

CENTRAL MAINE COMMUNITY COLLEGE

2015-2016 Catalog • Table of Contents

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The provisions of this catalog are not to be regarded as an irrevocable contract between the student and the College. Central Maine Community College reserves the right to make changes affecting admission procedures, tuition, fees, courses of instruction, programs of study, faculty and staff listings, and general regulations. The online catalog is the official controlling catalog for the college.

Academic Calendar 2015-2016

FALL 2015

Thursday, August 27	Faculty & staff meetings
Monday, August 31	First day of classes: FA and F1
Friday, September 4	Last day to drop a F1 course without record
Monday, September 7	Labor Day (no classes)
Tuesday, September 8	Last day to withdraw from a course and receive 100% refund
.....	Last day to add courses without permission from instructor
Monday, September 14	Last day to withdraw from a course and receive 50% refund
.....	Last day to challenge courses
Friday, September 25	Last day to withdraw from a F1 course without academic penalty
Saturday, October 10	Fall recess (begins after all classes)
Monday, October 12	Columbus Day (no classes)
October 12-17	Midterm progress grades
Wednesday, October 14	Classes resume
Friday, October 23	Mid-semester and last day to drop courses without academic penalty
Saturday, October 24	End of F1 (after all classes)
Monday, October 26	Beginning of F2
.....	F1 grades due
Wednesday, October 28	Last day to add a F1 course without permission from instructor
Monday, November 2	Spring registration opens for matriculated students with 30 or more credits
Monday, November 9	Spring registration opens for matriculated students with fewer than 30 credits
Wednesday, November 11	Veterans Day (no classes)
Friday, November 20	Last day to withdraw from a F1 course without academic penalty
Tuesday, November 24	Thanksgiving recess (begins after all classes)
Monday, November 30	Classes resume
.....	Spring registration opens for non-matriculated students
Saturday, December 19	End of semester: FA and F2 (after all classes)
Monday, December 21	FA & F2 Grades due

SPRING 2016

Wednesday, January 13	Faculty and staff meetings
Thursday, January 14	Faculty and staff meetings
Monday, January 18	Martin Luther King Day (College closed)
Tuesday, January 19	First day of classes: SP and S1
Monday, January 25	Last day to drop a course without record
Tuesday, January 26	Last day to withdraw from a course and receive 100% refund
.....	Last day to add courses without permission from instructor
Monday, February 1	Last day to withdraw from a course and receive 50% refund
.....	Last day to challenge courses
Friday, February 12	Last day to drop a S1 course without academic penalty
Monday, February 15	President's Day (no classes)
Monday, February 29	Fall and summer registration opens for matriculated students with 30 or more credits
February 29-March 4	Midterm progress grades

SPRING 2016 CONTINUED

Monday, March 7	Fall and summer registration opens for matriculated students with fewer than 30 credits
Friday, March 11	Mid-semester and last day to drop courses without academic penalty
Saturday, March 12	Spring recess (begins after all classes)
.....	End of S1 (after all classes)
Monday, March 14	S1 grades due
Monday, March 21	Classes resume
.....	Beginning of S2
Monday, April 4	Summer registration opens for non-matriculated students
Monday, April 18	Patriots' Day (classes in session)
Monday, May 9	End of semester: SP and S2 (after all classes)
Wednesday, May 11	SP & S2 Grades due
Thursday, May 12	Commencement

SUMMER 2016

Monday, May 16	First day of classes: SU & SU1
Wednesday, May 18	Last day to withdraw from a SU1 course and receive 100% refund
.....	Last day to add a SU1 course without permission from instructor
Friday, May 20	Last day to withdraw from a SU1 course and receive 50% refund
Monday, May 23	Last day to withdraw from a course and receive 100% refund
.....	Last day to add courses without permission from instructor
.....	Last day to challenge courses
Friday, May 27	Last day to withdraw from a course and receive 50% refund
Monday, May 30	Memorial Day (no classes)
Monday, June 27	End of SU1 (after all classes)
Wednesday, June 28	SU1 grades due
Monday, July 4	Independence Day (no classes)
Tuesday, July 5	First day of classes: SU2
Thursday, July 7	Last day to withdraw from a SU2 course and receive 100% refund
.....	Last day to add a SU2 course without permission from instructor
Monday, July 11	Fall registration opens for non-matriculated students
.....	Last day to withdraw from a SU2 course and receive 50% refund
Tuesday, July 12	Last day to challenge SU2 courses
Monday, August 15	End of SU & SU2 (after all classes)
Wednesday, August 17	SU & SU2 grades due

Please note: Central Maine Community College reserves the right to revise, amend or change this calendar without prior notice.

General Information



A Message from the President

We appreciate this opportunity to show you Central Maine Community College. Through the pages in this catalog you can learn more about the programs, courses, and services available to you. While we are proud of the offerings we present to you here, we cannot show you on mere printed pages the human dimension of our College—a caring faculty and a supportive staff.

There are many places you can go to learn, but there are few where you can find people who are as dedicated to serving you as the faculty and staff at this College. Counselors and advisors will help you select a program and register. Instructors will work with you inside and outside of class to develop your full potential. Financial aid specialists will help secure the resources you need to pay for your education. A career and transfer services advisor will help you decide on a career path or where to continue your education. You will find caring and supportive people wherever you turn.

Please accept our personal invitation to visit the College, to walk through our facilities, to see our state-of-the-art equipment, but most of all to meet the people who will help you open the doors to your future.

Scott E. Knapp

President

Accreditation

Central Maine Community College is accredited by the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, Inc.

Accreditation of an institution of higher education by Commission indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the Commission is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the accreditation status by the Commission should be directed to the administrative staff of the institution. Individuals may also contact:

Commission on Institutions of Higher Education
New England Association of Schools and Colleges
3 Burlington Woods Drive, Suite 100, Burlington, MA 01803-4514
(781) 425 7785
E-Mail: cihe@neasc.org

Notice of Non-Discrimination

Central Maine Community College (CMCC) does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, disability, or age or marital, parental or veteran's status in its programs and activities. Inquiries about the college's compliance with, and policies that prohibit discrimination on, these bases may be directed to: Barbara Owen, Affirmative Action Officer, Jalbert Hall, CMCC, 1250 Turner Street, Auburn, ME 04210. Telephone: 207-755-5100 or (800) 891-2002. Maine Relay Service: 800-457-1220. Fax: 207-755-5491. E-mail: bowen@cmcc.edu. Internet: www.cmcc.edu. United States Department of Education, Office for Civil Rights, 33 Arch Street, Suite 900, Boston, MA 02110. Telephone: 617-289-0111. TTY/TDD: 617-289-0063. Fax: 617-289-0150. E-mail: OCR.Boston@ed.gov. Internet: <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/TDD: 207-624-6064. Fax: 207-624-6063. Internet: <http://www.state.me.us/mhrc/index.shtml>; 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/>.

General Information

About Central Maine Community College

Central Maine Community College (CMCC) was established by the Legislature to provide Associate Degree and Certificate programs directed at the educational, occupational and technical needs of the State's citizens and the workforce needs of the State's employers. It is one of seven colleges in Maine's Community College System. Others colleges are located in Bangor, Calais, Fairfield, Presque Isle, South Portland, and Wells.

Governance

The Maine Community College System is governed by a Board of Trustees appointed by the Governor. Policies and decisions of the Board are implemented through the President of the System, who has an office in Augusta and serves as the System's chief executive officer.

The President of the College serves as the chief executive officer and official spokesperson for the College.

Mission

Central Maine Community College provides quality, accessible college education and lifelong learning opportunities by offering career and technical education; education for transfer to baccalaureate programs; and services to support economic development and community vitality.

To achieve this mission, Central Maine Community College offers:

- Quality career and technical education that prepares students for employment and continued education;
- Quality education that prepares students for transfer to the baccalaureate level;
- Quality lifelong learning opportunities to area residents to improve workplace skills, enhance job and career prospects, and enrich their lives;
- Services to support economic development and community vitality; and
- The highest quality services while maintaining the broadest accessibility to our students and community.

Program Advisory Committees

Each program offered at Central Maine Community College has an advisory committee, the members of which are representative of the community and the industries that employ graduates of the College. In addition to assisting with program planning and development, advisory committee members provide helpful information about jobs and employment trends, educational opportunities, and serve as an important communications link between industry and the community.

CM Education Foundation and Executive Advisory Council

The Central Maine Community College Foundation, or CM Education Foundation as it is known, is a community-based, nonprofit corporation that has as its sole mission "support for Central Maine Community College and its students."

The Foundation is governed by a volunteer Board of Directors made up of community and business leaders.

The Foundation has contributed over \$1,000,000 to CMCC for scholarships, program improvements and capital projects.

The Foundation Board of Directors also serves as the Executive Advisory Council, providing a forum for matters that have a broad impact on the College. Specific responsibilities of the Council include reviewing proposals for major changes in policies and programs, participating in the development of long range plans, and assisting with the interpretation of College goals, programs and needs to the general public. Members of the Executive Advisory Council are representative of the constituencies served by the College.

Transfer Programs and Agreements

Most Central Maine Community College credit courses are accepted for transfer at other colleges and universities, although they may not apply to a specific program of interest. In addition, Central Maine Community College has agreements with several institutions which allow graduates of some College associate degree programs to transfer with advanced standing in specific baccalaureate programs.

In order to ensure optimal transfer of credits to upper division programs, students should work collaboratively with their academic advisor and the Director of Placement and Transfer Services to plan a course of study that meets their goals. To facilitate the transfer of courses, students should identify, as soon as possible, the upper division program and institution in which they plan to enroll. A complete listing of transfer agreements may be found on the College website at: <http://www.cmcc.edu/CurrentStudents/TransferProgramsAgreements>

History and Growth of Central Maine Community College

Central Maine Community College (CMCC) traces its origin to 1963 when the 101st Maine Legislature submitted to public referendum the question of establishing a postsecondary vocational training program in Androscoggin County. The voters of Maine gave their consent for such an institution in November 1963, and in September 1964, Androscoggin State Vocational Institute opened in the facilities of a former automobile dealership at 385 Main Street in Lewiston.

In 1965 the State Board of Education renamed the institution Central Maine Vocational Technical Institute (CMVTI) and in January 1966, CMVTI was moved to the present campus on Turner Street in Auburn.

The Legislature changed the name of Central Maine Vocational Technical Institute to Central Maine Technical College (CMTC) in 1989 to more accurately reflect CMTC's role and status as a comprehensive institution of higher education. On July 1, 2003, CMTC became Central Maine Community College, offering transferable degrees in the arts and sciences as well as career and technical programs.

During its first year, the institution enrolled 48 students in four programs (Auto Mechanics, Building Construction, Industrial Electricity, and Architectural Drafting) and was staffed by 13 persons, of whom seven were instructors. The first graduating class, consisting of six students, received diplomas in June 1965.

Today there are more than 3,000 students enrolled in Central Maine Community College courses. In addition, an estimated 2,000 area residents participate each year in conferences, courses and programs offered through the Corporate and Community Services Division of the College. The students are served by

General Information

approximately 150 faculty and staff members. Each year approximately 500 students graduate; most of them receive associate degrees, while others earn certificates.

The College offers educational opportunities for both transfer to baccalaureate programs and career preparation. Associate in arts and associate in science degrees are designed as the first two years of a more advanced degree. The associate in applied science degrees and certificates are designed to prepare students for direct entry into the workplace. All graduates are expected to have a set of core competencies that will enable them to be qualified and productive members of the workforce and to continue their education after they graduate and throughout their lives.

Accreditation and Program Certifications

As the College has grown in size, it has also grown in quality. In December 1976, the New England Association of Schools and Colleges, Inc. granted Central Maine Community College initial accredited status (effective 10-8-76). Continued accreditation was granted in 2008. In 1978 the Maine State Board of Education authorized the College to confer associate in applied science degrees beginning in January 1979. In September of 1995 the Maine Technical College System authorized the College to grant associate in science degrees. In 1998 the associate in arts degree, which mirrors the first two years of many bachelors degree programs, was authorized.

In 1986, the Automotive Technology program first received continuing full Master Certification in all eight specialty areas from the National Institute for Automotive Service Excellence (ASE), 101 Blue Seal Drive, SE, Suite 101, Leesburg, VA 20175, telephone (703) 669-6650, making it the first program in New England to be so recognized. Continued certification was awarded in 2004.

In 2003, the Ford ASSET program received continuing continued Master Certification in all eight specialty areas from the National Institute for Automotive Service Excellence (ASE), 101 Blue Seal Drive, SE, Suite 101, Leesburg, VA 20175, telephone (703) 669-6650.

The Nursing program is approved by the Maine State Board of Nursing, 158 State House Station, 16 Capital Street, Augusta, Maine

04333-0158, telephone (207) 287-1133. In addition, the Associate Degree Nursing program was granted initial accreditation by the National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326, telephone (404) 975-5000. The program was reaccredited in July 2012.

Central Maine Community College seeks and accepts accreditation, certification or recognition of its programs only when those designations are consistent with the policies and plans of the College. The College does not guarantee that those designations will be maintained in the future.

Campus Growth

Central Maine Community College's physical facilities have been enlarged to keep pace with increased demand for programs and services. In 1967, an addition was completed to the original instructional facility and the first residence hall was constructed.

In January 1969, another addition, an extension of the North Wing, was completed and later in the year the entire instructional complex was designated by the State Board of Education as the Louis Jalbert Industrial Center, now Jalbert Hall.

The portion of Jalbert Hall known as the South Wing was constructed in 1972 and expanded in 1979 and 1986. Jalbert Hall now encloses 175,750 sq. ft. (over 4 acres) under a single roof.

In 1975 two apartment style dormitory buildings and the present dining room/kitchen facilities were ready for use.

A building to house the Culinary Arts program was completed in 1989.

In November of 1989 Maine voters authorized capital bonding for the 40,000 sq. ft., Geneva A. Kirk Hall, which houses Nursing, and Allied Health programs; science laboratories; gymnasium; fitness center; and the Corporate and Community Services Division. The building was dedicated for use on May 6, 1993.

Bonding to fund the new Lapoint Center was approved by the voters in 1999. The Center, which opened in fall 2002, houses state-of-the-art classrooms as well as additional office facilities, student use areas and library access facilities.

To accommodate the demand for additional on-campus housing, CMCC constructed a new

residence hall which opened in the fall of 2007.

A new nursing simulation lab was completed in the fall of 2008, the Jalbert lecture hall was completely renovated in the spring of 2009, and a major renovation of the 400/500 wing of Jalbert was completed in the spring of 2010.

A new, state-of-the-art Criminal Justice/CSI Lab in Jalbert Hall was completed in early 2012. The ground level of Jalbert Hall was completely renovated in the fall 2012 to include new classrooms and labs for the Graphic Communications program; a new and expanded college store; and a new central services center.

A new academic building, connected to Jalbert Hall, will be completed in August, 2015. This building will house case study rooms, presentation and seminar rooms, an organic chemistry lab, a reception area and admissions office.

Location

Located in Auburn at 1250 Turner Street just two miles from the center of the city, Central Maine Community College occupies a picturesque 135-acre site overlooking and bordering Lake Auburn—an ideal setting for learning and recreation. As Maine's second largest urban center, Lewiston-Auburn offers numerous opportunities for social, recreational, cultural and educational activities. Auburn is located in the south central region of Maine and is the Gateway to the Western Mountains. It is midway on the Maine Turnpike between Maine's capital, Augusta and its largest city, Portland—approximately 35 miles from each city.

Off-Campus Locations

General Information

In addition to the main campus in Auburn, (Androscoggin County) Central Maine Community College also serves Franklin, Lincoln, and Oxford Counties.

In Oxford County, the College offers courses at Oxford Hills Comprehensive High School in South Paris, with student support at the Western Maine University and Community College Center right next door. Courses are also offered at other sites in Oxford County.

In Lincoln County, courses are delivered at the CMCC/Lincoln County Healthcare Education Center in Damariscotta.

In Franklin County courses are delivered at the Mt. Blue Learning Center.

Oxford Hills Comprehensive High School/Western Maine University and Community College Center

232 Main Street
South Paris, ME 04281
Contact: (207) 755-5355

CMCC/Lincoln County Healthcare Education Center

66 Chapman Street
Damariscotta, ME 04543
Contact: (207) 755-5449

Mt. Blue Learning Center

129 Seamon Road
Farmington, ME 04938
Contact: (207) 755-5480

College Facilities

In addition to the classrooms, lecture halls, library, gymnasium, fitness center, dining facilities, shops and laboratories and administrative offices in Jalbert and Kirk Halls, the Lapoint Center and the Culinary Arts Center, Central Maine Community College offers residence halls on campus that provide housing for 250 students. Resident students have access to a lounge, a recreation area furnished with games, and a study room with instructional equipment and furniture. Snack machines and laundry equipment are also available for residents. Each room is cable-ready and wired for both telephone and computer.

Non-residents have access to lounges, dining facilities that are open from 7:15 am in the morning until 8:00 pm in the evening during the week and for brunch on weekends, vending machines and recreational areas. The campus also has an athletic field for soccer and lacrosse.

Trails through nearby woods offer excellent cross-country running and skiing opportunities, depending on the season. Lake Auburn provides good sailing, boating, and fishing, although swimming is not permitted by the City of Auburn.

Corporate & Community Services Division

Corporate & Community Services at Central Maine Community College provides a broad range of educational and training services tailored to meet specific business and community training needs. The Division offers continuing education classes and customized training programs that can be delivered at businesses or other off-campus locations as well as at the College. Corporate and Community Services offers organizations and residents of Androscoggin, Oxford, Franklin and Lincoln counties a broad range of traditional and non-traditional courses, programs and workshops to prepare them for the workplace of the future.

As a member of the National Coalition of Advanced Technology Centers, the Division offers a commitment of people and resources in an effort to reach, enhance and add value to business. We bring together the resources of the College in order to meet the training needs of area employers. Corporate Training Coordinators also aid employers with locating potential sources of public support for customized training.

Admissions

Central Maine Community College welcomes applications from all persons whose academic record and personal qualifications suggest that they may benefit from enrollment in any of the programs offered. Graduation from an approved high school or passing scores on the General Educational Development (GED) Examination offered by the Maine Department of Education or other state department of education is required for admission to the College. Applicants may also be required to meet special admission requirements and prerequisites established for the specific program of interest. Central Maine Community College works in active partnership with regional and statewide high schools and adult education centers in order to help students prepare for college requirements.

Central Maine Community College maintains a rolling admissions policy for most of its programs, allowing candidates to apply and be considered for acceptance throughout the year. Prospective students will be considered for the next matriculating class on a first come, first served basis. All programs begin in September. January admission is possible for most programs and for students who wish to begin with primarily general education courses. Contact the Office of Admissions for more details.

Note to Nursing Program Applicants: Students for this program are selected on a competitive basis once per year, to begin each fall semester. Application materials are accepted between September 1st and February 28th, and selection decisions are made beginning in February and ongoing until the program is full.

Admissions Process

Applications are evaluated after applicants have submitted the following:

1. A properly completed Application for Admission and non-refundable \$20.00 application fee.
 2. An official high school transcript for all years attended, including at least the first marking period of the senior year (for current high school seniors). A final transcript will be needed for all graduating seniors prior to the first day of classes.
- or**
- Official GED test scores, for non-high school graduates. Students who have been matriculated at a regionally accredited college

or university and have earned at least 15 college-level credits do not need to supply their high school transcript or GED.

3. Official college transcript(s) from all colleges attended. A final transcript with final grades will be needed prior to the first day of classes.
4. Documentation of all program prerequisites. Prerequisites may appear on the high school or adult education transcripts, college transcripts, or other documentation. Please carefully read the prerequisites for the preferred program of study. Prospective applicants who do not meet these requirements are strongly encouraged to contact the Office of Admissions to discuss alternatives and may start in General Studies.
5. For Nursing Program applicants only: results of the HESI Exam must be submitted to the Office of Admissions by the February 28th application deadline.

Course Registration/Enrollment

All accepted students will have to submit one or more of the following:

Official Scholastic Aptitude Test (SAT I) scores meeting College requirements. Applicants are strongly encouraged to take SATs, especially if their educational goals may include transferring to a four-year institution after Central Maine Community College.

or

Central Maine Community College Accuplacer® placement assessment in reading, writing, math and algebra or English as a Second Language (ESL). Please call the Admissions Office to schedule an assessment session.

or

Prior success (grade C or better) in a college level English and/or math course at a 100 level or above, taken at an accredited institution.

SAT results, placement assessment, and college level course work are used for academic counseling and course

placement. Results are analyzed and applicants may be advised to enroll in preparatory courses or receive assistance at an adult education center.

Testing Services

Applicants who do not have SAT scores of 480 or better or have not completed college level course work in English and/or Mathematics with a grade of C or better at an accredited institution are required to complete placement tests in reading, writing, math, and basic algebra or ESL, math and basic algebra.

Central Maine Community College evaluates basic academic skills using the College Board's Accuplacer® computer based test series. The tests evaluate basic skills in reading, writing, mathematics, elementary algebra, and ESL using a series of standardized examination questions.

Course level placement and scores from the various tests are used to assess a student's basic academic skills and assist with academic advising and placement in appropriate courses or services.

Admissions Prerequisites

All Central Maine Community College catalog programs require a high school diploma or GED. The following are additional high school prerequisites for admission to these specific programs:

Accounting - Algebra I

Career Studies - Significant career training and experience

Computer Technology - Algebra I

Electromechanical Technology - Algebra I, (Algebra II preferred)

Ford ASSET - Must meet ENG 101 or ENG 105 and MAT 100 prerequisites in order to take FOA courses. Prior to enrolling in FOA 151, students must first obtain a dealer sponsor. Before agreeing to sponsor a student, a dealer may request a criminal background check on that student. Furthermore, dealerships often require that students hold a current and valid driver's license free from "current major" violations, as that term is defined in standard auto insurance policies. Dealerships also retain the right, in their sole discretion, to accept or deny students based on their findings. Please note that the inability to secure a dealership could jeopardize an individual's ability to meet all the requirements for this degree.

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Human Services - *Must meet prerequisites for MAT 100 or higher.*

Liberal Studies - *Must meet ENG 101 or ENG 105 and MAT 101 prerequisites*

Medical Assistant - *Biology with laboratory, must meet ENG 101 or ENG 105 and MAT 100 prerequisites*

Nursing - *Algebra I, Chemistry with laboratory, Biology with laboratory, completed application process and results of the Hesi Exam by February 28th each year for competitive review process.*

Tour and Campus Interviews

All applicants are strongly encouraged to contact the Office of Admissions for a campus tour or for an individual meeting with an admissions representative. The primary purpose of the visit is to give the applicant a firsthand look at the college and to have the opportunity to seek additional information about any aspect of the College.

New England Student Regional Program - Non-Resident Applicants

Central Maine Community College is a participating college in the New England Board of Higher Education's Regional Student Program (RSP). As such, non-resident students are eligible for special tuition rates of 150% of the in-state tuition rate when the RSP participant pursues a degree program not offered by their home state public institutions. To be considered, applicants must clearly indicate on the Central Maine Community College application form that they wish to participate in the New England Regional Student Program.

Rules Governing Residence

The College's Dean of Finance and General Services shall determine at the time a student is admitted whether he/she is a resident or non-resident for tuition purposes, based on information furnished in the student's application and on other relevant considerations. Students, once having registered as a non-resident, can claim resident status only after they have resided in the state for a least one-year prior to registration for the term during which they claim resident status. For College purposes, students do not acquire a bona fide domicile in Maine until they have lived here for at least a

year, primarily as a permanent resident and not merely as a student. Resident status implies a probability that a student will remain in Maine after completing college. Members of the Armed Forces and their dependents are normally granted resident tuition rates while on active duty within the state. The domicile of unmarried minors generally follows that of their parents or legally appointed guardian. Students who are married or who have attained their eighteenth birthday are considered adults, and will be classified as Maine residents if they have lived for the past 12 consecutive months in the state. If a non-resident student has a spouse who is a resident of Maine, the student will also be classified as a resident. Students who wish to change their status should complete a "Request for Change of Resident Status" form and submit it to the Business Office. A student may appeal the Dean of Finance and General Services' decision first to the College President, then to the President of the Maine Community College System, whose decision in all cases will be final. If the Dean of Finance and General Services receives information indicating that a student's status should be changed from resident to that of non-resident, the student shall be informed in writing of the proposed change in status and shall be given the opportunity to argue against it. The student may appeal the Dean of Finance and General Services' decision as previously outlined. No application for change of status will be considered after September 1 for the fall semester or after January 15 for the spring semester. All changes approved during a semester will be effective at the beginning of the next semester; none will be retroactive.

