO 190)	Automotive Program Internship	3
Third Semester		**Automotive Courses**	**Credits**
	ATA 210 (AUTO 210)	Advanced Automotive Electrical Systems	3
	ATA 215 (AUTO 215)	Manual Transmissions and Driveline	3
	ATA 220 (AUTO 220)	Engine Performance and Diagnosis	3
		General Education Course	**Credits**
	Restricted Elective	Any Humanities or Social Science (100 level or higher)	3
	Restricted Elective	Any Communications, Humanities, Math, Science, or Social Studies	3
Fourth Semester		**Automotive Courses**	**Credits**
	ATA 225 (AUTO 225)	Automotive Heating and Air Conditioning	3
	ATA 230 (AUTO 230)	Drivability and Emission Controls	3
	ATA 235 (AUTO 235)	Automatic Transmissions and Transaxles	3
	ATA 240 (AUTO 240)	Electric Vehicle ASE L3 Prep	1
	WEL 265 (WELD 265)	Gas Metal Arc Welding (GMAW), Basic	1
		General Education Course	**Credits**
	ENG 215 (ENGL 201) SPE 101 (COMM 107)	Business and Technical Writing or Oral Communications	3
		TOTAL A.A.S. DEGREE CREDITS	**65-66**

Automotive Certificate in Basic Systems			
First Semester		**Automotive Courses**	**Credits**
	ATA 100 (AUTO 100)	Automotive Safety and Light Vehicle Repair	4
	ATA 110 (AUTO 110)	Automotive Basic Electrical Systems	3
	ATA 120 (AUTO 120)	Automotive Shop Management	2
	ATA 124 (AUTO 124)	Automotive State Inspection Prep	1
		General Education Courses	
	ENG 100 (ENGL 100) or ENG 101 (ENGL 101)	Basic Academic & Pre-professional Writing College Composition	3
	MAT 110 (MATH 130)	Technical Mathematics I	3
Second Semester		**Automotive Courses**	**Credits**
	ATA 125 (AUTO 125)	Automotive Steering and Suspension I	2
	ATA 126 (AUTO 126)	Automotive Steering and Suspension II	2
	ATA 145 (AUTO 145)	Automotive Brake Systems I	2
	ATA 146 (AUTO 146)	Automotive Brake Systems II	2
	ATA 150 (AUTO 150)	Automotive Engine Repair	3
		General Education Courses	**Credits**
	Restricted Elective	Any Humanities or Social Science (100 level or higher)	3
	MAT 114 (MATH 135)	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.

Students graduating from this program are eligible for a transfer of credits with agreement from the University of Maine Engineering program.

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 tools required for the trade. This includes table saws, miter saws, circular saws, planer, jointer, pneumatic nailers, and all associated necessary tools.

Building Construction Technology—A.A.S. Degree			
First Semester		**Building Construction Courses**	**Credits**
	BCT 103 (CONS 103)	Introduction to Framing, Safety, and Code Compliance	3
	BCT 105 (CONS 105)	Roof Systems and Surfaces	4
	DTG 103 (DRFT 103)	Architectural Drafting I	3
		General Education Courses	**Credits**
	ENG 100 (ENGL 100) or ENG 101 (ENGL 101)	Basic Academic & Pre-professional Writing College Composition	3
	MAT 110 (MATH 130)	Technical Mathematics I *MAT 116 (MATH 140), MAT 120 (MATH 160), MAT 217 (MATH 190), or MAT 225 (MATH 260)	3
Second Semester		**Building Construction Courses**	**Credits**
	BCT 153 (CONS 153)	Exterior and Interior Finishing with Advanced Rafter Framing	7
	DTG 133 (DRFT 133)	Architectural Drafting II	3
		General Education Courses	**Credits**
	Restricted Elective	Any Math or Science (100 level or higher) *MAT 120 (MATH 160), MAT 217 (MATH 190), MAT 225 (MATH 260), or MAT 226 (MATH 270)	3-4
	Restricted Elective	Any Humanities or Social Science (100 level or higher)	3
Third Semester		**Building Construction Courses**	**Credits**
	BCT 213 (CONS 213)	Stair Construction	1
	BCT 255 (CONS 255)	Commercial and Industrial Construction	4
	BCT 264 (CONS 264)	Estimating	3
	DTG 233 (DRFT 233)	Architectural Drafting III	3
		General Education Course	**Credits**
	Restricted Elective	Any Humanities or Social Science (100 level or higher) *See Cultural Div & Interntl Persp and Western Cult electives	3
Fourth Semester		**Building Construction Courses**	**Credits**
	BCT 266 (CONS 266)	Construction Management and Estimating II	3
	BCT 272 (CONS 272)	Cabinetmaking and Millwork	5
		General Education Courses	**Credits**
	ENG 215 (ENGL 201)	Business and Technical Writing	3
	Restricted Elective	Any Communications, Humanities, Math, Science or Social Science (100 level or higher) *SPE 101 (COMM 107)	3
		TOTAL A.A.S. DEGREE CREDITS	**60-61**

*Denotes courses recommended for students planning to transfer to UMaine for Construction Engineering. Additional courses that support the UMaine Transfer include: Intro to Statistics (MAT 163 (MATH 155)/MATH 155), Microeconomics (ECO 221 (ECON 120)/ECON 120) or Macroeconomics (ECO 222 (ECON 201)/ECON 125), Cultural Diversity and International Perspective elective (choose 1 – GEO 107 (GEOG 101)/GEOG 101, KOR 101/KORE101, MUS 123/MUSI123, PHI 105 (PHIL 110)/PHIL 110, or SOC 214 (SOCI 210)/SOCI 210), Western Cultural Traditions elective (choose 1 – Any HIS course, ENG 112 (ENGL 115)/ENGL115, HUM 103 (ARTA 105)/ARTA 105, PHI 101 (PHIL 105)/PHIL 105, or SOC 151 (SOCI 151)/SOCI 151)

Building Construction Technology—Certificate			
First Semester		**Building Construction Courses**	**Credits**
	BCT 103 (CONS 103)	Introduction to Framing, Safety, and Code Compliance	3
	BCT 105 (CONS 105)	Roof Systems and Surfaces	4
	DTG 103 (DRFT 103)	Architectural Drafting I	3
		General Education Courses	**Credits**
	ENG 100 (ENGL 100) or ENG 101 (ENGL 101)	Basic Academic & Pre-professional Writing College Composition	3
	MAT 110 (MATH 130)	Technical Mathematics I	3
Second Semester		**Building Construction Courses**	**Credits**
	BCT 153 (CONS 153)	Exterior and Interior Finishing with Advanced Rafter Framing	7
	DTG 133 (DRFT 133)	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 versatile foundation of principles 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 and supervisory employment in banking, retailing, Federal and State government, sales, insurance, marketing, and other related areas.

Program Learning Outcomes:

- Graduates with the Associate in Applied Science Degree in the Business Management program have received training and practice in applying the theories and principles of accounting, finance, marketing, economics, statistics, and management.

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**
	BUA 101 (BUSN 101)	Introduction to Business	3
	BUA 111 (BUSN 111)	Accounting I	3
	BUA 165 (BUSN 165)	Business Math	3
		General Education Courses	**Credits**
	ENG 101 (ENGL 101)	College Composition	3
	Restricted Elective	PSY 101 (PSYC 100) Introduction to Psychology *or* PSY 211 (PSYC 211) Human Relations	3
Second Semester		**Business Management Courses**	**Credits**
	BCA 115 (COMP 115)	Introduction to Computer Applications	3
	BUA 112 (BUSN 112)	Accounting II	3
	BUA 131 (BUSN 131)	Business Law I	3
		General Education Courses	**Credits**
	MAT 116 (MATH 140)	College Algebra	3
	PHI 101 (PHIL 105)	Ethics	3
Third Semester		**Business Management Courses**	**Credits**
	BUA 211 (BUSN 211)	Managerial Accounting	3
	BUA 234 (BUSN 234)	Credit and Finance Management	3
	Restricted Elective	Any Business Management (100 level or higher)	3
		General Education Courses	**Credits**
	ECO 221 (ECON 120)	Introduction to Microeconomics	3
	MAT 163 (MATH 155)	Introduction to Statistics	3
Fourth Semester		**Business Management Courses**	**Credits**
	BUA 271 (BUSN 271)	Marketing Principles	3
	BUA 291 (BUSN 291)	Principles of Management and Organization	3
	Restricted Elective	Any Business Management (100 level or higher)	3
		General Education Courses	**Credits**
	ECO 222 (ECON 201)	Introduction to Macroeconomics	3
	ENG 215 (ENGL 201)	Business and Technical Writing	3
		TOTAL A.A.S. DEGREE CREDITS	**60**

Business Management Elective Options: BMT 105 (MEDO 105) Business Communications, BMT 113 (MEDO 113) Medical Terminology I, BUA 103 (BUSN 103) Business Plan Development, BUA 132 (BUSN 132) Business Law II, BUA 141 (BUSN 141) Principles of Small Business Management; BUA 213 (BUSN 213) Accounting with QuickBooks, BUA 260 (BUSN 260) Social Environment of Business, BUA 263 (BUSN 263) Sales and Customer Relations, BUA 265 (BUSN 265) Leadership, BUA 281 (BUSN 281) Cooperative Education for Business, or ECO 103 (ECON 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 offers students more flexibility in choosing classes geared toward entry-level management and supervisory positions. This curriculum will enhance skills in preparation for advancement with current employers.

Program Learning Outcomes:

- Graduates with the Associate in Applied Science Degree in the Business Management program will receive thorough and tested training in the theories and principles of accounting, finance, marketing, economics, statistics, and management.

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**
	BUA 101 (BUSN 101)	Introduction to Business	3
	BUA 111 (BUSN 111)	Accounting I	3
	BUA 165 (BUSN 165)	Business Math	3
		General Education Courses	**Credits**
	ENG 101 (ENGL 101)	College Composition	3
	Restricted Elective	PSY 101 (PSYC 100) Introduction to Psychology *or* PSY 211 (PSYC 211) Human Relations	3
Second Semester		**Business Management Courses**	**Credits**
	BCA 115 (COMP 115)	Introduction to Computer Applications	3
	BUA 112 (BUSN 112)	Accounting II	3
	BUA 131 (BUSN 131)	Business Law I	3
		General Education Courses	**Credits**
	PHI 101 (PHIL 105)	Ethics	3
	Restricted Elective	Any Math (100 level or higher)	3
Third Semester		**Business Management Courses**	**Credits**
	Restricted Elective	ECO 221 (ECON 120) Introduction to Microeconomics *or* ECO 222 (ECON 201) 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**
	ENG 215 (ENGL 201)	Business and Technical Writing	3
	Restricted Elective	Any Math or Science (100 level or higher)	3-4
Fourth Semester		**Business Management Courses**	**Credits**
	BUA 263 (BUSN 263)	Sales and Customer Relations	3
	BUA 271 (BUSN 271)	Marketing Principles	3
	BUA 291 (BUSN 291)	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 (MEDO 105) Business Communications, BMT 113 (MEDO 113) Medical Terminology I, BUA 103 (BUSN 103) Business Plan Development, BUA 132 (BUSN 132) Business Law II, BUA 141 (BUSN 141) Principles of Small Business Management; BUA211 Managerial Accounting; BUA 213 (BUSN 213) Accounting with QuickBooks, BUA 234 (BUSN 234) Financial Management, BUA 260 (BUSN 260) Social Environment of Business, BUA 265 (BUSN 265) Leadership, BUA 281 (BUSN 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 will help those individuals wanting to start a business or to assist by providing training to help a current business succeed. Students enrolled in this program may also be Associate Degree students in Business Management. Most, but not all Certificate program graduates continue training by taking additional courses or completing a Business Degree.

Business Management - Small Business Development—Certificate			
First Semester		**Business Management Courses**	**Credits**
	BUA 101 (BUSN 101)	Introduction to Business	3
	BUA 111 (BUSN 111)	Accounting I	3
	BUA 141 (BUSN 141)	Principles of Small Business Management	3
	BUA 263 (BUSN 263)	Sales and Customer Relations	3
		General Education Course	**Credits**
	ENG 101 (ENGL 101)	College Composition	3
Second Semester		**Business Management Courses**	**Credits**
	BUA 112 (BUSN 112)	Accounting II	3
	BUA 131 (BUSN 131)	Business Law I	3
	BUA 271 (BUSN 271)	Marketing Principles	3
	BUA 291 (BUSN 291)	Principles of Management and Organization	3
		General Education Course	**Credits**
	BUA 265 (BUSN 265)	Leadership	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:

Students enroll in the Career Studies program at Eastern Maine Community College for a variety of reasons, including but not limited to, the necessity to enroll in prerequisite courses required for admission to certain programs of study and the desire to explore career options prior to selecting a program of choice.

Health Science Pathway: The Health Science Pathway option allows students to explore EMCC's allied health and nursing programs while pursuing course credits required for a certificate or degree. The new *Exploring Careers in Healthcare* course introduces students to the Health Science Pathway with a collective overview of what it means to study in an allied health program and to work in a healthcare profession.

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 **Open Pathway**			
		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 *Students with 12 or more transfer credits are exempt from this requirement.*	1
	Free Elective		3
	Free Elective		3
	Free Elective		3
	Free Elective		3
	Free Elective		3
		General Education Courses	**Credits**
	ENG 100 or ENGL 101	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**

Career Studies – A.A.S. Degree Health Science Pathway			
First Semester		**Required Courses**	**Credits**
	ALH 101	Exploring Careers in Healthcare (Healthcare Exploration – NR, MR, ST, MA, MO, EMS)	3
	FYE 100 (COLL 100)	College Success Required unless a student has 12+ transfer credits	1
	BIO 127 (BIOL 215)	Anatomy & Physiology I	4
	ENG 101 (ENGL 101)	College Composition	3
	PSY 101 (PSYC 100)	Introduction to Psychology	3
Second Semester		**Recommended Courses Based on Program Choice**	**Credits**
	CHOOSE 1 NRG 101 (NURS 101) MAS 102 MRT 102 (RADG 102) EMS 131 (EMST 131)	**CHOOSE 1** Math for Nurses (NR) – 3cr Intro to Medical Assisting (MA) – 1 cr Intro to Radiologic Basics (MR) – 1 cr Emergency Medical Technician (EMS) – 7 cr	*Vary based on course choice*
	BMT 113 (MEDO 113)	Medical Terminology I (MA) MRT 131 (RADG 131) -1cr (MR or ST)	3 or 1
	BIO 128 (BIOL 230) (BIOL 230)	Anatomy & Physiology II	4
	SPE 101 (COMM 107)	Oral Communications	3
	Math Elective	**CHOOSE 1** College Algebra (MAT 116/MATH 140) (MR) Introduction to Statistics (MAT 163/MATH 155) (for transfer)	3
Third Semester		**Recommend Courses Based on Program Choice**	**Credits**
	PHY 108 (PHYS 110)	Survey of Applied Physics (MR)	4
	Career Elective	**CHOOSE 1** Clinical Pharmacology (BIO 251 (BIOL 261)/BIOL 261) (NR) Pathophysiology (BIO 222 (BIOL 245)/BIOL 245) (NR, MA)	3-4
	Career Elective	Microbiology (BIO 216 (BIOL 250)/ BIOL 250) (NR)	4
	Career Elective	Phlebotomy (PHL 101 (PHLB 101)	3
	Social Science Elective	**CHOOSE 1** Developmental Psychology (PSY 231 (PSYC 220)/PSYC 220) (NR, MA) Any PHI course or Any SOC course (MR) Any Social Science or Humanities course (ST)	3
Fourth Semester & Beyond		*At this point all students should be placed in their program of choice	**Credits**
	Career/Free Elective		3
	Career/Free Elective		3
	Career/Free Elective		3
		TOTAL A.A.S. DEGREE CREDITS	**60-63**

COMPUTER TECHNOLOGY

Credential:

Computer Technology Coding – Associate in Applied Science Degree (60-61 credit hours)
Computer Technology Coding – Advanced Certificate (17 credit hours)
Computer Technology Coding Certificate (31-32 credit hours)
Computer Technology Networking – Associate in Applied Science Degree (60-61 credit hours)
Computer Technology Networking Certificate (31-32 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 solid foundation in a variety of different areas including systems hardware and software, network design and management, customer service, information security, web applications and software fundamentals.

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 developer.

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:

Computer Technology Coding:

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 – A.A.S. Degree				
First Semester		**Computer Technology Courses**	**Semester**	**Credits**
	CST 103 (CSCI 103)	Introduction to Computer Systems	Fall	3
	CST 143 (CSCI 143)	Web Applications and Development	Fall, Spring	3
	CST 170 (CSCI 170)	Customer Service Concepts	Fall, Spring	3
		General Education Courses		**Credits**
	ENG 101 (ENGL 101)	College Composition	Fall, Spring, Summer	3
	MAT 116 (MATH 140)	College Algebra	Fall, Spring, Summer	3
Second Semester		**Computer Technology Courses**		**Credits**
	CST 154 (CSCI 154)	Object-Oriented Programming I	Spring	3
	CST 166 (CSCI 166)	Networking	Spring	4
	CST 251 (CSCI 251)	Cloud Computing I	Fall, Spring	3
		General Education Courses		**Credits**
	Restricted Elective	Any Math or Science (100 level or higher)	Fall, Spring, Summer	3 or 4
	SPE 101 (COMM 107)	Oral Communication	Fall, Spring, Summer	3
Third Semester		**Computer Technology Courses**		**Credits**
	CST 203 (CSCI 203)	Systems Analysis and Design	Fall	3
	CST 235 (CSCI 235)	Database Systems	Fall	3
	CST 253 (CSCI 253)	Object-Oriented Programming II	Fall	3
		General Education Courses		**Credits**
	Restricted Elective	Any Humanities or Social Science (100 level or higher)	Fall, Spring, Summer	3
	Restricted Elective	Any General Education Course (100 level or higher)	Fall, Spring, Summer	3
Fourth Semester		**Computer Technology Courses**		**Credits**
	Restricted Elective	CST 221 (CSCI 221) Network Security	Spring	3
	CST 254 (CSCI 254)	Cloud Computing II	Spring	3
	CST 256 (CSCI 256)	Software Development and Marketing	Spring	3
	CST 260 (CSCI 260)	Capstone	Fall, Spring	2
		General Education Course		**Credits**
	Restricted Elective	Any Humanities or Social Science (100 level or higher)	Fall, Spring, Summer	3
		TOTAL A.A.S. DEGREE CREDITS		**60-61**

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 Certificate				
First Semester		**Computer Technology Courses**	**Semester**	**Credits**
	CST 103 (CSCI 103)	Introduction to Computer Systems	Fall	3
	CST 143 (CSCI 143)	Web Applications and Development	Fall, Spring	3
	CST 170 (CSCI 170)	Customer Service Concepts	Fall, Spring	3
		General Education Courses		**Credits**
	ENG 101 (ENGL 101)	College Composition	Fall, Spring, Summer	3
	MAT 116 (MATH 140)	College Algebra	Fall, Spring, Summer	3
Second Semester		**Computer Technology Courses**		**Credits**
	CST 154 (CSCI 154)	Object-Oriented Programming I	Spring	3
	CST 166 (CSCI 166)	Networking	Spring	4
	CST 251 (CSCI 251)	Cloud Computing I	Fall, Spring	3
		General Education Courses		**Credits**
	Restricted Elective	Any Math or Science (100-level or higher)	Fall, Spring, Summer	3-4
	SPE 101 (COMM 107)	Oral Communication	Fall, Spring, Summer	3
			TOTAL CERTIFICATE CREDITS	**31-32**