Transfer Students

In addition to the admission procedures for students with no previous college work, transfer students must submit official college transcripts from all colleges attended for both placement and transfer credit purposes before they will be admitted. College transcripts are required regardless of expected coursework transferability.

International Students

Central Maine Community College welcomes international students seeking F1 Student Visa status from around the world. As part of the admission process, international students are encouraged to submit TOEFL (iBT, CBT, or

PBT) scores to the College in order to determine admission to an academic program. Students need a TOEFL score of 530 (paper version) or 197 (computer version) or 71 (internet based) to be accepted to the College. Additional testing may be necessary. Students without a TOEFL score may arrange to take CMCC's ESL Accuplacer® Placement Assessment from a far. In countries where English is a primary language, students may provide evidence of substantial program coursework in English.

International students must provide:

- Application for Admission and a non-refundable \$20 application fee.
- Foreign student financial form indicating sufficient funds to meet educational and living expenses for a minimum of program length.
- Official translated transcripts.
- TOEFL score or CMCC Accuplacer® Placement Assessment scores.

Admission Categories

Central Maine Community College uses the following categories during the admissions process:

- **Incomplete** - Applicant has not yet met all required steps in the admissions process to gain acceptance.
- **Acceptance** - Applicant has met the requirements within the admissions process and has been approved for a program of study and will start in all college-level classes.
- **Conditional Acceptance** - Applicant has completed the admissions process and is admitted with an academic condition(s), which must be successfully completed prior to or during the first semester(s) to maintain accepted status. (Usually this means the completion of developmental courses).
- **Deferred*** - Applicant has met the requirements within the admissions process and has requested a deferred acceptance to a future semester.

**(Due to program capacity limits the College reserves the right to defer qualified applicants to another semester)*

Upon Acceptance to the College

Upon acceptance to the College, students will

Admissions

be asked to complete and submit the following:

- A confirmation card, confirming acceptance, along with a \$75.00 tuition deposit that will be credited to the first semester bill.
- A Central Maine Community College Health and Immunization Form, documenting emergency information and two doses of measles, mumps, and rubella immunizations for any students born after 1956, plus a tetanus immunization within 10 years for all students. Students accepted into allied health programs will be required to provide additional health data. Maine State law requires Central Maine Community College to collect this immunization information (*a hold may be placed on a student's account if health forms are not submitted by the semester following admission*).
- If applicable, students with a documented disability must register with the Disabilities Coordinator on campus in order to discuss needed accommodations.
- A Residence Hall application, for those students who wish to live on campus, along with a \$100.00 residence hall and meal plan deposit that will be credited toward the first semester bill. The deposit may be submitted online at CM Connect. You may connect to the deposit form through <http://www.cmcc.edu/CampusLife/ResidentialServices/Housing>.

After Acceptance to the College

First-time college students will be signed up for a Orientation Day to learn important policies, select courses, and get their college photo ID. Orientation Day information is mailed to new students after they submit the \$75.00 tuition deposit. Students are expected to be at the College for their assigned Orientation Day.

Transfer students and students returning to CMCC after a break in enrollment will meet with an advisor to register for classes. Advisor contact information will be provided after the \$75.00 tuition deposit is submitted.

Financial Aid award packages will be processed and communicated to students by the Office of Financial Aid. Processing can take two weeks

from the time the student has been accepted. For students beginning in the fall semester, awards will be processed beginning in the early spring. For students beginning in the spring semester, awards will be processed beginning in the fall.

For high school seniors, an official final transcript must be submitted to the Office of Admissions upon high school graduation. The Registrar's Office will process transcripts from other colleges/universities for transfer credit to Central Maine Community College upon a student's acceptance and communicate results directly to students.

Tech Prep Courses and Program Prerequisites

Applied Math I and II courses, designed by the Center for Occupational Research and Development (C.O.R.D.) may substitute for the Algebra I prerequisite. The C.O.R.D. Principles of Technology (units 1 to 14) may substitute for the General Physics prerequisites.

Tech Prep and Advanced Standing

Central Maine Community College has formal, written agreements with a growing list of Maine high schools to award credit for course work, which has been reviewed and approved by both high school and College faculty representatives.

Students who qualify for this opportunity must be admitted to a Central Maine Community College catalog program and registered for courses before the Tech Prep transfer credit is posted on their transcripts. As this catalog goes to press, Central Maine Community College has advanced credit agreements with the following secondary schools and adult education centers.

Each agreement has specific conditions in terms of required competencies, credit hours and effective dates. Interested students should contact the Central Maine Community College Office of Admissions and/or their high school guidance counselors for complete details.

BATH REGIONAL VOCATIONAL CENTER

Automotive Technology, Culinary Arts

BIDDEFORD REG. CENTER OF TECH.

Automotive Technology, Precision Machining, Criminal Justice

BONNY EAGLE HIGH SCHOOL

Automotive Technology

CAPITAL AREA TECH. CENTER, AUGUSTA

Automotive Technology, Culinary Arts, Graphic Communications, Precision Machining Technology

CARIBOU REG. TECHNOLOGY CENTER

Automotive Technology

KENNETH FOSTER APPLIED TECHNOLOGY CENTER, FARMINGTON

Automotive Technology, Business Administration and Management, Graphic Communications

HANCOCK COUNTY TECHNICAL CENTER, ELLSWORTH

Automotive Technology, Culinary Arts

LAKE REGION VOC. CENTER, BRIDGTON

Accounting, Automotive Technology, Culinary Arts

LEWISTON REGIONAL TECH. CENTER

Automotive Technology, Business Administration and Management, Computer Technology, Culinary Arts, Early Childhood Education, Precision Machining Technology, Criminal Justice

MAINE VOCATIONAL REGION #10, BRUNSWICK

Automotive Technology, Culinary Arts, Early Childhood Education

MID-MAINE TECH CENTER, WATERVILLE

Automotive Technology

MID COAST SCHOOL OF TECHNOLOGY, MVR #8, ROCKLAND

Automotive Technology, Culinary Arts, Precision Machining

NORTHERN PENOBSCOT REGION III

Automotive Culinary Arts

OXFORD HILLS TECHNICAL SCHOOL

Automotive Technology, Business Administration and Management, Computer Technology, Culinary Arts, Graphic Communications, Criminal Justice

PORTLAND ARTS & TECHNOLOGY HIGH SCHOOL, PORTLAND

Automotive Technology, Culinary Arts, Graphic Communications, Precision Machining

SANFORD REGIONAL VOC. CENTER

Automotive Technology, Precision Machining Technology, Computer Technology, Graphic Arts, Culinary Arts

SCHOOL OF APPLIED TECHNOLOGY, REGION 9, RUMFORD

Automotive Technology, Computer Technology, Precision Machining Technology

SOMERSET CAREER & TECHNICAL CENTER

Automotive Technology, Computer Technology, Culinary Arts

ST. JOHN VALLEY TECHNOLOGY CENTER

Automotive Technology, Computer Technology

ST. CROIX REGIONAL TECHNICAL CENTER

Automotive Technology

TRI-COUNTY TECH. CENTER, DEXTER

Admissions

Automotive Technology, Culinary Arts, Graphic Communications, Precision Machining, Criminal Justice

UNITED TECH. CENTER, MVR #4, BANGOR

Automotive Technology, Culinary Arts

WALDO COUNTY TECHNICAL CENTER

Automotive Technology, Culinary Arts

WESTBROOK REGIONAL VOC. CENTER

Automotive Technology, Early Childhood Education, Building Trades

Out-of-State

MASSACHUSETTS

ASSABET VALLEY REGIONAL VOCATIONAL SCHOOL, MARLBORO, MA

Automotive Technology, Culinary Arts, Graphic Communications, Precision Machining, Medical Assistant

ATTLEBORO HIGH SCHOOL, ATTLEBORO, MA

Automotive Technology, Computer Technology, Culinary Arts, Graphic Communications

BAY PATH REGIONAL VOCATIONAL HIGH SCHOOL, CHARLTON, MA

Automotive Technology, Culinary Arts, Graphic Communications, Precision Machining Technology

BLACKSTONE VALLEY TECHNICAL HIGH SCHOOL, UPTON, MA

Automotive Technology, Computer Technology, Culinary Arts, Graphic Communications, Precision Machining Technology

BLUE HILLS TECHNICAL HIGH SCHOOL, CANTON, MA

Automotive Technology, Culinary Arts, Graphic Communications

BRISTOL PLYMOUTH TECHNICAL HIGH SCHOOL, TAUTON, MA

Automotive Technology, Culinary Arts, Graphic Communications, Precision Machining Technology

CAPE COD TECHNICAL HIGH SCHOOL, HARWICH, MA

Automotive Technology, Culinary Arts, Graphic Communications

GREATER LAWRENCE TECHNICAL CENTER, LAWRENCE, MA

Automotive Technology, Culinary Arts, Graphic Communications, Precision Machining Technology

LYNN VOCATIONAL TECHNICAL INSTITUTE, LYNN, MA

Automotive Technology, Culinary Arts, Graphic Communications

MINUTEMAN REGIONAL HIGH SCHOOL, LEXINGTON, MA

Automotive Technology, Culinary Arts, Graphic Communications

NORTH SHORE TECHNICAL CENTER, MIDDLETON, MA

Automotive Technology, Computer Technology,

Culinary Arts, Precision Machining Technology

NASHOBA VALLEY TECHNICAL CENTER, WESTFORD, MA

Automotive Technology, Culinary Arts, Precision Machining Technology

PATHFINDER REGIONAL VOCATIONAL/TECHNICAL HIGH SCHOOL, PLAMER, MA

Automotive Technology, Culinary Arts, Precision Machining Technology

RINDGE SCHOOL OF TECHNOLOGY ARTS, CAMBRIDGE, MA

Automotive Technology, Culinary Arts, Graphic Communications

SHAWSHEEN VALLEY TECHNICAL CENTER, BILLERICA, MA

Automotive Technology, Culinary Arts, Precision Machining Technology, Graphic Communications

SOUTHEASTERN REGIONAL VOC. TECH. HIGH SCHOOL, SOUTH EASTON, MA

Automotive Technology, Culinary Arts, Graphic Communications, Precision Machining Technology

SOUTH SHORE VOCATIONAL TECHNICAL HIGH SCHOOL, HANOVER, MA

Automotive Technology

WALTHAM HIGH SCHOOL, WALTHAM, MA

Automotive Technology, Graphic Communications

WEYMOUTH HIGH SCHOOL, WEYMOUTH, MA

Automotive Technology, Computer Technology, Culinary Arts, Graphic Communications

WHITTIER REGIONAL VOCATIONAL HIGH SCHOOL, HAVERHILL, MA

Automotive Technology, Business Administration/Management, Computer Technology, Precision Machining Technology, Graphic Communications

NEW HAMPSHIRE

BERLIN HIGH SCHOOL, BERLIN NH

Automotive Technology, Culinary Arts

CHESHIRE CAREER CENTER, KEENE NH

Automotive, Culinary Arts, Precision Machinery

CONCORD REGIONAL TECHNICAL CENTER, CONCORD, NH
Automotives

HUOT TECHNICAL CENTER, LACONIA, NH

Automotive Technology, Culinary Arts, Precision Machinery

MASCENIC REGIONAL HIGH SCHOOL, NEW IPSWICH, NH

Automotive Technology

MANCHESTER SCHOOL OF TECHNOLOGY, MANCHESTER, NH

Automotive Technology, Precision Machining Technology

MOUNT WASHINGTON VALLEY CAREER TECHNICAL CENTER, NORTH CONWAY, NH

Automotive Technology, Precision Machining

Technology

NASHUA TECHNOLOGY CENTER, NASHUA, NH

Graphic Communications, Precision Machining Technology

R.W. CRETEAU TECHNICAL CENTER, ROCHESTER, NH

Graphic Communications, Precision Machining Technology

SEACOAST SCHOOL OF TECHNOLOGY, EXETER, NH
Automotives, Culinary Arts

SOMERSWORTH REGIONAL VOCATIONAL CENTER, SOMERSWORTH, NH

Automotive Technology, Graphic Communications

SUGAR RIVER VALLEY RTC, CLAREMONT, NH
Precision Machining Technology, Culinary Arts

SUGAR RIVER VALLEY RTC, NEWPORT, NH
Automotives

VERMONT

CENTER FOR TECHNOLOGY, ESSEX, ESSEX JCT, VT

Automotives

COLD HOLLOW CAREER & TECHNICAL CENTER, ENOSBURG, VT

Automotive Technology

GREEN MOUNTAIN TECHNICAL CAREER CENTER, HYDE PARK, VT

Automotive Technology, Culinary Arts

NORTH COUNTRY CAREER CENTER, NEWPORT, VT

Automotives, Computer Technology, Culinary Arts

NORTHWEST TECHNICAL CENTER, ST. ALBANS, VT

Automotive Technology, Culinary Arts

PATRICIA HANNAFORD CAREER CTR., MIDDLEBURY, VT

Automotive Technology, Graphic Communications, Precision Machining Technology

RHODE ISLAND

CRANSTON AREA CAREER & TECHNICAL CENTER, CRANSTON, RI

Culinary Arts, Graphic Communications

CHAIRHO CAREER/TECH CTR., WOOD RIVER JUNCTION, RI

Automotive Technology, Culinary Arts, Graphic Communications

WOONSOCKET CAREER & TECHNICAL CENTER, WOONSOCKET RI

Automotive Technology, Graphic Communications, Computer Technology

EAST PROVIDENCE CAREER & TECHNICAL CENTER, EAST PROVIDENCE RI

Graphic Communications

Tuition and Fees

Costs, 2015-2016

Fees for the 2015-2016 academic year are subject to change.

The following table summarizes estimated expenses for Central Maine Community College students during the 2015-2016 academic year.

Application Fee (non refundable)\$20.00

Tuition:

Maine Residents.....\$90.00 per credit hour
 New England RSP
 Participants \$135.00 per credit hour
 Non-Resident \$180.00 per credit hour

Room & Board:

All Programs (except Ford ASSET)\$8,176 - \$8,916 academic year

Other Fees:

Comprehensive Fee\$9.00 per credit hour
 Student Services Fee\$8.00 per credit hour
 Accident Insurance\$38.00 per year
 (Required of students carrying 12 or more credit hours)

Technical Course Fees\$18.00 per credit hour
 Non-technical Course Fees\$9.00 per credit hour
 Culinary Arts Fee\$50.00 per semester
 Key and Damage Deposit\$200.00

(Required for Resident Students)

Residential/Communications Fee\$185.00 per semester
 (Required for Resident Students)

*Tool Fee\$50.00/semester

*Tool Deposit\$100.00

*(Required of Precision Machining, Automotive,
 Parts & Services Management, and Ford ASSET majors)

Liability Insurance\$15.00

(Required for ECE, HUS, MEA
 and NUR majors)

Health and Accident Insurance\$450.00
 (Extended Coverage) - Optional

Tools, uniforms, etc. ~ Some programs require tools and/or uniforms.

Background Review Fee\$25.00
 (Required for CRJ and ECE)

NIMS Annual Registration Fee\$40.00
 (Required for PMT)

Tuition for the 2015-2016 academic year is ninety dollars (\$90.00) per credit hour for Maine residents. A Maine resident enrolled for two academic semesters with fifteen credit hours of coursework in each is charged two thousand seven hundred (\$2,700) for tuition. However, student course loads and required credit hours vary with each program.

Room and board charges are based upon Fall and Spring academic semesters and prorated for summer, extended, and other special schedules.

Books and supplies may be purchased at the College Store in Jalbert Hall. Information about uniforms and special tool requirements is available from department heads.

Applicants with questions about financial aid should contact the Central Maine Community College Financial Aid Office at (207) 755-5328.

Inquiries concerning all other financial matters should be directed to the Business Office (207) 755-5219.

New England Regional Student Program

Tuition for non-resident students admitted to Central Maine Community College programs through the New England Regional Student Program is established at 150% of the tuition charged to Maine residents. For 2015-2016, the amount is \$135.00 per credit hour. To be considered, students must clearly indicate on their application form that they wish to participate in the New England Regional Student Program.

Comprehensive Fees

A comprehensive fee of \$9.00 per credit provides for up to 10 transcripts, graduation registration, security orientation, etc.

Student Services Fee

A student services fee of \$8.00 per credit covers student activities and parking.

Course Fees

Course fees are charged on a credit basis. Technical courses at \$18.00 per credit and non-technical courses at \$9.00 per credit.

Costs of Books and Tools

The cost of textbooks and course supplies/tools varies according to the program, but averages about \$900-\$1800 per year. Some departments furnish students with tools. Students using College tools pay a \$100 deposit, which is refunded at the end of the year if the tools are returned in good condition.

Tuition and Fees

Payment of Bills

Matriculating students are billed by semester for tuition, room and board charges, and fees. Bills are payable in full in August for the fall semester and in December for the spring semester. The late payment fee is \$50.00 per month. Failure to pay a bill within the prescribed period may keep a student from receiving grades, degrees, diplomas and transcripts and/or completing registration or being included on official class lists. Central Maine Community College offers an interest free payment plan for a \$35.00 fee. A fee increase of \$15.00 is added on (\$50.00 total fee) to delinquent accounts.

The College does not otherwise carry open student accounts. Students may not attend classes unless they have paid all bills or have made payment plan arrangements with the Business Office for deferred payments.

Non-matriculating part-time students must make full payment of tuition and fees at the time of course registration. A purchase order or letter authorizing sponsorship must be submitted to the Business Office in order to defer payment.

It is the policy (No. 709) of the Maine Community College System to withhold all official credentials, including grade reports, transcripts and recommendations, until all student accounts, charges, fees and fines, including any late charges, are paid in full. Students who have delinquent accounts may be assessed late fees and not allowed to register for classes until all financial obligations are met.

Refund Policy - Matriculated Students

The Board of Trustees of the Maine Community College System has established the following schedule as policy (No. 707) for refunding tuition and room and board payments to full and part-time matriculated students who withdraw from the College or course(s) in accordance with the schedule and provision set forth below.

Tuition and Room Deposits are refundable for a period up to 120 days prior to the start of a semester.

Tuition Refunds*

100% refund Official withdrawal from College or course within 6 business days of the semester's first day of classes.

50% refund Official withdrawal from College or course between 7 and 10 business days of the semester's first day of classes.

0% refund Official withdrawal from College or course after 10 business days of the semester's first day of classes.

100% refund Course canceled by College.

Refunds of Room and Board Charges

a. College residence canceled by college:

100% of room and board charges

b. Official withdrawal from college residence prior to the:

1. Semester's first day of classes

100% of room and board charges

2. End of the semester's second week of classes

80% of room and board charges

3. End of the semester's third week of classes

60% of room and board charges

4. End of the semester's fourth week of classes

40% of room and board charges

5. End of the semester's fifth week of classes

20% of room and board charges

c. Official withdrawal from a college residence after the end of the semester's fifth week of classes

0% of room and board charges

d. Unofficial withdrawal from a college residence at anytime

0% of room and board charges

Exceptions: Notwithstanding the foregoing, the following exceptions apply:

- Refunds for room and board cancelled after a semester begins due to a *force majeure* or like event will be pro-rated; and
- Colleges may also provide exceptions on a case-by-case basis for students who present unusual and compelling medical or other significant extenuating circumstances. Each college shall adopt a form and process for reviewing student response for such exceptions.

Note:* For purposes of calculating refunds, the attendance period begins on the first day of the academic semester and ends on the date the student **notifies the Registrar's Office in writing of her/his withdrawal.

Resident students who must move out of the residence halls to participate in a field experience internship to meet a curriculum requirement may be eligible for a refund of the unused portion of room and board expenses.

**Students receiving Federal Financial Aid Funds are subject to mandated federal refund procedures upon withdrawal from the college. Please see page 13 for details.*

Refund Policy - Non-Matriculated Students

The refund policy for non-matriculated students is the same as that for matriculated students. Official "withdrawal" forms may be obtained from the Registrar's Office. Properly completed and dated "withdrawal" forms must be in the Registrar's Office prior to the end of the "refund period" above for the applicable course(s). The Registrar's Office will notify the Business Office of all approved course withdrawals. Refunds usually require two to four weeks for processing.

Notes

Refund levels may vary for special or short-term courses depending upon the circumstances. No refunds are given for terminations resulting from academic, disciplinary or financial dismissal. Students who believe that individual circumstances warrant exceptions from the published policy may appeal to the College President or his/her designee during the semester. Central Maine Community College reserves the right to withhold grades, transcripts, certificates, diplomas or degrees from students who have not met all financial obligations to the College.

Financial Aid

Central Maine Community College is committed to assisting students in paying for their education. A basic principle of financial aid programs is that the student and his/her family are expected to contribute toward their college expenses. Approximately 80% of our students receive some form of financial assistance, in the form of grants, scholarships, sponsorships, loans, and work study opportunities. The Financial Aid staff is available to advise and assist students with financial aid questions or concerns. Students who need assistance in completing their financial aid application materials are encouraged to contact the office.

Applying for Financial Aid

Central Maine Community College requires all students who are interested in receiving financial aid (including loans) to complete the Free Application for Federal Student Aid (FAFSA). Each year the FAFSA is filed electronically at www.fafsa.gov. Our school code for completing the FAFSA is 005276.

Deadlines: Students are strongly encouraged to complete their FAFSA as soon as possible or by May 1st. This is to ensure that the student will be considered for all types of available assistance. Students who file their FAFSA after August 1st may be required to arrange a payment plan with the CMCC Business Office to pay for their charges while they are waiting for their financial aid eligibility to be determined.

Notification: Once Financial Aid has received a student's FAFSA and any required documentation, and the student has been accepted for admission, the student will be notified of their financial aid eligibility. The notification will include a listing of the student aid programs that the student may be eligible to receive, and will also include any additional steps that the student must take to receive those funds.

Disbursement of Funds: The College schedules financial aid disbursements to occur after the add-drop period is completed during the first two weeks of each semester. Funds are always disbursed first to the student's Business Office account to pay for any outstanding charges due the College. Any excess funds are then refunded to the student by the Business Office within 14 days after the disbursement of funds. Students usually receive their funds approximately five weeks into the semester.

Maintaining Eligibility: A student is initially awarded financial aid based on full-time status (12 credit hours per semester). Financial aid adjustments may be necessary if the student's enrollment status changes. Additionally, all students are required to maintain satisfactory academic progress as defined by the College. For information on Satisfactory Academic Progress, refer to the Academic Policy and Procedures section of this Catalog.

Financial Aid Programs

CMCC Scholarships are allocated scholarship funds from biennial legislative appropriation to each Community College by the Board of Trustees of the Maine Community College System.

CM Education Foundation Scholarships are made possible through the fund raising efforts of the community-based CM Education Foundation, a private, non-profit corporation organized for the purpose of supporting Central Maine Community College programs and students.

Federal Pell Grants are designed to provide assistance to high need students. Award amounts range from \$400 to \$5,645 based on individual student eligibility, enrollment status (full vs part time), and number of semesters enrolled. Federal Pell Grants do not have to be repaid.

The Federal Supplemental Educational Opportunity Grants (FSEOG) is a federally funded program that assists needy students who have qualified for the Federal Pell Grant. FSEOG grants do not have to be repaid.

State of Maine grants are designed to provide financial assistance to undergraduate Maine students. Maine students should apply annually by submitting the FAFSA before the May 1st deadline.

Bernard Osher Foundation Scholarships are scholarship awards for eligible students enrolled in the General Studies Associate in Arts degree program.

The Osher Scholarship for Associate in Arts Students are scholarship awards for students who have been out of high school or college for at least one year and are enrolled in the Associate in Arts program.

The Osher V Scholarship provides funds targeted to full and part-time matriculated

students from rural regions of Maine who are enrolled in a degree program of study at a Maine community college.