Computer Technology Coding Advanced Certificate				
		Required Courses	**Semester**	**Credits**
	CST 154 (CSCI 154)	Object-Oriented Programming I	Spring	3
	CST 251 (CSCI 251)	Cloud Computing I	Fall, Spring	3
	CST 253 (CSCI 253)	Object-Oriented Programming II	Fall	3
	CST 254 (CSCI 254)	Cloud Computing II	Spring	3
	CST 256 (CSCI 256)	Software Development and Marketing	Spring	3
	CST 260 (CSCI 260)	Capstone	Fall, Spring	2
			TOTAL ADVANCED CERTIFICATE CREDITS	**17**

Computer Technology Networking Option:

Computer Technology Networking:

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 – A.A.S. Degree				
First Semester		**Computer Technology Courses**	**Semester**	**Credits**
	CST 103 (CSCI 103)	Introduction to Computer Systems	Fall	3
	CST 114 (CSCI 114)	Computer Hardware	Fall	3
	CST 143 (CSCI 143)	Web Applications and Development	Fall, Spring	3
		General Education Courses		**Credits**
	ENG 101 (ENGL 101)	College Composition	Fall, Spring, Summer	3
	MAT 116 (MATH 140)	College Algebra	Fall, Spring, Summer	3
Second Semester		**Computer Technology Courses**		**Credits**
	CST 113 (CSCI 113)	Operating Systems	Spring	3
	CST 166 (CSCI 166)	Networking	Spring	4
	CST 170 (CSCI 170)	Customer Service Concepts	Fall, Spring	3
		General Education Courses		**Credits**
	Restricted Elective	Any Math or Science (100 level or higher)	Fall, Spring, Summer	3-4
	SPE 101 (COMM 107)	Oral Communication	Fall, Spring, Summer	3
Third Semester		**Computer Technology Courses**		**Credits**
	CST 203 (CSCI 203)	Systems Analysis and Design	Fall	3
	CST 232 (CSCI 232)	Server Operating Systems	Fall	3
	Restricted Elective	CST 235 (CSCI 235) Database Systems or CST 251 (CSCI 251) Cloud Computing I	Fall (235) Fall, Spring (251)	3
		General Education Courses		**Credits**
	Restricted Elective	Any Humanities or Social Science (100 level or higher)	Fall, Spring, Summer	3
	Restricted Elective	Any General Education Course (100 level or higher)	Fall, Spring, Summer	3
Fourth Semester		**Computer Technology Courses**		**Credits**
	CST 221 (CSCI 221)	Network Security	Spring	3
	CST 226 (CSCI 226)	Wireless Networking	Spring	3
	CST 246 (CSCI 246)	Virtualized Computer Systems	Spring	3
	CST 260 (CSCI 260)	Capstone	Fall, Spring	2
		General Education Course		**Credits**
	Restricted Elective	Any Humanities or Social Science (100 level or higher)	Fall, Spring, Summer	3
			TOTAL A.A.S. DEGREE CREDITS	**60-61**

Computer Technology Networking Certificate				
First Semester		**Computer Technology Courses**	**Semester**	**Credits**
	CST 103 (CSCI 103)	Introduction to Computer Systems	Fall	3
	CST 114 (CSCI 114)	Computer Hardware	Fall, Spring	3
	CST 143 (CSCI 143)	Web Applications and Development	Fall, Spring	3
		General Education Courses		**Credits**
	ENG 101 (ENGL 101)	College Composition	Fall, Spring, Summer	3
	MAT 116 (MATH 140)	College Algebra	Fall, Spring, Summer	3
Second Semester		**Computer Technology Courses**		**Credits**
	CST 113 (CSCI 113)	Operating Systems	Spring	3
	CST 166 (CSCI 166)	Networking	Spring	4
	CST 170 (CSCI 170)	Customer Service Concepts	Fall, Spring	3
		General Education Courses		**Credits**
	Restricted Elective	Any Math or Science (100 level or higher)	Fall, Spring, Summer	3-4
	SPE 101 (COMM 107)	Oral Communications	Fall Spring, Summer	3
			TOTAL CERTIFICATE CREDITS	**31-32**

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.

Students must earn a grade of C or higher in all required Criminal Justice courses, with the exception of designated elective courses.

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

Criminal Justice—A.A.S. Degree			
First Semester		**Criminal Justice Course**	**Credits**
	CRJ 101 (CJUS 101)	Introduction to Criminal Justice	3
		General Education Courses	**Credits**
	BCA 115 (COMP 115)	Introduction to Computer Applications	3
	ENG 101 (ENGL 101)	College Composition	3
	MAT 116 (MATH 140)	College Algebra	3
	SOC 101 (SOCI 100)	Introduction to Sociology	3
Second Semester		**Criminal Justice Courses**	**Credits**
	CRJ 113 (CJUS 113)	Criminology	3
	CRJ 121 (CJUS 121)	Criminal Law	3
	CRJ 131 (CJUS 131)	Police Operations	3
		General Education Courses	**Credits**
	ENG 215 (ENGL 201)	Business and Technical Writing	3
	PSY 101 (PSYC 100)	Introduction to Psychology	3
Third Semester		**Criminal Justice Courses**	**Credits**
	CRJ 205 (CJUS 205)	Criminal Investigations	3
	CRJ 232 (CJUS 232)	Report Writing and Testifying	3
	CRJ 242 (CJUS 242)	Criminal Procedure	3
	CRJ 235 (CJUS 235)	Psychopathology for First Responders	3
		General Education Courses	**Credits**
	SPE 101 (COMM 107)	Oral Communications	3
Fourth Semester		**Criminal Justice Courses**	**Credits**
	CRJ 201 (CJUS 201)	Ethics for the CJ Practitioner	3
	CRJ 221 (CJUS 221)	American Corrections	3
	CRJ 226 (CJUS 226)	Criminalistics	3
	Restricted Elective	Any Criminal Justice (200 level or higher)	3
		General Education Course	**Credits**
	Restricted Elective	CHE 103 (CHEM 103) Chemistry for Emergency Responders *or* BIO 127 (BIOL 215) (BIOL 215) Anatomy and Physiology I with Lab	3-4
		TOTAL A.A.S. DEGREE CREDITS	**60-61**

Criminal Justice—Corrections - Certificate			
First Semester		**Criminal Justice Course**	**Credits**
	CRJ 101 (CJUS 101)	Introduction to Criminal Justice	3
		General Education Courses	**Credits**
	BCA 115 (COMP 115)	Introduction to Computer Applications	3
	ENG 101 (ENGL 101)	College Composition	3
	Restricted Elective	MAT 110 (MATH 130) Technical Mathematics I or MAT 116 (MATH 140) College Algebra	3
	PSY 101 (PSYC 100)	Introduction to Psychology	3
Second Semester		**Criminal Justice Courses**	**Credits**
	CRJ 105 (CJUS 105)	Physical Fitness Laboratory	1
	CRJ 221 (CJUS 221)	American Corrections	3
	Restrictive Elective	MCJA Basic Corrections Training	8
		General Education Course	**Credits**
	ENG 215 (ENGL 201)	Business and Technical Writing	3
		TOTAL CERTIFICATE CREDITS	**30**

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.

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**
	CUL 112 (CULA 112)	Culinary Skills Development	3
	CUL 126 (CULA 126)	Culinary Arts Instruction I	0.5
	CUL 127 (CULA 127)	Culinary Arts I	5.5
	CUL 131 (CULA 131)	Culinary Sanitation and Theory	3
		General Education Course	**Credits**
	ENG 101 (ENGL 101) or ENG 100	College Composition Basic Academic & Pre-Professional Writing	3
Second Semester		**Culinary Arts Courses**	**Credits**
	CUL 128 (CULA 128)	Culinary Arts Instruction II	0.5
	CUL 129 (CULA 129)	Culinary Arts II	5.5
	CUL 141 (CULA 141)	Food Service Management	3
		General Education Courses	**Credits**
	Restricted Elective	Any Math or Science (100 level or higher)	3-4
	SPE 101 (COMM 107)	Oral Communications	3
Summer			
	CUL 215 (CULA 215)	Culinary Externship	3
Third Semester		**Culinary Arts Courses**	**Credits**
	CUL 214 (CULA 214)	Advanced Culinary Skills	3
	CUL 262 (CULA 262)	Classical French Cuisine	5
		General Education Courses	**Credits**
	ENG 215 (ENGL 201)	Business and Technical Writing	3
	Restricted Elective	Any Humanities or Social Science (100 level or higher)	3
Fourth Semester		**Culinary Arts Courses**	**Credits**
	CUL 218 (CULA 218)	Classical European Pastry Arts	3
	CUL 264 (CULA 264)	International Cuisine	5
		General Education Courses	**Credits**
	NUT 221 (NUTR 110)	Nutrition	4
	Restricted Elective	Any Humanities or Social Science (100 level or higher) SOC 141 (SOCI 141) – Gastronomy 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 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**
	CUL 112 (CULA 112)	Culinary Skills Development	3
	CUL 126 (CULA 126)	Culinary Arts Instruction I	0.5
	CUL 127 (CULA 127)	Culinary Arts I	5.5
	CUL 131 (CULA 131)	Culinary Sanitation and Theory	3
		General Education Course	**Credits**
	ENG 100 (ENGL 100) or ENG 101 (ENGL 101)	Basic Academic and Pre-Professional Writing College Composition	3
Second Semester		**Culinary Arts Courses**	**Credits**
	CUL 128 (CULA 128)	Culinary Arts Instruction II	0.5
	CUL 129 (CULA 129)	Culinary Arts II	5.5
	CUL 141 (CULA 141)	Food Service Management	3
		General Education Courses	**Credits**
	Restricted Elective	Any Math or Science (100 level or higher)	3-4
	SPE 101 (COMM 107)	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.

A valid driver's license as well as a clean driving record will be necessary while enrolled in this program. Additionally, a clean criminal history is required to hold a Maine State Inspection License and is beneficial to securing employment in this field.

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**
	ATH 101 (DTHE 101)	Shop Orientation and Safety, I: Heavy Equipment/Truck I	1
	ATH 113 (DTHE 113)	Heavy Equipment/Truck Braking Systems	3
	ATH 163 (DTHE 163)	Heavy Equipment/Truck Steering and Suspension Systems	3
	ATT 133 (DTHE 133)	Basic Electrical Systems	3
	ATT 135 (DTHE 135)	Advanced Electrical Systems	2
		General Education Courses	**Credits**
	ENG 100 (ENGL 100) or ENG 101 (ENGL 101)	Basic Academic & Pre-professional Writing College Composition	3
	MAT 110 (MATH 130)	Technical Mathematics I	3
Second Semester		**Diesel, Truck and Heavy Equipment Courses**	**Credits**
	ATH 103 (DTHE 103)	Minor Repairs: Heavy Equipment/Truck	2
	ATH 121 (DTHE 121)	Heavy Equipment/Truck Drive Trains	4
	ATH 175 (DTHE 175)	Motor Vehicle Inspection	2
	ATT 251 (DTHE 251)	Automotive Basic Machine Shop Principles	2
		General Education Courses	**Credits**
	Restricted Elective	Any Math or Science (100 level or higher)	3-4
	SPE 101 (COMM 107)	Oral Communications	3
Third Semester		**Diesel, Truck and Heavy Equipment Courses**	**Credits**
	ATH 131 (DTHE 131)	Diesel Engines (Heavy, Gas)	4
	ATH 133 (DTHE 130)	Diesel Engine Diagnosis and Tune-up (Heavy, Gas)	3
	ATH 141 (DTHE 141)	Diesel Fuel Systems	3
	WEL 265 (WELD 265)	Gas Metal Arc Welding (GMAW), Basic	1
		General Education Courses	**Credits**
	ENG 215 (ENGL 201)	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**
	ATH 151 (DTHE 151)	Hydraulic Systems	4
	ATH 212 (DTHE 212)	Shop Management: Heavy Equipment/ Truck	1
	ATH 274 (DTHE 274)	Exhaust Aftertreatment System/Alternate Fuels	1
	ATT 141 (DTHE 140)	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**
	ATH 101 (DTHE 101)	Shop Orientation and Safety I: Heavy Equipment/Truck I	1
	ATH 113 (DTHE 113)	Heavy Equipment/Truck Braking Systems	3
	ATT 133 (DTHE 133)	Basic Electrical Systems	3
	ATT 135 (DTHE 135)	Advanced Electrical Systems	2
	ATH 163 (DTHE 163)	Heavy Equipment/Truck Steering and Suspension Systems	3
		General Education Courses	**Credits**
	ENG 100 (ENGL 100) or ENG 101 (ENGL 101)	Basic Academic & Pre-professional Writing College Composition	3
	MAT 110 (MATH 130)	Technical Mathematics I	3
Second Semester		**Heavy Equipment Courses**	**Credits**
	ATH 103 (DTHE 103)	Minor Repairs: Heavy Equipment/Truck	2
	ATH 121 (DTHE 121)	Heavy Equipment/Truck Drive Trains	4
	ATH 175 (DTHE 175)	Motor Vehicle Inspection	2
	ATT 251 (DTHE 251)	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**
	ART 112 (ARTS 130)	2-D Design	Fall, Spring	3
	DGD 113 (CNMS 113)	Introduction to Photoshop	Fall, Spring	3
	DGD 120 (CNMS 120)	Digital Illustration	Fall, Spring	3
		General Education Courses		
	ENG 100 (ENGL 100) or ENG 101 (ENGL 101)	Basic Academic & Pre-professional Writing College Composition	Fall, Spring, Summer	3
	HUM 103 (ARTA 105)	Intro to Art and Design in the 20th Century	Fall	3
Second Semester		**Digital Graphic Design Courses**		**Credits**
	ART 101 (ARTS 170)	Introduction to Digital Photography	Fall, Spring	3
	DGD 131 (CNMS 131)	Introduction to Page Layout & Design	Fall, Spring	3
	DGD 133 (CNMS 133)	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**
	ART 232 (ARTS 232)	Commercial Photography	Fall	3
	CST 143 (CSCI 143)	Web Application and Development	Fall, Spring	3
	DGD 201 (CNMS 201)	Graphic Web Design	Fall	3
	DGD 221 (CNMS 221)	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**
	DGD 230 (CNMS 230)	Professional Business Practices	Spring	4
	DGD 231 (CNMS 231)	Printing and Publishing	Spring	3
	DGD 232 (CNMS 232)	Advanced Digital Graphics	Spring	3
	DGD 224 (CNMS 224)	Introduction to Time-Based Media	Spring	3
		General Education Course		**Credits**
	ENG 215 (ENGL 201)	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**
	ART 112 (ARTS 130)	2-D Design	Fall, Spring	3
	DGD 113 (CNMS 113)	Introduction to Photoshop	Fall, Spring	3
	DGD 120 (CNMS 120)	Digital Illustration	Fall, Spring	3
		General Education Courses		
	ENG 100 (ENGL 100) or ENG 101 (ENGL 101)	Basic Academic & Pre-professional Writing College Composition	Fall, Spring, Summer	3
	HUM 103 (ARTA 105)	Intro to Art and Design in the 20th Century	Fall	3
Second Semester		**Digital Graphic Design Courses**		**Credits**
	ART 101 (ARTS 170)	Introduction to Digital Photography	Fall, Spring	3
	DGD 131 (CNMS 131)	Introduction to Page Layout & Design	Fall, Spring	3
	DGD 133 (CNMS 133)	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 (64 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**
	ECE 110 (ECED 110)	Child and Adolescent Development	3
	ECE 118	Children's Literature	3
	EDB 114 (EDUC 114)	Exploring Education	3
		General Education Courses	**Credits**
	ENG 100 (ENGL 100) or ENG 101 (ENGL 101)	Basic Academic and Pre-professional Writing or College Composition	3
	Elective #	General Education Course	3
Second Semester		**Early Childhood Education Courses**	**Credits**
	ECE 117 (ECED 117)	Observing and Recording in the Field	3
	ECE 131 (ECED 131)	Infant and Toddler Curriculum	3
	ECE 216 (ECED 216)	Survey of Exceptionalities	3
		General Education Courses	**Credits**
	Elective #	General Education Course	4
	Elective #	General Education Course	3
Third Semester		**Early Childhood Education Courses**	**Credits**
	ECE 107	Classroom Environments and Management in ECE Settings	3
	ECE 203	Field Experience II: Social Emotional Curriculum in ECE Settings	4
	ECE 205	Numeracy in ECE Settings	3
	EDB 121 (EDUC 121)	Culturally Responsive Teaching in PK-12 Environments	3
		General Education Courses	**Credits**
	Elective #	General Education Course	3
Fourth Semester		**Early Education Courses**	**Credits**
	ECE 207	Science in ECE Settings	3
	ECE 209	Field Experience III: Integrated Curriculum Capstone in ECE Settings	5
	ECE 210	Exceptional Learners in ECE Settings	3
		General Education Course	**Credits**
	Elective #	General Education Course	3
	Elective #	General Education Course	3
		TOTAL A.A.S. DEGREE CREDITS	**64**

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

3 Credits – Communications
6-7 Credits – Quantitative Literacy/Natural Science
6 Credits – Creative Arts/Humanities/Social Science
3 Credits – General Education

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

EDUCATION FOR CAREER AND TECHNICAL EDUCATORS

Credentials:

Certificate (21 credit hours)

Admission Requirements: Proof of high school completion or any college level work, and currently employed as a CTE instructor.