The Rural Initiative Child Care Scholarship was established in 2008 as a way to begin to address the demonstrated financial need of students who require assistance with child care expenses in order to attend or remain in college.

The Native American Tuition Waiver Program provides waivers of tuition for qualified Native Americans residing in Maine attending CMCC. An applicant must meet the academic qualifications of the program, apply for federal financial aid, and establish proof of tribal eligibility. Eligible applicants include (1) persons whose names appear on the current tribal census of the Passamaquoddy or Penobscot tribes and (2) persons who have resided in Maine for at least one year and at least one of whose parents or grandparents either was included on the census of a North American tribe or held a band number of the Maliseet or Micmac tribes.

Federal Work-Study is an employment allowance given to students based on financial need as determined by the FAFSA. Students work no more than 20 hours per week. CMCC maintains a listing of available positions. Most positions pay a minimum wage.

Federal Subsidized Direct Loans are available to students demonstrating financial need who are enrolled at least half time (6 credits) per semester in an eligible CMCC degree or certificate program. Subsidized Direct Loans have the interest paid by the Federal Government while the student is enrolled half time and for six months following the student's separation from the College. After this six month 'grace period' is over, interest begins to accrue on the loan.

Federal Unsubsidized Direct Loans are similar to Federal Direct Stafford Loans (see above) except that the Federal Government does not subsidize the interest at any point. The student is responsible for the interest from the time the loan is disbursed. Students have the option of paying the interest or having the lender capitalize the interest that accrues; this will result in the student having the accrued interest added to the student's outstanding principal balance at the start of repayment.

Financial Aid

Veterans Education Benefit Programs

Central Maine Community College is an approved institution for the training of veterans and their dependents.

All students who expect to receive veteran education benefits are encouraged to visit www.cmcc.edu/veterans to review important information about how each benefit program works.

Students who expect to receive veteran education benefits are encouraged to contact the Office of Admissions at (207) 755-5273.

Withdrawal from the College (Financial Aid)

Students who receive federal student aid funding are subject to mandated federal refund procedures upon withdrawal from the College. The Office of Financial Aid is required to calculate which portion of federal grant and loan funds must be returned to the federal aid programs in situations where a student recipient withdraws before the 60 percent point in the semester. If the student withdraws after the 60 percent point in the semester, the student is considered to have earned all of their federal student assistance for the semester and funds will not be returned.

The date the student is considered to have withdrawn (as determined by the College) is the date the student returns a completed withdrawal form to the Registrar's Office or otherwise provides official notification to the College of his or her intent to withdraw. If the student does not officially notify the College of his or her intent to withdraw, the official withdrawal point will be considered to be the midpoint of the semester.

Students should be aware that the re-calculation performed by the Office of Financial Aid to determine a withdrawn student's federal aid eligibility for the semester will not necessarily mirror the percentage of tuition charged to the student by the College Business Office.

Contacting the Office of Financial Aid

Our office is located in 7 Jalbert Hall (across from the reception desk). Office hours are 8:00 a.m. to 7:00 p.m. Mondays - Thursdays, and 8:00 a.m. to 4:30 p.m. Fridays. To reach the office by phone, please call (207) 755-5328. The email address is finaid@cmcc.edu.

Student Services

Realizing that education consists of more than what occurs in classrooms and laboratories, Central Maine Community College administrators and faculty members make an effort to know each student as an individual and to respond to non-academic problems, needs, and interests. They regard student services as an integral part of the educational process.

As fully participating members of the Central Maine Community College community, students are asked to attend promptly to all obligations, to use the College's facilities with care and respect, to obey local, state and federal laws, and to comply with the policies of the College.

These policies are more fully described in the Student Handbook, available online at www.cmcc.edu/currentstudents/policies. Students are encouraged to become familiar with the Handbook and with other publications issued periodically, and to stay abreast of any changes in policy.

Students are assigned a CMCC e-mail account upon enrolling in classes. Students are expected to check their CMCC e-mail account regularly for important updates and information from the College.

College Store

The College Store sells required textbooks, course tools and supplies, and novelty items. The College Store, located in Jalbert Hall, has posted hours of operation. Within two weeks after the beginning of a course, clean, unmarked books are returnable with a receipt for a full refund. After two weeks, books are considered used. For more information, see the College Store web page at:

www.cmcc.edu/currentstudents/collegestore

Housing

Four residence halls provide on-campus accommodations for Central Maine Community College students. Rancourt Hall, our newest building, opened in the fall of 2007 and accommodates over 150 students in a double-room format with a private bathroom. Fortin Hall accommodates 60 students and contains dormitory rooms for double occupancy; the other two halls contain apartment units, each consisting of four single bedrooms, a common living room, and a bathroom. All rooms are furnished with single beds, a closet, a chest of drawers, a desk, and a chair. Students provide additional furnishings as desired. Students

living in residence halls furnish their own sheets, blankets, towels, and pillows.

Rooms are assigned to full-time Central Maine Community College students.

A Residence Hall Council, consisting of Resident Assistants and interested resident students, plans activities throughout the year. A Director of Housing and Resident Directors live on campus and are available to assist student residents at all times.

Food Service

The Central Maine Community College Dining Commons serves commuting students, as well as those who reside on campus. Nutritionally balanced meals as well as short order service and snacks are available. The Dining Commons is open seven days a week.

Student Health Services

Central Maine Community College is in close proximity to two major hospitals. Residence hall students who need healthcare services are encouraged to carry health insurance coverage.

For students with no health insurance coverage, a student health insurance plan can be purchased through the Central Maine Community College Business Office located in Jalbert Hall.

In addition to the various allied health programs hosting health information and wellness clinics, CM partners with Healthy Androscoggin to promote a balanced health perspective.

Tobacco-Free Policy

Central Maine Community College is a tobacco-free campus. The use of tobacco products or any object or device intended to simulate that use, including e-cigarettes, is strictly prohibited on campus. The sale, distribution or advertisement of tobacco products is prohibited. This policy applies to faculty, staff, students, contractors, vendors and visitors. The use of tobacco and all smoking products is not permitted on any college property, including but not limited to buildings, campus grounds, parking areas, campus walkways, recreational facilities, and college-owned vehicles. Tobacco use includes the possession of any lighted tobacco products, or the use of any type of smokeless tobacco, including but not limited to chew, snuff, electronic cigarettes, and all other nicotine delivery devices that are non-FDA approved as cessation products. Students

smoking are in violation of College policy and will be subject to disciplinary actions.

Insurance

Two plans of insurance are available to Central Maine Community College students. Plan I covers students for medical costs incurred as a result of accidents during the school year. All full-time students are enrolled due to the intensive shop, laboratory and field activities that are inherent to the training programs offered at Central Maine Community College. A nominal fee is charged. Plan II extends the coverage of Plan I to 12 months, and reimburses actual medical expenses according to schedules for illnesses covered. It is optional.

Students majoring in Early Childhood Education, Medical Assistant and Nursing, are required to purchase professional liability insurance through Central Maine Community College, which provides coverage during their clinical experience. Students in the Associate Degree Nursing Program (who are LPNs) are required to provide their own professional liability insurance as LPNs, as well as purchase liability insurance through Central Maine Community College as RN students.

SPECIAL NOTE: With regard to the school insurance extended coverage policy be advised that: pregnancy or childbirth, false pregnancy, termination of pregnancy, related medical conditions and recovery therefrom, shall be payable as any other sickness. Questions concerning the above should be directed to the Dean of Finance or Dean of Student Services.

Student Activities

Many major activities and events on campus are initiated by Central Maine Community College's Student Senate, composed each year of student representatives from each college major. Student activities are varied and are intended to appeal to the educational, recreational, athletic, and social interests of students. Financed by Student Activity Fees, the activity program includes both campus-based activities and the use of community recreational facilities. The Kirk Hall Gymnasium has posted hours for recreational activities and a new fitness center opened in fall 2010. With support from the Dean of Student Services office, commuting and residential students at Central Maine Community College may organize activities and events. Scheduled events are announced on

Student Services

Central Maine Community College's electronic bulletin board, which can be found in most campus buildings and by email.

In arranging student activities, the Student Senate takes full advantage of the rich recreational and entertainment possibilities in Auburn/Lewiston, Maine's second largest urban area. Funds allocated to the Student Senate budget are used to offset the cost of such outings.

Other student clubs and organizations that have been available from year to year for students. See Student Services for a full list of available student clubs, organizations, and activities!

Phi Theta Kappa

Alpha Phi Xi is the Central Maine Community College Chapter of the Phi Theta Kappa, an international honor society serving two-year colleges offering associate degree programs. Central Maine Community College students who have completed 12 credit hours, and who have established a cumulative grade point average of 3.5 are eligible for membership.

Athletics

All students have the opportunity to participate in intramural sports such as volleyball, softball, basketball, and a variety of student initiated gym games. Full time matriculated students may also try out for our intercollegiate teams. The college offers baseball, basketball, and soccer for men; softball, basketball, and soccer for women. All teams participate in the United States Collegiate Athletic Association. We also participate in a New England and Maine league for selected teams. Students have the opportunity to petition the athletic department to form other teams. Students must meet athletic and academic eligibility requirements to participate in intercollegiate sports. We offer open gym whenever the teams are not in season.

Motor Vehicles

Vehicles and all other personal property on campus are the sole responsibility of their owners. Off-road vehicles are not permitted on campus. For parking regulations please see the Student Handbook online at: www.cmcc.edu/currentstudents/policies.

Student Counseling

Student counseling is available during the week

by seeing the Dean of Students, the Housing Director, the Dean of Human Resources & Chief of Staff to the President, or the Assistant to the Deans/Evening Administrator. Personal issues and concerns can be discussed confidentially to help students deal with issues that may hinder their ability to fully attend to their studies. Students may be referred to an outside consulting agency who the college has established an agreement.

Department heads, faculty and The Office of Student Services, including Learning and Advising, personnel offer academic advising. The Office of Academic Affairs and the Learning and Advising Center are also available to assist students with academic issues.

Career & Transfer Planning, Advising and Placement Services

Advising in areas of career exploration, career planning, transferring and choice of major is provided. Students are encouraged to utilize the "Career Coach" portal on the college website at www.cmcc.edu. This feature provides career and academic program information, labor market and salary data, employment opportunities, and a resume writing tool.

Placement Services are also provided for students through consultation with program chairpersons. CMCC staff works closely with business and industry to develop opportunities for positions throughout the state. Assistance in developing a resume, cover letter, and preparing for a job interview can be accessed through the Director of Placement and Transfer Services office in Student Services.

Many department heads and faculty have close working relationships with community businesses, and they assist and advise students regarding placement in occupations relating to students' training. Part-time and summer positions are also available to students who want to work while attending college. For the latest job listings visit the College website at www.cmcc.edu/currentstudents and choose "Student Employment Opportunities".

Gender Equity

Central Maine Community College supports its students by providing a part-time coordinator for gender equity issues and programs. The Gender Equity Coordinator is instrumental in

recruiting and retention efforts especially for the college's female and male students who pursue non-traditional majors. The coordinator acts as advisor to the Gender Equity club, and provides for many exploratory opportunities for men and women in technical education and careers.

Change of Award

When catalog programs lead to more than one award (Associate in Arts, Associate in Science, Associate in Applied Science or Certificate), students may change their goal from one award to another through the add/withdrawal period of their final semester with the permission of their Academic Advisor and the Registrar. As program requirements vary among awards, students should consult the College catalog in effect in the semester of their admission to the program. Academic achievement, motivation, and commitment to the desired program will be used as criteria for granting a change of award. Change of Award forms are available from the Registrar's Office. Legitimate medical or personal emergencies, as determined by the Dean of Academic Affairs, may justify waiver of this policy.

Confidentiality Policy and Release of Student Information

The College complies fully with the Family Rights and Privacy Act of 1974 (The Buckley Amendment). According to the Family Educational Rights and Privacy Act of 1974, a student has the right to inspect and review any of his/her official records, files, and dates directly related to him/her that are in the possession of the College. Only with written consent of a student is such information released to someone other than an official of Central Maine Community College. Central Maine Community College considers the following information to be directory information, which is available to the general public, unless a student notifies the Registrar's Office that he/she wishes the information to be withheld: name, address, telephone number, major, dates of attendance, date of graduation and other non-academic information. If a student wishes to withhold this information, he/she may indicate so by checking the directory exclusion box on the Central Maine Community College application form or notifying the Registrars office in writing.

Student Services

Transferring Credit from Central Maine Community College to Other Colleges and Universities

Central Maine Community College is accredited by the New England Association of Schools and Colleges, Inc. Because of this accreditation, most academic credits will transfer to other colleges and universities. The receiving school has the right to determine whether or not academic credit will transfer, and how the transfer credit will apply toward specific degree programs.

To have a Central Maine Community College transcript sent to another institution, please contact the Registrar's Office for the form "Request for Official Academic Transcript." This form is also available on the college website.

For further assistance in transferring from Central Maine Community College, contact the Director of Placement and Transfer Services at (207) 755-5239.

Students Called to Military Service

A number of students at the College are active military members. Central Maine Community College recognizes the educational rights and responsibilities of these students must be protected in the event the students are called to service as a result of international or national crises. A Withdrawal form is available from the Registrar's Office.

In the event a matriculated service member is called to active service, the following will apply:

Financial

1. Tuition and Fees: When students return, they will be entitled to free tuition and fees equal to the number of credits they were carrying at the time of departure.
2. Room and Board: Students will be entitled to a prorated refund of room and board charges.

Re-Admission/Registration

1. The student's file will be kept active for 12 months. Upon request, this status may be extended if military service exceeds 12 months.
2. The College will guarantee a slot in the student's original program of study provided that the student notifies the institution on a timely basis of intent to return to the College.

Non-Academic Conflict Resolution/Grievance Procedures

Whenever a non-academic question or difference arises between a CMCC employee and a student, the following procedure shall apply:

1. Depending on the nature of the grievance, the student may discuss the issue with the CMCC employee, or
2. May discuss the matter, confidentially, with the employee's supervisor, seeking resolution.
3. If the issue is still unresolved, the matter may be referred to the Dean of Student Services for a final decision.

Academic Policies and Procedures

General

Auditing Courses

A student may audit a course to acquire knowledge but not earn credit or a grade. Audited courses do not count toward completion of a certificate or degree and an auditor may not change his/her status after the second class meeting. Auditors are expected to attend class regularly, participate in class discussion, and complete assigned readings, but are excused from examinations and homework. Auditors are admitted to a course based on available space or instructor approval. Students auditing classes pay regular tuition and related fees. There is no limit to the amount of courses a student may audit. To audit a class a student must complete and submit an audit form by the end of the add/withdrawal period. Forms may be picked up in the Registrar's office.

Academic Integrity

Honesty in all academic work is expected at Central Maine Community College. A student's work should be a result of independent effort and ideas. Any student who is suspected of academic dishonesty will face investigation and possible disciplinary action which may include dismissal from the College. Academic dishonesty includes, but is not limited to: cheating, using unauthorized aids, taking a test for someone else, copying another person's work on exams, quizzes, or assignments; or plagiarism, taking language, information or ideas from another person or source without attributing the appropriate reference, fabrication, or forgery. Refer to MCCS Academic Affairs Policy 309 Academic Misconduct for further information. A teacher who suspects or discovers an incident of academic dishonesty may deal with the situation directly with a fair and appropriate sanction, postpone action until consulting with other College officials or refer the incident to the College Discipline Officer for review and action.

Attendance Policy

Students are expected to attend all classes and labs. Furthermore, students are expected to arrive on time and remain in class for the allotted period.

Excused Absence

It is critically important students communicate with faculty prior to or immediately after any

absence related to a family emergency, personal illness or religious tradition. The student is responsible for making arrangements with each instructor to complete all missed course requirements. Individual faculty members have final discretion in determining if an excused absence is warranted.

Extracurricular and College-Sanctioned Activities

Central Maine Community College recognizes several types of activities that enhance the educational experience. Students who engage in any college-sanctioned activity must:

1. Notify instructors at the beginning of the semester of any potential absences and establish a plan to make up the work.
2. Notify instructors one week prior to the absence.
3. Contact the instructor as soon as possible for scheduling changes (weather, tournament play) beyond their control.
4. Understand the attendance and make up policy for each course as established by the course syllabus.
5. Understand that academic standing has priority over extracurricular activities.

Add/Withdrawal Policies for Catalog Courses

Enrollment Confirmation: Upon registration, each student's name is placed on the official class roster. A student sitting in class and not on the roster must report to the Registrar's Office and officially enroll.

The student's name remains on the list and he/she assumes financial obligation for the course unless the student officially withdraws from that course as that term is defined under "Add/Withdrawal Procedures" on page 17 of this catalog.

Students placed on a wait list must monitor their registration carefully should they be contacted via CMConnect that they are authorized to add the course.

Students must submit all add/withdrawal forms and/or email approvals directly to the Registrar's Office. Central Maine Community College reserves the right, without notice, to extend the add/withdrawal period because of weather related cancellations or other extraordinary

circumstances.

Adding a Course: Courses may be added only within 6 business days of the semester's first day of classes (fall and spring semesters).

Withdrawing From a Course: In order to receive a full or partial refund, a student must officially withdraw from a class or classes within 10 business days of the fall or spring semester's first day of classes. If a student officially withdraws from a class within 6 business days of the semester's first day of classes, the student is entitled to a refund of 100% of each withdrawn class. If the student officially withdraws within the 7th and 10th business day from the semester's first day of classes then the student is entitled to a refund of 50% of each withdrawn class. Students who either fail to officially withdraw within 10 business days of the semester's first day of classes or unofficially withdraw at any time assume all financial obligations for tuition and fees. Properly completed add/withdrawal forms and e-mails with approval received by the Registrar's Office shall be date stamped and considered official. Students must retain their copies as evidence of successfully dropping each class. Students will be asked to provide such evidence should a dispute arise.

Matriculated and non-matriculated students who drop from all classes are subject to the Maine Community College System (MCCS) Board of Trustees refund policy—see page 10 for details.

Course Withdrawal: After the first 10 class days and up to mid-semester, a student withdrawing from a class will receive a "W" which will not affect his/her GPA. However the credit hours will be counted as credits attempted when computing "Pursuit in Program." (See SAP policy.) After mid-semester, courses may be withdrawn but a grade of "F" will be recorded on the student's transcript and will be calculated into the GPA. Matriculated students who withdraw from all classes are subject to the Maine Community College System (MCCS) Board of Trustees refund policy—see page 9 & 10 for details.

Administrative Withdrawal: In rare

Academic Policies and Procedures

and documented cases, due to unique and extraordinary circumstances involving medical, economic, or personal hardship, the Academic Dean may authorize an Administrative Withdrawal (AW) from course(s) which will not affect the grade point average. However the credit hours will be counted as credits attempted when computing "Pursuit in Program." (See SAP policy, p.23)

Add/Withdrawal Procedures

"Official Withdrawal" means the student's timely and complete execution of documents required by the college to accomplish formal removal from a course. "Unofficial Withdrawal" means any absence without the notice required for an official withdrawal.

Adding and withdrawing from a class must be done in writing and there are two options for a student to consider.

1. Two-part add/withdrawal forms can be picked up at the Registrar's Office.
2. Student may email the Registrar at registrar@cmcc.edu and ask to have a class added or withdrawn. Email must include student's full name, ID number, course name, number and section. The Registrar will then process and respond to the student. In some situations the instructor may need to submit an add/withdrawal form to the Registrar.

Students must supply either their copy of the add/withdrawal form or their copy of the Registrar's email response in the event of conflicting versions of an issue surrounding their add or withdrawal of a class.

Waitlist Procedure

Once a section closes students attempting to register will get a prompt asking if they want to be placed on the waitlist or to decline that option. Students will know what position they would be waitlisted should they accept the waitlist status.

If a seat becomes available, the first student on the waitlist will receive an e-mail invitation authorizing that student to move into the course.

Once the student receives the authorization, the student will have the opportunity to add the student to the class by clicking on the blue "move to current" link on the registration screen.

If the student does not click on the "move to current" link within 24 hours of the invitation, the student is totally dropped from that course and

the system moves down to the next student on the waitlist. A "dropped" student may re-register for that course but will be placed at the end of the waitlist.

The same process described above takes place for each waitlisted student in the exact order the students were timed stamped onto the waitlist. This function will continue maintaining full course enrollment or until the waitlist is depleted. As stated above, this function will scan the course enrollment status every hour.

Due to the waitlist feature, advisors and instructors ability to assign a course capacity authorization override will not be operable.

Students cannot be registered in and/or waitlisted for classes that are scheduled at the same time (a time conflict will appear).

Students can be waitlisted for several classes as long as they do not present a time or same course conflict.

Pre-requisites will be upheld for waitlisted students.

The waitlist authorization period of 24 hours must not be confused with any student holding an AA advising code. These are different functions and must be treating independently.

Withdrawal from the College

To officially withdraw from the College, a student must submit a form from the Registrar's Office. During the first ten (10) days of a semester (5 days during the summer session), no grades will be recorded on the transcript. Students who do not officially withdraw from the College will receive grades of "F." Students receiving financial aid may be subject to Federal fund obligations or conditions and should contact the Financial Aid Office prior to withdrawal. Withdrawal forms are available from the Registrar's Office. Please refer to the College refund policy in this catalog.

Changing Major Programs of Study

A matriculated student may change from one major program of study to another by filing a completed "Change of Major" form with the Registrar's Office. The Department Chairperson of the program in which the student wants to enroll should sign and date the form. Forms are available from the Registrar's Office or through CMConnect.

Previously earned courses at Central Maine

Community College are transferable, along with their grades, to a new or change of program major. Appropriate transfer credit is contingent upon specific program requirements, for example, where a grade of C or higher is required. The student's Academic Advisor, Department Chair, and the Registrar will work with the student to ensure appropriate transition.

Students may request that SAP components be re-set when they officially change major. A re-set of SAP will occur only once during that student's tenure. (See SAP policy, p.23)

Course Availability

Central Maine Community College reserves the right to cancel courses due to insufficient enrollment or make changes in course offerings and charges without formal notice at any time.

Transfer Credit Policy and Procedure

Transfer credits are evaluated once students are accepted into a program of study and have submitted the tuition deposit to attend CMCC. All courses with a "C" or better are reviewed for transfer credit and will be posted within 5 business days of receipt of the official transcript. In some cases, course descriptions and/or syllabi may be required prior to transfer credit acceptance. Students are required to supply these materials if needed. Transfer credit is not figured into a student's grade point average. However, transfer credits applied to the degree program will be counted in pursuit of the degree program.

The College accepts academic credits from institutions or programs of post-secondary institutions accredited by organizations that are recognized by the Council for Higher Education Accreditation and/or the U.S. Department of Education based upon the equivalency of course content to program requirements and the equivalency of academic credit hours. *Note: Students requesting Veteran's Educational Assistance are required to have all previous post-secondary educational experience evaluated for possible transfer credit in order to be eligible for benefits.*

How to Request Transfer Credits:

Matriculated students at Central Maine Community College are expected to secure written approval from their Academic Advisors and the Registrar's Office prior to taking course work at other accredited institutions. Approved

Academic Policies and Procedures

credit courses taken at other institutions will count toward total degree credit hours required but will not be calculated in the student's cumulative grade point average.

Academic Credit for Prior Learning

Central Maine Community College recognizes the value of learning acquired outside a college setting. Students are encouraged to explore all credit options that CMCC has available to them. It is possible to earn credit through national exams such as CLEP or DSST, portfolio review, or CMCC course challenge examinations. Credit may also be earned for college-level learning gained through paid or unpaid employment and internships or on a limited basis, independent study. For further details regarding prior learning options, students should contact their academic advisor or the Office of Academic Affairs. For more information, visit the Credit for Prior Learning page on the College's website.

Students who seek credit for prior learning must be formally admitted (matriculated) into a CMCC program and in good academic standing. In addition, students who are admitted to the College must earn a minimum of 25% of their program course requirements from CMCC. College credit earned through any of these options count toward degree/certificate requirements but are not calculated into the grade point average (GPA). All college courses taken more than ten (10) years ago are subject to review and acceptance. Note: Academic credit awarded through prior learning does not satisfy credit load requirements for veteran benefits funding or other similar third party financial assistance programs.

Types of Prior Learning

The following are types of prior learning CMCC will assess for the award of credit.

1. Transfer

CMCC will accept academic credit transcribed by other institutions (accredited by the Council for Higher Education Accreditation and/or the U.S. Department of Education) when the course, credit, and transcript key are clear and consistent. Credit should be relevant in the CMCC degree program and is subject to review by Department Chairperson.

Students should request official college transcript(s) be sent directly to the CMCC

Registrar's Office for review and transcription. The transcript provided to CMCC must be in English. Students will be referred to World Education Services (WES) for the translation of transcripts in other languages. If another institution's course description/learning outcomes are not readily available from that website/catalog, the Registrar may contact a student to obtain these.

2. National Exam

CMCC will award academic credit for learning demonstrated by successfully passing a national examination program such as:

CLEP (College Level Examination Program) – Students may earn college credits toward a degree by passing CLEP exams in a wide variety of subjects such as English, math, biology, chemistry, psychology, sociology, economics, accounting, marketing, business law, and others. CLEP standardized examinations are conducted at the CMCC Center for Testing & Assessment, located in Jalbert Hall. Students must make their own arrangements to take the CLEP exam(s) and have official scores sent directly to the CMCC Registrar's Office. To schedule a CLEP examination, please contact the CMCC Center for Testing & Assessment at (207) 755-5450.

For minimum CLEP score acceptance relative to the subject examination, contact the Registrar's Office. Acceptable CLEP examination scores will be recorded as a "P" on the student's transcript and will not be calculated in the GPA. More information can be found online at www.collegeboard.com.

DSST (DANTES Subject Standardized Test) - DSST are credit-by-examination tests originated by the United States Department of Defense, but open to all learners.

DSST is a series of examinations in college subject areas that are comparable to the final or end-of-course examinations in undergraduate courses, including subjects such as business, history, criminal justice, U.S. history, psychology, and technology. DSST examinations are conducted at the CMCC Center for Testing & Assessment, located in Jalbert Hall. Students must make their own arrangements to take DSST exams and have official scores sent directly to the CMCC Registrar's Office. To schedule a DSST examination, please contact the CMCC Center for Testing & Assessment at

(207) 755-5450.

Acceptable DSST examination scores will be recorded as a "P" on the student's transcript and will not be calculated in the GPA. More information about DSST exams can be found at: www.getcollegecredit.com.

AP (Advanced Placement) – A student will have taken a College Board AP exam(s) during her/his high school career. The AP score(s) should be requested by the student and sent directly to the CMCC Registrar's Office for review and transcription. For more information, visit www.collegeboard.com.

International Baccalaureate (IB – Higher and Standard Levels) – A student will have taken IB exams at high schools offering an international baccalaureate program. IB score(s) should be requested by the student and sent directly to the CMCC Registrar's Office for review and transcription. For more information, visit www.ibo.org.

3. Proficiency Credit

Students may receive academic credit for some non-credit courses, certifications, licenses, examinations, registered apprenticeships, etc. gained outside of traditional college programs. A crosswalk for the most common and pre-approved Proficiency Credit recommendations by CMCC degree program are available at the college's Credit for Prior Learning webpage. Many other credit recommendations are listed in the American Council on Education (ACE) National Guide to College Credit for Workforce Training, and may also be used by department chairpersons to produce proficiency credit equivalencies with CMCC courses. See www2.acenet.edu/credit/?fuseaction=browse.main. Other trainings not already reviewed by CMCC or ACE may also be reviewed by the appropriate department chairperson for academic credit. A non-refundable review fee of \$100 may be required for trainings not already reviewed by CMCC. Proficiency Credit assessment will require valid proof of learning such as the license, certification copy, course materials, certificates, or other information. Credit award is subject to applicability of the learning to the student's program of study. Proficiency credit review requires a meeting with the appropriate department chairperson and/or the associate dean of academic affairs for consideration.

4. Military Review

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Students may receive credit demonstrated by formal service school training programs and off-duty educational activities in the Armed Forces, including: basic training, military service school recommendations by the American Council on Education (ACE), and U.S. Armed Forces Institute correspondence courses.

Students request military transcripts either through the Joint Services Transcript (JST) or the Community College of the Air Force for military experience they wish to have evaluated for credit. Students who meet with CMCC's Veterans' Services officer directly will be able to request a JST transcript immediately.

5. Articulation Agreement

CMCC articulation agreements provide a seamless process that joins career & technical education and some adult education programs to postsecondary programs of study for agreed-upon courses.

To receive articulated credit, students must be accepted at CMCC and submit a completed Request for Tech/Prep Advanced Placement Credit form, with any other supporting information required in the agreement, to the appropriate CMCC department chairperson for verification of eligibility. The form is forwarded to the Registrar's Office for transcription of credits awarded.

6. Challenge Examination

CMCC offers matriculated students the opportunity to take a challenge examination in lieu of a catalog course for which the student believes he/she is knowledgeable. Challenge examinations are limited to one attempt per course in a calendar year and may not be taken for courses in which a CLEP or DSST examination exists. Exams may not be attempted if the student has previously earned credit in the course at CMCC. Exams do not exist for all CMCC courses, but may be requested where the exam is written and available.

Requests for the challenge examination must be approved by the department chair, academic dean and relevant faculty member. A grade of C or higher must be attained on the examination but will be recorded as a "P" on the student's transcript and not factored into the grade point average. Students may apply for credit by examination through the Registrar's Office but are encouraged to consult their academic advisor first. The non-refundable fee for the

exam is \$100, plus, if applicable, the cost of laboratory supplies and materials. Payment to the Business Office is required prior to taking the exam.

Unless otherwise approved by the department chair, challenge exams should be scheduled between the first day of the Fall Semester and late October, to be accomplished in time to impact a student's spring course schedule. Alternately, a challenge exam should be scheduled between the first day of the Spring Semester and late March, to be accomplished in time to impact a student's summer or fall course schedule. Though the fee is non-refundable, if the student is enrolled in the challenged course, a refund of pre-paid tuition will be authorized if a course is successfully challenged within the add/withdrawal period.

7. Portfolio Review

A prior learning portfolio offers matriculated students in some programs the opportunity to demonstrate learning gained through relevant work and life experiences which may convert to academic credit toward a degree program. The portfolio is an extensive written presentation of evidence assembled and submitted to a department chair or faculty member under the direction of the Office of Academic Affairs.

Only when the student has significant prior learning and none of the prior learning assessment methods listed above can help demonstrate the learning for CMCC credit, should the student develop a prior learning assessment portfolio. The award of PLA Portfolio credit is dependent on relevancy to courses in the CMCC degree program; including general education, major and elective courses. The portfolio includes several major sections including a thorough resume, a narrative summary of relevant work and learning experiences, demonstrated skills and training in specialized areas, and applied knowledge and competencies in a specific course for which CMCC credit is available.

Portfolio review requires that a student show proof of college-level writing credit/equivalent, prior to preparing any portfolio for credit. There is a \$100 non-refundable fee for the review of a portfolio. Payment to the Business Office is required at the submission of the portfolio.

A portfolio is reviewed on a pass/fail basis. This recommendation is based on the student

showing narrative and evidence of learning outcomes that would constitute a grade level of C (2.0) or better for the course. Students are encouraged to successfully complete ENG 296, Portfolio Preparation Seminar, a one-credit hour course, to learn how to prepare a portfolio for evaluation.

Matriculation Status

A matriculated student has met the prescribed admission requirements, has been officially accepted into a catalog program, and has registered for a credit bearing course in the curriculum.

Matriculation status is maintained from the first enrolled semester provided SAP is met. One three credit hour course with a passing grade must be taken annually or an application for readmission must be submitted to the Admissions Office to regain matriculated status.

Non-Matriculated

Non-matriculated students (not formally admitted to a catalog program) may register during open registration periods for scheduled catalog courses providing the student meets the prerequisites for the course. Such registration should be completed through the Registrar's Office and must be paid the same day.

Evaluations

CMCC is committed to the improvement of student learning. Students participate in instructor evaluations at the end of each semester. Students may also participate in standardized pre and post testing, providing valuable information on the learning process.

Distance Learning

Central Maine Community College offers some courses for academic credit via the Internet. Students communicate with their instructors through electronic mail and receive their assignments through course materials posted on CMConnect.

Course Numbering

CMCC has a group of specialized courses that may be activated by a department as the need arises:

Special Topics – 296: This is a class that can change the topic within the department with

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each section. The topic will be a class that is not part of the normal inventory of classes. For example, HIS-296 may have a special topic "The History of Fort Knox in Bucksport Maine, 1863-1866".

Independent Study - No unique course number: This is a class that is designed to be delivered independently of a formal classroom setting. There are two scenarios for this class; independent study for a class in our inventory or a special topics class taught in an independent study format. In both cases the course number of the class used in the classroom scenario is used, with the letters (IS) added to the course title. Any formal meetings will be in the instructor's office.

Prior Learning – 199: Apprenticeship/Prior Learning - Variable credit is awarded for up to 18 credits after committee review. See pages 17-18.

Practicum – 299: A practicum is a college course, often in a specialized field of study, which is designed to give students a supervised practical application of a previously studied theory. If more than one practicum is allowed or required, then this should be repeatable with adjustments to the course title.

Field Experience/Internship - 197 and 297 (depending on first year vs. second year): Field Experience is application of knowledge and analysis in professional settings. If more than one field experience is allowed or required, then this should be repeatable with adjustments to the course title.

Capstone – 298: Capstone Experience is an activity for students that is designed to demonstrate comprehensive learning in the major through some type of product or performance.

Transcript of the Permanent Academic Record

The permanent academic record is maintained by the Office of the Registrar for all students of the College. While the grade report is the official notification to the student and the faculty advisor of the student's academic achievements for a given semester, the only true and valid documentation of academic work and student status is an official transcript of the academic record, stamped with the Registrar's signature and the seal of the College. The transcript

is available only with the permission and signature of the student, and will be released to that student or a designee only if there are no outstanding charges/holds against his or her account. Transcript applications are available from the Registrar's Office, College website and CMConnect. The first 10 requests are free. Additional charges are in place for expedited processing. See also page 26, Academic Records Changes.

Academic Conflict Resolution/ Grievance Procedures

Whenever an academic question or difference arises between an instructor and a student, the following procedure will be followed:

1. The student will discuss the issues with the instructor; if unresolved,
2. The matter may be discussed with the Department Chair or Program Administrator; if still unresolved,
3. The matter may be appealed to the Dean of Academic Affairs for a final decision.

Final Grade Appeals

In accordance with the MCCS Policy 309, Student Grade Appeals and Academic Misconduct, the following procedure shall take place for final grade appeals. The student will first converse with the instructor to determine the contributing factors that determined the final grade. If the student is not satisfied with the result of the a conversation, the student may then file a formal appeal.

A formal appeal must be submitted in writing within 30 days of the posted grade. Such an appeal must state mitigating circumstances that are supported by documentation and also state the resolution that is sought.

Mitigating circumstances are objective in nature. Under most circumstances, disagreements over the quality of work or instructor competence are considered subjective and are not subject to appeal. A student must establish that the final grade was:

- Based on arbitrary or personal reasons unrelated to the instructor's judgment of the academic performance of the student and/or
- Assigned not in accordance with the course syllabus or related adjustments of the syllabus that may have occurred during

the semester and/or

- The result of an error in calculating or recording of the grade

Documentation might include test results that were not used in grade computation. Such evidence must be attached to the appeal. Falsification or fabrication of information provided by the student may be subject to disciplinary action under Academic Misconduct of MCCS Policy 309.

Resolution may be a request to recalculate the final grade based on the evidence provided.

The appeal will first be submitted to the department chair offering the course. If still unresolved, the appeal will then be submitted to the Academic Dean, whose decision is final.

Note: This policy applies only to final grades. However, course grades which result from alleged violation of the student code of conduct/ academic misconduct are not appealable under this policy. Separate policies and procedures that take precedence exist in those situations.

Disability Services

Central Maine Community College is committed to providing the means to enable equal access to education for students with disabilities. Pursuant to federal law (Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and Americans with Disabilities Act Amendment Act of 2008) individuals with disabilities (those defined as having "a physical or mental impairment that substantially limits one or more of the major life activities of such individual, a record of such impairment, or being regarded as having such an impairment") who are otherwise qualified, may be eligible to receive academic support and/or accommodation(s). Eligibility is based on documentation that establishes that the individual has a disability and the current functional impact of the disability as it relates to the school environment. Reasonable academic accommodations are provided on an individual, case-by-case basis to an admitted or enrolled student. Essential components of any course of study may not be eliminated or circumvented. These accommodations are intended to promote equal access, not special privilege. It is the student's responsibility to make the Disabilities Coordinator aware of his/her disability and possible need for accommodation. The Disabilities Coordinator may be reached

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by calling (207) 755-5277, or by appointment. Please refer to more detailed information below, including the grievance procedure that must be used by students for complaints regarding claims of disability and requests for accommodation.

Disability Service Procedure and Documentation

Under federal law (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, and Americans with Disabilities Act Amendment Act of 2008) qualified students with disabilities may be eligible to receive academic supports and/or accommodations. Eligibility is based on disability documentation and assessment of individual need. Central Maine Community College is committed to providing the means to enable equal access to education for admitted or enrolled students with disabilities.

It is the student's responsibility to make Central Maine Community College's Disabilities Coordinator aware of his/her disability and need for accommodation in a timely manner including prior to or during the admissions process or prior to course registration. Students who believe they have a current and essential need for disability accommodations are responsible for requesting accommodations and providing required documentation to verify disability to the Disabilities Coordinator. The up-to-date documentation is required to justify the possible need for reasonable accommodation(s) that provides equal access to programs and services at the college.

Documentation must be typed on official letterhead of the diagnosing practitioner. The practitioner must be a licensed and /or certified professional who is qualified to diagnose the stated disability and not related to the student. It must be current for the disability (for learning disability, within five years and adult scales; for all other disability areas, within one year). Documentation must include the following components:

1. Diagnosis must be described from Diagnostic and Statistical Manual of Mental Disorders IV or latest edition (if appropriate).
2. Date first diagnosed and beginning treatments or services. A general history and clinical

interview should be included.

3. A description of the comprehensive diagnostic tests/methods used, including specific test scores and examiner's narrative interpretation. This description should rule out other disability areas. The report should contain raw scores, converted standard scores, index scores as applicable, including standard test scores and age equivalents.
4. A clear, direct statement of diagnosis. The diagnostician should avoid the use of such terms as "appears" or "seems" or "is indicative of." If the data does not confirm a disability, the evaluator should state that conclusion in the report.
4. A description of the current functional impact of the disability. This must establish what major life activity is substantially limited. Explanation of functional limitations from the impairment that may adversely affect the individual in an academic college program must be included.
5. A statement of the method of treatment including current use of any medications, ability/inability to control symptoms, effects of medication that may adversely interfere with clear cognitive functioning.
6. A description of the expected progression of symptoms, especially during college years.
7. A history of previous accommodations and their impact.
8. Recommendations based on functional and substantial limitations for college academic and physical accommodation.

Once a student's disability documentation is received, the Disabilities Coordinator will review the material to determine its completeness and validity. If further information is deemed necessary, the Disabilities Coordinator will inform the individual within 30 academic class days. When the received documentation is complete, the Disabilities Coordinator will contact the student to set up a meeting. In an interactive process the student and Disabilities Coordinator will agree on what,

if any, reasonable accommodations will be supported. A letter of accommodation will be generated by the coordinator and supplied to the student. The student then shares the letter with instructors of her/his choosing. The student must make an appointment with the Disabilities Coordinator at the beginning of each semester to update the accommodation letter. If a student does not have documentation but feels that he/she has a disability, a referral may be made by the Disabilities Coordinator. Central Maine Community College does not provide this testing; it is at the student's expense.

Documentation minimums (for LD, NLD, AD/HD, Brain Injury, Autism, Psychiatric Disorders)

1. Cognitive Component (WAIS IV, preferred, other comparable accepted)
2. Achievement Component (WAIT III, preferred, other comparable accepted)
3. Information Processing Component (WMS IV, Bender, executive functioning, Rey Osterrieth Complex Figure Test, or other appropriate tests)

Other tests should be included that are appropriate to the particular area of disability pointed to from the above required components. For example, if from the information gathered it indicates that the individual has a writing disability, then it would be appropriate to complete the TOWL3 or latest edition.

For AD/HD, it is appropriate to include rating scales by instructors, parents and the student, as well as the Connors Continuous Performance Test or other comparable test.

Disabled students, like all students, are responsible for maintaining an acceptable level of conduct and academic achievement. Essential components of any course of study may not be eliminated or circumvented.

Policy and Procedures for Substitution/Waiver of Program Course Requirements for Students with Disabilities

Introduction

Student requests for a course substitution and/

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or waiver will be individually reviewed by the College's Committee on Curriculum Substitution/Waiver for Students with Disabilities. The Committee will be composed of the Academic Dean, the Disabilities Coordinator, the appropriate Department Chair or Program Coordinator, the Registrar, and ad hoc members as necessary.

As a general rule, academic requirements that the College reasonably determines are essential to the student's program of instruction or to pertinent career licensing requirements will not be substituted or waived because such substitutions or waivers can significantly diminish the integrity of the degree.

For example, the College regards written communication as an integral and essential component of every program that CMCC offers. Any modification of that requirement would substantially alter the nature of the educational preparation at CMCC. Accordingly, the College regards the curriculum of ENG 101 to contain core requirements that cannot be substituted or waived.

Again, each request will be evaluated and decided on a case-by-case basis given the nature and degree of the student's disability and the nature and essential character of the course or program at issue.

Procedure for Substitution/Waiver

A student seeking a course substitution and/or waiver must complete the following steps:

1. Meet with and present to the Disabilities Coordinator documentation of the student's reasonable attempt to complete the course as outlined in "Eligibility for Substitution/Waiver;"
2. Complete CMCC's accommodation process and have provided appropriate, current disability documentation (as outlined in the College's "Disability Service Procedure and Documentation") that establishes the impact of the disability on the course required;
3. Request in writing the need for substitution/waiver of a course in the degree program and why the student believes he/she should be granted the substitution/waiver

will be provided by the student to the Disabilities Coordinator; and

4. Sign a release of information so that documentation can be shared with Committee members, who understand the confidential nature of this information.

The Disabilities Coordinator will then:

1. Make the initial assessment of the relationship between the requested substitution and the disability; and
2. Forward the student's request for substitution/waiver along with any associated documentation (including disability documentation) to the Academic Dean, who is the chair of the Committee.

The Academic Dean will then convene the Committee within 10 working days of receiving the request, and the Committee will:

1. Meet and engage in a deliberative process to review the program requirements and the purpose of the requirement at issue;
2. Once the purpose of the requirement has been established, the Committee will consider courses in other disciplines where the requirements and goals might approximate those of the course in question;
3. After the alternatives have been examined, the Committee will determine, consistent with any legal advice, whether another course(s) would be an acceptable substitution for the program requirement. The Committee will have 15 working days from its first meeting to carefully review all information and come to a reasoned decision.

If the Committee determines consistent with any legal advice that:

1. There is no reasonable substitute for the required course, and that elimination of the requirement would result in a fundamental alteration of the program of study, the request for substitution/waiver will not be granted; or
2. That reasonable substitute(s) do exist, a waiver for the required course will be granted and the opportunity to take the substitute course(s) will be granted.

The Academic Dean will then:

Notify the student and Committee members within 10 working days of the end of the Committee's deliberation period of the Committee's decision, and indicate what, if any, actions are necessary to take. If the substitution/waiver is granted:

- This will be indicated on the student's transcript;
- All other degree requirements, such as the total number of credits required for the degree, must be met; and
- A record of this process will be well-documented so that others who were not involved can understand the deliberate, reasoned process completed, the alternatives considered, and the reasons for the final decision.

If the student does not agree with the decision of the Committee, the student may:

- File a grievance.

Disabilities Grievance Procedure

The following grievance procedure must be used by a student for complaints regarding claims of disability and requests for accommodation.

1. Contents of the Grievance

The grievance must be in writing; contain the name, address, and telephone number of student; and the location, date and description of the alleged discrimination. Alternative means of grieving, such as personal interview or tape-recording, are available upon request, if required by disability.

2. Filing the Grievance

The student or, if necessary because of disability, a designee must submit the grievance to the ADA Compliance Officer ("Officer") as soon as possible and no later than twenty (20) calendar days after the alleged violation. The Officer may be contacted at Central Maine Community College, Affirmative Action Office, Jalbert Hall (207) 755-5233.

3. Officer's Decision

As soon as practical after receipt of the grievance, the Officer will meet with the student to discuss the complaint.

Academic Policies and Procedures

TABLE 1

Explanation of Grades, Symbols and Codes

The quality of performance in any academic course is reported by a letter grade. The letters are translated to grade points for the purpose of calculating semester and cumulative averages. These grades denote the character of work and are assigned grade points as follows:

Letter Grade	Description	Grade Points
A	Excellent Achievement	4.00
A-	3.67	
B+	3.33	
B	Good	3.00
B-	2.67	
C+	2.33	
C	Satisfactory	2.00
C-	1.67	
D+	1.33	
D	Poor/Low level achievement	1.00
F	Failure to meet the minimum level of course objectives	0.00

I	Incomplete - No credit. The "I" grade is used for verifiable and unavoidable reasons. Since the "incomplete" extends enrollment in the course, requirements for satisfactory completion must be established through student/faculty agreement and approved by the Department Head, Dean of Academic Affairs or designee. Courses for which the grade of "I" (incomplete) has been posted must be completed by the end of the subsequent semester (excluding summer) or the "I" will be converted to an "F."
P	Pass; used to designate satisfactory performance in certain courses open to the Pass - Fail option. Also used to indicate that a student has successfully challenged (tested out of) a course. Academic credit is awarded, but grade points are not calculated when a "P" is issued.
T	No grade points; grades for courses that have been accepted by Central Maine Community College as transfer (T) credit from other institutions are not computed in the grade point average.
L	Stopped attending a course without officially "withdrawing." The grade of "L" will be computed as an "F."
NS	No show - did not attend. No grade points; "NS" grade will remain until the course is retaken.
AU	Audit - No credit (permission of the instructor is required to audit a class). Student attended the course on a non-credit basis.
R	Repeated Courses - When a student repeats a course and earns a grade of A, B, C, D, F, or P, the initial grade remains on the transcript but only the highest grade is used in computing the grade point average. .
AW	Administrative Withdrawals. Authorized by the Dean of Academic Affairs, usually for compelling personal and/or confidential circumstances.
W	Withdrawal. No grade points. A "W" is assigned to students who withdraw from a course or the College after the "Add/Withdrawal" period through the date of the mid-semester or term.

*No grade reported. The student should contact the instructor to resolve the matter.

As soon as practical after the meeting, the Officer will respond in a format accessible to the student (such as large print, Braille or audiotape). The response will explain the position of the College and, where practical, offer options for substantive resolution.

4. Student Appeal to College President

Within fifteen (15) calendar days after receiving the Officer's decision, the student may appeal to the College President or designee.

5. Decision of the College President

As soon as practical after the receipt of the appeal, the College President

or designee will meet with the student to discuss the appeal. As soon as practical after the meeting, the College President or designee will issue in a format accessible to the student a final decision regarding the grievance.

6. Record Retention

The college will retain all grievances, appeals and responses in the above Procedure for at least three (3) years.

Service Animal Guidelines

For guidance on the use of service animals on campus, contact the Disabilities Services Office at 755-5277 or (800) 891-2002 ext. 277 or the Maine Relay at 1-800-457-1220.

Academic Support

Central Maine Community College is committed to a student's academic success. Some students arrive at college unprepared for academic work, have been away from school for many years, or with a poor high school record, and find balancing work, family, college and other commitments very difficult. In response, Central Maine Community College has developed programs designed to assist students with time management, study skills and basic academic competence.