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 102	Introduction to CTE Environments	3
	CTE 105	Classroom Management and Shop Safety in CTE Environments	3
	CTE 121 (EDCT 121)	Culturally Responsive Teaching in CTE Environments	3
	CTE 206	The Teaching Process in CTE Environments	3
	CTE 208	Assessment and Evaluation in CTE Environments	3
	CTE 210	Exceptional Learners in CTE Environments	3
	CTE 214	Teaching Literacy Skills in CTE Environments	3
		TOTAL CERTIFICATE CREDITS	**21**

EDUCATION – ELEMENTARY EDUCATION

Credentials:

Associate in Applied Science Degree (64 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 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**			
First Semester		**Education Courses**	**Credits**
	ECE 110 (ECED 110)	Child and Adolescent Development	3
	ECE 118	Children's Literature	3
	EDB 114 (EDUC 114)	Exploring Education	3
		General Education Courses	Credits
	ENG 101 (ENGL 101)	College Composition	3
	Elective #	General Education Course	3
Second Semester		**Education Courses**	**Credits**
	ECE 117 (ECED 117)	Observing and Recording in the Field	3
	ECE 216 (ECED 216)	Survey of Exceptionalities	3
	EDB 221 (EDUC 221)	Educational Psychology	3
		General Education Courses	**Credits**
	Elective #	General Education Course	3
	Elective #	General Education Course	4
Third Semester		**Education Courses**	**Credits**
	EDB 106	SEL in Elementary Education	3
	EDB 121 (EDUC 121)	Culturally Responsive Teaching in PK – 12 Environments	3
	EDB 206	Field Experience II: Classroom Environments and Management in Elementary Settings	4
	EDB 208	Numeracy in Elementary Settings	3
		General Education Courses	**Credits**
	Elective #	General Education Course	3
Fourth Semester			
	EDB 210	Lesson Design for Elementary Settings	3
	EDB 215	Field Experience III: Integrated Curriculum Capstone in Elementary Settings	5
	EDB 219	Science in Elementary Settings	3
		General Education Courses	**Credits**
	Elective #	General Education Course	3
	Elective #	General Education Course	3
		TOTAL A.A.S. DEGREE CREDITS	**64**

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

3 Credits – Communication
6-7 Credits – Quantitative Literacy/Natural Science
6 Credits – Creative Arts/Humanities/Social Science
3 Credits – General Education

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

EDUCATION - SECONDARY EDUCATION

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 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 concentration. 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 will:

- describe the cognitive/linguistic, social/emotional, and physical development of adolescence;
- identify the traits of diversity in school aged students;
- use and interpret 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			
First Semester		**Education Courses**	**Credits**
	ECE 110 (ECED 110)	Child and Adolescent Development	3
	EDB 114	Exploring Education	3
		General Education Courses	**Credits**
	ENG 101 (ENGL 101)	College Composition	3
	Elective #	Math Elective (100 level or higher)	3
	Elective #	Humanities/Social Science/Creative Arts Elective	3
Second Semester		**Education Courses**	**Credits**
	ECE 216 (ECED 216)	Survey of Exceptionalities	3
	EDB 221 (EDUC 221)	Educational Psychology	3
	Specialized Elective +	Academic Concentration Specialization Course	3
		General Education Courses	
	Elective #	Any Science Elective (100 level or higher)	4
	Elective #	Humanities/Social Science/Creative Arts Elective	3
Third Semester		**Education Courses**	**Credits**
	EDB 121 (EDUC 121)	Culturally Responsive Teaching	3
	Specialized Elective +	Academic Concentration Course	3
	Specialized Elective +	Academic Concentration Course	3
		General Education Courses	**Credits**
	Elective #	Communication Elective	3
	Elective #	Any Math or Science Elective (100 level or higher)	3-4
Fourth Semester		**Education Courses**	**Credits**
	Specialized Elective +	Academic Concentration Specialization Course	3
	Specialized Elective +	Academic Concentration Specialization Course	3
		General Education Courses	**Credits**
	Elective #	Humanities/Social Science/Creative Arts Elective	3
	Elective #	Any General Education Course	3
	Elective #	Any General Education Course	3
			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.

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 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 a 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**
	CAD 101 (CADD 101)	Introduction to CADD	3
	EPT 116 (ELEC 116)	DC Circuits	3
	EPT 176 (ELEC 176)	Programmable Controllers	3
	EPT 245 (ELEC 245)	Digital Electronics	3
		General Education Course	
	Restricted Elective	*Math sequence see below	3-4
Second Semester		**Electrical and Automation Technology Courses**	**Credits**
	EPT 123 (ELEC 123)	Power Distribution	3
	EPT 125 (ELEC 125)	AC Electricity	3
	EPT 167 (ELEC 167)	Fluid Power Technology	3
	EPT 173 (ELEC 173)	DC/AC Machines	3
		General Education Course	**Credits**
	ENG 101 (ENGL 101)	College Composition	3
Third Semester		**Electrical and Automation Technology Courses**	**Credits**
	EPT 228 (ELEC 228)	Industrial Electronics	3
	EPT 241 (ELEC 241)	Linear Circuits	3
	EPT 296 (ELEC 296)	Automation Projects I	3
		General Education Courses	**Credits**
	ENG 215 (ENGL 201)	Business and Technical Writing	3
	PHY 121 (PHYS 151)	Physics I	3
	PHY 122 (PHYS 152)	Physics I Laboratory	1
	Restricted Elective	*Math sequence see below	3-4
Fourth Semester		**Electrical and Automation Technology Courses**	**Credits**
	EPT 155 (ELEC 155)	National Electrical Code	3
	EPT 251 (ELEC 251)	Control Systems	3
	EPT 298 (ELEC 298)	Automation Projects II	3
		General Education Courses	**Credits**
	Restricted Elective	Any Humanities or Social Science (100 level or higher)	3
	SPE 101 (COMM 107)	Oral Communications	3
		TOTAL A.A.S. DEGREE CREDITS	**64-66**

*Mathematics Sequence Options:

MAT 116 (MATH 140) College Algebra and MAT 120 (MATH 160) College Trigonometry *or*
MAT 120 (MATH 160) College Trigonometry and MAT 163 (MATH 155) Introduction to Statistics *or*
MAT 120 (MATH 160) College Trigonometry and MAT 217 (MATH 190) Pre-Calculus *or*
MAT 217 (MATH 190) Pre-Calculus and MAT 225 (MATH 260) Calculus I *or*
MAT 225 (MATH 260) Calculus I and MAT 226 (MATH 270) 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:

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**
	ELC 100 (ELEC 100)	Introduction to Electricians Technology	3
	ELC 101 (ELEC 101)	Math for Electricians Substitutions include MAT 110 (MATH 130), MAT 116 (MATH 140), MAT 217 (MATH 190), MAT 225 (MATH 260), or MAT 226 (MATH 270)	3
	ELC 111 (ELEC 111)	Basic Electricity I	3
	ELC 151 (ELEC 151)	Electrical Controls I	3
Second Semester		**Electricians Technology Courses**	
	ELC 112 (ELEC 112)	Basic Electricity II	3
	ELC 171 (ELEC 171)	Electrical Blueprint Reading	3
		General Education Course	
	ENG 100 (ENGL 100)	Basic Academic & Pre-professional Writing Substitutions include ENG101, ENG215 or equivalent	3
Third Semester		**Electricians Technology Courses**	
	ELC 152 (ELEC 152)	Electrical Controls II	3
	ELC 161 (ELEC 161)	Transformers	3
		General Education Course	
	Restricted Elective	PSY 101 (PSYC 100) Introduction to Psychology or PSY 211 (PSYC 211) Human Relations	3
Fourth Semester		**Electricians Technology Courses**	
	ELC 121 (ELEC 121)	National Electrical Code	3
	ELC 131 (ELEC 131)	Basic Electronics I	3
	ELC 141 (ELEC 141)	Electric Motors	3
		TOTAL CERTIFICATE CREDITS	**39**

EMERGENCY MEDICAL SERVICES

Credentials:

Associate in Applied Science Degree (65.5 credit hours)
Certificate (25 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 (NREMT) 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 two levels, and prepare students to sit for national certification examinations by the National Registry of EMTs (NREMT), which are a prerequisite to state licensure. These two Awards of Completion are:

- **NREMT testing approval at the Advanced EMT level (A-EMT) will be given for those completing the EMS Certificate.**
- **NREMT Testing approval at the Paramedic Level will be given for those completing the EMS Degree Program.**

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 (EMST 131)	Emergency Medical Technician	7
	EMS 201 (EMST 201)	Fundamentals of EMS	3
	EMS 202 (EMST 202)	Cardiac/Respiratory Emergencies	3
	EMS 205 (EMST 205)	Advanced EMT Skills Seminar	2
	EMS 206 (EMST 206)	Advanced EMT Clinical Preceptorship and Field Internship	3
	EMS 208 (EMST 208)	Advanced Emergency Cardiovascular Care	4.5
	EMS 210 (EMSP 210)	Paramedic Emergencies I	2.5
	EMS 212 (EMST 212)	Emergency Care Across the Lifespan	2.5
	EMS 214 (EMSP 214)	Paramedic Skills Seminar	2
	EMS 215 (EMSP 215)	Paramedic Clinical Preceptorship and Field Internship I	3
	EMS 216 (EMSP 216)	Paramedic Clinical Preceptorship and Field Internship II	2
	EMS 217 (EMSP 217)	Paramedic Clinical Preceptorship and Field Internship III	3
	EMS 231 (EMST 231)	Paramedic Emergencies II	3
	EMS 233 (EMSP 233)	Paramedic Emergencies III	3
		General Education Courses	**Credits**
	BIO 127 (BIOL 215) (BIOL 215)	Anatomy and Physiology I with Laboratory	4
	BIO 128 (BIOL 230) (BIOL 230)	Anatomy and Physiology II with Laboratory	4
	ENG 101 (ENGL 101)	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 (EMST 131)	Emergency Medical Technician	7
	EMS 201 (EMST 201)	Fundamentals of EMS	3
	EMS 202 (EMST 202)	Cardiac/Respiratory Emergencies	3
	EMS 205 (EMST 205)	Advanced EMT Skills Seminar	2
	EMS 206 (EMST 206)	Advanced EMT Clinical Preceptorship and Field Internship	3
		General Education Courses	**Credits**
	BIO 127 (BIOL 215) (BIOL 215)	Anatomy and Physiology I with Laboratory	4
	ENG 101 (ENGL 101)	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, ripsaws, 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 patters 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**
	DTG 104 (DRFT 104)	Drafting for Woodworking I	3
	FWC 102 (FWAC 102)	Basic Woodworking I	3
	FWC 103 (FWAC 103)	Basic Woodworking II	4
		General Education Courses	**Credits**
	ENG 100 (ENGL 100) or ENG 101 (ENGL 101)	Basic Academic & Pre-professional Writing College Composition	3
	MAT 110 (MATH 130)	Technical Mathematics I	3
Second Semester		**FWC Technology Courses**	**Credits**
	DTG 134 (DRFT 134)	Drafting for Woodworking II	3
	FWC 111 (FWAC 111)	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**
	DTG 203 (DRFT 203)	Drafting for Woodworking III	3
	FWC 201 (FWAC 201)	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**
	DTG 204 (DRFT 204)	Drafting for Woodworking IV	3
	FWC 211 (FWAC 211)	Advanced Cabinetmaking	7
		General Education Courses	**Credits**
	ENG 215 (ENGL 201)	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**
	DTG 104 (DRFT 104)	Drafting for Woodworking I	3
	FWC 102 (FWAC 102)	Basic Woodworking I	3
	FWC 103 (FWAC 103)	Basic Woodworking II	4
		General Education Courses	**Credits**
	ENG 100 (ENGL 100) or ENG 101 (ENGL 101)	Basic Academic & Pre-professional Writing College Composition	3
	MAT 110 (MATH 130)	Technical Mathematics I	3
Second Semester		**FWC Technology Courses**	**Credits**
	DTG 134 (DRFT 134)	Drafting for Woodworking II	3
	FWC 111 (FWAC 111)	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:

Certificate in Firefighting (24 credit hours)

Associate in Applied Science in Fire Science Technology (60-61 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 firefighting and emergency medicine. This prepares the student for employment as a firefighter and allows them to earn the Certificate in Firefighting.

The next year provides the student with education 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 goal is to assist the student to develop the appropriate skills and knowledge to further their ability as a front-line firefighter. Students are highly encouraged to pursue a live-in position or employment with their local fire department.

Graduates of the Associate in Applied Science Degree program are prepared to manage teams performing tasks in the community and on the fire ground. They are prepared to be employed as municipal fire department employees, industrial fire protection specialists, safety technicians, and fire/code inspectors, many of whom will earn their degree while employed in their area of specialty.

Live-In Student Firefighter Option:

The Live-In Firefighter option is offered in cooperation with various area fire departments. Through this opportunity, 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 daily. In addition, these students have access to members of their host departments who can tutor them on topics and skills. Students who choose the live-in option and obtain certificates from the in-service portion of their program submit those through the Prior Learning Assessment process for appropriate credit in the program.

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
- access, evaluate, and synthesize information independently using appropriate technology

Fire Science Technology—A.A.S. Degree			
First Semester		**Fire Science Technology Courses**	**Credits**
	FIR 140 (FIRE 140)	Emergency Service & American Society	3
	FIR 115 (FIRE 115)	Fire Service Building Construction	3
	Elective*	Program Elective	3
		General Education Courses	**Credits**
	ENG 100 (ENGL 100) or ENG 101 (ENGL 101)	Basic Academic Pre-Professional Writing or College Composition	3
	Restricted Elective	Technical Math I (MAT110) or College Algebra (MAT116) or Introduction to Statistics (MAT163)	3
Second Semester		**Fire Science Technology Courses**	**Credits**
	FIR 110 (FIRE 110)	Fire Protection Systems	3
	FIR 131 (FIRE 131)	Fire Behavior & Combustion	3
	Elective*	Program Elective	3
		General Education Courses	**Credits**
	Restricted Elective	Any Humanities or Social Science elective	3
	Restricted Elective	Any Lab Science elective	4
Third Semester		**Fire Science Technology Courses**	**Credits**
	FIR 152 (FIRE 152)	Fire Inspection and Prevention	3
	FIR 155 (FIRE 155)	Fire Science Hydraulics	3
	FIR 210	Fire Service Instructor	3
	Elective*	Program Elective	3
		General Education Courses	**Credits**
	ENG 215 (ENGL 201)	Business & Technical Writing	3
Fourth Semester		**Fire Science Technology Courses**	**Credits**
	FIR 221	Fire Investigation and Analysis	3
	FIR 250 (FIRE 250)	Fire Ground Operations	3
	Elective*	Program Elective	3
		General Education Courses	**Credits**
	Restricted Elective	Any Humanities or Social Science elective	3
	Restricted Elective	Any Science elective	3-4
		TOTAL A.A.S. DEGREE CREDITS	**61-62**

Program Electives*

- FIR 129 (FIRE 129) – Internship in Fire Science 1 3 credits
- FIR 179 (FIRE 179) – Internship in Fire Science 2 3 credits
- FIR 229 (FIRE 229) – Internship in Fire Science 3 3 credits
- FIR 279 (FIRE 279) – Internship in Fire Science 4 3 credits

- FIR 101 – Firefighter 1 3 credits
- FIR 102 – Firefighter 2 3 credits
- FIR 103 – Hazardous Material Operations 2 credits

- FIR 107 – Vehicle Operations and Maintenance – Driver 1 credit
- FIR 108 – Vehicle Operations and Maintenance – Pumps 1 credit

- FIR 165 – Wildland Fire Management for Firefighters 3 credits
- FIR 207 – Fire and Life Safety Educator 3 credits
- FIR 210 – Fire Service Instructor 3 credits
- FIR 215 (FIRE 215) – Fire Service Leadership 3 credits
- FIR 221 – Fire Investigation and Analysis 3 credits
- FIR 250 (FIRE 250) – Fire Ground Operations 3 credits
- FIR 260 (FIRE 260) – Fire Administration 3 credits
- EMS 131 (EMST 131) – Emergency Medical Technician 7 credits

Fire Science Technology—Certificate			
First Semester		**Fire Science Technology Courses**	**Credits**
	FIR 101	Firefighter 1	3
	FIR 102	Firefighter 2	3
	FIR 103	Hazard Material Operations	2
	FIR 140	Emergency Services and American Society	3
	EMS 131 (EMST 131)	Emergency Medical Technician	7
		General Education Courses	**Credits**
	ENG 100 (ENGL 100) or ENG 101 (ENGL 101)	Basic Academic and Pre-Professional Writing or College Composition	3
	Restricted Elective	Technical Math I (MAT110) *or* College Algebra (MAT116) *or* Introduction to Statistics (MAT163)	3
		TOTAL CERTIFICATE CREDITS	**24**

Live in Option

Students who choose the live-in option and obtain certificates from the in-service portion of their program will submit those through the Prior Learning Assessment process for appropriate credit in the program.

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 WITH ELECTIVES

First Semester		Human Services Courses	Credits
	HUS 101 (HUMS 101)	Community Mental Health	3
	HUS 110 (HUMS 110)	Interviewing and Counseling	3
	HUS 120 (HUMS 120)	Crisis Identification and Intervention	3
		General Education Courses	**Credits**
	ENG 101 (ENGL 101)	College Composition	3
	PSY 101 (PSYC 100)	Introduction to Psychology	3
Second Semester		**Human Services Courses**	**Credits**
	HUS 130 (HUMS 130)	Psychosocial Rehab	3
	HUS 140 (HUMS 140)	Understanding Diversity in Human Services	3
	HUS 260 (HUMS 260)	Group Process	3
		General Education Courses	**Credits**
	Lab Science Elective	Any Lab Science (100 level or higher)	4
	Math Elective	Any Math (100 level or higher)	3
	Restricted Elective	Restricted Elective	3
Third Semester		**Human Services Courses**	**Credits**
	HUS 210 (HUMS 210)	Sexual Abuse, Trauma and Recovery	3
	HUS 220 (HUMS 220)	Substance Abuse	3
	HUS 230 (HUMS 230)	Social Services for the Elderly	3
	SOC 101 (SOCI 100)	Introduction to Sociology	3
		General Education Courses	**Credits**
	Restricted Elective	Restricted Elective	3
Fourth Semester		**Human Services Courses**	**Credits**
	HUS 240 (HUMS 240)	Case Management	3
	HUS 250 (HUMS 250)	Vocational Aspects of Disability	3
		General Education Courses	**Credits**
	Communication Elective	Communication (100 level or higher	3
	Humanities/Social Science Elective	Humanities/Social Science Elective	3
	Pathway Elective ^	Restricted Elective (See below)	3
		TOTAL A.A.S. DEGREE CREDITS	**61**

Restricted Electives

- **Human Services Pathway** - Choose three from the following. PHI 101 (PHIL 105), PSY 231 (PSYC 220), PSY 235 (PSYC 200), SOC 201, EDB 231, EDB 213 (EDUC 213), HUS 264 (HUMS 264), HUS 274 (HUMS 274), HUS 280 (HUMS 280), ASL 101 (ASLA 101), ASL 202
- **Substance Abuse Pathway** - Take the following: HUS 264 (HUMS 264), HUS 274 (HUMS 274), HUS 280 (HUMS 280)

Human Services – Certificate			
First Semester		**Human Services Courses**	**Credits**
	HUS 101 (HUMS 101)	Community Mental Health	3
	HUS 110 (HUMS 110)	Interviewing and Counseling	3
	HUS 120 (HUMS 120)	Crisis Identification and Intervention	3
	HUS 210 (HUMS 210)	Sexual Abuse, Trauma and Recovery	3
	HUS 230 (HUMS 230)	Social Services for the Elderly	3
Second Semester		**Human Services Courses**	
	HUS 130 (HUMS 130)	Psychosocial Rehab	3
	HUS 140 (HUMS 140)	Understanding Diversity in Human Services	3
	HUS 220 (HUMS 220)	Substance Abuse	3
	HUS 240 (HUMS 240)	Case Management	3
	HUS 250 (HUMS 250)	Vocational Aspects of Disability	3
		TOTAL CERTIFICATE CREDITS	**30**

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 Depart 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**
	HUS 101 (HUMS 101)	Community Mental Health	3
	HUS 110 (HUMS 110)	Interviewing and Counseling	3
	HUS 120 (HUMS 120)	Crisis Identification and Intervention	3
	HUS 260 (HUMS 260)	Group Process	3
	HUS 274 (HUMS 274)	Chemical Dependency Counseling	3
Second Semester		**Substance Abuse Rehabilitation Technician Courses**	**Credits**
	HUS 140 (HUMS 140)	Understanding Diversity	3
	HUS 220 (HUMS 220)	Substance Abuse	3
	HUS 240 (HUMS 240)	Case Management	3
	HUS 264 (HUMS 264)	Trauma & Addiction	3
	HUS 280 (HUMS 280)	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.
- **SOCIAL SCIENCES:** Students will analyze or explain casual forces which shape social structures, institutions, or behavior.
- **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.
- **DIVERSITY/CULTURAL KNOWLEDGE:** Students will demonstrate knowledge of cultural differences.
- **ETHICAL REASONING:** Students will explain the premises of ethical decision making and apply a framework for making rational choices when faced with ethical dilemmas.