Advising

All full and part-time matriculated students are assigned an academic advisor after being admitted to a program. The primary role of the advisor is to guide the student toward accomplishment of his/her academic goals and meeting the degree or certificate program requirements. The student is ultimately responsible for adhering to the College's policies and procedures while also meeting the educational requirements for the selected program of study. CMCC also has many resources on campus to assist students with their academic, social, and career needs. The primary functions of the academic advisor are to meet with the student periodically to review his/her academic status and progress, and to review and approve courses. Students may request a change of advisor at any time during his/her program. Change requests must be approved by the Department Chair or the Dean of Academic Affairs and submitted to the Registrar.

Academic Policies and Procedures

TABLE 2

Grade Point Average

Academic standing is reported at the end of each semester by using the grade point average, which is determined by multiplying the grade point value (0.00 to 4.00) for each letter grade by the number of credits earned in the course, totaling the grade points, and dividing the sum by the total number of credits attempted for the semester. For example:

Course	Credit Hrs Attempted	Letter Grade	Grade Pt. Value	Credit Awarded	Grade
GRC 104 Typography	1	F	0.00	0	0.00
GRC 105 Intro to Digital Page Layout	2	A	4.00	2	8.00
GRC 106 Digital Illustration and Design	3	B-	2.67	3	8.01
LER 101 First Year Seminar	1	L	0.00	0	0.00
GRC 113 Advanced Image Assembly	3	A	4.00	3	12.00
MAT 101 Business Mathematics	3	C	2.00	3	6.00
ENG 101 College Writing	NA	T	0.00	3	0.00
	13			14	34.01

Computation of Grade Point Average $34.01 \div 13 = 2.616$

TABLE 3

Total Hours Attempted	Cumulative GPA at or Above
1 - 23*	1.5
24 - 35	1.75
36 - 47	1.9
48 and above	2.0

*A student completing the first semester of the first year must earn a GPA of .70 or higher to avoid automatic suspension.

Developmental Studies

Developmental Studies is formal course work designed to improve study and learning habits, reading skills, writing competence, and mathematics abilities. Basic skills are expected to be developed to satisfactory levels within two academic semesters. Developmental courses are listed in the Course Descriptions section of this catalog and do not apply toward degree completion. These courses should be completed in the first year.

Library

The Library supports the mission and curriculum of the College and works in partnership with the faculty, staff and students to create lifelong learners and experienced information users. Recognizing the vital role the Library plays in the educational development of the student, the Librarians acquire, store, disseminate, and interpret information in multiple formats to support the academic goals of the college. Students may also obtain their ID cards at the

library.

Learning and Advising Center

The Learning and Advising office, located in Jalbert 409, offers a variety of support services to students. For first-year students, the Center offers a one credit course entitled "First-Year Seminar," designed to assist new students with the successful adjustment to college academic and social life. The LAC lab offers academic resources such as computers, learning carrels, adaptive equipment, tutoring and special programs. Accuplacer testing is ongoing, and general advising is available. The Writing Center is adjacent to the Learning and Advising Center.

The Writing Center

The Writing Center provides supplemental individualized instruction to students working on writing assignments for any Central Maine Community College course, as well as resumes and cover letters, essays for scholarships and college admission. The Writing Center is staffed by professional writers, qualified peer tutors and experienced writing instructors. Students are

encouraged to make appointments, but drop-in service is also available.

TRiO Student Support Services/ Success Center

TRiO Student Support Services is a federally funded program that provides a wide variety of resources for qualified students. These services include tutoring, advising, transfer services, mentoring and other individual academic support. TRiO participants must complete an application and meet certain eligibility guidelines before participating in the Program. Students interested in finding out more about TRiO should contact the TRiO Director (207) 755-5238 or visit the TRiO Success Center in Jalbert Hall, room J-415. The Success Center located in J-415 is a quiet study area offering academic resources such as computers, learning carrels, and assistive technology.

Transferring from CMCC

Central Maine Community College is accredited by the New England Association of Schools and Colleges, Inc. Because of this accreditation, most academic credits will transfer to other colleges and universities. Liberal Arts (general education) courses usually transfer more easily than technical courses. The receiving school has the right to determine whether or not academic credit will transfer, and how the transfer credit will apply toward specific degree programs.

To have a Central Maine Community College transcript sent to another institution, please contact the Registrar's Office for the form "Transcript & Record Request Form." This form is also available on the college website.

For further assistance in transferring from Central Maine Community College, contact the Director of Placement and Transfer Services at (207) 755-5239.

Transfer Agreements

Transfer agreements, sometimes called articulation agreements, exist between the college and other institutions to ensure the smooth transferability of academic credit. Most of the college's agreements link Central Maine Community College courses and degrees with baccalaureate degree programs.

AdvantageU Program

Central Maine Community College has a direct transfer agreement with the University of Maine

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System, through the AdvantageU Program. Designed for students completing the Associate in Arts degree in Liberal Studies, participation in AdvantageU provides a number of benefits to students throughout the transfer process. Refer to the Maine Community College System website for more information on the AdvantageU program (<http://advantageu.me.edu/>) or contact the Director of Placement and Transfer Services at (207) 755-5239 for more information.

Other Transfer Agreements

Central Maine Community College has additional transfer agreements with the University of Maine System, private Maine colleges and universities, as well as institutions outside the state. Some agreements are with institutions offering distance learning degree programs, providing the convenience of online courses.

For a complete list of current Central Maine Community College transfer agreements, refer to the college website at www.cmcc.edu.

These agreements facilitate student transfer from Central Maine Community College to the institutions listed, recognizing that specified CMCC courses will apply toward the Baccalaureate Degree.

For further information on the transfer of CMCC credit to other institutions, contact the Director of Placement and Transfer Services and/or the Admissions Office.

Satisfactory Academic Progress

The standards of satisfactory academic progress for federal financial aid are the same as the College's standards for matriculation. The following are the requirements for a student (degree or certificate) to be in good academic standing.

Academic Standing: The academic status of matriculated students is determined by:

1. Total credit hours attempted and earned in an established time frame called "pursuit of program," and
2. Semester and cumulative grade point average as calculated at the end of every grading period including summer terms.

Good Academic Standing: A matriculated student is considered to be in good academic

standing at the end of a semester and for subsequent semesters if the student meets the criteria for satisfactory progress and pursuit of program.

Satisfactory Progress: A student is considered to be making satisfactory progress if he/she maintains a cumulative GPA at or above the level defined (see Table 3).

Satisfactory Pursuit of Program: Students are considered to be making satisfactory pursuit of program by maintaining 67% completion rate. Successful completion is defined by receiving a grade of A, B, C, D, or P for any course taken in residence (including plus/minus grades).

Maximum Time Frame: All students must complete their program in a period not exceeding 1.5 times the normal length of the program as measured in credit hours attempted. For example, if a program requires successful completion of 60 credit hours, the student may not attempt more than 90 credit hours (1.5 X 60). In order to graduate, a student must successfully complete 100% of the required courses and obtain a minimum CGPA of 2.0 within the 1.5 maximum time frame.

The 67% completion rate supports those students who repeatedly change their enrollment status from full-time to less than half-time. For example, if students maintain a 15 hour credit load per semester, they could complete a 60 credit hour degree in 4 semesters but they could have up to 6 semesters.

Enrollment Status: Maximum time frame is based on number of semesters and enrollment status. Full-time = 6 semesters, 3/4 time = 8 semesters, 1/2 time = 12 semesters, and less than 1/2 time = 24 semesters.

Credit Hours Attempted: Credit hours attempted include all credit hours taken in residence at CMCC. This includes courses with grades of W, R, P, I, L, F, AW. In addition, applicable transfer (T) credits are included in the total credit hours attempted, but they are not calculated in the GPA. If the student has attempted less than 150% of all the course work at that time, he/she will be considered for Title IV aid for the following semester. If due to withdrawal, failed courses, etc., the student has exceeded the maximum number of attempted credits for his/her program, he/she will no longer be eligible for federal financial aid programs (grants or loans) for any future semester.

Developmental Courses: Developmental and ESL courses, if taken, will affect satisfactory academic progress.

Repeated Courses: If a student repeats a course, the course will count in the maximum number of attempted credits each time the course is taken. However only the highest grade achieved will be calculated in the CGPA. No course may be repeated more than once without written approval of the Dean of Academic Affairs or designee.

A student's financial aid may not cover multiple retakes of the same course. A review by the Financial Aid office should be completed to verify financial compliance.

Course Withdrawn: If a student withdraws from courses in the add/withdrawal period, those courses will not be included in the count of credits attempted.

Change of Major: If a student changes majors, only courses that apply to the new program will be calculated in the 1.5 maximum time frame and CGPA.

Sanctions: Any student who fails to achieve any of the requirements above is subject to some type of sanction and may lose all eligibility for federal, state, and institutional financial aid (grants, scholarships, and loans). Faculty advisors will be notified of the academic status of their advisees not meeting SAP.

Academic Warning: A student is considered on academic warning when they receive a GPA below 2.0 for a semester. A student on academic warning is encouraged to seek assistance with his/her academic advisor prior to the start of the next semester to plan a course of action for returning to good academic standing.

Academic Probation: A student will be placed on probation if he/she:

1. Fails to maintain the cumulative GPA as indicated in Table 3 (page 24), or
2. Has a cumulative completion rate of less than 67%

A student on probation must receive a semester GPA of 2.0 at the end of the next term to avoid being placed on suspension. Students should meet with their academic advisor to obtain an intervention strategy for returning to good academic standing.

Academic Suspension: A student will be placed on suspension if he/she either:

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1. In the first year first semester earns less than .70 GPA;
2. After a probationary term, the following semester GPA is less than 2.0;
3. After a probationary term the cumulative completion rate is below 67%;
4. After a probationary term fails to maintain a cumulative GPA as indicated in Table 3 on page 24.

A student on suspension may request reinstatement after one academic semester. During suspension the student may not take CMCC course work even as a non-matriculated student.

Academic Dismissal: Students faced with academic suspension for a second time are dismissed from the College. Students who are dismissed may not take courses at CMCC, even as non-matriculated students.

Academic Appeals: A student may appeal the academic sanction by submitting a letter to the Dean of Academic Affairs no later than two weeks before the first day of classes for the semester (Spring, Summer, Fall) following the notification of the sanction. However, it is highly recommended the student submit the appeal several weeks before the start of the semester.

The letter must include clearly stated and documented examples of extenuating circumstances that prevented satisfactory progress. Examples of extenuating circumstances include severe illness, severe injury, death in the family, and/or unforeseen or unavoidable personal situation.

Third party documentation is also encouraged. Some examples include: medical and/or legal statements and/or documents that verify the student's appeal request. These documents will be held in strict confidentiality on behalf of the student. The appeal may also include written support from either a faculty or staff person stating their opinions and possible assistance they are willing to provide.

The appeal must also explain why the circumstances no longer exist and what the student will do to ensure that he/she meets satisfactory academic progress in the future. If the appeal is granted, a letter will be mailed to the student that stipulates a contractual intervention strategy that would assist the student in meeting educational standards. Such strategies may

include but are not limited to:

1. Repeating all courses where the final grades of D, F, L, AW, or W were recorded; and/or
2. Enrolling in fewer courses in a given term; and/or
3. Limiting participation in nonacademic activities.

If the appeal is denied the student may apply for reinstatement to the College after meeting the terms of the suspension or dismissal. Reinstatement requests follow the same procedures as an initial appeal and typically provide evidence of significant academic improvement. Such evidence would normally include high quality academic course work at another institution.

Appeals of Maximum Time Frame: A student who has been suspended or dismissed due to exceeding the maximum time frame may wish to appeal that status if he/she believes that there are mitigating circumstances. Examples of mitigating circumstances include: medical problems, death in the family, and curriculum changes.

If a student changes major or graduates and requests a second degree, his/her transcript will be evaluated to determine what portion of the requirements for that curriculum has been satisfied. After a degree audit has been completed, a new count of credits attempted will be determined based upon the credits completed that satisfies requirement for the new major. For example, if a student attempted 60 credits but only 30 credits (including transfer credits) will satisfy requirements for the new major, the count of the attempted credits will be reset from 60 to 30. The student will now have a new minimum of 30 additional credits to complete the new major.

NOTE: Other than when an appeal is granted for unusual or mitigating circumstances, a student can reestablish eligibility only by taking action that bring him/her into compliance with the quantitative and qualitative components of CMCC's standards for satisfactory academic progress including maximum time frame.

Academic Progress Reports

During the semester, when faculty deems it appropriate, notice is issued to students whose performance is unsatisfactory. The

notice is in the form of a written report which describes deficiencies and suggests appropriate remedial action. Students who receive such notices should meet with their instructor(s) and academic advisor to discuss the problem(s) in more detail. Progress reports calling attention to outstanding, or satisfactory achievement may also be issued by faculty.

Pursuant to CMCC's ongoing goal of improving retention outreach efforts, faculty are asked to post early warning grades at mid-semester. Faculty will receive an email requesting input of one of three characters, reflecting their assessment of each student's performance in the class up to that date. The characters are limited to "S" for satisfactory, "U" for unsatisfactory and "N" for not attending. While each department may set unique guidelines in the awarding of an "S" or "U", in the absence of such guidelines faculty members retain the sole discretion in their assessment.

Grade Reports

Printed grade reports are not mailed to students unless specifically requested. Students can login to view and print their grades. Students who want to access their academic transcript should go to www.cmcc.edu. Once there, click on "MyCM/Student login". This will bring you to the log in screen where the transcript can be accessed. For login problems contact the Registrar's Office at (207) 755-5292. Final grades cannot be secured in advance from the Registrar. Failure to pay a bill within the prescribed period may keep a student from receiving grades. For an explanation of Grades, Symbols and Codes, see Table 1 (page 23). For an explanation of GPA, see Table 2 (page 24).

Residency

All Associate degree and Certificate programs require a minimum of twenty-five percent (25%) of degree credit coursework to be completed at Central Maine Community College. The degree or certificate will be awarded after all credits have been earned.

Degrees

Central Maine Community College students may earn multiple degrees but only one degree and major may be pursued at a time. An additional 15 credits and all program requirements must be completed.

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Academic Honors

At the end of each semester an Honors List is published for the purpose of recognizing the achievement of matriculated students who have carried a minimum of 6 credit hours and earned a minimum semester grade point average (GPA) of 3.300. No course grade within the term may be below a "C" and no "P" grades may be counted toward the minimum 6 credit hours carried. Any term with an "I" grade will be ineligible for Honors recognition. The 3 categories of Academic Honors are: Honors - 3.300 to 3.599; High Honors - 3.600 to 3.899; President's Honors - 3.900 to 4.000. Students who selected "FERPA restriction" on the application for admission will not have their name published. To make changes to the "FERPA restriction" please contact the Registrar's Office.

Academic Record Changes

Considerable care is taken to ensure that course registration and grades entered on a student's permanent record are accurate. Any student who suspects a clerical error has been made should take the matter up immediately with the Registrar's Office. Records are assumed to be correct if a student does not report to the Registrar's Office within one year of the completion of the course. At that time, the record becomes permanent and cannot be changed.

Graduation

Graduation Requirements

Central Maine Community College awards the Associate in Arts (AA), Associate in Science (AS), Associate in Applied Science (AAS) degrees and Certificate programs are also available. Eligibility for degree or certificate conferment is contingent upon completion of all requirements of a designated program of study in accordance with the Maine Community College System and CMCC requirements. Students must:

1. Satisfactorily complete all courses in the program.
2. Complete the aggregate number of credit hours in a program with a minimum cumulative grade point average (GPA) of 2.0.
3. Participate in College-wide or program-specific assessment activities.
4. Meet the minimum residency

requirements as defined in the CMCC catalog.

5. Fulfill all financial obligations to the College in order to receive a degree or certificate.

Effective Catalog for Graduation

Requirements. New students must satisfy the graduation requirements set forth in the catalog in effect for the first semester of their attendance as a matriculated (admitted) student. A student whose matriculation has expired will graduate under the catalog requirements in effect when readmitted. A student who changes programs will also follow the catalog in effect at the time of the matriculation change. The electronic version of the catalog is the official edition.

Graduation Procedure

1. Students must complete an Application to Graduate from Central Maine Community College. Forms are available from the Registrar's Office and CMConnect and must be approved by the student's academic advisor, the Registrar, and the Academic Dean.
2. The College holds an annual graduation ceremony each May. Students wishing to participate in commencement ceremony must have completed and submitted their Application to Graduate to the Registrar's Office no later than the last Friday in March. Requests for graduation participation received after this deadline will be considered only under unique circumstances.
3. It is recommended that transfer credit be completed and approved by the College prior to the last semester of enrollment. Transfer credit acceptance after this period will likely result in a delay of degree or certificate award.
4. All degree requirements must be completed and approved for graduation, including the courses in which the student is currently enrolled to ensure graduation requirements are met.
5. Students with no more than 3 credit hours remaining for degree or certificate completion are allowed to participate in the graduation ceremony if the student is enrolled in the next, immediate available term.

Placement and Prerequisites

Prerequisites/Placement for Mathematics: Mathematics SAT score of 480 or higher will serve as a prerequisite for any CMCC math course except MAT 132 and MAT 283 and takes the place of all prerequisites below. If a SAT score or prior CMCC course is not on record, the Accuplacer scores in arithmetic and algebra must be met. Prerequisite courses from CMCC or other institutions must be a grade of C (not C-) or higher.

Course Number and Title	CMCC Course Prerequisites	or	SAT Math Score	or	Both Accuplacer Scores		
					Math Accuplacer Score	and	Algebra Accuplacer Score
MAT 030 - Basic Math	---	or	---	or	22 - 40	and	---
MAT 050 - Algebra I	MAT 030	or	480	or	41	and	32
MAT 100 - Intermediate Algebra	MAT 050	or	480	or	41	and	42
MAT 101 - Business Math	MAT 030	or	480	or	41	and	---
MAT 102 - Numbers and Logic	MAT 050	or	480	or	41	and	42
MAT 105 - Geometry & Trigonometry	MAT 100	or	480	or	49	and	51
MAT 122 - College Algebra	MAT 100	or	480	or	78	and	75
MAT 125 - Finite Mathematics	MAT 100	or	480	or	49	and	51
MAT 132 - Pre-Calculus	MAT 122	or	520	or	---	and	---
MAT 135 - Statistics	MAT 100	or	480	or	49	and	51
MAT 283 - Calculus I	MAT 132	or	580	or	---	and	---

Prerequisite/Placement for Reading, Writing and English: SAT scores of 480 or higher in both Reading and Writing will serve as a prerequisite for College Writing

Course	Reading Accuplacer Score	and	Write Accuplacer Score	LOEP Accuplacer Combined Score
ENG 090 - English Workshop	42 -58	and	2-4	---
ENG 105 - College Writing Seminar	59-67	and	5 or higher	---
ENG 101 - College Writing	68 or higher	and	6 or higher	327 or higher
ESL Level I	---	---	---	196-279
ESL Level II	---	---	---	280 - 326

ESL Information

CMCC's English as a Second Language Program is designed to help students learn English used at the college level, and will build upon the student's previous English language study (in high schools, adult education, or in the student's home country). These courses will also help prepare students for the TOEFL, so they can continue their education at another college or university.

ESL Placement

Students are placed into courses with the help of an academic advisor. This allows students to

be in courses with others of approximately the same level of proficiency in English. In addition, students receive the correct type and intensity of instruction for their proficiency level.

The Level of English Proficiency (LOEP) test is offered to all incoming students whose first language is not English. The LOEP is a computerized test used by many colleges and universities.

Scores from the three subtests—Reading skills, sentence meaning and language use - are added to determine the overall score.

The following guidelines assist in advising students:

* 327 or higher—the student is exempt from taking ESL courses

* 280 to 326—the student is placed in Level II ESL courses

* 196-279—the students is placed in Level I ESL courses

* Less than 196—the student is advised to take ESL courses through adult education. After three months of English classes, the student may return to CM to retake the tests, which will re-activate the CMCC application.

The ESL Curriculum

CMCC offers nine ESL courses, roughly divided

Placement and Prerequisites/AdvantageU

into two levels. Level I is for students entering with a low intermediate level of proficiency in English, with LOEP scores between 196 and 279. Level II is designed for students entering with a high intermediate level of proficiency in English, with LOEP scores between 280 and 326. Students are able to attend full-time, which allows qualifying students to receive financial aid. Courses numbered below 100 are not awarded degree credit.

Level I ESL courses include:

071: Writing and Grammar. Focuses on developing intermediate academic English skills using standard American English. The priority is written work, though reading, speaking and listening are also expected. Take with ESL 072.

072: Reading and Vocabulary. Focuses on reading as a method to build a strong working English vocabulary as well as to understand the techniques used in American texts to organize information, convey meaning and to stimulate thought. Written and oral responses to reading are expected. Take with ESL 071.

073: Oral Language. Focuses on developing oral fluency in conversation, pronunciation, and presentation skills, and improving listening

comprehension. Some reading and writing is also expected.

075: Building an Academic Vocabulary. Focuses on helping students acquire sufficient vocabulary to succeed in college. The course covers words, idioms, academic terms (such as those used on tests and assignments) and course-specific vocabulary (such as for math, or science). Open to any ESL student, regardless of placement level. All ESL students are strongly encouraged to take this course.

Level II ESL courses include:

101: Academic Writing and Grammar. This course focuses on developing advanced academic writing skills, and covers the simple and progressive tenses, adverbs, time clauses, and conditionals. It also introduces academic writing form and style. Take with ESL 102. Successful completion is a prerequisite for ENG 101 or ENG 105.

102: Literature. This course introduces students to various genres of literature, with a focus on exploring cultural influences and social interaction. It includes both historical and contemporary literature, as well as writing, speaking and listening. Take with ESL 101

103: American Studies. This course helps students develop an understanding and appreciation of the current social and economic structure of the US, as well as the history of the country's institutions. The course introduces students to the rigor of college coursework, academic vocabulary and a variety of assignment types.

104: Academic Writing and Grammar II. A continuation of ESL 101, offers instruction on topics of grammar and writing that include: articles; nouns, pronouns and noun phrases, prepositions, perfect tenses, and punctuation. This course is offered as needed.

The Level II courses may be awarded Associate degree credit, and may be applied to the CMCC core, depending on the student's major:

ESL 101/104: Communication Core (3 credits)

ESL 102: Humanities Elective (3 credits)

ESL 103: Social Science Elective (3 credits)

Enroll in a Maine Community College Liberal Studies Program and sign up for AdvantageU!

Experience a streamlined transfer process from a Maine Community College to a Maine public university

Receive dual advising toward your University major

Transfer with University standing

No University application fee

Maine's Community Colleges and public universities are now offering a seamless pathway to a baccalaureate degree. Earn your Associate in Arts in Liberal Studies at one of Maine's seven community colleges, and you will receive guaranteed admission and a smooth transfer to any University in the University of Maine System.

Certain University of Maine System degree programs may have specific cumulative grade point average (GPA) requirements and/or program specific criteria for admission and class standing.

<http://www.advantageu.me.edu>

Credential Descriptions

Criteria for Academic Credentials

The successful completion of a catalog program of study offered by a Maine Community College System college entitles the student to a certificate or associate degree as appropriate to the curriculum (MCCS Policy 302). The basic criteria, in part, for the award of these credentials are described below. In all instances, care must be taken to ensure compliance with accreditation standards which includes the achievement of a minimum cumulative grade point average of 2.0.

A **Certificate** is awarded upon successful completion of a prescribed program of vocational and/or technical courses that leads to an occupational skill. Certificates may also be considered as the first year of an associate degree program and, if so, must meet the appropriate academic requirements.

- Automotive Technology Parts and Services Management
- Building Construction Technology
- Business Administration and Management
- Business and Computer Applications
- Culinary Arts
- Early Childhood Education
- Electromechanical Technology
- Medical Coding
- Precision Machining Technology

An **Advanced Certificate** is awarded upon the successful completion of a prescribed program of vocational and/or technical courses designed to enhance the occupational skills of students seeking employment in highly specialized occupations.

- Network Security
- Network Administration
- Precision Machining Technology
- Server Administration

An **Associate in Applied Science** credential is awarded upon the successful completion of a program of studies designed for employment in a specific occupation. The curriculum for such programs may offer some opportunity for transfer into a baccalaureate program.