Liberal Studies—A.A. Degree			
First Semester		**Liberal Studies Courses**	**Credits**
	Writing (English)	ENG 101 (ENGL 101) College Composition	3
	Basic Skills	BCA 115 (COMP 115) Introduction to Computer Applications	3
	Social Science	SOC 101 (SOCI 100) 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 (ENGL 115) Introduction to Literature	3
	Social Sciences	PSY 101 (PSYC 100) Introduction to Psychology	3
	Ethical Reasoning (Philosophy)	PHI 101 (PHIL 105) Ethics	3
	Creative Arts	Core Restricted Elective (see chart)	3
	Free or Directed 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 Elective	Core Restricted Elective (see chart)	3
	Free or Directed Elective	Any course 100 level or higher	3
	Free or Directed Elective	Any course 100 level or higher	3-4
Fourth Semester		**Liberal Studies Courses**	**Credits**
	Free or Directed Elective	Any course 100 level or higher	3-4
	Free or Directed Elective	Any course 100 level or higher	3
	Free or Directed Elective	Any course 200 level	3
	Free or Directed Elective	Any course 200 level	3
	Free or Directed 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	3-4 Credits
Natural Science	4 Credits
Creative Arts	3 Credits
Social Sciences	6 Credits
Humanities	6 Credits
Diversity	3 Credits
Ethical Reasoning	3 Credits
BCA115 (LS Only)	3 Credits
Free or Directed Electives	24-27 Credits
	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	3 Credits
	34-35 Credits

Core Distribution Area	Core Required Course	Core Restricted Electives include (choose one from each area)
Writing	ENG 101 (ENGL 101) College Composition	ENG 162 (ENGL 162) Creative Non-Fiction Writing ENG 172 (ENGL 200) Creative Writing ENG 215 (ENGL 201) Business and Technical Writing ENG 247 Nature and Outdoor Writing
Quantitative Reasoning		MAT 103 (MATH 103) Thinking Mathematically MAT 105 (MATH 105) Quantitative Reasoning MAT 107 (MATH 107) Elementary Descriptive Geometry MAT 108 (MATH 108) Elementary Numerical Mathematics from a Modern Perspective MAT 160 Elementary Discrete Mathematics MAT 163 (MATH 155) Introduction to Statistics
Natural Science		BIO 100 (BIOL 100) Concepts in Biology BIO 101 (BIOL 103) Exploring the Natural World BIO 102 (BIOM 112) Marine Biology BIO 109 (BIOL 124) Principles of Biology I CHE 100 (CHEM 100) Chemistry for Everyday Living CHE113 (CHEM 113) Chemistry I CHE 115 (CHEM 115) Chemistry I Lab PHY121 (PHYS 151) Physics I PHY 122 (PHYS 152) Physics I Lab
Creative Arts		ART 100 (ARTS 100) Drawing I ART 101 (ARTS 170) Introduction to Digital Photography ART 112 (ARTS 130) 2-D Design ART 291 Topics in Fine Art DGD 113 (CNMS 113) Introduction to Photoshop DGD 120 (CNMS 120) Digital Illustration DGD 131 (CNMS 131) Introduction to Page and Layout Design HUM 103 (ARTA 105) Introduction to Art and Design in the 20th Century HUM 105 Introduction to Acting MUSI 123 Understanding Music
Social Sciences	SOC 101 (SOCI 100) Introduction to Sociology PSY 101 (PSYC 100) Introduction to Psychology	
Humanities	ENG 112 (ENGL 115) Introduction to Literature	Any HIS Course 100 level or higher
Diversity		ASL 101 (ASLA 101) Introduction to American Sign Language I ENG 212 (ENGL 260) Introduction to Film ENG 222 True Crime ENG 223 Science Fiction and Fantasy Literature ENG 225 (ENGL 225) Literature by Women ENG 241 Introduction to Drama ENG 245 Mythology ENG 249 Folklore & Fairy Tales GEO 107 (GEOG 101) Geography HUM 110 Intro to Italian Language, Culture, and Cuisine KOR 101 (KORE 101) Beginning Korean PSY 231 (PSYC 220) Developmental Psychology PSY 235 (PSYC 200) Abnormal Psychology PSY 252 Serial Murder PSY 253 (PSYC 253) Psychology of Cults SOC 214 (SOCI 210) Contemporary Social Problems
Ethical Reasoning	PHI 101 (PHIL 105) 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 Medical Assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

- 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**
	BMT 113 (MEDO 113)	Introduction to Medical Terminology	3
	MAS 102	Introduction to Medical Assisting	3
	MAS 111 (MDAS 111)	Clinical Procedures I & Lab	4
	MAS 122 (MDAS 122)	Medical Office Procedures	3
		General Education Courses	**Credits**
	BIO 127 (BIOL 215)	Anatomy and Physiology I	4
Second Semester		**Medical Assistant Technology Courses**	**Credits**
	MAS 201 (MDAS 201)	Principles of Pharmacology	3
	MAS 211 (MDAS 211)	Clinical Procedures II & Lab	4
	MAS 222 (MDAS 222)	Insurance Coding for the Medical Office	3
		General Education Courses	**Credits**
	ENG 101 (ENGL 101)	College Composition	3
	BIO 128 (BIOL 230)	Anatomy and Physiology II	4
Summer Semester		**Medical Assistant Technology Courses**	**Credits**
	MAS 231 (MDAS 231)	Medical Assistant Externship	5
	MAS 232 (MDAS 232)	Advanced Medical Assisting Externship	1
		TOTAL CERTIFICATE CREDITS	**40**

Medical Assistant Technology—A.A.S. Degree			
		A.A.S. Completion Courses	**Credits**
	BCA 115 (COMP 115)	Introduction to Computer Applications	3
	BIO 222 (BIOL 245)	Pathophysiology	3
	BMT 121 (MEDO 121)	Medical Law and Ethics	3
	ENG 215 (ENGL 201)	Business and Technical Writing	3
	PSY 101 (PSYC 100)	Introduction to Psychology	3
	PSY 231 (PSYC 220)	Developmental Psychology	3
	Free Elective	Recommended: Phlebotomy (PHL 101 (PHLB 101)	3
		COURSEWORK BEYOND CERTIFICATE	**21**
		TOTAL A.A.S. DEGREE CREDITS	**61**

MEDICAL OFFICE TECHNOLOGY

Credential:

Certificate [36 credit hours]

Academic Requirements for Admission:

High School Level Algebra I and Biology with Lab.

Other Requirements:

PC Compatible Laptop [Not Mac]
Coding Reference Manuals [ICD-10-CM & CPT]
Computer with camera and microphone

Program Overview:

This Certificate 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. All classes will be in the online synchronous format to allow for statewide participation.

Program Learning Outcomes:

Graduates of the Certificate 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, CPT, and ICD-10-PCS;
- 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—Certificate			
First Semester		**Medical Assistant Technology Courses**	**Credits**
	BCA 115 (COMP 115)	Introduction to Computer Applications	3
	BMT 113 (MEDO 113)	Introduction to Medical Terminology	3
	BMT 121 (MEDO 121)	Medical Law & Ethics	3
	BMT 206 (MEDO 206)	Medical Billing & Reimbursement Methodologies	3
	BMT 232 (MEDO 232)	ICD-10-CM Diagnostic Coding	3
Second Semester		**Medical Assistant Technology Courses**	**Credits**
	BCA 205 (COMP 205)	Integrated Software Applications	3
	BMT 205 (MEDO 205)	Medical Insurance Coding & Billing	3
	BMT 208 (MEDO 208)	Medical Office Procedures	3
	BMT 233 (MEDO 233)	CPT Procedural Coding	3
	BMT 261 (MEDO 261)	Health Unit Coordinator	3
Summer Semester		**Medical Assistant Technology Courses**	**Credits**
	BMT 114 (MEDO 114)	Medical Terminology II	3
	BMT 234 (MEDO 234)	ICD-10-PCS Coding	3
		TOTAL CERTIFICATE CREDITS	**36**

MEDICAL RADIOGRAPHY

Credentials:

Associate in Science Degree (78-84 credit hours)
Associate in Science Degree – Three Year Track (79-84 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 though 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 skill with radiographic and anatomical expertise 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 demonstrate professional behavior
- 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 non-routine 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**
	MRT 111 (RADG 111)	Radiographic Positioning I	3
	MRT 117 (RADG 117)	Radiologic Procedures I	1
	MRT 121 (RADG 121)	Principles of Rad. Exposure I	2
	MRT 131 (RADG 131)	Medical Terminology	1
	MRT 151 (RADG 151)	Intro. To Health Care	2
	MRT 161 (RADG 161)	Clinical Education I	5
	MRT 102 (RADG 102)	Introduction to Radiography (Optional)	1
	BIO 127 (BIOL 215)	Anatomy & Physiology I	4
	MAT 116 (MATH 140)	College Algebra (can be substituted with MAT 123)	3
Second Semester		**Medical Radiography Courses**	**Credits**
	MRT 112 (RADG 112)	Radiographic Positioning II (Pre-Req: MRT 111)	3
	MRT 118 (RADG 118)	Radiologic Procedures II (Pre-Req: MRT 117)	1
	MRT 119 (RADG 119)	Imaging Modalities (Pre/Co-Req: BIO 128	1
	MRT 122 (RADG 122)	Principles of Rad. Exposure II (Pre-Req: MRT 121)	2
	MRT 162 (RADG 162)	Clinical Education II (Pre-Req: MRT 111, MRT 117, MRT 121, MRT 151, MRT 161: Pre/Co-Req: MRT 131)	5
	BIO 128 (BIOL 230)	Anatomy & Physiology II (Pre-Req: BIO 127)	4
	ENG 101 (ENGL 101)	College Composition	3
	Restricted Elective	Philosophy or Psychology 100-Level or Higher	3
Third Semester			**Credits**
	MRT 163 (RADG 163)	Clinical Education III (Pre-Req: MRT 112, MRT 118, MRT 122, MRT 162, BIO 128)	5
Fourth Semester		**Medical Radiography Courses**	**Credits**
	MRT 211 (RADG 211)	Radiographic Positioning III (Pre-Req: MRT 111)	1
	MRT 251 (RADG 251)	Advanced Health Care (Pre-Req: MRT 151)	1
	MRT 255 (RADG 255)	Pathology (Pre-Req: BIO 128, MRT 112)	1
	MRT 267 (RADG 267)	Clinical Education IV (Pre-Req: MRT 163)	7
	BIO 272 (BIOL 272)	Radiation Biology (Pre-Req: BIO 128)	2
	SPE 101 (COMM 107)	Oral Communications	3
	PHY 108 (PHYS 110)	Survey of Applied Physics (only if no high school Physics)	4
Fourth Semester		**Medical Radiography Courses**	**Credits**
	MRT 212 (RADG 212)	Radiographic Positioning IV	1
	MRT 222 (RADG 222)	Principles of Imaging Physics	1
	MRT 230 (RADG 230)	Radiography Review & Career Planning (optional)	1
	MRT 270 (RADG 270)	Clinical Education V	7
	PHY 235 (PHYS 235)	Radiologic Physics	3
	Restricted Elective	Any SOC or PSY (100 level or higher)	3
		TOTAL A.S. DEGREE CREDITS	**78-84**

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**
	MRT 102 (RADG 102)	Introduction to Radiography	1
	BIO 127 (BIOL 215)	Anatomy and Physiology I	4
	ENG 101 (ENGL 101)	College Composition	3
	MAT 116 (MATH 140)	College Algebra (may substitute MAT 123)	3
	Restricted Elective	Sociology or Psychology 100-Level or Higher	3
Second Semester		**General Education Courses**	**Credits**
	BIO 128 (BIOL 230)	Anatomy and Physiology II	4
	MRT 131 (RADG 131)	Medical Terminology	1
	Restricted Elective	Any PHI or PSY (100 level or higher)	3
	SPE 101 (COMM 107)	Oral Communications	3
	PHY 108 (PHYS 110)	Survey of Applied Physics **Required if no high school physics course*	4
Third Semester		**Medical Radiography Courses**	**Credits**
	MRT 111 (RADG 111)	Radiographic Positioning I	3
	MRT 117 (RADG 117)	Radiologic Procedures I	1
	MRT 121 (RADG 121)	Principles of Radiographic Exposure I	2
	MRT 151 (RADG 151)	Introduction to Health Care	2
	MRT 161 (RADG 161)	Clinical Education I	5
Fourth Semester		**Medical Radiography Courses**	**Credits**
	MRT 112 (RADG 112)	Radiographic Positioning II (Pre-Req: MRT 111)	3
	MRT 118 (RADG 118)	Radiologic Procedures II (Pre-Req: MRT 117)	1
	MRT 119 (RADG 119)	Imaging Modalities (Pre/Co-Req: BIO 128)	1
	MRT 122 (RADG 122)	Principles of Radiographic Exposure II (Pre-Req: MRT 121)	2
	MRT 162 (RADG 162)	Clinical Education II (Pre-Req: MRT 111, MRT 117, MRT 121, MRT 161, MRT 151 Pre/Co-Req: MRT 131)	5
Fifth Semester		**7-Week Clinical**	**Credits**
	MRT 163 (RADG 163)	Clinical Education III (Pre-Req: MRT 112, MRT 118, MRT 122, MRT 162, BIO 128)	5
Sixth Semester		**Medical Radiography Courses**	**Credits**
	BIO 272 (BIOL 272)	Radiation Biology (Pre-Req: BIO 128)	2
	MRT 211 (RADG 211)	Radiographic Positioning III (Pre-Req: MRT 111)	1
	MRT 251 (RADG 251)	Advanced Health Care (Pre-Req: MRT 151)	1
	MRT 255 (RADG 255)	Pathology (Pre-Req: BIO 128, MRT 112)	1
	MRT 267 (RADG 267)	Clinical Education IV (Pre-Req: MRT 163)	7
Seventh Semester		**Medical Radiography Courses**	**Credits**
	MRT 212 (RADG 212)	Radiographic Positioning IV (Pre-Req: MRT 112, MRT 117)	1
	MRT 222 (RADG 222)	Principles of Imaging Physics (Pre-Req: MRT 122; Pre/Co-Req: PHY 235)	1
	MRT 230 (RADG 230)	Radiography Review & Career Planning (optional)	1
	MRT 270 (RADG 270)	Clinical Education V (Pre-Req:MRT 119, MRT 251, MRT 255, MRT 267)	7
	PHY 235 (PHYS 235)	Radiologic Physics (Pre-Req: MAT 116, HS Physics, or equivalent	3
		TOTAL A.S. DEGREE CREDITS	**80-84**

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), *Anatomy and Physiology II (BIO128), 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.

The Career Studies Health Science Pathway option allows students to explore EMCC's allied health and nursing programs while pursuing course credits required for a certificate or degree. This program, intended to replace the 3-year Extended Nursing path, will allow students to complete the prerequisites before applying to the Nursing Program. See page ___ for more information on the Career Studies Health Science Pathway.

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 Street
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.

Nursing—A.S. Degree			
Prerequisite Courses			**Credits**
	BIO 127 (BIOL 215)	Anatomy and Physiology I	4
	BIO 128 (BIOL 230)	Anatomy and Physiology II	4
	ENG 101 (ENGL 101)	College Composition	3
	NRG 101 (NURS 101)	Math for Nurses	3
First Semester		**Nursing Course**	**Credits**
	NUR 105 (NURS 105)	Foundations of Nursing	8
	NUR 183 (NURS 183)	Professional Issues in Nursing I	.5
		General Education Courses	**Credit**
	BIO 251 (BIOL 261)	Clinical Pharmacology	4
	PSY 101 (PSYC 100)	Introduction to Psychology	3
Second Semester		**Nursing Course**	**Credits**
	NUR 136 (NURS 136)	Nursing Across the Life Span I	10
	NUR 184 (NURS 184)	Professional Issues in Nursing II	.5
		General Education Courses	**Credits**
	BIO 216 (BIOL 250)	Microbiology	3
Third Semester (Summer)		**General Education Courses**	**Credits**
	BIO 222 (BIOL 245)	Pathophysiology	4
	PSY 231 (PSYC 220)	Developmental Psychology	3
Fourth Semester (Fall)			
	NUR 267 (NURS 267)	Nursing Across the Life Span II	8
	NUR 283 (NURS 283)	Professional Issues in Nursing III	.5
		General Education Courses	**Credits**
	SPE 101 (COMM 107)	Oral Communications	3
Fourth Semester		**Nursing Courses**	**Credits**
	NUR 270 (NURS 270)	Nursing Across the Life Span III	8
	NUR 284 (NURS 284)	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**
	PLG 101 (PLUM 101)	Plumbing Technology I	6
	PLG 111 (PLUM 111)	Plumbing Laboratory I	3
		General Education Courses	**Credits**
	ENG 100 (ENGL 100) or ENG 101 (ENGL 101)	Basic Academic and Pre-professional Writing College Composition	3
	MAT 110 (MATH 130)	Technical Mathematics I *Acceptable substitutions include: MAT 116 (MATH 140), MAT 217 (MATH 190), MAT 225 (MATH 260), MAT 226 (MATH 270)*	3
Second Semester		**Plumbing Courses**	**Credits**
	PLG 102 (PLUM 102)	Plumbing Technology II	6
	PLG 112 (PLUM 112)	Plumbing Laboratory II	3
		General Education Courses	**Credits**
	DTG 101 (DRFT 101)	Plumbing Print Reading	2
	GEN 130 (CLGE 130)	Employability Skills	1
	PSY 101 (PSYC 100) PSY 211 (PSYC 211)	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 trouble-shooting 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**
	RAH 103 (HVAC 103)	Refrigeration and Air Conditioning Lab I	2
	RAH 113 (HVAC 113)	Refrigeration Components and Physical Principles	2.5
	RAH 123 (HVAC 123)	Refrigeration Systems and Flow Controls	2.5
	RAH 133 (HVAC 133)	RAH Electricity I	3
		General Education Courses	**Credits**
	ENG 100 (ENGL 100) ENG 101 (ENGL 101)	Basic Academic and Pre-professional Writing, OR College Composition	3
	MAT 110 (MATH 130)	Technical Mathematics I	3
Second Semester		**Technology Courses**	**Credits**
	RAH 104 (HVAC 104)	Refrigeration and Air Conditioning Lab II	2
	RAH 138 (HVAC 138)	RAH Electricity II and Motors	3
	RAH 144 (HVAC 144)	Commercial Refrigeration Systems I	2.5
	RAH 147 (HVAC 147)	Commercial Refrigeration Systems II	2.5
	RAH 171 (HVAC 171)	HVAC Print Reading	2
		General Education Courses	**Credits**
	MAT 114 (MATH 135)	Technical Mathematics II	3
	SPE 101 (COMM 107)	Oral Communications	3
Third Semester		**Technology Courses**	**Credits**
	RAH 203 (HVAC 203)	Refrigeration and Air Conditioning Lab III	2
	RAH 234 (HVAC 234)	RAH Controls I	3
	RAH 264 (HVAC 264)	Heat Pump Systems	1
	RAH 272 (HVAC 272)	Gas Heating Systems	4
		General Education Courses	**Credits**
	ENG 215 (ENGL 201)	Business and Technical Writing	3
	PHY 108 (PHYS 110)	Survey of Applied Physics	4
Fourth Semester		**Technology Courses**	**Credits**
	RAH 204 (HVAC 204)	Refrigeration and Air Conditioning Lab IV	2
	RAH 237 (HVAC 237)	RAH Controls II and Transformers	3
	RAH 283 (HVAC 283)	HVAC Systems I	2.5
	RAH 287 (HVAC 287)	HVAC Systems II	2.5
		General Education Course	**Credits**
	PSY 101 (PSYC 100) or PSY 211 (PSYC 211)	Introduction to Psychology Human Relations	3
		TOTAL A.A.S. DEGREE CREDITS	**64**

Refrigeration—Certificate			
First Semester		**Technology Courses**	**Credits**
	RAH 103 (HVAC 103)	Refrigeration and Air Conditioning Lab I	2
	RAH 113 (HVAC 113)	Refrigeration Components and Physical Principles	2.5
	RAH 123 (HVAC 123)	Refrigeration Systems and Flow Controls	2.5
	RAH 133 (HVAC 133)	RAH Electricity I	3
		General Education Courses	**Credits**
	ENG 100 (ENGL 100) or ENG 101 (ENGL 101)	Basic Academic and Pre-professional Writing College Composition	3
	MAT 110 (MATH 130)	Technical Mathematics I	3
Second Semester		**Technology Courses**	**Credits**
	RAH 104 (HVAC 104)	Refrigeration and Air Conditioning Lab II	2
	RAH 138 (HVAC 138)	RAH Electricity II and Motors	3
	RAH 144 (HVAC 144)	Commercial Refrigeration Systems I	2.5
	RAH 147 (HVAC 147)	Commercial Refrigeration Systems II	2.5
	RAH 171 (HVAC 171)	HVAC Print Reading	2
		General Education Courses	**Credits**
	MAT 114 (MATH 135)	Technical Mathematics II	3
	SPE 101 (COMM 107)	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**
	CUL 112 (CULA 112)	Culinary Skills Development	3
	CUL 126 (CULA 126)	Culinary Arts Instruction I	.5
	CUL 127 (CULA 127)	Culinary Arts I	5.5
	CUL 131 (CULA 131)	Culinary Sanitation and Theory	3
		General Education Course	**Credits**
	ENG 101 (ENGL 101)	College Composition	3
Second Semester		**Culinary Arts Courses**	**Credits**
	CUL 128 (CULA 128)	Culinary Arts Instruction II	.5
	CUL 129 (CULA 129)	Culinary Arts II	5.5
	CUL 141 (CULA 141)	Food Service Management	3
		General Education Courses	**Credits**
	Restricted Elective	Any Math or Science (100 level or higher)	3-4
	SPE 101 (COMM 107)	Oral Communications	3
Third Semester		**Business Management Courses**	**Credits**
	BUA 101 (BUSN 101)	Introduction to Business	3
	BUA 111 (BUSN 111)	Accounting I	3
	BUA 141 (BUSN 141)	Principles of Small Business Management	3
		General Education Courses	**Credits**
	ENG 215 (ENGL 201)	Business and Technical Writing	3
	Restricted Elective	Any Humanities or Social Science (100 level or higher)	3
Fourth Semester		**Business Management Courses**	**Credits**
	BUA 131 (BUSN 131)	Business Law I	3
	BUA 263 (BUSN 263)	Sales and Customer Relations	3
	BUA 271 (BUSN 271)	Marketing Principles	3
		General Education Courses	**Credits**
	NUT 221 (NUTR 110)	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 the Accreditation Review Council on Education in 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**
	BIO 127 (BIOL 215)	Anatomy and Physiology I	4
	ENG 101 (ENGL 101)	College Composition	3
	PSY 101 (PSYC 100)	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**
	MRT 131 (RADG 131)	Medical Terminology	1
	SUR 107 (SURG 107)	Introduction to Surgical Technology	6
	SUR 109	Introduction to Surgical Technology Lab	4
	SUR 117 (SURG 117)	Pharmacology for Surgical Technologists	2
		General Education Courses	**Credits**
	BIO 128 (BIOL 230)	Anatomy and Physiology II	4
Third Semester		**Surgical Technology Course**	**Credits**
	SUR 118 (SURG 118)	Surgical Technology I	15
		General Education Course	**Credits**
	BIO 216 (BIOL 250)	General Microbiology	4
Fourth Semester		**Surgical Technology Course**	**Credits**
	SUR 200 (SURG 200)	Surgical Technology II	13
		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**
	TTO 112 TTO 118 TTO 124	Apprenticeship I ***or*** Apprenticeship II ***or*** Apprenticeship III	12 18 24
		Selected Coursework (100 level or higher)	15-27
		General Education Courses	**Credits**
	ENG 101 (ENGL 101)	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

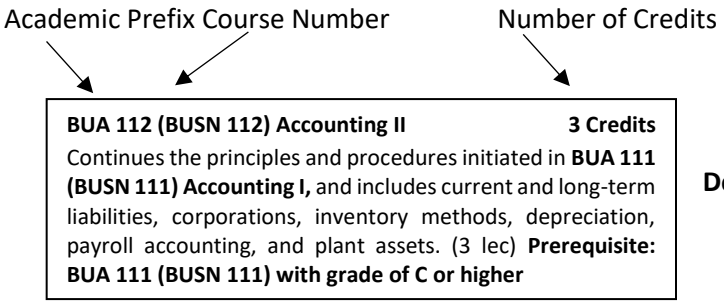
The Welding Technology program is an American Welding Society (AWS) Designated Educational Institutional Member. The Welding program is certified as a S.E.N.S.E. program (Schools Excelling through National Skills Education) and Educational member through American Welding Society, 8669 NW 36 Street, Ste. #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**
	WEL 111 (WELD 111)	Metal Technology	3
	WEL 131 (WELD 131)	Shielded Metal Arc Welding (SMAW), Basic	2
	WEL 132 (WELD 132)	Shielded Metal Arc Welding, Advanced I	2
	WEL 134 (WELD 134)	Shielded Metal Arc Welding, Structural	2
	WEL 151 (WELD 151)	Flux-Cored Arc Welding (FCAW)	2
	WEL 186 (WELD 186)	Blueprint Reading and Drafting for Welders	3
Second Semester		**Welding Technology Courses**	**Credits**
	WEL 133 (WELD 133)	Shielded Metal Arc Welding, Advanced II	2
	WEL 135 (WELD 135)	Shielded Metal Arc Welding, Pipe I	2
	WEL 136 (WELD 136)	Shielded Metal Arc Welding, Pipe II	2
	WEL 137 (WELD 137)	Shielded Metal Arc Welding, Pipe III (ASME Qualification)	2
		General Education Course	
	MAT 110 (MATH 130)	Technical Mathematics I	3
	ENG 101 (ENGL 101)	College Composition	3
		General Education Courses	**Credits**
	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**
	WEL 111 (WELD 111)	Metal Technology	3
	WEL 131 (WELD 131)	Shielded Metal Arc Welding (SMAW), Basic	2
	WEL 132 (WELD 132)	Shielded Metal Arc Welding, Advanced I	2
	WEL 134 (WELD 134)	Shielded Metal Arc Welding, Structural	2
	WEL 151 (WELD 151)	Flux-Cored Arc Welding (FCAW)	2
		General Education Course	**Credits**
	MAT 110 (MATH 130)	Technical Mathematics I	3
Second Semester		**Welding Technology Courses**	**Credits**
	WEL 133 (WELD 133)	Shielded Metal Arc Welding, Advanced II	2
	WEL 135 (WELD 135)	Shielded Metal Arc Welding, Pipe I	2
	WEL 136 (WELD 136)	Shielded Metal Arc Welding, Pipe II	2
	WEL 137 (WELD 137)	Shielded Metal Arc Welding, Pipe III (ASME Qualification)	2
	WEL 186 (WELD 186)	Blueprint Reading and Drafting for Welders	3
		General Education Courses	**Credits**
	ENG 101 (ENGL 101)	College Composition	3
	Restricted Elective	Any Math or Science (100 level or higher)	3-4
Third Semester		**Welding Technology Courses**	**Credits**
	FIT 231 (PFIT 231)	Pipefitting Fundamentals	2
	FIT 233 (PFIT 233)	Practical Pipefitting I	1.5
	FIT 235 (PFIT 235)	Practical Pipefitting II	1.5
	WEL 265 (WELD 265)	Gas Metal Arc Welding (GMAW), Basic	1
	WEL 267 (WELD 267)	Gas Metal Arc Welding, Advanced	1
	WEL 269 (WELD 269)	GMAW, Pipe	1
		General Education Courses	**Credits**
	ENG 215 (ENGL 201)	Business and Technical Writing	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**
	WEL 222 (WELD 222)	Quality Assurance/Quality Control	4
	WEL 270 (WELD 270)	GTAW, Basic	2
	WEL 277 (WELD 277)	Gas Tungsten Arc Welding, Pipe I	2
	WEL 278 (WELD 278)	Gas Tungsten Arc Welding, Pipe II	2
	WEL 279 (WELD 279)	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.



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 (ARTS)	Art	GEO (GEOG)	Geography
ASL (ASLA)	American Sign Language	GOV (POLS)	Government
ATA (AUTO)	Automotive	HIS (HIST)	History
ATH (DTHE)	Diesel, Truck and Heavy Equipment	HUM (ARTA)	Humanities
ATT (DTHE)	Automotive and Diesel Technologies	HUS (HUMS)	Human Services
BCA (COMP)	Business Computer Applications	KOR (KORE)	Korean Language
BCT (CONS)	Building Construction Technology	LAE (ENGL)	Introductory English
BIO (BIOL)	Biology	LAM (MATH)	Introductory Mathematics
BMT (MEDO)	Business Management Technology	MAS (MDAS)	Medical Assistant
BUA (BUSN)	Business Management	MAT (MATH)	Mathematics
CAD (CADD)	Computer Aided Drafting and Design	MATL (MATH)	Mathematics Laboratory
CAS	Career Studies	MRT (RADG)	Medical Radiography Technology
CHE (CHEM)	Chemistry	MUS (MUSI)	Music
CRJ (CJUS)	Criminal Justice	NRG (NURS)	Nursing
CST (CSCI)	Computer Technology	NSO	New Student Orientation
CUL (CULA)	Culinary Arts	NUR (NURS)	Nursing
CTE (EDCT)	Career & Technical Education	NUT (NUTR)	Nutrition
DGD (ARTD)	Digital Graphic Design	PHI (PHIL)	Philosophy
DTG (DRFT)	Drafting	PLG (PLUM)	Plumbing
ECE (ECED)	Early Childhood Education	PHY (PHYS)	Physics
ECO (ECON)	Economics	PSY (PSYC)	Psychology
EDB (EDUC)	Education	RAH (HVAC)	Refrigeration Air Conditioning & Heating
ELC (ELEC)	Electricians Technology	SOC (SOCI)	Sociology
EMS (EMST)	Emergency Medical Services	SPE (COMM)	Speech
ENG (ENGL)	English	SUR (SURG)	Surgical Technology
EPT (ELEC)	Electrical and Automation	TTO	Trade and Technical Occupations
FIR (FIRE)	Fire Science Technology	WEL (WELD)	Welding
FIT (PFIT)	Pipefitting		
FWC (FWAC)	Fine Woodworking & Cabinet Making		
FYE (COLL)	College Success Course		

COURSE DESCRIPTIONS

ALH 101 (HLTH) Exploring Careers in Healthcare **3 Credits**
Designed for students interested in working in the healthcare field, this course with introduce students to the various allied health programs offered at Eastern Maine Community College. In addition to a brief overview of the different healthcare professions, topics will include, but are not limited to, communication in the healthcare setting, medical and asepsis, and basic patient care skills. (3 lec)

ART 100 (ARTS 100 01) 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 (ARTS 170) 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 (ARTS 130) 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 (ARTS 170)**

ART 232 (ARTS 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: ART 101 (ARTS 170)**

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 (ASLA 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 (ASLA 102) American Sign Language II **3 Credits**
This course builds upon the foundations of the language learned in ASL 101 (ASLA 101). Whereas ASL 101 (ASLA 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 (ASLA 101)**

ATA 100 (AUTO 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 (AUTO 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 (AUTO 100) *or* instructor permission**

ATA 120 (AUTO 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 (AUTO 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 (AUTO 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 (AUTO 100)**

ATA 126 (AUTO 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 (AUTO 125) with grade of C or higher**

ATA 145 (AUTO 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 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 (AUTO 100)**

ATA 146 (AUTO 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 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 (AUTO 145) with grade of C or higher and ATA 110 (AUTO 110)**

ATA 150 (AUTO 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 (AUTO 100)**

ATA 190 (AUTO 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 (AUTO 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 (AUTO 110) with grade of C or higher *or* instructor permission**

ATA 215 (AUTO 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 (AUTO 100); Corequisite: ATA 210 (AUTO 210)**

ATA 220 (AUTO 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 (AUTO 110) and ATA 150 (AUTO 150) with grade of C or higher**

ATA 225 (AUTO 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) **Prerequisite: ATA 210 (AUTO 210) with grade of C or higher**

ATA 230 (AUTO 230) Drivability and Emission Control Systems **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 (AUTO 210) and ATA 220 (AUTO 220) with grade of C or higher**

ATA 235 (AUTO 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: ATA 210 (AUTO 210) and ATA 215 (AUTO 215) with grade of C or higher**

ATA 240 (AUTO 240) Electric Vehicle ASE L3 Prep **1 Credit**
This Independent Study Electric Vehicle ASE L3 Prep course provides an overview of Electric and Gas-electric Hybrid vehicle fundamentals. It describes the operation, diagnosis and repair of Electric and Hybrid vehicles. This course provides detailed and valuable information about L3 Light Duty Hybrid/Electric Vehicle Specialist ASE exam. **Prerequisites: ATA210 (AUTO 210) and ATA220 (AUTO 220) with a grade of C or higher; Corequisites: ATA230 (AUTO 230) and ATA235 (AUTO 235)**

ATH 101 (DTHE 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 (DTHE 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 (DTHE 101)**

ATH 113 (DTHE 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 (DTHE 101)** *or* **instructor permission**

ATH 121 (DTHE 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 (DTHE 101)** *or* **instructor permission**

ATH 131 (DTHE 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 (DTHE 101)** *or* **instructor permission**

ATH 133 (DTHE 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 (DTHE 101)** *or* **instructor permission**

ATH 141 (DTHE 141) Diesel Engine 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 (DTHE 101)** *or* **instructor permission**

ATH 151 (DTHE 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 (DTHE 101)** *or* **instructor permission**

ATH 163 (DTHE 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 (DTHE 101)** *or* **instructor permission**

ATH 175 (DTHE 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 (DTHE 101)** *or* **instructor permission**

ATH 212 (DTHE 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 (DTHE 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 and 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 (DTHE 101)** *or* **instructor permission**

ATT 133 (DTHE 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 (DTHE 101)** *or* **instructor permission**

ATT 135 (DTHE 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 (DTHE 101),** *or* **instructor permission**

ATT 141 (DTHE 140) 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 (DTHE 101)** *or* **instructor permission**

ATT 251 (DTHE 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 (DTHE 101)** *or* **instructor permission.**

BCA 102 (COMP 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. Lec/lab?

BCA 115 (COMP 115) Introduction to Computer Applications **3 Credits**
Develops basic computer skills with emphasis on formatting business documents using Microsoft Word, Excel, Access, and PowerPoint. Lec/lab?

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 (COMP 115)**

BCA 205 (COMP 205) Integrated Software Applications **3 Credits**
Information Processing Capstone Course: Uses integrated software applications letters, memos, reports, presentation, and information development activities. Advanced concepts and techniques using Microsoft Word, Excel, Access, and PowerPoint to produce professional documents, 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 (COMP 115)**

BCT 103 (CONS 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 (CONS 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 (CONS 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 (CONS 105) *or* instructor permission**

BCT 213 (CONS 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) **Prerequisites: BCT 103 (CONS 103) and BCT 105 (CONS 105) *or* instructor permission**

BCT 255 (CONS 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) **Prerequisites: BCT 103 (CONS 103) and BCT 105 (CONS 105) *or* instructor permission**

BCT 264 (CONS 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) **Prerequisite: DTG 124, and MAT 110 (MATH 130) *or* instructor permission**

BCT 266 (CONS 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 (CONS 264) *or* instructor permission

BCT 272 (CONS 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) **Prerequisites: BCT 103 (CONS 103) and BCT 105 (CONS 105)**

BIO 100 (BIOL 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 (BIOL 103) 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 (BIOM 112) 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 (BIOL 124) Principles of Biology I **4 Credits**
Principles of Biology I **i**ntroduces 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 (BIOL 215) 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 (BIOL 230) 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 (BIOL 215) 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 (BIOL 124) with grade of C or higher or equivalent**

BIO 216 (BIOL 250) 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: BIO 128 (BIOL 230) with grade of C or higher *or* BIO 209 with grade of C or higher *or* instructor permission**

BIO 222 (BIOL 245) 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) **Prerequisite: BIO 128 (BIOL 230) with grade of C or higher *or* BIO 209 with a grade of C or higher**

BIO 251 (BIOL 261) 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) **Prerequisite: BIO 128 (BIOL 230) with grade of C or higher**
NOTE: Students matriculated into the Nursing Program may take BIO 128 (BIOL 230) as a co-requisite with BIO 251 (BIOL 261)

BIO 272 (BIOL 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 (BIOL 230) with grade of C or higher**

BMT 105 (MEDO 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. **Must be ready for ENG 101 (ENGL 101) with ENGL 101 (ENGL 102). Refer to placement chart on page 45.**

BMT 113 (MEDO 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 (MEDO 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 (MEDO 113) with grade of C or higher.**

BMT 121 (MEDO 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 (MEDO 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 (MEDO 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 (MEDO 113)**

BMT 206 (MEDO 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.