- Architectural and Civil Engineering
- Automotive Technology
- Automotive Technology Ford ASSET
- Automotive Technology Parts and Service Management
- Building Construction Technology
- Business Administration and Management
- Business and Computer Applications
- Career Studies
- Computer Technology
- Criminal Justice
- Early Childhood Education
- Electromechanical Technology
- Graphic Communications
- Human Services
- Medical Assisting
- Medical Coding and Electronic Health Records
- Network Security/Computer Forensics
- Physical Fitness Specialist
- Precision Machining Technology

** Pending the Maine Community College System Board of Trustees' Approval*

An **Associate in Science** credential is awarded upon successful completion of a program designed primarily to prepare students to transfer to an upper division baccalaureate program. The curriculum for such programs shall also provide employment skills.

- Accounting
- Computer Technology
- Life Sciences
- Nursing

An **Associate in Arts** credential is awarded upon the successful completion of a program designed to prepare students to transfer to an upper division baccalaureate program. Curriculum for such programs is built on the foundation of liberal studies with considerable flexibility in selecting strands of electives to develop depth in a prerequisite knowledge required for further study at the baccalaureate level.

- General Studies
- Liberal Studies

Programs and Course Abbreviations and Titles

AA = Associate in Art	LER = Learning Resources
AAS = Associate in Applied Science	LIF = Life Sciences
AS = Associate in Science	LIB = Liberal Studies
ACC = Accounting	
ACE = Architectural & Civil Engineering	
ANT = Anthropology	MAT = Mathematics
ART = Art	MCO = Medical Coding and Electronic Health Records
ASL = American Sign Language	MEA = Medical Assistant
AST = Astronomy	MET = Medical Transcription
AUT = Automotive Technology	MIS = Management Information Systems
	MUS = Music
BCA = Business and Computer Applications	
BCT = Building Construction Technology	NUR = Nursing
BIO = Biology	
BUS = Business (Administration and Management)	OHS = Occupational Health and Safety
CAD = Computer Aided Drafting	PHI = Philosophy
CAS = Career Studies	PHF = Physical Fitness Specialist
CHY = Chemistry	PHY = Physics
CNS = Network Security/Computer Forensics	PMT = Precision Machining Technology
COM = Communication	POS = Political Science
CPT = Computer Technology	PSM = Parts and Service Management (Automotive)
CRJ = Criminal Justice	PSY = Psychology
CJF = Criminal Justice/Computer Forensics	
CUA = Culinary Arts	REE = Real Estate
	REL = Religion
ECE = Early Childhood Education	
ECO = Economics	SCI = Science
EDU = Education	SOC = Sociology
ELT = Electromechanical Technology	SPA = Spanish
ENG = English	SSC = Social Science
ESL = English as a Second Language	
	THE = Theater
FOA = Ford ASSET (Automotive Technology)	
FRE = French	WST = Women's Studies
GEO = Geology	
GEY = Human Geography	
GRC = Graphic Communications	
GEN = General Studies	
HIS = History	
HUM = Humanities	
HUS = Human Services	
INS = Interdisciplinary Studies	

Attention: Located on the following pages are the program descriptions and matrices. Prospective students are advised to also check individual program prerequisites in the Admissions section of the catalog.

Programs of Study

Central Maine Community College offers numerous programs of study that lead to the Associate Degree and Certificate award. Beginning in the fall of 2002, the College adopted a minimum General Education Core Curriculum that is applicable to all Associate Degree programs. Therefore, all Associate Degree programs of study require courses in the disciplines that comprise 'general education'. The goal of General Education at Central Maine Community College is to foster development of common competencies among all Associate Degree students. This will enable them as graduates to be successful and productive individuals, be it in the workplace, in upper division programs of study or in any other personal or professional endeavor they pursue.

Students undertake General Education studies which comprise the disciplines of the Humanities, Social Sciences, Mathematics and Sciences. These courses provide students with the opportunity to develop competencies deemed necessary by faculty, employees and students.

Central Maine Community College believes that the educated person possesses the following:

Competency in Critical Thinking and the Scientific Method of Reasoning by being able to:

1. Identify and define a problem or research topic to be studied
2. Frame the problem with questions and identify the best methodologies for studying the issues
3. Effectively gather information
4. Investigate potential solutions
5. Analyze and interpret results
6. Present results in a clear and well-articulated manner

Competency in Communication by being able to:

1. Interpret and effectively present, either in oral or written format, well-reasoned interpretation of assignments
2. Write a logical, well-organized document utilizing proper grammar, punctuation and spelling
3. Effectively communicate (individually or as part of a team) with diverse audiences in a variety of settings

Competency in Social Responsibility by being able to:

1. Recognize and appreciate individual and cultural differences in human behavior, attitudes and social norms
2. Examine his/her attitudes, values, and beliefs regarding the human experience
3. Recognize the value of civic and political participation in the local, national and global arena

Competency in Lifelong Learning and Self Growth Skills by being able to:

1. Evaluate opportunities for personal and career growth
2. Initiate self-planning and management programs
3. Incorporate new ideas and experiences into a personal value system
4. Appreciate the importance of life-long learning

Competency in Information Literacy by being able to:

1. Interpret and effectively disseminate information gathered from a wide variety of materials such as books, journals, documents, reports, tables, and graphs located in either print or electronic formats
2. Use citations in written projects that show clearly their understanding of the issues of copyright and plagiarism and the ethical use of information
3. Use computers and other technology appropriately to complete assigned tasks

General Education Core Curriculum

English/Communications	6 credits
Mathematics/Science	6-7 credits
Humanities/Social Science	9 credits
Total Core Requirements	21-22 credits

Graduates of the Associate Degree Programs will meet the General Education Outcomes through the sum of their individual experiences at the College.

General Education Elective Courses by Abbreviation

Communications Electives - COM 100, 101, 121, 151; ENG 131, 201, 211, 220, 221.

Humanities Electives -ART, ASL, COM, ENG, ESL, FRE, HUM, INS, MUS, PHI, REL, SPA, THE, WST

Social Science Electives - ANT, ECO, GEY, HIS, POS, PSY, SOC, SSC

Math/Science Electives - AST, BIO, CHY, GEO, MAT, PHY

Please Note: Not all programs can be completed in the evenings. Curricula may be modified without notice as adjustments are made in response to business/industry/occupational needs, Advisory Committee recommendations as well as compliance with the Maine Community College System policies and accreditation standards. Some programs have a selective admissions policy. Please contact the Admissions Office for information.

A program of study may be discontinued if it fails to meet the standards established by the Maine Community College System Board of Trustees, or if the College has insufficient funds to sustain it. In the event that a program of study is to be discontinued, the College will make reasonable effort to ensure that students matriculated in that program have the opportunity to complete the program. To that end, the College will offer the courses needed for graduation in the sequence and semester outlined in this catalog; or the College will accept credits for the courses needed from another accredited institution of higher education provided the student has earned a grade of "C" (not "C-") or better, and when necessary will waive residency requirements.

Many courses have prerequisites and/or co-requisites. It is important to check these requirements prior to registration. A prerequisite is a course or knowledge base that is required prior to taking a course. A co-requisite is a compulsory accompanying course that must be taken along with another. Academic Advisors will assist in the appropriate course selection sequence.

Accounting (ACC)

Program Description

The Accounting program provides individuals with broad exposure to general business activities and practices and an in-depth understanding of fundamental accounting procedures and supporting computerized applications.

Specifically, the Associate in Science in Accounting program is designed to prepare students for entry level positions or to advance in accounting related career fields. In addition, students who complete the program will have a knowledge and academic base equivalent to the first two years of many four-year degree programs in accounting.

Students may enroll on a full or part-time basis and may take courses in the day, evening, or both, depending upon availability. Full-time students who begin their studies in the fall semester can expect to complete the degree requirements in four semesters. Students not starting in the fall may need more than two years to complete the program. Part-time students may need several years to complete the program requirements.

Students must earn a grade of C or better in College Writing (ENG 101) or College Writing Seminar (ENG 105) and Business Communication (ENG 220) in order to meet the degree requirements of this program.

High school prerequisite(s) for program admissions: Algebra I

Program Educational Outcomes

Upon completion of the Associate in Science Degree in the Accounting Program, the graduate is prepared to:

1. Evaluate business transactions and record journal entries that demonstrate knowledge of Generally Accepted Accounting Principles (GAAP).
2. Demonstrate knowledge of current accounting practices.
3. Demonstrate oral and written presentation skills unique to the financial community.
4. Utilize technology to assess, evaluate, and apply information.
5. Employ analytical and problem-solving skills, quantitative reasoning, and ethical standards to the work setting.
6. Demonstrate proficiency in the preparation of, the analysis of, and use of financial statements and other financial reporting tools.
7. Demonstrate skills in reading, writing, communication, critical thinking, reasoning, as well as knowledge and use of terminology of an accounting professional who would deal with various businesses and non-business constituencies.
8. Utilize knowledge of the practice of transferring accounting theory into actual practice.
9. Demonstrate commitment to the concept of life-long learning to keep current with practices and technology in the field and/or join professional associations and/or enroll for BS Degree.

Career Opportunities

Graduates of the program will be qualified for accounting related occupations such as bookkeepers, accounting and auditing clerks, auditors, adjustment clerks and tax preparers. Additional experience and/or education can lead to supervisory and administrative positions.

Associate in Science Degree Requirements

Semester I		Credit Hours
ACC 210	Principles of Accounting I	3
BUS 100	Understanding Business	3
ENG 101*	College Writing** or	3
	ENG 105 College Writing Seminar	(4)
MAT 101*	Business Mathematics	3
— —	Elective - BCA Computer Applications	3
	BCA 241 Spreadsheets	
	BCA 246 Database Management	
Semester II		
ACC 212	Principles of Accounting II	3
ENG 220	Business Communications	3
MAT 122	College Algebra	3
PHI 101	Critical Thinking	3
— —	Elective - Social Science	3
	PSY 101 Intro to Psychology	
	PSY 116 Psychology of Group Dynamics	
	PSY 120 Psychology in the Workplace	
	PSY 201 Social Psychology	
	SOC 101 Intro to Sociology	
Semester III		
ACC 240	Intermediate Accounting I	3
BUS 110	Principles of Supervision	3
BUS 260	Finance	3
ECO 201	Macroeconomics	3
— —	Elective - Communications	3
	COM 100 Public Speaking	
	COM 101 Interpersonal Communications	
	COM 121 Group Process	
Semester IV		
ACC 242	Intermediate Accounting II	3
ACC 244	Computerized Accounting	3
ACC 265	Managerial Accounting	3
ACC 248	Payroll Accounting	3
MAT 135	Statistics	3
Total Credit Hour Requirements		60

Architectural and Civil Engineering (ACE)

Program Description

The Architectural and Civil Engineering (ACE) program prepares graduates for entry within the A/E/C field which supports; architects, landscape architects, land planners, municipal and state engineers, environmental, civil, structural, mechanical, and electrical engineers, interior designers, surveyors, facilities managers, fabricators, designer-builders, and suppliers. Graduates become members of the global infrastructure of design and construction in roles as; architectural and engineering technologists, CADD designers, specifiers, estimators, construction management technologists, contractors, and surveying technicians.

ACE prepares graduates in research and design towards document preparation covering design topics in residential and commercial building and site. Courses cover areas in; site civil and landscape, architectural, interiors, structural, mechanical electrical, project management, estimating and scheduling.

Career Opportunities

Graduates of this program typically accept positions with architectural firms, engineering offices, structural or fabrication departments in industrial plants, contractors, land surveyors, building materials supply firms, and municipal or state engineering offices. Graduates are often afforded advanced standing when electing to further their education at other colleges or universities.

Program Educational Outcomes

Upon completion of the Associate in Applied Science Degree in Architectural and Civil Engineering Technology Program, the graduate is prepared to:

1. Apply the knowledge, techniques, skills, and modern tools of the discipline to narrowly defined architectural / engineering technology.
2. Apply knowledge of mathematics, science, engineering, technology applying industry principals along with a level of practical creativity to solve real world problems.
3. Conduct tests, measurements, analyze and interpret results and integrate within a design solution.
4. Apply exceptional written, oral and graphical communication skills within the technical and non technical environment as an effective solution oriented member of a technical team.
5. Apply knowledge of CAD and engineering based software to define, analyze, and integrate towards solving real world design problems.
6. Apply knowledge of sustainability on LEED, BIM and CSI.
7. Understand ethical responsibilities and respect diversity.
8. Engage in lifelong learning and professional development.
9. Present concepts effectively by creating 2D and 3D designs and models of the built world.
10. Create and present industry standard design and administrative documents.

High school prerequisite(s) for program admission: "C" or better in Algebra I or meet the prerequisites for MAT 105.

Associate in Applied Science Degree Requirements

Semester I		Credit Hours
CAD 110	Intro to CADD	3
ACE 113	Architecture and Design	3
ACE 121	Structures I	3
ENG 101*	College Writing** or	3
	ENG 105 College Writing Seminar	(4)
MAT 105*	Geometry and Trigonometry or	3
	MAT 122 * College Algebra	
— —	Elective: Humanities/Social Science	3
Semester II		
ACE 110	Construction and Materials	3
ACE 122	Structures II	3
ACE 155	Residential Site Design	3
PHY 121	Technical Physics I Lecture	3
PHY 122	Technical Physics I Lab	1
— —	Elective: Humanities/Social Science	3
Semester III		
CAD 262	Intermediate CAD	3
ACE 165	Commercial Building Design	3
ACE 237	Concrete Structures	3
ACE 239	Applied Engineering Science	3
ENG 201	Technical Writing	3
— —	Elective: Humanities/Social Science	3
Semester IV		
ACE 204	Building Systems	3
ACE 225	Commercial Site Design	3
ACE 274	Project Management	3
ACE 298	Thesis - Capstone or	3
	ACE 297 Internship	
Total Credit Hour Requirements		64-65

*Course placement determined by assessment test scores and/or prior college coursework.

Automotive Technology (AUT)

Program Description

The Automotive program is designed to prepare highly skilled technicians for an ever-expanding and challenging automotive industry. The program is organized and taught in a manner that meets the standards of the National Institute for Automotive Service Excellence (ASE). In 1986 the Automotive Technology program was awarded full Master Certification in all eight specialty areas from the National Institute for Automotive Service Excellence (ASE), 101 Blue Seal Drive, SE, Suite 101, Leesburg, VA 20175 - telephone (703) 669-6650. Continued certification was awarded in 2004.

You can now choose between two program options to better match your specific needs. Our traditional *In House Campus Concentration* option coordinates student learning in the classroom and automotive labs to perform a variety of practical job service. Emphasis is placed on developing competencies with electronic and other test equipment, and the completion of work in accordance with industry standards. Our *Dealer TraX* option is a state-of-the-art two-year program alternating classroom and laboratory training with paid, on-the-job experience, leading to an Associate Degree in Automotive Technology. Automotive *Dealer TraX* is a joint effort between regional automotive dealers or major independent repair facilities and Central Maine Community College. Graduates of either program are awarded an Associate in Applied Science degree.

Students have the opportunity to earn a degree and may enroll on a full or part-time basis and may take courses in the day, evening, or both, depending upon availability. Students enrolled for full-time course work usually need two academic years to complete the Associate Degree. Part-time students may need several years to complete the program requirements.

Today, an automotive service technician must have the skills of a mechanic and the knowledge to deal with computer controlled engine systems, computer-managed diagnostics, microelectronics, complex pneumatic systems, composite materials, and hydraulics.

Career Opportunities

Upon graduation, students accept positions as general technicians, or as specialists in areas such as front-end alignment, brakes, or automatic transmissions. Automotive dealerships, service stations, companies with large vehicle fleets, and automotive parts supply stores are typical employers of program graduates.

Program Outcomes

Upon completion of the Associate in Applied Science Degree in the Automotive Technology Program, the graduate is prepared to:

1. Perform all NATEF (P-1) tasks to diagnose and repair systems associated with automotive chassis components.
2. Perform all NATEF (P-1) tasks to diagnose and repair all assemblies associated with automotive engine and power transmission systems.
3. Perform all NATEF (P-1) tasks to diagnose and repair all components associated with any electrical and electronic control systems.
4. Perform all NATEF (P-1) tasks to diagnose and repair all components associated with any accessory and ergonomic systems.
5. Communicate clearly using written, verbal, and electronic means.
6. Apply safety standards related to the Automotive Industry.
7. Solve mathematical problems related to the automotive field.

Automotive Technology (AUT)

Select an area of Specialization

Semester I		Credit Hours
AUT 100	Introduction to Automotive Technology	1
AUT 110	Brakes	2
AUT 120	Suspension and Alignment	2
AUT 150	Electric Systems I	3
AUT 170	Engine Performance I	3
ENG 101*	College Writing <u>or</u>	3
	ENG 105 College Writing Seminar	(4)
MAT 100*	Intermediate Algebra	3

In-House Campus Concentration

Semester II		Credit Hours
AUT 130	Introduction to Engine Repair (Lec.)	1
AUT 131	Engine Repair (Lab)	3
AUT 155	Electric Systems II (Lec.)	1
AUT 156	Electric Systems II (Lab)	4
AUT 160	Air Conditioning	1
AUT 175	Alternate Fuels	1
— —	Elective: Open	3
— —	Elective: Humanities/Social Science	3
Semester III		
AUT 200	State Inspection	1
AUT 240	Automatic Transmission	6
AUT 270	Engine Performance II	4
ENG 201	Technical Writing	3
— —	Elective: Math/Science	3-4
Semester IV		
AUT 245	Manual Drive Train/Axles	4
AUT 275	Engine Performance III	3
AUT 290	Advanced Chassis Systems (Lec)	1
AUT 291	Advanced Chassis Systems (Lab)	3
— —	Elective: Humanities/Social Science	3
— —	Elective: Humanities/Social Science	3
Total Credit Hour Requirements		68-69

Dealer TraX Concentration

Semester II		Credit Hours
AUT 180	Field Experience for (AUT 110,120,150,170)	4
AUT 159	Electrical Systems II and Air Conditioning	5
ENG 201	Technical Writing	3
— —	Elective: Humanities/Social Science	3
Summer Session		
AUT 181	Field Experience for (AUT 159)	2
AUT 130	Introduction to Engine Repair (Lec.)	1
AUT 131	Engine Repair (Lab)	3
— —	Elective: Humanities/Social Science	3
Semester III		
AUT 182	Field Experience for (AUT 130, 131, 241)	4
AUT 241	Automatic/Manual Transmission	5
— —	Elective: Open	3
— —	Elective: Humanities/Social Science	3
Semester IV		
AUT 184	Field Experience for (AUT 271)	4
AUT 271	Electronic Engine Control	5
— —	Elective: Math/Science	3-4
	<i>PHY 121/122 Technical Physics recommended</i>	
Total Credit Hour Requirements		68-69

Automotive Technology

Ford ASSET (FOA)

Program Description

The ASSET (Automotive Student Service Educational Training) major is a state of the art two-year program alternating classroom and laboratory training with paid, on-the-job experience, leading to an Associate Degree in Automotive Technology. ASSET is a joint effort of Ford Motor Company, Ford and Lincoln/Mercury dealers, and Central Maine Community College. Graduates of this program are awarded the Associate in Applied Science degree.

Today, an automotive service technician must have the skills of a mechanic and the knowledge to deal with computer controlled engine systems, computer-managed diagnostics, microelectronics, complex pneumatic systems, composite materials, and hydraulics. In 2003, the Ford ASSET program received continued full Master Certification in all eight specialty areas from the National Institute for Automotive Service Excellence (ASE), 101 Blue Seal Drive, SE, Suite 101, Leesburg, VA 20175 - telephone - (703) 669-6650.

Preregistration Requirements: Prior to enrolling in FOA 151, students must first obtain a dealer sponsor. Before agreeing to sponsor a student, a dealer may request a criminal background check on that student. Furthermore, dealerships often require that students hold a current and valid driver's license free from "current major" violations, as that term is defined in standard auto insurance policies. Dealerships also retain the right, in their sole discretion, to accept or deny students based on their findings. Please note that the inability to secure a dealership could jeopardize an individual's ability to meet all the requirements for this degree. **Prerequisites: ENG 101 or ENG 105, and MAT 100. Students who do not place into prerequisite courses, will be admitted into FOA while remedial courses are being completed.**

Note: NATEF certification requires that students are able to perform all tasks for outcomes 1-4 listed above. Consequently, students who desire NATEF certification will be expected to stand, stretch, reach, twist their body and push, pull, lift and carry heavy objects (up to 70 lbs.) such as truck size tires.

Program Outcomes

Upon completion of the Associate in Applied Science Degree in the Automotive Technology Program - Ford ASSET (FOA), the graduate is prepared to:

1. Perform all NATEF (P-1) tasks to diagnose and repair systems associated with automotive chassis components.
2. Perform all NATEF (P-1) tasks to diagnose and repair all assemblies associated with automotive engine and power transmission systems.
3. Perform all NATEF (P-1) tasks to diagnose and repair all components associated with any electrical and electronic control systems.
4. Perform all NATEF (P-1) tasks to diagnose and repair all components associated with any accessory and ergonomic systems.
5. Communicate clearly using written, verbal, and electronic means.
6. Apply safety standards related to the Automotive Industry.
7. Solve mathematical problems related to the Automotive field.

Associate in Applied Science Degree Requirements

Semester I		Credit Hours
ENG 101*	College Writing <u>or</u>	3
	ENG 105 College Writing Seminar	(4)
FOA 100	Dealer Practices	2
FOA 151	Field Experience	5
FOA 152	Auto Electrical Systems	3
MAT 100*	Intermediate Algebra	3
Semester II		
ENG 201	Technical Writing	3
FOA 190	Brakes, Steering, Suspension and Drivelines	5
	Elective: Humanities/Social Science	3
FOA 191	Field Experience	5
Summer Session		
FOA 130	Engine Repair/Climate Control	4
FOA 131	Field Experience	2
	Elective	3
Semester III		
FOA 232	Field Experience	4
FOA 270	Computer Controlled Systems, Engine Performance, Fuels and Emissions	5
	Elective: Math/Science	3
	Elective: Humanities/Social Science	3
Semester IV		
FOA 240	Automatic/Manual Transmissions	5
FOA 271	Field Experience	5
	Elective: Humanities/Social Science	3-4
Total Credit Hour Requirements		69-70

Automotive Technology

Parts and Service Management (PSM)

Program Description

This program is designed to prepare individuals for successful careers in automotive parts and service management. Graduates of the program will have the basic technical skills in automotive technology, competencies in business management, and a broad general education in verbal and written communication, computation and problem solving. Students in the program will acquire skills and knowledge in general operations, customer relations and sales, vehicle systems, vehicle identification, component location, cataloging, inventory management, and merchandising.

Students have the opportunity to earn a Certificate or an Associate in Applied Science degree and may enroll on a full or part-time basis and may take courses in the day, evening, or both, depending upon availability. Students enrolled for full-time course work usually need two academic years to complete the associate degree. Part time students may need several years to complete the program requirements.

Pre-registration Requirements

In addition to meeting the admission requirements of the College, applicants to this program must have the following:

- The motivation and aptitude to succeed in the program.
- A mastery of basic academic skills in reading, writing and arithmetic
- Fundamental skills in using a personal computer

Preparatory courses, prior to admission, are available at Central Maine Community College and at local Adult Education Centers.

Career Opportunities

Upon graduation, students accept positions as shop foreman, service advisor, service manager, parts and service management (service director) or in automobile sales. Other opportunities include parts counter salesperson, parts manager, manufacturer representative, warranty clerk. Job experience within the parts and service field could eventually lead to after-market parts assistant or store manager and automobile dealership general manager owner.