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 (COMP 115), and BMT 113 (MEDO 113)**

BMT 208 (MEDO 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: BCA 115 (COMP 115), BMT 121 (MEDO 121), BMT 206 (MEDO 206), and BMT 233 (MEDO 233) *or* **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 (COMP 115), BMT 113 (MEDO 113), BMT 114 (MEDO 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 (MEDO 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)

BMT 233 (MEDO 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 (MEDO 232)**

BMT 234 (MEDO 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 (MEDO 232)** *or* **instructor permission**

BMT 235 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 (MEDO 232), BMT 234 (MEDO 234), and BMT 233 (MEDO 233)**

BMT 236 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 (MEDO 232), BMT 233 (MEDO 233), and BMT 234 (MEDO 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 (MEDO 113) and BIO 100 (BIOL 100) level or higher**

BMT 261 (MEDO 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 (MEDO 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 (BUSN 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 (BUSN 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. (3 lec, 0 lab)

BUA 111 (BUSN 111) Accounting I **3 Credits**
Covers the fundamental principles and procedures of accounting including service and merchandising operations, 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 (BUSN 112) Accounting II **3 Credits**
Continues the principles and procedures initiated in **BUA 111 (BUSN 111) Accounting I,** and includes internal controls, current and long-term liabilities, corporations, inventory methods, depreciation, payroll accounting, and plant assets. (3 lec) **Prerequisite: BUA 111 (BUSN 111) with grade of C or higher**

BUA 131 (BUSN 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 (BUSN 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 (BUSN 131)**

BUA 141 (BUSN 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 (BUSN 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 (BUSN 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 (BUSN 112)**

BUA 213 (BUSN 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 111 (BUSN 111)**

BUA 234 (BUSN 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 (BUSN 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 (BUSN 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 (BUSN 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 (BUSN 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 (BUSN 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 (BUSN 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 (BUSN 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 (CADD 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 (CHEM 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 (MATH 009)**

CHE 103 (CHEM 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 CHE 114**.** (0 lec, 1 lab) **Corequisite: CHE 114**

FYE 100 (CLGE 100) College Success **1 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 (CJUS 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 (CJUS 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 (CJUS 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 (CJUS 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 (CJUS 101) with grade of C or higher. A grade of C or higher is required to pass the course.**

CRJ 121 (CJUS 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 (CJUS 101) with grade of C or higher. A grade of C or higher is required to pass the course.**

CRJ 131 (CJUS 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 (CJUS 101) with grade of C or higher. A grade of C or higher is required to pass the course.**

CRJ 201 (CJUS 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 (CJUS 101), CRJ 121 (CJUS 121), and CRJ 242 (CJUS 242) with grades of C or higher. A grade of C or higher is required to pass the course.**

CRJ 205 (CJUS 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 (CJUS 101) and CRJ 131 (CJUS 131) with grades of C or higher. A grade of C or higher is required to pass the course.**

CRJ 221 (CJUS 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 (CJUS 101) with grade of C or higher. A grade of C or higher is required to pass the course.**

CRJ 226 (CJUS 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 (CJUS 101), CRJ 131 (CJUS 131), and CRJ 205 (CJUS 205) with grades of C or higher. A grade of C or higher is required to pass the course.**

CRJ 232 (CJUS 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 (CJUS 101) and CRJ 131 (CJUS 131) with grades of C or higher. A grade of C or higher is required to pass the course.**

CRJ 235 (CJUS 235) Psychopathology for First Responders **3 Credits**
Provides an introduction to basic psychopathology and crisis intervention for first response professionals. Specific emphasis will be placed on acute and chronic expressions of selected mental illnesses, including psychotic, depressive, anxiety, and personality disorders. These conditions will be examined in a nexus with potentially comorbid substance use and addiction issues. Students will translate conceptual clinical knowledge in applied forensic applications to acquire de-escalation skills that heighten the safety and welfare of mentally ill community members as well as the first responders who interact with them. (3 lec) **Prerequisites: CRJ 101 (CJUS 101), CRJ 131 (CJUS 131), PSY 101**

CRJ 242 (CJUS 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 (CJUS 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 (CJUS 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 PSY 253.**

CRJ 254 (CJUS 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 (CJUS 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 (PSYC 245).**

CRJ 260 (CJUS 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 273 (CJUS 273) Crime in Film **3 Credits**
Provides students with the opportunity to screen, analyze, and discuss various motion pictures which incorporate crime or the criminal justice system as subject matter. Specific attention will be paid to the ways in which these films act to reflect or critique real-world socio-political and historical concerns. There will also be a focus on points of alignment and departure from the operations of the American criminal justice system, e.g. constitutional law and police functions. The course will thereby provide students with the ability to critically view and analyze crime films from artistic, cultural, and systemic perspectives. (3 lec) **Cross-listed with SOC 273 (SOCI 273).**

CRJ 274 (CJUS 274) Criminal Psychology in Film **3 Credits**
Utilizes film as a lens through which to explore issues related to crime and criminal psychology. Critical viewing and reflection will serve as a basis for an in-depth examination of criminality. Analyses of fictional characters will be conducted against the backdrop of psychological theories related to the interplay of mental illness, character pathology, and criminal motivation. Specific inquiries will address the roles of trauma in the development of offender progression trajectories; the psychopathological underpinnings of crimes including, but not limited to theft, fraud, assault, torture, and murder. (3 lec) **Cross-listed with SOC 274 (SOCI 274).**

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.

CST 103 (CSCI 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 (CSCI 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 (CSCI 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. (2 lec, 2 lab)

CST 143 (CSCI 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 (CSCI 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 166 (CSCI 166) Networking **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 (CSCI 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 (CSCI 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 (CSCI 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 (CSCI 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 (CSCI 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. (2 lec, 2 lab)

CST 235 (CSCI 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 (CSCI 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 251 (CSCI 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 (CSCI 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 (CSCI 154)**

CST 254 (CSCI 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. (5 weeks, 10 lec, 5 lab) **Prerequisite: CST 251 (CSCI 251)**

CST 256 (CSCI 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. (5 weeks, 10 lec, 5 lab)

CST 260 (CSCI 260) Capstone **2 Credits**
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)

CTE 102 Introduction to CTE Environments **3 Credits**
Introduces the knowledge and skills necessary to successfully navigate the first year of teaching in a Career & Technical Education (CTE) program. Explores the roles, duties, and responsibilities of CTE educators and the difference between job models and instructional models of preparation. Examines the essential elements of working in a CTE program environment, including school policies and procedures, safety procedures, industry standards, the role of advisory committees and live work opportunities, and the program assessment process. (3 lec)

CTE 105 Classroom Management & Shop Safety in CTE Environments **3 Credits**
Introduces the concepts of classroom management and shop safety (CMS) as they pertain to teaching and learning in a CTE environment. Examines the philosophy and purpose of CMS and the roles and responsibilities of CTE educators and their students in setting up and maintaining safe environments within their discipline. A comprehensive Classroom Management and Shop Safety plan based on industry and school standards will be developed. (1 lecture, 2 practicum)

CTE 121 (EDCT 121) Culturally Responsive Teaching in CTE Environments **3 Credits**
Provides participants with an understanding of the nature and role of culture and identity and its intersection with teaching and learning in CTE Environments. Participants will develop an awareness of cultural, racial, ethnic, and linguistic identities as well as concepts of equity, diversity, social justice, and inclusion. They will explore their own personal biases and culturally responsive teaching practices in CTE environments. They will focus on approaches to teaching and learning that consider the following: developmental and grade appropriateness; valuing students and the assets they bring to the CTE program; connecting students' life experiences with what they are learning in the CTE program; and how these approaches raise expectations and make learning relevant for all students. (3 lec)

CTE 206 The Teaching Process in CTE Environments **3 Credits**
Introduces models for curriculum planning and program curriculum mapping. Examines various instructional strategies that engage all learners and are effective in the CTE environment. Explores the integration of various standards in lesson design, including the Maine Learning Results, Industry Standards for Career & Technical Education, and the InTASC Model Core Teaching Standards. Students will develop and implement an integrated, standards-based curriculum unit in their content area. (1 lecture, 2 practicum)

CTE 208 Assessment and Evaluation in CTE Environments **3 Credits**
Explores the history, philosophy and purpose of assessment and evaluation and its impact on teaching and learning. Examines methods for assessment and evaluation in CTE environments, with an emphasis on formative and summative assessments that are authentic and connected to student and program learning outcomes. Students will develop and implement authentic formative and summative assessment tools that are tied to student and program learning outcomes. They will reflect on assessment results and use that information to further inform their practice. (1 lecture, 2 practicum)

CTE 210 Exceptional Learners in CTE Environments **3 Credits**
Introduces the laws that impact students with exceptionalities and the categories of exceptionality as defined by IDEA. Explores the roles and responsibilities of special education personnel and the roles and responsibilities of CTE educators, with an emphasis on meaningful communication, navigating the IEP environment, creating safe and welcoming learning spaces, and support for transition planning. Examines principles of Universal Design and strategies to support students with exceptionalities in the CTE environment. (2 lecture, 1 practicum).

CTE 214 Teaching Literacy Skills in CTE Environments **3 Credits**
Introduces strategies to integrate literacy instruction in CTE environments. Examines approaches for supporting reading, writing, listening, speaking, visual representation, research, information literacy, and critical thinking. Explores standards-based activities and learning experiences that promote literacy within the context of specific CTE content areas. Students will develop and implement a series of standards-based literacy activities that connect directly to their CTE content area. (2 lecture, 1 practicum).

CUL 112 (CULA 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 (CULA 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 (CULA 112), CUL 131 (CULA 131); Co-requisite: CUL 127 (CULA 127)**

CUL 127 (CULA 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-/corequisites: CUL 112 (CULA 112), and CUL 131 (CULA 131); Corequisite: CUL 126 (CULA 126)**

CUL 128 (CULA 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 (CULA 112), CUL 126 (CULA 126), CUL 127 (CULA 127), and CUL 131 (CULA 131); Corequisite: CUL 129 (CULA 129)**

CUL 129 (CULA 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 (CULA 112), CUL 126 (CULA 126), CUL 127 (CULA 127), and CUL 131 (CULA 131); Corequisite: CUL 128 (CULA 128)**

CUL 131 (CULA 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 (CULA 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 (CULA 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) **Prerequisite: CUL 215 (CULA 215)**

CUL 215 (CULA 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 (CULA 128), CUL 129 (CULA 129), and CUL 141 (CULA 141)**

CUL 218 (CULA 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) **Prerequisite: CUL 215 (CULA 215)**

CUL 262 (CULA 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) **Prerequisite: CUL 215 (CULA 215).**

CUL 264 (CULA 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 (CULA 262)**

DGD 113 (CNMS 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 (CNMS 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 (CNMS 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 (CNMS 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)

DGD 201 (CNMS 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) **Prerequisites: ART 112 (ARTS 130), DGD 113 (CNMS 113), and DGD 131 (CNMS 131)**

DGD 221 (CNMS 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 (ARTS 130) and DGD 120 (CNMS 120)**

DGD 224 (CNMS 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 (ARTS 130) and DGD 113 (CNMS 113)**

DGD 230 (CNMS 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. Prerequisites: ART 112 (ARTS 130), DGD 113 (CNMS 113), DGD 120 (CNMS 120), and DGD 131 (CNMS 131)**

DGD 231 (CNMS 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 (ARTS 130), DGD 113 (CNMS 113), DGD 120 (CNMS 120), and DGD 131 (CNMS 131)**

DGD 232 (CNMS 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 (ARTS 130), DGD 113 (ARTD 113), DGD 120 (CNMS 120), and DGD 131 (CNMS 131)**

DTG 101 (DRFT 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 (DRFT 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 (DRFT 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 (DRFT 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 (DRFT 103) or DTG 104 (DRFT 104)**

DTG 134 (DRFT 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 (DRFT 103) or DTG 104 (DRFT 104)**

DTG 203 (DRFT 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 (DRFT 133) or DTG 134 (DRFT 134)**

DTG 204 (DRFT 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 (DRFT 203)**

DTG 233 (DRFT 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 (DRFT 133) or DTG 134 (DRFT 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: DTG 233 (DRFT 233)**

DTG 291 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 (ECED 100) Introduction to Early Childhood Education **3 Credits**
Introduces students to concepts important to the field of early childhood such as developmentally appropriate practices, developmental domains, curriculum, careers in early childhood field, and partnership with families. Skills necessary for being successful in college will be included with emphasis on reading and writing related to early childhood education.

ECE 107 Classroom Environments and Management in ECE Settings **3 Credits**
Introduces methods for developing and managing positive and effective learning environments in early childhood settings. Examines strategies for room arrangement and organization of materials to maximize learning. Explores development of classroom rules, routines, and procedures and approaches for teaching, rehearsing, and reinforcing rules, routines, and procedures in early childhood settings. (3 lec) **Prerequisite: ECE 110 (ECED 110) or permission**

ECE 110 (ECED 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 (ECED 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. **Prerequisite: ECE 110 (ECED 110)** *or* **instructor permission. Open only to students enrolled in the Education Track programs.**

ECE 118 (ECED 118) Children's Literature **3 Credits**
Introduces children's literature from the perspective of language development. Students examine various forms of multicultural literature from different genres and explore methods for choosing and interacting with appropriate high-quality literature for young children ages birth – grade 6. (3 lec)

ECE 131 (ECED 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 (ECED 110) *or* instructor permission**

ECE 203 Field Experiences II: Social Emotional Curriculum in ECE Setting **5 credits**
Expands upon the competencies acquitted in ECD 117: Observing and Recording in the Field. Introduces strategies for supporting social emotional learning in ECE settings, including positive guidance, positive behavior supports, and restorative justice. Examines methods for the development and implementation of social emotional curriculum for both individual children and groups. Reflective practice and responsive teaching will be emphasized. (2 lec, 2 practicum) **Prerequisite: ECE 117 (ECED 117) Must have a grade of C or better to pass this course. Open only to matriculated students in Early Childhood Education.**

ECE 205 Numeracy in ECE Settings **3 Credits**
Explores frameworks and methods for developing numeracy in young children from preschool to age eight. Students plan developmentally appropriate learning opportunities that align with standards that build on natural curiosity and promote the use of concrete engaging activities. Students will investigate how math concepts are used in our conversations and interactions throughout the day. Am emphasis will be placed on integrated practices and active learning. Math anxiety and its impact on teaching mathematics will be explored. (3 lec) **Prerequisite: ECE 110 (ECED 110) or instructor permission**

ECE 207 Science in ECE Settings **3 Credits**
Introduces methods for teaching science in the early childhood classroom, with an emphasis on the inquiry approach. Examines the importance of integrating science, technology, engineering, math, and the arts into science-based learning experiences. Explores standards-based lesson design approaches for science curriculum. Students will develop an integrated science-based unit plan. (3 lec) **Prerequisite: ECE 110 (ECED 110) or permission**

ECE 209 Field Experiences III: Integrated Curriculum Capstone in ECE Settings **5 credits**
Serves as a Capstone in which students focus on demonstrating skills necessary for working as part of a teaching team in an ECE setting. Students utilize knowledge of child development, developmentally appropriate integrated curriculum planning, and observational data. They have increased engagement in all aspects of teaching and leading children in ECE settings. Reflective practices are emphasized. (2 lec, 3 practicum) **Prerequisite: ECE 203 Must have a grade of C or better to pass this course. Open only to matriculated Early Childhood Education students.**

ECE 210 Exceptional Learners in ECE Settings **3 Credits**
Students focus on developing strategies and tools to support children with developmental delays or disability in early childhood settings. Features of inclusion including how to support peer relationships and the classroom environment are explored. Evidenced-based teaching strategies, universal design techniques, use of ongoing observation, and collaborative teaming will be included. Family centered practices will be reviewed. (3 lec) **Prerequisites: ECE 216 (ECED 216) or permission**

ECE 216 (ECED 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 (ECED 110) or instructor permission**

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 (ECED 117) or instructor permission**

ECE 203 Field Experience II: Social Emotional Curriculum in ECE Settings **4 Credits**
Expands on the competencies acquired in ECE 117 (ECED 117): Observing and Recording in the Field. Introduces strategies for supporting social emotional learning in ECE settings, including positive guidance, positive behavior supports, and restorative justice. Examines methods for the development and implementation of social emotional curriculum for both individual children and groups. Reflective practice and responsive teaching will be emphasized. (2 lec, 2 practicum). **Prerequisite: ECE 117 (ECED 117) Must have a grade of C or higher to pass this course*. Open only to matriculated students in Early Childhood Education.***

ECE 233 (ECED 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) **Prerequisite: ECE 232 Must have a grade of C or higher to pass this course. Open only to matriculated students in Early Childhood Education.**

ECO 103 (ECON 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 (ECON 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 (ECON 120) 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 (ECON 201) 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 106 SEL in Elementary Settings **3 Credits**
Explores the social emotional development of school age children in elementary settings**.** A variety of frameworks will be explored, with a focus on the Collaborative for Academic, Social, and Emotional Learning (CASEL) competencies. Students will learn strategies, as well as design and implement effective experiences, for teaching and reinforcing SEL skills in the elementary setting that support the whole child. The connection between SEL and improved student outcomes will be explored. Students will reflect on their own social emotional learning. (3 lec) **Prerequisites: ECE 110 (ECED 110) or permission**

EDB 114 (EDUC 114) Exploring Education **3 Credits**
Introduces students to the field of education in the United States. Students will explore concepts important to the field of education, including career pathways in early care and education, Pre-K programs, K-12 public schools, and private schools. Students will examine the various influences that impact education including political, economic, social, academic, ethical, and historical perspectives. They will explore motivations for teaching and how those motivations may influence their career in education. (3 lec)

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 (ECED 110) and ECE 117 (ECED 117) or instructor permission to waive one of these required courses.**

EDB 121 (EDUC 121) Culturally Responsive Teaching in Classroom Environments **3 Credits**
Provides participants with an understanding of the nature and role of culture and identity and its intersection with teaching and learning. Participants will develop an awareness of cultural, racial, ethnic, and linguistic identities as well as concepts of equity, diversity, social justice, and inclusion. They will explore their own personal biases and culturally responsive teaching practices. They will focus on approaches to teaching and learning that consider the following: developmental and grade appropriateness; valuing students and the assets they bring to the classroom; connecting students' life experiences with what they are learning; and how these approaches raise expectations and make learning relevant for all students. (3 lec)

EDB 206 Field Experience II: Classroom Environments & Management in Elementary Settings **3 Credits**
Expands upon the competencies acquired in ECE 117 (ECED 117): Observing & Recording in the Field. Explores frameworks and methods for developing and managing positive and effective learning environments, including room arrangement and organization of materials, for children in elementary settings. Students will apply, and reflect on, strategies and methods for developing, teaching, rehearsing, and practicing routines, procedures, and rules. The focus will be on positive behavioral supports that benefit all learners. The InTASC Model Core Teaching Standards will be used to demonstrate knowledge, understanding and application of these standards into teaching practice. (2 lecture, 2 practicum). **Prerequisite: ECE 117 (ECED 117) Must have a grade of C or better to pass this course. Open only to matriculated students in Elementary Education.**

EDB 208 Numeracy in Elementary Settings **3 Credits**
Explores frameworks and methods for developing mathematical understanding in elementary settings. Students will plan developmentally appropriate learning opportunities that align with state standards, including mathematical practices, and effective instruction and assessment methods that support and challenge all learners. An emphasis will be placed on learning through integrated practice, hands-on, problem-based tasks, and concrete engaging activities. Math misconceptions, math anxiety and its impact on teaching and learning mathematics will be explored. (3 lec) **Prerequisites: ECE 110 (ECED 110)** *or* **permission**

EDB 210 Lesson Design for Elementary Settings **3 Credits**
Explore different frameworks for lesson design, with a focus on backward design. Students will plan and implement developmentally appropriate instruction that addresses student engagement, higher order thinking, a variety of teaching strategies, and assessment tasks that influence instruction. Reflective practice and responsive teaching will be emphasized. The InTASC Model Core Teaching Standards will be used to guide students' learning in effective practices. (3 lec) **Corequisite: EDB 215**

EDB 213 (EDUC 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 (ECED 216)** *or* **instructor permission**

EDB 215 Field Experiences III: Integrated Curriculum Capstone in Elementary Settings **3 Credits**
Expands on the InTASC Model Core Teaching Standards acquired in Field Experience II and previous courses, including planning and implementing developmentally appropriate integrated curriculum in elementary settings. Students will explore frameworks for planning integrated curriculum and use their knowledge from methods courses and lesson design to create an integrated curriculum unit. They have increased engagement in all aspects of teaching and leading students in elementary settings. Reflective practices and participating as a positive member of an educational community are emphasized. (2 lecture, 3 practicum) *Must have a grade of C or better to pass this course. Open only to matriculated students in Elementary Education.* **Prerequisite: EDB 206**

EDB 219 Science in Elementary Settings **3 Credits**
Introduces the different pedagogical approaches and effective practices for teaching science in elementary settings. Explores science concepts and standards along with examining the use of scientific text and discourse to enhance learner understanding. A variety of lesson plan designs will be explored. Students will develop standards-based science lessons that incorporate active learning and the components of the scientific method. Equity and self-efficacy in science will be explored. (3 lec) **Prerequisite: ECE 110 (ECED 110)** *or* **permission**

EDB 221 (EDUC 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 (PSYC 100) or ECE 110 (ECED 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 (ECED 117); Corequisite: EDB 204 (EDUC 204)

ELC 100 (ELEC 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 (ELEC 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)

ELC 111 (ELEC 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)

ELC 112 (ELEC 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) **Prerequisites: ELC 101 (ELEC 101) and ELC 111 (ELEC 111) with a grade of C or higher or instructor permission.**

ELC 121 (ELEC 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) **Prerequisites: ELC 151 (ELEC 151) and ELC 171 (ELEC 171) *or* instructor permission. Students who have previously taken a 45-hour course in the National Electrical Code are eligible to take ELC 121 (ELEC 121).**

ELC 131 (ELEC 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) **Prerequisite: ELC 112 (ELEC 112) with grade of C or higher *or* instructor permission**

ELC 141 (ELEC 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 (ELEC 161)**

ELC 151 (ELEC 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) **Prerequisite: ELC 100 (ELEC 100)**

ELC 152 (ELEC 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 (ELEC 151) or equivalent**

ELC 161 (ELEC 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 (ELEC 112) with grade of C or higher**

ELC 171 (ELEC 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) **Prerequisites: ELC 100 (ELEC 100) and ELC 151 (ELEC 151) *or* permission.**

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 (EMST 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. (150 clock hours; 4 lecture/3 lab)

EMS 201 (EMST 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 (EMST 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-/Corequisite: EMS 201 (EMST 201)**

EMS 205 (EMST 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-/Corequisites: EMS 201 (EMST 201) and EMS 202 (EMST 202)** *or* **currently licensed AEMT**

EMS 206 (EMST 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-/Corequisites: EMS 201 (EMST 201), EMS 202 (EMST 202), EMS 205 (EMST 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 (EMST 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, 45 lab) **Prerequisites: EMS 201 (EMST 201), EMS 202 (EMST 202), EMS 205 (EMST 205), EMS 206 (EMST 206), currently licensed AEMT, successful completion of all EMS required preadmission testing and advisor approval.**

EMS 210 (EMSP 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 (EMST 201), EMS 202 (EMST 202), EMS 205 (EMST 205), EMS 206 (EMS 206), currently licensed AEMT, successful completion of all required EMS preadmission testing, and advisor approval.**

EMS 212 (EMST 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 (EMST 201), EMS 202 (EMST 202), EMS 205 (EMST 205), EMS 206 (EMST 206), currently licensed AEMT, successful completion of all EMS required preadmission testing, and advisor approval.**

EMS 214 (EMSP 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 (EMST 201), EMS 202 (EMST 202), EMS 205 (EMST 205), EMS 206 (EMST 206), EMS 208 (EMST 208), EMS 210 (EMSP 210), EMS 212 (EMST 212), EMS 215 (EMSP 215), EMS 216 (EMST 216), currently licensed AEMT, successful completion of all EMS required preadmission testing, and advisor approval.**

EMS 215 (EMSP 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 (EMST 201), EMS 202 (EMST 202), EMS 205 (EMST 205), EMS 206 (EMST 206); Pre-/Corequisites: EMS 208 (EMST 208) currently licensed AEMT, successful completion of all EMS required preadmission testing, and advisor approval.**

EMS 216 (EMST 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 (EMST 201), EMS 202 (EMST 202), EMS 205 (EMST 205), EMS 206 (EMST 206), EMS 208 (EMST 208), EMS 215 (EMSP 215), Pre or Corequisites: EMS 212 (EMST 212), currently licensed Intermediate/AEMT, successful completion of all APEMS required preadmission testing, and advisor approval.**

EMS 217 (EMSP 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 (EMST 201), EMS 202 (EMST 202), EMS 205 (EMST 205), EMS 206 (EMST 206), EMS 208 (EMST 208), EMS 210 (EMSP 210), EMS 212 (EMST 212), EMS 215 (EMSP 215), EMS 216 (EMST 216), Pre or Corequisites: EMS 214 (EMSP 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 (EMST 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 (EMSP 210), EMS 202 (EMST 202), EMS 205 (EMST 205), EMS 206 (EMST 206), currently licensed AEMT, successful completion of all EMS required preadmission testing, and advisor approval.**

EMS 233 (EMSP 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 (EMSP 210), EMS 202 (EMST 202), EMS 205 (EMST 205), EMS 206 (EMST 206), 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 NREMTP**

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 (ENGL 100) Strategies for 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. (3 lec?) **Prerequisite: Refer to Placement Chart on Page 45. A passing grade of C or higher is required.**

ENG 101 (ENGL 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 (ENGL 102) College Composition Lab **1 Credit**
Small-group workshop facilitating peer-to-peer essay revision and writing improvement, taken in conjunction with ENG 101 (ENGL 101). A passing grade in this course is required to pass ENG 101 (ENGL 101). Graded Pass/Fail. (2 lab) **Prerequisite: Refer to Placement Chart on Page 45** *or* **departmental recommendation. Corequisite: ENG 101 (ENGL 101)**

ENG 112 (ENGL 115) 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 (ENGL 101) with grade of C or higher** *or* **instructor permission**

ENG 162 (ENGL 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 100 (ENGL 100) or ENG 101 (ENGL 101) with grade of C or higher** *or* **instructor permission**

ENG 172 (ENGL 200) 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 100 (ENGL 100) or ENG 101 (ENGL 101) with grade of C or higher** *or* **instructor permission**

ENG 212 (ENGL 260) Introduction to Film **3 Credits**
Introduces students to the history and analysis of American and international narrative film. (2 lec, 2 lab) Usually offered in the spring. **Prerequisite: ENG 101 (ENGL 101) with grade of C or higher** *or* **instructor permission**

ENG 214 (ENGL 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 (ENGL 101) with grade of C or higher** *or* **instructor permission**

ENG 215 (ENGL 201) 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: ENG 100 (ENGL 100) or ENG 101 (ENGL 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) Usually offered in the spring. **Prerequisite: ENG 101 (ENGL 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) Usually offered in the fall. **Prerequisite: ENG101 with grade of C or higher *or* instructor permission**

ENG 224 The Graphic Novel **3 Credits**
Studies 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) Usually offered in the spring. **Prerequisite: ENG101 with grade of C or higher *or* instructor permission**

ENG 225 (ENGL 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) Usually offered in the summer. **Writing Intensive Course. Prerequisite: ENG 101 (ENGL 100) 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. Usually offered in the summer. **Writing Intensive Course. Prerequisite: ENG 112 (ENGL 115) 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) Usually offered in the fall. **Prerequisite: ENG 101 (ENGL 101) with grade of C or higher *or* instructor permission**

ENG 245 Mythology **3 Credits**
Analyzes early and modern works of literature pertaining to mythology and legend across cultural boundaries. Texts used will be from Western and non-Western cultures as the class explores worldwide genre. (3 lec) Usually offered in the fall. **Prerequisite: ENG 101 (ENGL 101) with grade of C or higher.**

ENG 247 Nature and Outdoor Writing **3 Credits**
Engages students with the history and practice of writing about the natural world and their relationships with it, with particular emphasis on writing from and about Maine. Students will consider creative non-fiction, fiction, poetry, and other modes of nature and outdoor writing and its subgenres. (3 lec) **Prerequisite: ENG 100 (ENGL 100) or ENG 101 (ENGL 101) with grade of C or higher**.

ENG 249 Folklore and Fairy Tales **3 Credits**
Analyzes early and modern works of literature pertaining to folklore and fairytales across cultural boundaries. Texts used will be from Western and Non-Western cultures as the class explores worldwide genre. (3 lec) Usually offered in the spring. **Prerequisite: ENG 101 (ENGL 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 100 (ENGL 100) or ENG 101 (ENGL 101) with grade of C or higher**

EPT 116 (ELEC 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) **Prerequisite: Admission into Electrical and Automation Technology; must be ready for MAT 116 (MATH 140). Refer to the Placement Chart on page 45. A grade of C or higher is required to pass this course.**

EPT 123 (ELEC 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 (ELEC 125)**

EPT 125 (ELEC 125) AC Electricity **3 Credits**
Covers the fundamentals of magnetism, AC power generation, terminology, phase angles, reactance, oscilloscopes, and other test equipment. (1 lec, 2 lab) **Prerequisites: EPT 116 (ELEC 116) and MAT 116 (MATH 140). A grade of C or higher is required to pass this course.**

EPT 155 (ELEC 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. (1 lec, 2 lab) **Must be enrolled in the Electrical and Automation Technology program.**

EPT 167 (ELEC 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 (ELEC 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. (1 lec, 2 lab) **Prerequisite: EPT 123 (ELEC 123)**

EPT 176 (ELEC 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 (ELEC 116); Corequisite EPT 245 (ELEC 245)**

EPT 228 (ELEC 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 (ELEC 125)**

EPT 241 (ELEC 241) Linear Circuits **3 Credits**
Introduces the theory and application of operational amplifiers, including circuit connections, operational amplifier circuits, and special purpose circuits. (1 lec, 2 lab) **Prerequisite: EPT 228 (ELEC 228)**

EPT 245 (ELEC 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. (1 lec, 2 lab) **Must be ready for MAT 116 (MATH 140). Refer to the Placement Chart on page 45.**

EPT 251 (ELEC 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. (1 lec, 2 lab) **Prerequisite: EPT 173 (ELEC 173)**

EPT 296 (ELEC 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. (1 lec, 2 lab) **Prerequisite: EPT 176 (ELEC 176)**

EPT 298 (ELEC 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. (1 lec, 2 lab) **Prerequisite: EPT 296 (ELEC 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. (1 lec, 2 lab) **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)

FIR 103 Hazardous Materials - Operations **2 Credits**
Provides responders with the knowledge, skills, and abilities necessary to analyze, plan, and implement performance-defensive response actions for hazardous materials (HAZMAT) incidents. During this course, students receive instruction and hands-on experience in the knowledge, activities and responsibilities required of operations-level HAZMAT responders. State certification in Haz Mat Operations will be accepted for transfer. (2 lec)

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 107 Vehicle Operations and Maintenance - Driver **1 Credit**
Provides both classroom work and hands-on training aimed at reducing the frequency of accidents and minimizing their impact on the department and community. The participant manual assists participants in reviewing important issues discussed by the instructor. Candidates must drive fire apparatus through a designed driving course that simulates actions found on municipal streets and private right of ways. Student contact hours is evenly spread between the classroom and driving course. State credential EVOC/EVDC/AVOC will be accepted for transfer. (1 lec) **Prerequisites: Must have a valid driver license and be at least 18 years of age.**

FIR 108 Vehicle Operations and Maintenance - Pumps **1 Credit**
Provides fire fighters with a standardized method of providing water at an emergency scene. The number one priority of the program is to operate safely and provide a constant uninterrupted flow of water. Because of the diversity of fire pump apparatus found in fire departments candidates must learn to operate equipment recognizing these differences. The course covers the principles of hydraulics and the basic operation of fire department pumpers. Drills include correct placement of apparatus, pumping from tank, pumping from hydrants, pumping from draft, and using pressure control devices. The course includes classroom and practical exercises. State Credential in Basic Pumps/Pumps 1 will be accepted for transfer. (1 lec)

FIR 110 (FIRE 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 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 129 (FIRE 129) Internship for Fire Science 1 **3 Credits**
Students successfully complete didactic work which allows them to participate in the Firefighter Academy. The Firefighter Academy provides students with the skills to become proficient fire fighters. Firefighting scenarios that address a variety of fire types as well as safety and logistical procedures are covered. Students live in a fire station and follow the station contract which describes expectations for staffing the building and participating in the daily functioning for the building including cleaning, going on calls, and other duties as stated in the contract. Students participate in all training offered to the live in students. (1 lec, 2 shop) **Prerequisite: Fire Science Program Acceptance**

FIR 131 (FIRE 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 140 Emergency Services and American Society **3 credits**
Designed to be an introductory course for the Fire Science Program. Traces the challenges faced by humans in protecting themselves and their property from the ravages of fire. Examines the evolution of building construction and its impact on fire behavior, laws relating to fire control, and the equipment used to combat fires and provide water supply will be examined in detail. Explores major fires in American history to determine how they changed codes and the American lifestyle. Presents a survey of emergency services, with emphasis on developing an awareness of history, organization, career options, and expectations. Examines some of the physical and mental risks to the career. (3 lec)

FIR 152 (FIRE 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 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)

FIR 165 Wildland 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 wildlife 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 decisions. (3 lec.)

FIR 179 (FIRE 179) Internship for Fire Science 2 **3 Credits**
Students will have successfully completed all requirements of FIR 129 (FIRE 129) - Internship 1 and expand on skills and knowledge covered in that course. Didactic and practical work required to obtain a state of Maine EMT license by end of FIR 229 (FIRE 229) - Internship 3 is begun. Students continue to live in their assigned fire station and continue to follow station contract as agreed upon. Didactic and practical work to complete requirements of driving and operating station apparatus is covered. Students participate in all training offered to the live in students. (1 lec, 2 shop) **Prerequisite: FIR 129 (FIRE 129)**

FIR 210 Fire Service Instructor **3 Credits**
Designed to assist current and aspiring fire/rescue officers in teaching fire-serviced-oriented subjects and developing an understanding of various methods of teaching fire/rescue occupational subjects. This course will assist students in preparing instructor lesson plans and help them to recognize and practice effective use of other instructor resource materials. Students can earn state and national certification form successful completion of this course and a practical teaching demonstration (3 lec) **Prerequisite: 30 credits toward major**

FIR 215 (FIRE 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 assignment will follow recommendation for Fire Officer I and II 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 stte and national Fire Office I and II certification by successfully completing the course, additional writing assignments, and community-based training and certification requirements. This course has been designed as a writing-intensive course (3 lec.) **Prerequisite: ENG 101 (ENGL 101), FIR 210**

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 (FIRE 110), FIR 115 (FIRE 115)**

FIR 229 (FIRE 229) Internship for Fire Science 3 **3 Credits**
Students will have successfully completed all requirements of FIR 179 (FIRE 179) - Internship 2 and expand on skills and knowledge covered in that course. Students will test for their National Registry of EMT, to obtain a state of Maine EMT license. Students continue to live in their assigned fire station and continue to follow station contract as agreed upon. Skills necessary to demonstrate how a fire pump works and become proficient at pumping their station apparatus. Students participate in all training offered to the live in students. (1 lec, 2 shop) **Prerequisite: FIR 179 (FIRE 179)**

FIR 230 Water Supply Analysis **3 Credits**
Covers preplanning for the fire suppression with an emphasis on providing adequate water flow. Provides a basic understanding of fire protection water supply systems in use in rural communities, urban communities, and industrial settings. Requires the application of hydraulic principles from previous coursework. Involves significant field application of classroom concepts. **Prerequisite: FIR 155 (FIRE 155)**

FIR 250 (FIRE 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. (3 lec) **Prerequisite: 30 credits toward major**

FIR 260 (FIRE 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 administration 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 Fire Service Learning Outcomes. This course has been designed as writing intensive. (3 lec) **Prerequisite: ENG 101 (ENGL 101)**

FIR 261 Fire Officer I **3 Credits**
Designed to give new and prospective officers the knowledge and skills necessary to effectively manage and lead their companies and departments in the challenges of the rapidly changing fire service. Topics include assuming the role of an officer, introduction to management and leadership, fire service organization, legal issues facing the fire service, communications, health and safety, incident management, emergency response, incident management and strategy and tactics for initial company operations. State certification as Fire Officer 1 will be accepted for transfer. **Prerequisites FIR 102 and FIR 210**

FIR 262 Fire Officer II **3 Credits**
Provides the fire officer with the knowledge to make the transition to senior management. Covers written and oral communications to size-up to budgeting. Covers safety and risk management. Explores the differences between training, coaching, and education. Studies evaluation, discipline, conflict, and mistakes. Includes the relationship between organized labor and the fire officer. Explores current trends in employment and anti-discrimination laws. Managing code enforcement and budgets. Leading the fire attack and managing other incidents. Prerequisite: FIR 261. Maine certification as Fire Officer 2 will be accepted for transfer. (3 lec.)