Associate in Applied Science Degree Requirements

Semester I		Credit Hours
AUT 100	Introduction to Automotive	1
AUT 110	Brakes	2
AUT 120	Suspension and Alignment	2
AUT 150	Electrical Systems I	3
AUT 170	Engine Performance I	3
ENG 101*	College Writing or	3
	ENG 105 College Writing Seminar	(4)
MAT 101*	Business Mathematics	3
Semester II		
BUS 110	Principles of Supervision	3
PSM 100	Parts and Service Management I	3
PSM 101	Advanced Automotive Systems	3
— —	Elective: BUS - select one of the following:	3
	BUS 100 Understanding Business	
	BUS 101 Small Business Management	
— —	Elective: Mathematics	3
Semester III		
ACC 208	Accounting Concepts	3
ENG 220	Business Communication	3
PSM 205	Parts and Service Management II	3
— —	Elective: BUS	3
— —	Elective: Humanities/Social Science	3-4
Semester IV		
BUS 122	Business Law	3
BUS 215	Principles of Marketing	3
— —	Elective: Humanities/Social Science	3
— —	Elective: Humanities/Social Science	3
— —	Elective: Open	3
Total Credit Hour Requirements		62-63

Automotive Technology

Parts and Service Management (PSM)

Program Educational Outcomes

Upon completion of the Associate in Applied Science in Automotive Technology - Parts & Service Management Program, the graduate is prepared to:

1. Perform all NATEF (P-1) tasks to diagnose and repair systems associated with automotive chassis components.
2. Locate and identify all assemblies and components associated with automotive engine, power transmission, and electrical/electronic controls of all accessory and ergonomics systems.
3. Communicate clearly using written, verbal, and electronic means.
4. Apply safety standards related to the Automotive Industry.
5. Utilize management and supervisory skills needed while working in the business environment.
6. Utilize technology to analyze business problems and construct appropriate solutions.
7. Diagnose marketing and management related issues and plan future actions.
8. Utilize appropriate technology and critical thinking skills to assess, evaluate, and apply information.

Certificate Requirements

Semester I		Credit Hours
AUT 100	Introduction to Automotive	1
AUT 110	Brakes I	2
AUT 120	Suspension and Alignment	2
AUT 150	Electrical Systems I	3
AUT 170	Engine Performance I	3
ENG 101*	College Writing <u>or</u>	3
	ENG 105 College Writing Seminar	(4)
MAT 101*	Business Mathematics	3
Semester II		
BUS 110	Principles of Supervision	3
PSM 100	Parts/Service Management Field Experience I	3
PSM 101	Fundamentals to Advanced Automotive Systems	3
— —	Elective: BUS Select <u>one</u> of the following:	3
	BUS 100 Understanding Business	
	BUS 101 Small Business Management	
— —	Elective: Mathematics	3
Total Credit Hour Requirements		32

Building Construction Technology (BCT)

Program Description

The AAS Building Construction Technology degree's primary focus is preparing the student for successful employment in today's job market. No longer are the simple construction techniques of old acceptable in today's energy conscious marketplace. While never losing sight of ever-changing materials, methods, and technology associated with the construction field, this Program focuses on fundamental skills applicable to either residential or commercial construction. Through a combination of classroom study, mock-ups, and live projects, students obtain hands-on experience and become broadly familiar with methods, standards, and codes commonly associated with the construction industry. While concentrating on core communication and construction skills, students progress at an individual rate matching individual growth. Fundamental construction skills are assessed periodically through competency testing giving students multiple opportunities to demonstrate comprehension and proficiency. Assigned projects based on student abilities will allow project time to more closely follow job-site practices. Growth and accomplishments will be archived in a working ePortfolio throughout the AAS degree, which will serve as the foundation for an eResume illustrating the strengths, commitments, and focus prospective employers are looking for.

The Building Construction Technology program offers students the opportunity to earn a Certificate or an Associates in Applied Science degree.

Career Opportunities

Graduates of this program typically accept employment with residential, light commercial, institutional, or heavy construction contractor; building materials suppliers; manufacturers of prefabricated modular units; or cabinet shops. With additional experience, graduates may move into middle-management positions, become self-employed or general contractors. Building inspection, design, and code enforcement are also career possibilities.

Associate in Applied Science Degree Requirements

Semester I		Credit Hours
BCT 101	Introduction to Hand and Power Tool Safety	1
BCT 142	Building Concepts I	3
BCT 143	Building Concepts II	3
BCT 126	Construction Site Surveying	2
BCT 180	Introduction to Building Science	3
MAT 100*	Intermediate Algebra	3
OHS 115	Basic Principles of Construction Safety and Health	3
Semester II		
BCT 128	Basic Strength of Materials	2
BCT 144	Building Concepts III	3
BCT 145	Building Concepts IV	3
BCT 152	Construction Document Reading & Cost Est	3
MAT 105	Geometry and Trigonometry	3
BCT 197	Internship or BCT 297 Externship or BCT 298 Capstone or Elective: choose from BCT 241, BUS 101, BUS 145, CAD 110, COM 100 or PHI 111	3
Semester III		
BCA 120	Introduction to Computer Applications	3
BCT 203	Interior Trim	2
ENG 101*	College Writing <u>or</u> ENG 105 College Writing Seminar	3 (4)
___	Elective: Humanities/Social Science	3
___	Elective: Math/Science	3-4
Semester IV		
BCT 235	Cabinets	2
BCT 236	Finished Stairs	2
BCT 237	Masonry	2
ENG 201	Technical Writing	3
___	Elective: Humanities	3
___	Elective: Social Science	3
Total Credit Hour Requirements		64-66

Building Construction Technology (BCT)

Program Educational Outcomes

A graduate of the Associate in Applied Science degree in Building Construction Technology will enter the job market at an entry level position prepared for advancement based on individual proficiency of the following skills:

1. Interpretation of construction documents, print reading, and sketches.
2. Estimation of project costs from working drawings and blueprints.
3. Understanding of code requirements, basic building science, and design load path considerations.
4. Use of transits and laser levels applied to construction projects.
5. Construction and communication skills needed for commercial, industrial, and residential carpentry.

Students must successfully complete BCT 101 prior to participation in any other BCT course.

Certificate Requirements

Semester I		Credit Hours
BCT 101	Introduction to Hand and Power Tool Safety	1
BCT 142	Building Concepts I	3
BCT 143	Building Concepts II	3
BCT 126	Construction Site Surveying	2
BCT 180	Introduction to Building Science	3
MAT 100*	Intermediate Algebra	3
OHS 115	Basic Principles of Construction Safety and Health	3
Semester II		
BCT 128	Basic Strength of Materials	2
BCT 144	Building Concepts III	3
BCT 145	Building Concepts IV	3
BCT 152	Construction Documentation Reading & Est	3
ENG 101*	College Writing <u>or</u>	3
	ENG 105 College Writing Seminar	(4)
MAT 105	Geometry and Trigonometry	3
Total Credit Hour Requirements		35-36

Business Administration and Management (BUS)

Program Description

The Business Administration and Management program offers full or part time students the opportunity to earn a Certificate or an Associate in Applied Science degree by taking day and/or evening courses. The program of study includes activities found in a modern business or industrial organization including accounting, marketing, customer relations and strategic planning.

Students must earn a grade of C (not C-) or better in College Writing (ENG 101) or College Writing Seminar (ENG 105) and Business Communication (ENG 220) in order to meet Certificate or Associate Degree requirements of this program.

The program is designed to prepare individuals with a wide variety of management and supervisory skills while providing broad exposure to general business practices. Sales personnel, office administrators, managers and professionals require this mix of general knowledge and specific expertise to successfully compete in the world of business. The program is also designed to provide a strong foundation of skills and advanced technical capability while allowing students to keep their current jobs.

In some instances, particularly for students planning to transfer to a 4-year accredited business school, it is in the student's best interest to be in the General Studies program rather than the Business program. Students will experience some business courses while also completing required core courses for their baccalaureate degree. An advising worksheet that outlays the General Studies curriculum for a student whose goal is to transfer to an accredited business school is available in the Learning & Advising Center and from the Business Department.

Career Opportunities

Graduates will be prepared to work in an array of commercial, retail and professional office situations. Examples of these positions include first line supervisors, general managers, food service and lodging managers, professional sales representatives, bookkeeping and accounting clerks and related administrative, industrial and professional positions. Graduates of this program will be prepared for these occupations with skills and knowledge for careers tailored to meet current job requirements and future career growth.

Graduates are also encouraged to continue their education and pursue a Baccalaureate Degree and/or seek paths toward specialization in one of the many functional areas of business (i.e. personnel, training, purchasing, etc.).

Program Educational Outcomes

Upon completion of the Associate in Applied Science Degree in the Business Administration Program, the graduate is prepared to:

1. Utilize effective management and supervisory skills needed for working in a business environment.
2. Organize teams, groups, and individuals in business situations.
3. Demonstrate oral and written presentation skills unique to the business community.
4. Utilize technology to analyze business problems and construct appropriate solutions.
5. Use analytical and problem solving skills, quantitative reasoning, and ethical standards in a business environment.
6. Diagnose marketing and management related issues and plan future actions.
7. Incorporate appropriate business terminology into effective communication (reading, writing, and graphics).
8. Utilize appropriate technology and critical thinking skills to assess, evaluate, and apply information.
9. Demonstrate commitment to the concept of life-long learning to keep current with practices and technology in the field and/or join professional associations and/or enroll for B.S. degree.

Business Administration and Management (BUS)

Associate in Applied Science Degree Requirements

Semester I		Credit Hours
BCA 120	Introduction to Computer Applications	3
BUS 100	Understanding Business	3
BUS 110	Principles of Supervision	3
ENG 101*	College Writing <u>or</u>	3
	ENG 105 College Writing Seminar	(4)
MAT 101*	Business Mathematics	3
Semester II		
BUS ____	Select <u>one</u> of the following:	3
	BUS 120 Employment Law	
	BUS 122 Business Law	
BUS 215	Principles of Marketing	3
COM ____	Select <u>one</u> of the following:	3
	COM 100 Public Speaking	
	COM 101 Interpersonal Communications	
ENG 220	Business Communications**	3
____	Advising Pathway course***	3
Semester III		
ACC 210	Principles of Accounting I	3
MAT ____	Select <u>one</u> of the following:	3
	MAT 122 College Algebra	
	MAT 125 Finite Math	
	MAT 135 Statistics	
____	Advising Pathway course***	3
____	Advising Pathway course***	3
____	Advising Pathway course***	3
Semester IV		
BUS ____	Select one of the following:	3
	BUS 297 Externship	
	BUS 298 Capstone	
ECO 201	Introduction to Macroeconomics	3
____	Elective: Social Science	3
____	Advising Pathway course	3
____	Advising Pathway course	3
Total Credit Hour Requirements		60

Certificate Requirements

Semester I		Credit Hours
BCA 120	Intro to Computer Applications	3
BUS 100	Understanding Business	3
BUS 110	Principles of Supervision	3
ENG 101*	College Writing <u>or</u>	3
	ENG 105 College Writing Seminar	(4)
____	Elective: BUS - select <u>one</u> of the following:	3
	BUS 120 Employment Law	
	BUS 122 Business Law (ENG 101)	
Semester II		
BUS 115	Leadership and Interpersonal Relations	3
BUS 150	Effective Customer Relations	3
BUS 180	Managing Office Procedures	3
MAT 101*	Business Mathematics	3
Total Credit Hour Requirements		27

****Students must earn a grade of C (not C-) or better in College Writing (ENG 101) or College Writing Seminar (ENG 105) and, if applicable, Business Communication (ENG 220) in order to meet Certificate or Associate Degree requirements of this program.**

Business Administration and Management (BUS)

Hospitality Management Concentration

Program Description

The Hospitality Management concentration is designed for those who have an interest in pursuing a career in the hospitality industry. Graduates will be prepared for managerial, supervisory or ownership positions which require skills in culinary arts and business practices. This program focuses on food service and lodging management. Full time students should be able to complete the program in four semesters.

Students must earn a grade of C (not C-) or better in College Writing (ENG 101) or College Writing Seminar (ENG 105) and **Business Communication (ENG 220) in order to meet the Degree requirements of this program.

Program Educational Outcomes

Upon completion of the Concentration in Culinary Arts/ Hospitality Management, the graduate is prepared to:

1. Develop or implement inventory and sanitary procedures for a food service enterprise.
2. Plan food service events, given time and cost constraints.
3. Evaluate customer service, marketing, and operational procedures of a small to medium size food service/lodging enterprise.
4. Understand the related food service/lodging legal and regulated environment.
5. Diagnose financial performance of a small to medium size food service/lodging enterprise.

Associate in Applied Science Degree Requirements

Semester I		Credit Hours
CUA 100	Introduction to Culinary Arts	2
CUA 110	Techniques of Cooking	2
CUA 105	Fundamentals of Baking	2
CUA 115	Baking Principles and Presentation	2
CUA 121	Food Preparation	3
ENG 101*	College Writing <u>or</u>	3
	ENG 105 College Writing Seminar	(4)
— —	Elective: Humanities	3
Semester II		
CUA 150	Introduction to a La Carte	2
CUA 152	Specialty Foods	2
CUA 171	Nutrition and Food Quality	3
MAT 101*	Business Mathematics	3
CUA 155	Artisan Bread and Pastries	2
CUA 160	Contemporary Desserts	3
Semester III		
ACC 208	Accounting Concepts	3
BCA 120	Introduction to Computer Applications	3
BUS 110	Principles of Supervision	3
COM 100	Public Speaking	3
MAT 122	College Algebra	3
Semester IV		
BUS 150	Effective Customer Relations	3
BUS 270	Hospitality Management	3
ENG 220	Business Communication**	3
— —	Elective: Humanities/Social Science	3
— —	Elective: Social Science	3
Total Credit Hour Requirements		62-63

Career Studies (CAS)

Program Description

The purpose of this Associate in Applied Science degree program is to provide a flexible curriculum for students who have unique career goals that cannot be met by other programs of the college. Appropriate students will have significant career experience which exhibits both breadth and depth. This experience may be documented in either standalone or combination of advisor approved "prior learning" documentation which may potentially award students up to 18 credits upon satisfactory assessment. Please refer to the College Catalog for examples of prior learning assessment activities that may be applied for credit. The remaining curriculum will be determined by the student and his/her advisor. All courses selected should be relevant to the student's career focus which will be determined at the time of enrollment.

Career Opportunities

Employment and occupational outlook studies reflect the value of postsecondary education to a person's career opportunities and earning potential. Many employers look upon the associate degree as a minimum requirement for skilled occupations. In addition, the associate degree can serve as a platform of accomplishment for pursuing additional educational and career goals.

Program Educational Outcomes

Upon completion of the Career Studies Program, the graduate is prepared to:

1. Communicate clearly using written and verbal means.
2. Use interpersonal and analytical skills to solve problems that could affect the outcomes of specific projects in the work place.
3. Continue to gain knowledge/skills through formal or informal means.
4. Realistically analyze career opportunities vs. individual strengths and make sound career path decisions.

Associate in Applied Science Degree Requirements

Concentration		Credit Hours
CAS 199	Prior Learning - Portfolio Assessment	18 max
ENG 101*	College Writing <u>or</u>	3
	ENG 105 College Writing Seminar	(4)
ENG 201	Technical Writing <u>or</u>	3
	ENG 220 Business Communication	
____	Elective: Humanities/Social Science	9
____	Electives: Mathematics (100 or higher) and/ or Science	6-7
Related Courses		
____	Electives	39
Selected from combination of catalog courses and prior learning experience provided that prerequisites are met and Advisor approval is obtained.		
Total Credit Hour Requirements		60-61

Network Security/Computer Forensics (CNS A.A.S.)

Pending the Maine Community College System Board of Trustees' Approval

Program Description

The Associate in Applied Science Degree in Network Security/ Computer Forensics is designed to prepare students to address the ever-increasing needs of businesses in the area of technology security. Students in this program can choose to transfer to a baccalaureate degree program or go directly into the workforce. The skills learned in the core curriculum will give students a strong background in computer technology and networks; while the degree concentration will focus on securing, testing, and analyzing information as it is stored, manipulated, and communicated across networks.

Students will work with state-of-the-art networks and hardware throughout the program. The curriculum is designed to prepare students for a multitude of industry standard certifications, for which many of the exams can be taken on campus.

Students may enroll on a full or part-time basis and may take courses in the day, evening, or both, depending upon availability. Students enrolled for full-time course work usually need two academic years to complete the associate degree. Part-time students may need several years to complete the program requirements.

Career Opportunities

This program will prepare highly-skilled graduates who are ready to work in technology departments in various capacities. These would include PC repair technicians, network security officers and analysts, network administrators, forensic analysts, and computer managers.

Students must earn a grade of C or better in College Writing (ENG 101) or College Writing Seminar (ENG 105), College Algebra (MAT 122), Interpersonal Communication (COM 101), and all CPT core courses in order to meet the degree requirements of this program.

High school prerequisites for admission into this program: Algebra I

**Electives offered vary year by year; please see your advisor for the most current list.*

Program Educational Outcomes

Upon completion of the Network Security/Computer Forensics program, the graduate of either the Associate in Science or the Associate in Applied Science is prepared to:

1. Comprehensive understanding of computing technologies and terminology for industry employment.
2. Ability to communicate clearly utilizing written, verbal, and electronic means.
3. Utilize critical thinking and collaboration skills to troubleshoot and resolve computer technology and network security issues.
4. Ability to analyze and retrieve data utilizing forensic tools.
5. Utilize penetration testing means to determine the strength of a networks' security.
6. Preparation to pass practice exams in at least 2 industry standard exams. CompTIA – A+, Network+, Server+, Security+ and Microsoft – Network Fundamentals, Security Fundamentals.

NOTE: All students enrolling in the CNS A.A.S. degree will be subject to a criminal background check. A criminal conviction will not automatically prevent a person from being accepted into the program.
This program is funded by (or in part by) a \$13 million grant from the U.S. Department of Labor, Employment and Training Administration. This is an Equal Opportunity/Affirmative Action program. Adaptive equipment will be provided upon request to individuals with disabilities.

Associate in Applied Science Degree Requirements

Semester I		Credit Hours
CPT 130	Introduction to Visual Basic	3
CPT 147	Introduction to PC Repair/OS	3
CPT 201	Introduction to Linux	3
MAT 102	Numbers and Logics	3
ENG 101*	College Writing <u>or</u>	3
	ENG 105 College Writing Seminar	(4)
Semester II		
CPT 235	Introduction to Networking	3
CPT 227	Introduction to Virtual Machines	3
ENG 201	Technical Writing	3
COM 101	Interpersonal Communications <u>or</u>	3
	COM 121 Group Process	
— —	Elective: Social Science	3
Semester III		
— —	Elective: CPT restricted	3
CPT 266	Server Administration	3
MAT 122	College Algebra	3
CPT 261	Computer Forensics I	3
CPT 271	Introduction to Network Security	3
Semester IV		
CPT 239	Advanced Networking Concepts	3
CPT 275	Computer Forensics II	3
CPT 281	Penetration Testing	3
CPT 298	Capstone	3
PHI 101	Critical Thinking <u>or</u>	3
	PHI 111 Introduction to Ethics	3
Total Credit Hour Requirements		60-61

Computer Technology Electives

CPT 166	Fundamentals of Structured Query Language
CPT 202	Advanced Linux
CPT 225	Advanced PC Repair
CPT 240	Advanced Visual Basic
CPT 245	Introduction to Java Programming
CPT 250	Programming in "C"
CPT 252	Web Development
CPT 253	Advanced Web Development
CPT 256	Introduction to Game Level Design
CPT 257	Advanced Game Level Design
CPT 272	MS Exchange/IIS
CPT 296	Topics in Information Technology
CPT 297	Field Experience (Internship)

Computer Technology (CPT A.A.S.)

Program Description

The Computer Technology program offers two degree options: Associate in Science or the Associate in Applied Science. The Associate in Science degree is designed to articulate with the final two years of undergraduate study at institutions offering the baccalaureate degree while the Associate in Applied Science degree focuses on preparation for entry into the workforce. Both programs are designed to provide individuals with knowledge of computing in the PC environment while developing specific diagnostic, repair, installation, network and programming skills.

This program prepares students for industry certifications such as A+, NET+, MCP, and MCSE.

Students may enroll on a full or part-time basis and may take courses in the day, evening, or both, depending upon availability. Students enrolled for full-time course work usually need two academic years to complete the associate degree. Part-time students may need several years to complete the program requirements.

Career Opportunities

The program is designed to develop work skills for the computer technology and related computer fields. Possible jobs include: PC Computer Repair Technicians, PC Software Resource Personnel, Network Administrator, PC Computer Trainers, and PC/Network Sales Personnel. Students will also be prepared for industry certifications such as A+, NET+.

Computer Technology Electives

CPT 166	Fundamentals of Structured Query Language
CPT 202	Advanced Linux
CPT 225	Advanced PC Repair
CPT 239	Advanced Networking Concepts
CPT 240	Advanced Visual Basic
CPT 245	Introduction to Java Programming
CPT 250	Programming in "C"
CPT 253	Advanced Web Development
CPT 256	Introduction to Game Level Design
CPT 257	Advanced Game Level Design
CPT 261	Introduction to Computer Forensics
CPT 271	Introduction to Network Security
CPT 296	Topics in Information Technology
CPT 297	Field Experience (Internship)

Other Department Electives

BCA 246	Database Management
BUS 101	Small Business Management
ELT 101	Electricity I
ELT 153	Digital Logic
ELT 201	Communication Electronics
GRC 108	Introduction to Acrobat Professional
GRC 176	Photoshop I
GRC 177	Photoshop II
PHI 101	Critical Thinking

Associate in Applied Science Degree Requirements

Semester I		Credit Hours
BCA 152	Integrated Software Applications	3
COM ____	Select one of the following:	3
	COM 101 Interpersonal Communication	
	COM 121 Group Process	
CPT 147	Introduction to PC Repair/OS	3
CPT 252	Web Development	3
ENG 101*	College Writing or	3
	ENG 105 College Writing Seminar	(4)
Semester II		
CPT 130	Introduction to Visual BASIC	3
CPT 201	Linux	3
CPT 235	Introduction to Networking	3
MAT 102*	Numbers and Logic	3
____	Elective: Humanities/Social Science	3
Semester III		
CPT 266	Server Administration	3
ENG 201	Technical Writing	3
MAT ____	Select one of the following:	3
	MAT 122* College Algebra	
	MAT 125 Finite Mathematics	
____	Elective: CPT (choose from list below)	3
____	Elective: CPT (choose from list below)	3
Semester IV		
CPT 272	MS Exchange/IIS	3
CPT XXX	Capstone in Simulation Lab	3
____	Elective: CPT (choose from list below)	3
____	Elective: Other (CPT recommended)	3
____	Elective: Humanities/Social Science	3
Total Credit Hour Requirements		60

Students must earn a grade of C or better in College Writing (ENG 101) or College Writing Seminar (ENG 105), College Algebra (MAT 122), Interpersonal Communication (COM 101), and all CPT core courses in order to meet the degree requirements of this program.

High school prerequisite(s) for program admission: Algebra I

*Electives offered vary year by year; please see your advisor for the most current list.

This program is funded by (or in part by) a \$13 million grant from the U.S. Department of Labor, Employment and Training Administration. This is an Equal Opportunity/Affirmative Action program. Adaptive equipment will be provided upon request to individuals with disabilities.

Computer Technology (CPT A.S.)

Program Educational Outcomes

Upon completion of the Computer Technology program, the graduate of either the Associate in Science or the Associate in Applied Science is prepared to:

1. Demonstrate sufficient understanding of computing technologies and terminology for entry level employment.
2. Communicate clearly using written, verbal, and electronic means.
3. Practice good work habits and attitudes which include responsibility, cooperation, and teamwork.
4. Analyze problems and take corrective action to maintain information technology systems.
5. Continue education through upper level baccalaureate classes or other educational opportunities.
6. Realistically analyze career opportunities vs. individual strengths and make sound career path decisions.
7. Define and develop an "area of expertise" within the context of information technology.

**Course placement determined by assessment test scores and/or prior college course work*

This program is funded by (or in part by) a \$13 million grant from the U.S. Department of Labor, Employment and Training Administration. This is an Equal Opportunity/Affirmative Action program. Adaptive equipment will be provided upon request to individuals with disabilities.