FIR 279 (FIRE 279) Internship for Fire Science 4 **3 Credits**
Students will have successfully completed all requirements of FIR 229 (FIRE 229) - Internship 3 and expand on skills and knowledge covered in that course. Students continue to live in their assigned fire station and continue to follow station contract as agreed upon. As a licensed Maine EMT and Pro-Board Firefighter 1&2 they will demonstrate proficiency and confidence in doing the skills and tasks of a Firefighter/EMT. Preparation for full-time employment to be a Firefighter/EMT is undertaken. Students participate in all training offered to the live in students. (1 lec, 2 shop) **Prerequisite: FIR 229 (FIRE 229)**

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 (PFIT 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 (WELD 269)**

FIT 233 (PFIT 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 (PFIT 231)**

FIT 235 (PFIT 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 (PFIT 233)**

FWC 102 (FWAC 102) Basic Woodworking I **3 Credits**
Basic Woodworking I am 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 (FWAC 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 woodworking 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 (FWAC 102)**

FWC 111 (FWAC 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 (FWAC 103)**

FWC 201 (FWAC 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 (FWAC 111)**

FWC 211 (FWAC 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 (FWAC 201)**

FYE 100 (CLGE 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 (CLGE 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 (GEOG 101) 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 (POLS 105) 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 (HIST 130) 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 (HIST 135) 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 (HIST 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 (HIST 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 (HIST 120) 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 (HIST 125) 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 (HIST 145) 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 140 Emergency Services and American Society **3 Credits**
Designed to be an introductory course for the Fire Science program. Traces the challenges faced by humans in protecting themselves and their property from the ravages of fire. Examines the evolution of building construction and its impact on fire behavior, laws relating to fire control, and the equipment used to combat fires and provide water supply will be examined in detail. Explores major fires in American history to determine how they changed codes and the American lifestyle. Presents a survey of emergency services, with emphasis on developing an awareness of history, organization, career options, and expectations. Examines some of the physical and mental risks to the career. (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. (3 lec)

HUM 103 (ARTA 105) 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. (3 lec) **Writing Intensive Course.**

HUM 105 Introduction to Acting **3 Credits**
Introduces students to the art and science of acting. Students will explore basic theatrical concepts, such as scene study, improvisation, monologue, and more to promote an understanding and appreciation of acting. Students will have the opportunity to explore potential careers and volunteer opportunities in acting. (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. (3 lec)

HUS 101 (HUMS 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 (HUMS 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 (HUMS 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 (HUMS 130) Psychosocial Rehabilitation **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) **Prerequisite: HUS 101 (HUMS 101)**

HUS 140 (HUMS 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) **Prerequisite: HUS 101 (HUMS 101)**

HUS 210 (HUMS 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 (HUMS 101), HUS 110 (HUMS 110), HUS 120 (HUMS 120), HUS 130 (HUMS 130), HUS 140 (HUMS 140), and ENG 101 (ENGL 101)**

HUS 220 (HUMS 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 (HUMS 101), HUS 110 (HUMS 110), HUS 120 (HUMS 120), HUS 130 (HUMS 130), and HUS 140 (HUMS 140)**

HUS 230 (HUMS 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) **Prerequisites: HUS 101 (HUMS 101), HUS 110 (HUMS 110), HUS 120 (HUMS 120), HUS 130 (HUMS 130), and HUS 140 (HUMS 140)**

HUS 240 (HUMS 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) **Prerequisites: HUS 210 (HUMS 210), HUS 220 (HUMS 220), HUS 230 (HUMS 230), and ENG 101 (ENGL 101)**

HUS 250 (HUMS 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) **Prerequisites: HUS 210 (HUMS 210), HUS 220 (HUMS 220), HUS 230 (HUMS 230), and ENG 101 (ENGL 101)**

HUS 260 (HUMS 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 (HUMS 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 (HUMS 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 (HUMS 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 (KORE 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 (KORE 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 013 (ENGL 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) **Prerequisite: Refer to Placement Chart on Page 45.**

LAM 008 (MATH 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) **Prerequisite: Refer to Placement Chart on Page 45. (Note: Some students may require multiple semesters of LAM 008 (MATH 008) to acquire the knowledge for this level of achievement)**

LAM 009 (MATH 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) **Prerequisite: 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 (MDAS 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) **Pre or Corequisites: MAS 102, BMT 113 (MEDO 113),** and **BIO 127 (BIOL 215)**

MAS 122 (MDAS 122) Medical Office Procedures **3 Credits**
Provides special emphasis on work in the computerized medical office: scheduling of appointments, telephone techniques, oral and written communications, records management, patient processing and daily operations in an ambulatory care setting. (3 lec) **Prerequisites: MAS 102, BMT 113 (MEDO 113), and BIO 127 (BIO 132)**

MAS 201 (MDA201) 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: MAS 111 (MDAS 111)**

MAS 211 (MDAS 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 (MDAS 111)**

MAS 222 (MDAS 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. (3 lec) **Prerequisites: BIO 127 (BIOL 215), MAS 122 (MDAS 122), and BMT 113 (MEDO 113); Corequisite: BIO 128 (BIOL 230)**

MAS 231 (MDAS 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 (MDAS 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. (1 lec, 40 hours). **Corequisites**: **MAS 231 (MDAS 231) 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)

MAT 103 (MATH 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) **Prerequisite: 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. (3 lec) Prerequsite: LAM 109.

MAT 107 (MATH 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) **Prerequisite: Refer to Placement Chart on Page 45.**

MAT 108 (MATH 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) **Prerequisite: Refer to Placement Chart on Page 45.**

MAT 110 (MATH 130) 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. (2 lec. 2 lab) lec) **Prerequisite: Refer to Placement Chart on Page 45.**

MAT 114 (MATH 135) 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 (MATH 130) or MATL 110 (MATH 132) with grade of C or higher.**

MAT 116 (MATH 140) 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) **Prerequisite: Refer to Placement Chart on Page 45.**

MAT 120 (MATH 160) 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 (MATH 140) 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) **Prerequisite: 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 (MATH 140) and MAT 120 (MATH 160) with grade of C or higher or MAT 123 with grade of C or higher, or equivalent**

MAT 163 (MATH 155) 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) **Prerequisite: Refer to Placement Chart on Page 45.**

MAT 217 (MATH 190) 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 (MATH 140) and MAT 120 (MATH 160) with grade of C or higher *or* MAT 123 with grade of C or higher or equivalent**

MAT 225 (MATH 260) 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 (MATH 190) or equivalent with grade of C or higher**

MAT 226 (MATH 270) 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 (MATH 260) 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 (MATH 270) 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 (MATH 270) with grade of C or higher**

MATL 110 (MATH 132) Technical Mathematics I with Lab **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: Refer to Placement Chart on Page 45.**

MRT 102 (RADG 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 (RADG 111) Radiographic Positioning I **3 Credits**
Introduces radiographic positioning and describes in detail the routine positions required to demonstrate the chest, abdomen, extremities, 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 (RADG 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 (RADG 111)**

MRT 117 (RADG 117) Radiologic Procedures I **1 Credit**
Introduces procedures requiring the use of contrast media, fluoroscopy, and portable radiographic equipment. (1 lec) **Prerequisite: Admission to the Medical Radiography program**

MRT 118 (RADG 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) **Prerequisite: MRT 117 (RADG 117)**

MRT 119 (RADG 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-/Corequisites: BIO 127 (BIOL 215), BIO 128 (BIOL 230), and Admission to the Medical Radiography program**

MRT 121 (RADG 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 (RADG 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 of 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 (RADG 121)**

MRT 131 (RADG 131) Medical Terminology **1 Credit**
Presents a general study of medical terminology, focusing on definition by analysis of components. (1 lec)

MRT 151 (RADG 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 (RADG 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 (RADG 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 (RADG 111), MRT 117 (RADG 117), MRT 121 (RADG 121), and MRT 161 (RADG 161); Pre-/Corequisite: MRT 131 (RADG 131) or BMT 113 (MEDO 113)**

MRT 163 (RADG 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 (BIOL 230), MRT 112 (RADG 112), MRT 118 (RADG 118), MRT 122 (RADG 122), and MRT 162 (RADG 162)**

MRT 211 (RADG 211) Radiographic Positioning III **1 Credit**
Expands on MRT 111 (RADG 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 (RADG 111)**

MRT 212 (RADG 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 (RADG 112) and MRT 117 (RADG 117)**

MRT 222 (RADG 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 122 (RADG 122); Pre-/Corequisite: PHY 235 (PHYS 235)**

MRT 230 (RADG 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 (RADG 119), MRT 122 (RADG 122), MRT 211 (RADG 211), MRT 251 (RADG 251), MRT 255 (RADG 255), and BIO 272 (BIOL 272); Corequisites: MRT 212 (RADG 212), MRT 222 (RADG 222), PHY 235 (PHYS 235)** *or* **instructor permission**

MRT 251 (RADG 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 (RADG 151)**

MRT 255 (RADG 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 (BIOL 230) and MRT 112 (RADG 112)**

MRT 267 (RADG 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 (RADG 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, 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, 24 lab) **Prerequisite: MRT 163 (RADG 163)**

MRT 270 (RADG 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. (0 lec, 24 lab) **Prerequisites: MRT 119 (RADG 119), MRT 251 (RADG 251), MRT 255 (RADG 255), and MRT 267 (RADG 267)**

MUS 123 (MUSI123) 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 (NURS 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 LAM 008 (MATH 008). There is a two-attempt limit for enrollment into this course.**

NUR 105 (NURS 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) **Prerequisite: Admission to Nursing program**

NUR 136 (NURS 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 (NURS 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 (NURS 105) and BIO 251 (BIOL 261)**

NUR 183 (NURS 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) **Corequisite: NUR 105 (NURS 105)**

NUR 184 (NURS 184) Professional Issues in Nursing II **.5 Credits**
Continuing with the themes from NUR 183 (NURS 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 (NURS 183); Corequisite: NUR 136 (NURS 136)**

NUR 267 (NURS 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 (BIOL 245), NUR 136 (NURS 136), and PSY 231 (PSYC 220)**

NUR 270 (NURS 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 (NURS 267), BIO 216 (BIOL 250), and SPE 101 (COMM 107)**

NUR 283 (NURS 283) Professional Issues in Nursing III **.5 Credits**
Continuing with the themes from NUR 184 (NURS 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 (NURS 184); Corequisite: NUR 267 (NURS 267)**

NUR 284 (NURS 284) Professional Issues in Nursing IV **.5 Credits**
Continuing with the themes from NUR 283 (NURS 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 (NURS 283).**

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 (NUTR 110) 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 (PHIL 105) 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 (PHIL 110) 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)

PHL 101 (PHLB 101) Phlebotomy **3 Credits**
Prepares learners to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects of blood collection and will acquire the skills needed to perform venipunctures and capillary punctures safely and accurately. Topics in this course include bloodborne pathogens, laboratory safety procedures, medical terminology, related anatomy and physiology, blood collection procedures, and procedures for collection of other types of specimens within the scope of practice of the phlebotomist. (2 lec, 1 lab)

PHY 108 (PHYS 110) 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 (MATH 130) or MAT 116 (MATH 140) 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 (PHYS 110). Course is a supplement to the PHY 108 (PHYS 110) course that will allow students with a particular interest to go beyond the topics covered in the PHY 108 (PHYS 110) course. Topics included: light and optics.

PHY 121 (PHYS 151) 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: MAT 114 (MATH 135) or MAT 120 (MATH 160) with a grade of C or higher *or* by instructor permission; Corequisite: PHY 122 (PHYS 152). A functional knowledge of algebra and trigonometry is required.**

PHY 122 (PHYS 152) Physics I Laboratory **1 Credit**
Reinforces topics covered in PHY 121 (PHYS 151), Physics I. (2 lab) **Corequisite: PHY 121 (PHYS 151)**

PHY 123 (PHYS 156) 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 (PHYS 151) with grade of C or higher; Corequisite: PHY 124 (PHYS 157)**

PHY 124 (PHYS 157) Physics II Laboratory **1 Credit**
Reinforces topics covered in **PHY 123 (PHYS 156)**, Physics II. (2 lab) **Corequisite: PHY 123 (PHYS 156)**

PHY 235 (PHYS 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 (MATH 140) *and* High School Physics or PHY 108 (PHYS 110) with grade of C or higher**

PLG 101 (PLUM 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 (PLUM 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 (PLUM 101) and PLG 111 (PLUM 111)**

PLG 111 (PLUM 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 (PLUM 101)**

PLG 112 (PLUM 112) Plumbing Technology Laboratory II **3 credits**
Applies theories and skills gained in PLG 102 (PLUM 102) and PLG 111 (PLUM 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 (PLUM 102)**

PSY 101 (PSYC 100) 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 (PSYC 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 (PSYC 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 (PSYC 220) 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 (PSYC 100)**

PSY 235 (PSYC 200) 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 (PSYC 100)**

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 (PSYC 215) 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) **Prerequisite: PSY 101 (PSYC 100)**

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 (PSYC 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 (CJUS 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 (CJUS 254) and can only be taken once for credit).

PSY 255 (PSYC 245) 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 (CJUS 255) and can only be taken once for credit).

RAH 103 (HVAC 103) Refrigeration and Air Conditioning Lab I **2 Credits**
Applies theories gained from **RAH 113 (HVAC 113)**, Refrigeration Components & Physical Principles; **RAH 123 (HVAC 123)**, Refrigeration Systems and Flow Controls; and **RAH 133 (HVAC 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 (MATH 132).**

RAH 104 (HVAC 104) Refrigeration and Air Conditioning Lab II **2 Credits**
Expands on the procedures developed in **RAH 103 (HVAC 103)**, Refrigeration and Air Conditioning Lab I, and integrates principles from electrical and refrigeration theory courses **RAH 133 (HVAC 133)**, RAH Electricity I; **RAH 144 (HVAC 144)** Commercial Refrigeration Systems I; and **RAH 147 (HVAC 147)** Commercial Refrigeration Systems II. Students lay out and install commercial refrigeration systems. 15-week course (6 lab) **Prerequisite: RAH 103 (HVAC 103)**

RAH 113 (HVAC 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 (MATH 132).**

RAH 123 (HVAC 123) Refrigeration Systems and Flow Controls **2.5 Credits**
Continues the focus on refrigeration systems and applications covered in **RAH 113 (HVAC 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 (HVAC 113)**

RAH 133 (HVAC 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 (MATH 132).**

RAH 138 (HVAC 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 (HVAC 113)**

RAH 144 (HVAC 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 (HVAC 123)**

RAH 147 (HVAC 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 (HVAC 144)**

RAH 171 (HVAC 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 (HVAC 203) Refrigeration and Air Conditioning Lab III **2 Credits**
Continues refrigeration and electrical troubleshooting skills developed in **RAH 104 (HVAC 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 (HVAC 104)**

RAH 204 (HVAC 204) Refrigeration and Air Conditioning Lab IV **2 Credits**
Strengthens the troubleshooting skills, knowledge of control circuits, and service techniques from **RAH 103 (HVAC 103)**, RAH Lab I**; RAH 104 (HVAC 104)**, RAH Lab II; and **RAH 203 (HVAC 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 (HVAC 203)**

RAH 234 (HVAC 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 (HVAC 138)**

RAH 237 (HVAC 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 (HVAC 234)**

RAH 264 (HVAC 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 (HVAC 144) and RAH 147 (HVAC 147)**

RAH 272 (HVAC 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 (HVAC 264)**

RAH 283 (HVAC 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 (HVAC 264) and RAH 272 (HVAC 272)**

RAH 287 (HVAC 287) HVAC Systems II **2.5 Credits**
Builds on RAH 283 (HVAC 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 (HVAC 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 (SOCI 100) 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 141 (SOCI 141) Gastronomy **3 Credits**
Engages students in the exploration of world cultures through food. Students will examine the cooking and eating practices of diverse world populations and explore the interplay between food and social, spiritual, political, and other cultural factors. (3 lec)

SOC 151 (SOCI 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 (SOCI 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 (SOCI 100)**

SOC 214 (SOCI 210) 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)

SOC 273 (SOCI 273) Crime in Film **3 Credits**
Provides students with the opportunity to screen, analyze, and discuss various motion pictures which incorporate crime or the criminal justice system as subject matter. Specific attention will be paid to the ways in which these films act to reflect or critique real-world socio-political and historical concerns. There will also be a focus on points of alignment and departure from the operations of the American criminal justice system, e.g. constitutional law and police functions. The course will thereby provide students with the ability to critically view and analyze crime films from artistic, cultural, and systemic perspectives. (3 lec) (This is the same as CRJ 273 (CJUS 273) and can only be taken once for credit)

SOC 274 (SOCI 274) Criminal Psychology in Film **3 Credits**
Utilizes film as a lens through which to explore issues related to crime and criminal psychology. Critical viewing and reflection will serve as a basis for an in-depth examination of criminality. Analyses of fictional characters will be conducted against the backdrop of psychological theories related to the interplay of mental illness, character pathology, and criminal motivation. Specific inquiries will address the roles of trauma in the development of offender progression trajectories; the psychopathological underpinnings of crimes including, but not limited to theft, fraud, assault, torture, and murder. (3 lec) (This is the same as CRJ 274 (CJUS 274) and can only be taken once for credit)

SPE 101 (COMM 107) 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 (COMM 107) 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) Usually offered in the fall. **Prerequisite: SPE 101 (COMM 107)**

SUR 107 (SURG 107) Intro to Surgical Technology **6 Credits**
Introduces the profession of Surgical Technology and covers applicable principles and beginning practices for future Certified Surgical Technologists. (6 lec) **Corequisite: SUR 109 (SURG 109)**

SUR 109 (SURG 109) Intro to Surgical Technology Lab **4 Credits**
Focusing on clinical practice, this course prepares students for entry level surgical technology by teaching aseptic technique, instrumentation, and hands-on skills. (0 lec, 8 lab) **Corequisite: SUR 107 (SURG 107)**

SUR 117 (SURG 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 (SURG 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 surgical procedures. This course is a combined teaching of lecture and experience at the clinical sites. (60 lec, 540 lab) **Prerequisites: SUR 107 (SURG 107) and SUR 109 (SURG 109)**

SUR 200 Surgical Technology II **13 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 duties at the discretion of the instructors and operating room staff Surgical Techs. (0 lec, 576 lab) **Prerequisite: SUR 118 (SURG 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 (WELD 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 (MATH 132). Refer to the Placement Chart on page 45.**

WEL 131 (WELD 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 (MATH 132). Refer to the Placement Chart on page 45.**

WEL 132 (WELD 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 (WELD 131)**

WEL 133 (WELD 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 151 (WELD 151)**

WEL 134 (WELD 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 (WELD 132)**

WEL 135 (WELD 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 (WELD 133)**

WEL 136 (WELD 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 (WELD 135)**

WEL 137 (WELD 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 (WELD 136)**

WEL 151 (WELD 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 (WELD 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 (WELD 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 (MATH 132). Refer to the Placement Chart on page 45.**

WEL 222 (WELD 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 (WELD 111)**

WEL 265 (WELD 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 7053 filler wire. 2-week course (40 hr.) **Prerequisite: Admission to the Automotive or Diesel Program or instructor permission**

WEL 267 (WELD 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 (WELD 265)**

WEL 269 (WELD 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 70-S6 filler wire. 2-week course. (40 hr.) **Prerequisite: WEL 137 (WELD 137)**

WEL 270 (WELD 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 place and includes an introduction to aluminum pipe welding. 3-week course (60 hr.) **Prerequisite: FIT 235 (PFIT 235)**

WEL 277 (WELD 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 (WELD 270)**

WEL 278 (WELD 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 (WELD 277)**

WEL 279 (WELD 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 (WELD 278)**

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Financial Aid Specialist Counselor
Hope Holyoke
Career & Technical Education Advisor/Registrar
Kris Kelley
Director of Student Engagement & Res. Life
Brian Loring
College and Career Success Coordinator
Jennifer Leslie
AmeriCorps VISTA
Kelly Lougee
Assistant Director of Admissions
Autumn Mallett
Resident Director
Bec Mallett
Administrative Secretary
Rachael McGraw
Student Navigator
Lewis H. Miller
Assistant Director of Financial Aid
Lauren Quinn
Director of Advising
Myah Reed
Student Records Coordinator
Bridget Riffel
Counselor and Confidential Resource
Michael Schwabenbauer
Director of TRIO Student Support Services
Allison Sheehan
Director of Admissions
McKinnlee Sickles
Resident Director
Elizabeth True
Vice President of Student Success
Candace Ward
Director of Financial Aid

Workforce Development

Dan Crocker
Workforce Development Student Navigator
Jasmine Folster
Associate Director of Off-Campus Centers
Christina Garneau
Administrative Specialist II – PHEC
Emma Gibson
Workforce Development Student Navigator
Debora Roundtree
Executive Director of Rural Development Initiatives
Karen Stone
Coordinator of Workforce Grants & Funding
Kim Wilson-Roy
Dean of Workforce and Professional Solutions

Eastern Maine Community College

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