Computer Technology Electives

CPT 166	Fundamentals of Structured Query Language
CPT 202	Advanced Linux
CPT 239	Advanced Networking Concepts
CPT 240	Advanced Visual Basic
CPT 245	Introduction to Java Programming
CPT 250	Programming in "C"
CPT 253	Advanced Web Development
CPT 256	Introduction to Game Level Design
CPT 257	Advanced Game Level Design
CPT 261	Introduction to Computer Forensics
CPT 272	MS Exchange/IIS
CPT 296	Topics in Information Technology
CPT 297	Field Experience (Internship)

Other Department Electives

BCA 246	Database Management
BUS 101	Small Business Management
ELT 101	Electricity I
ELT 153	Digital Logic
ELT 201	Communication Electronics
GRC 108	Introduction to Acrobat Professional
GRC 176	Photoshop I
GRC 177	Photoshop II

Associate in Science Degree Requirements

Semester I		Credit Hours
BCA 152	Integrated Software Applications	3
CPT 147	Introduction to PC Repair/OS	3
ENG 101*	College Writing <u>or</u>	3
	ENG 105 College Writing Seminar	(4)
MAT 102	Numbers and Logic	3
CPT 201	Linux	3
Semester II		
CPT 130	Introduction to Visual BASIC	3
CPT 235	Introduction to Networking	3
ENG 201	Technical Writing	3
MAT ____	*Select one of the following:	3
	MAT 122 College Algebra	
	MAT 125 Finite Mathematics	
PHI 101	Critical Thinking	3
Semester III		
CPT 225	Advanced PC Repair	3
CPT 266	Server Administration	3
CPT 271	Intro to Network Security	3
INS 101	Technology and Society	3
MAT 135	Statistics	3
Semester IV		
BCA 246	Database Management <u>or</u>	3
	CPT 166 Fundamentals of Structured Query Language	(3)
COM ____	Select one of the following:	3
	COM 101 Interpersonal Communication	
	COM 121 Group Process	
CPT 298	Capstone	3
____	Elective: CPT (choose from list below)	3
____	Elective: Other (CPT recommended)	3
Total Credit Hour Requirements		60

Computer Technology

Advanced Certificates

Pending the Maine Community College System Board of Trustees' Approval

Program Description

The Computer Technology Advanced Certificates are designed for students who have completed an associate degree or higher. Each certificate gives students the opportunity to advance their skills and technical knowledge in specific areas.

Students may enroll on a full or part-time basis and may take courses in the day, evening, or both, depending upon availability. Students enrolled for full-time course work usually need two academic years to complete the associate degree. Part-time students may need several years to complete the program requirements.

Career Opportunities

These Advanced Certificates will afford students advanced skills to attract employers in the areas listed above. The students will have a multitude of job options in the technology field including Network Administration, Network Security, Server Administration, Penetration Testing, and Computer Forensics.

Program Educational Outcomes

Upon completion of the Computer Technology Advanced Certificate(s) students will be able to:

1. Capability to address security issues on a network
2. Knowledge necessary to administer a computer network
3. Skills required to administer a server

Based on a student's previous course history, some of the required curriculum may have been completed. Students must complete at least 16 additional credits beyond previous earned degree(s) in order to earn an advanced certificate. Course substitutions based on career/educational goals can be made with approval of the Department Chair and Academic Dean.

This program is funded by (or in part by) a \$13 million grant from the U.S. Department of Labor, Employment and Training Administration. This is an Equal Opportunity/Affirmative Action program. Adaptive equipment will be provided upon request to individuals with disabilities.

*Must not have taken elective class chosen as part of an associate degree.

NOTE: All students taking the CNS-X or CNA-X certificate will be subject to a criminal background check. A criminal conviction will not automatically prevent a person from being accepted into the program.

Advanced Network Security (CNS-X) Certificate Requirements

		Credit Hours
CPT 235	Introduction to Networking	3
CPT 266	Server Administrator	3
CPT 201	Linux	3
CPT 261	Computer Forensics I	3
CPT 271	Introduction to Network Security	3
— — *	Elective: choose one	3
	ACC XXX Accounting Forensics	
	CRJ 101 Introduction to Criminal Justice	
	CPT 239 Advanced Networking Concepts	
	CPT 202 Advanced Linux	
CPT 275	Computer Forensics II	3
CPT 281	Penetration Testing	3
PHI 111	Introduction to Ethics	3
Total Credits		27

Advanced Network Administration (CNA-X) Certificate Requirements

		Credit Hours
CPT 235	Introduction to Networking	3
CPT 266	Server Administrator	3
CPT 201	Linux	3
CPT 271	Introduction to Network Security	3
CPT 239	Advanced Networking Concepts	3
CPT 227	Introduction to Virtual Machines	3
CPT 281	Penetration Testing	3
CPT 202	Advanced Linux	3
PHI 111	Introduction to Ethics	3
Total Credits		27

Advanced Server Administration(CSA-X) Certificate Requirements

		Credit Hours
CPT 235	Introduction to Networking	3
CPT 266	Server Administrator	3
CPT 201	Linux	3
CPT 239	Advanced Networking Concepts	3
CPT 202	Advanced Linux	3
CPT 272	MS Exchange/IIS	3
CPT 227	Introduction to Virtual Machines	3
CPT 271	Introduction to Network Security	3
CPT 298	Capstone	3
PHI 111	Introduction to Ethics	3
Total Credits		30

Criminal Justice (CRJ)

Program Description

The Associate in Applied Science (AAS) Degree in Criminal Justice is designed with a three-fold purpose: (1) to prepare graduates for entry level positions relevant to law enforcement, (2) to prepare students for upper division coursework at universities and colleges where a bachelor's degree is desired, and (3) to respond to the growing demand of law enforcement employees seeking to upgrade their skills and knowledge base for career advancement with a college degree.

Career Opportunities

Graduates of the program will be qualified for positions such as detectives and criminal investigators, correctional officers, forensic science technicians and protective service workers including TSA agents, security systems personnel, homeland security officers, entry level administrative positions, transportation security officers, reserve officer, safety officers, intake worker positions, jail transport officers.

Program Educational Outcomes

Upon completion of the Associate in Applied Science Degree in the Criminal Justice Program, the graduate is prepared to:

1. Demonstrate an understanding of the sociological and psychological theories of crime causation and evaluation of human behavior.
2. Apply critical thinking and problem solving techniques to the criminal justice and computer forensics environment.
3. Demonstrate the ability to apply principles of statutory law and due process within the criminal justice system.
4. Demonstrate interpersonal, written, and presentation skills required for successful employment in a criminal justice field.
5. Consistently exhibit ethical behavior and respect for a diverse community, applying services equitably to all people.
6. Be a responsible member of society and the workforce, applying knowledge skills and abilities, ultimately, for the betterment of one's local community.

NOTE: All students taking Criminal Justice courses will be subject to a criminal background check. A criminal conviction will not automatically prevent a person from being accepted into the program. The applicant would be denied acceptance if they have a "disqualifying conviction" or committed "disqualifying conduct" as defined by the Maine Criminal Justice Academy. Such conviction / conduct prohibits a person from being certified / licensed as a police officer in the State of Maine.

Associate in Applied Science Degree Requirements

Semester I		Credit Hours
CRJ 101	Introduction to Criminal Justice	3
ENG 101*	College Writing <u>or</u>	3
	ENG 105 College Writing Seminar	(4)
COM 101	Interpersonal Communication <u>or</u>	3
	COM 100 Public Speaking	
MAT ____	Elective: 100 or higher	3
CRJ 122	Criminal Law and Report Writing I	3
Semester II		
CRJ ____	Advising Pathway course	3
CRJ 212	Criminal Investigation and Report Writing II	3
PHI 101	Critical Thinking	3
BIO 101	General Biology	3
BIO 102	General Biology Lab	1
POS 150	American Politics <u>or</u>	3
	POS 151 American State and Local Government	(3)
Semester III		
CRJ ____	Advising Pathway course	3
CRJ 220	Police Operations	3
CRJ 245	Criminology	3
CRJ 250	Criminalistics	3
PSY 101	Introduction to Psychology	3
Semester IV		
CRJ 201	Civil Liberties	3
CRJ ____	Advising Pathway course	3
CRJ ____	Advising Pathway course	3-4
CRJ ____	Elective: CRJ restricted	3
CRJ 297	Externship or restricted elective	3
Total Credit Hour Requirements		61-62

Criminal Justice (CJF)

Computer Forensics

Associate in Applied Science Degree Requirements

Semester I		Credit Hours
ENG 101*	College Writing <u>or</u>	3
	ENG 105 College Writing Seminar	(4)
CRJ 101	Introduction to Criminal Justice	3
COM 101	Interpersonal Communication	3
MAT 100*	Intermediate Algebra <u>or</u>	3
	MAT 102 Numbers and Logic <u>or</u>	
	MAT 135** Statistics	
CPT 147	Intro to PC Repair/Operating Systems	3
Semester II		
BIO 101	General Biology (Lec.) <u>or</u>	3
	BIO 115 Anatomy and Physiology (Lec.)	
BIO 102	General Biology (Lab) <u>or</u>	1
	BIO 116 Anatomy and Physiology (Lab)	
PSY 101	Introduction to Psychology	3
CRJ 110	Introduction to Corrections	3
CPT 235	Introduction to Networking	3
CPT 261	Introduction to Computer Forensics	3
Semester III		
CRJ 122	Criminal Law	3
PHI 111	Ethics	3
CRJ 212	Criminal Investigation and Report Writing	3
CRJ 220	Police Operations	3
CPT/CRJ	Elective: Restrictive	3
Semester IV		
CRJ 201	Civil Liberties	3
CRJ 225	Race and Ethnicity Issues in Law Enforcement	3
CRJ 250	Criminalistics	3
CPT 271	Network Security <u>or</u>	3
	CPT 239 Advanced Networking	
CPT/CRJ	Elective: Restricted	3
— —	Elective: Humanities/Science	3
Total Credit Hour Requirements		64

****MAT 135 is a preferred transfer requirement.**

Computer Technology Electives

CPT 225	Advanced PC Repair
CPT 239	Advanced Networking Concepts
CPT 266	Server Administration
CPT 271	Introduction to Network Security

Criminal Justice (CFI)

Forensic Investigation

Program Description

The purpose of the Forensic Investigation Certificate is to provide an opportunity to receive formal training in the area of forensic investigation. It is designed for those individuals interested in moving into the ranks of detective within the police force; as a forensic technician representing law offices; or as a field officer dedicated to preserving with utmost care a crime scene for future analysis. Among the state agencies that may be interested in employees with this training include the Maine Warden Service, Fire Marshall's Office, Department of Corrections, Probation and Parole, state and local Police Departments and Sheriff's Departments.

This is a latticed credential. All courses may be transferred into the AAS Criminal Justice program at Central Maine Community College. Those students in the AAS program who selected the Justice Studies Advising Pathway may choose to complete this certificate and graduate with a second credential. All courses are currently in the College's Academic Inventory and are offered on a regular basis.

NOTE: All students taking Criminal Justice courses will be subject to a criminal background check. A criminal conviction will not automatically prevent a person from being accepted into the program. The applicant would be denied acceptance if they have a "disqualifying conviction" or committed "disqualifying conduct" as defined by the Maine Criminal Justice Academy. Such conviction / conduct prohibits a person from being certified / licensed as a police officer in the State of Maine.

Forensic Investigation Certificate Requirements

Semester I		Credit Hours
ENG 101*	College Writing <u>or</u>	3
	ENG 105 College Writing Seminar	(4)
MAT 100*	Intermediate Algebra	3
CRJ 101**	Introduction to Criminal Justice	3
CRJ 122**	Criminal Law	3
BIO 101	Intro to Biololgy	3
BIO 102	Intro to Biology Lab	1
Semester II		
BIO 105	Essentials of Anatomy and Physiology	3
CRJ 227	Crime Scene Photography	3
CRJ 231	Death Investigations	3
CRJ 250	Criminalistcs	3
BIO 255/256	Forensic Science	4
Total Credit Hour Requirements		32

**** Waived for students who can provide proof of completion of the 18-week Basic Law Enforcement Training Program through the Maine Criminal Justice Academy.**

Culinary Arts (CUA)

Program Description

The Culinary Arts Program is a one-year certificate that prepares students for employment in a variety of commercial cooking enterprises. The principle focus will be classical French cooking techniques, menu planning and pricing, and how to cook for the customer's diet and allergens. Basic and artisan breads, pies, cake baking and decorating, mousses and plated desserts will be covered. There will be major emphases placed on knowing the equipment used, weights and measures and how to convert them, being able to read a recipe, sanitation, and kitchen safety. Students will be required to participate in several functions for community and college organizations, as well as the fall and spring Open Houses.

Students who graduate with the Culinary Arts Certificate have the ability to transfer all their earned credits to the Business Administration and Management with a concentration in Hospitality Management Associates in Applied Science Degree. Within the Food Prep and Sanitation class, students will have the opportunity to take the National Restaurant Association Educational Foundation's exam for ServSafe Certification. Successfully passing this exam will complete the State of Maine's requirement for being a Certified Food Protection Manager (CFPM).

Career Opportunities

Graduates can look forward to being employed as cooks, line cooks, prep cooks, assistant bakers and even a Sous chef in restaurants, schools, hospitals and nursing homes.

Program Educational Outcomes

Upon completion of the Culinary Arts Program, the graduate is prepared to:

1. Demonstrate proper uses of hand tools and large kitchen equipment and kitchen safety
2. Practice the appropriate methods of keeping a kitchen clean and sanitary while providing an environment safe for food.
3. Demonstrate best practices from planning menu to execution to clean up
4. Explain and present a finished product and display or explain correct information behind a dish
5. Describe the possible opportunities for professional development and advancement through specific organizations.
6. Demonstrate a general understanding of concepts covered through research, writing and oral presentation.
7. Discuss the proper channels of purchasing and what makes for a reputable supplier and when it is ok to refuse a shipment.
8. Discuss nutritional values associated with menu development to satisfy customer needs or preference.

Certificate Requirements

Semester I		Credit Hours
CUA 100	Introduction to Culinary Arts	2
CUA 105	Baking Fundamentals	2
CUA 110	Techniques of Cooking	2
CUA 115	Baking Principles and Preparation	2
CUA 121	Food Preparation and Sanitation	3
BUS 100	Understanding Business	3
ENG 101*	College Writing <u>or</u>	3
	ENG 105 College Writing Seminar	(4)
Semester II		
CUA 150	Introduction to a La Carte	2
CUA 155	Artisan Breads and Pastries	2
CUA 152	Specialty Foods	2
CUA 160	Contemporary Desserts	2
CUA 171	Nutrition and Food Quality	3
MAT 101*	Business Mathematics**	3
Total Credit Hour Requirements		31

****Students who successfully complete the Certificate requirements may transfer all credit hours into the Business Administration and Management program and earn an Associate in Applied Science Degree with a concentration in Hospitality Management provided that they earn a grade of C (not C-) or better in College Writing (ENG 101) or College Writing Seminar (ENG 105).**

Early Childhood Education (ECE)

Program Description

The Early Childhood Education (ECE) program prepares individuals to be skilled professionals qualified to work in a wide variety of early childhood settings including (but not limited to): child care centers, Head Start, family child care, nursery schools, and programs for children with special needs. The program's curriculum is based upon standards set by the National Association for the Education of Young Children (NAEYC) and it promotes all facets of current best practices in the field.

Currently, there are two ECE program options: Certificate and Associate in Applied Science. Students take a combination of ECE courses and General Education courses to meet the requirements of any of the program options. Students may enroll on a part or full time basis, taking the amount of time they need to complete the program requirements. Students should meet with their Academic Advisor prior to the start of each semester to set up a schedule that realistically meets their time and commitment capabilities.

ECE courses combine the understanding and application of theory to practical experiences working directly with young children, ages newborn through pre-school.

Successful completion of the ECE program requires students to complete field work in licensed and approved facilities. The Department of Health and Human Services, Division of Child Care Licensing, has specific requirements for all paid and unpaid staff (including students).

As a result of these requirements, students will be required to have a record of SBI (State Bureau of Identification) and a child protective report on file with CMCC. Field experience sites retain the right to accept or deny placement of students based on many conditions, including criminal and child protective records. Therefore, criminal or child protective history could jeopardize an individual's ability to successfully meet all the requirements of the program.

Early Childhood Education majors must obtain a minimum grade of C in each Early Childhood Education course and a minimum GPA of 2.0 or better to graduate.

Early Childhood Education Electives

ECE 203	Teaching Mathematics to Young Children
ECE 204	Creative Arts and Creativity for Young Children
ECE 208	Teaching Social Studies to Young Children
ECE 250	Literacy for Infants and Toddlers
ECE 296	Special Topics

Students interested in becoming a teacher in the State of Maine can take several courses through the General Studies degree.

EDU 101	Introduction to Education
EDU 150	Pathways to Teacher Certification
EDU 185	Fundamentals of Educating Students with Special Needs
EDU 220	Physical Activity and Nutrition to Students K-12
EDU 222	Diversity and Social Justice in the Classroom
EDU 296	Special Topics

Associate in Applied Science Degree Requirements

Semester I		Credit Hours
ECE 100	Introduction to Early Care and Education	3
ENG 101*	College Writing <u>or</u>	3
	ENG 105 College Writing Seminar	(4)
PSY 114	Child Development	3
SOC 220	Sociology of the Family	3
— — *	Elective: Math - Select <u>one</u> : MAT 100, 101, 102, 122, or 135	3
Semester II		
ECE 105	Infant and Toddler Curriculum (co-requisite ECE 147)	3
ECE 147	Infant and Toddler Field Work & Prep	3
ECE 150	Language and Literacy for Young Children	3
PSY 101	Introduction to Psychology	3
— —	Elective: Communication - Select <u>one</u> of the following: COM 100 or 101	3
Semester III		
ECE 113	Curriculum and Environments for Young Children	3
ECE 297	Pre-School Field Experience	3
ECE 205	Education of Children with Special Needs	3
— —	Lab Science Elective: BIO 101/102 or BIO 115/116 or CHY 101/102	4
— —	Elective: Psychology - select <u>one</u> of the following: PSY 111 or PSY 210	3
Semester IV		
— —	Elective: ECE or EDU	3
ECE 298	Capstone in Early Childhood Education	6
— —	Elective: Open	3
— —	Elective: ECE	3
Total Credit Hour Requirements		61

Early Childhood Education (ECE)

Program Educational Outcomes

Upon completion of either the Associate in Science or Associate in Applied Science Early Childhood Education Program, the graduate is prepared to:

1. Recognize and maintain all required health and safety policies and practices in programs for young children.
2. Apply theories of child development to plan inclusive, developmentally appropriate curriculum and environments for children in care who are between 6 weeks - 5 years.
3. Demonstrate positive, supportive interactions with young children that clearly reflect the student's understanding of their social-emotional development and well-being.
4. Describe the benefits of positive, respectful partnerships with diverse families.
5. Understand and demonstrate commitment to NAEYC's Code of Ethical Conduct, and to standards of professional practice with children and adults.
6. Begin to assess young children's ongoing developmental and cultural needs to be able to individualize curriculum and teaching strategies.
7. Articulate a professional philosophy of early childhood education, using appropriate terminology and respect for diversity.
8. Work as part of an early childhood education team, use clear communication and professional skills to plan and manage programs for young children.

Field Work Requirements

In addition to meeting the admission requirements of the College, Early Childhood students must provide the following before the start of their first Field Experience course:

1. A signed CMCC Student Disclosure and Consent form.
2. Demonstration of social and emotional stability and maturity.
3. Arrangements for providing one's own transportation to and from field work settings that take place in a wide geographic area and in a variety of settings.
4. Students must be physically able to work with infants, toddlers and young children.

Early Childhood Education majors must obtain a minimum grade of C in each Early Childhood Education course.

Certificate Requirements

Semester I		Credit Hours
ECE 100	Introduction to Early Care and Education	3
ENG 101*	College Writing <u>or</u>	3
	ENG 105 College Writing Seminar	(4)
PSY 114	Child Development	3
— — —	Elective: Math - Select one MAT 100, 101 or 102	3
Semester II		
ECE 105	Infant and Toddler Curriculum (co-requisite ECE 147)	3
ECE 147	Infant and Toddler Field Work & Prep	3
ECE 150	Language and Literacy for Young Children	3
— — —	Elective:	3
Semester III		
ECE 113	Curriculum & Environments for Young Children (co-requisite ECE 297)	3
ECE 297	Pre-School Field Experience	3
SOC 220	Sociology of the Family	3
— — —	Communication Elective: COM 100 or 101	3
Total Credit Hour Requirements		36

Electromechanical Technology (ELT)

Program Description

The Electromechanical Technology program prepares students for careers in electricity and electronic fields that require technicians who are capable of dealing with the challenge of rapid changes in technology. Emphasis is placed on providing a solid theoretical background in electricity and electronics balanced with industrial control technologies.

This program covers five major content areas of study:

1. **Electricity and Industrial Controls:** students learn how to read schematic diagrams and follow National Electrical Code standards in connecting devices and motor controls;
2. **Digital and Analog Electronics:** students become skilled in the use of test instruments, digital and analog circuitry, microprocessors and computers.;
3. **Process Control and Measurement:** students study pressure, temperature, level, analytical and flow measurement concepts that are implemented to produce feedback control loop systems;
4. **Robotics and Automation:** students use personal computers to program and control industrial robotic arms and program intelligent controls such as A-C frequency drives and programmable Controllers; and
5. **Telecommunications:** students study data communication and networking.

Students have the opportunity to earn a Certificate or an Associate in Applied Science degree. The program has been approved by the State of Maine Electricians' Licensing Board to provide courses that meet the requirements of the Master, Journeyman, and Limited licensing law. Students may enroll on a full or part-time basis and may take some courses in the day, evening, or both, depending upon availability. Students enrolled for full-time course work usually need one academic year to complete the Certificate. Part-time students may need several semesters to complete the program requirements.

Upon graduation, students qualify for entry level positions as: electromechanical technicians, electrical/electronic technicians, electricians, engineering assistants, instrument technicians, maintenance technicians, robotic technicians, and computer technicians. The work is widely diverse from maintenance of equipment and systems in the industrial environment to programming intelligent controllers, and electrical installations.

High school prerequisite(s) for program admission: Algebra I (Algebra II preferred)

Associate in Applied Science Degree Requirements

Semester I		Credit Hours
ELT 101	Electricity I	3
ELT 123	Electrical Controls I	3
ELT 153	Digital Logic	3
MAT ____	MAT 100* Intermediate Algebra or MAT 122 College Algebra	3
____ ____	Elective: Humanities/Social Science	3
Semester II		
ELT 115	Electricity II	3
ELT 145	Electronic Devices I	3
ENG 101*	College Writing or ENG 105 College Writing Seminar	3 (4)
ELT 201	Communication Electronics	3
____ ____	Elective: (MAT 105 or higher)	3
____ ____	Elective: Humanities/Social Science	3
Semester III		
ELT 221	Industrial Controls	3
ELT 231	Process Measurement	3
ELT 245	Electronic Devices II	3
ELT 271	Industrial Robotics	3
	Elective: Mathematics/Science	3-4
Semester IV		
ELT 222	Programmable Controls	3
ELT 232	Process Control	3
ELT 246	Linear Integrated Electronics	3
ELT 275	Robotics and Control Systems	2
ENG 201	Technical Writing	3
____ ____	Elective: Humanities/Social Science	3
Total Credit Hour Requirements		65-66

Electromechanical Technology (ELT)

Program Educational Outcomes

Upon completion of the Associate in Applied Science Degree in the Electromechanical Technology Program, the graduate is prepared to:

1. Demonstrate oral and written presentation skills.
2. Practice appropriate electrical safety procedures.
3. Employ entry-level skills in the electrical, electronic, and process control fields.
4. Analyze electrical and electronic prints and specifications.
5. Compute operating voltages and currents for electrical and electronic circuits.
6. Select and utilize test equipment to measure electrical quantities and troubleshoot circuits.
7. Design and hook up control systems found in Process Control
8. Employ personal computer skills to operate technical application software and set up networking.
9. Demonstrate a commitment to life-long learning through formal education, on-the-job inservice or through independent participation in other technical/trade resources.

Certificate Requirements

Semester I		Credit Hours
MAT 100	Intermediate Algebra	3
BCA 120	Introduction to Computer Applications	3
ELT 101	Electricity I	3
ELT 123	Electrical Controls I	3
ELT 153	Digital Logic	3
Semester II		
ENG 101*	College Writing <u>or</u>	3
	ENG 105 College Writing Seminar	(4)
ELT 115	Electricity II	3
ELT 145	Electronic Devices I	3
ELT 201	Communication Electronics	3
Total Core Credit Requirements		27

General Studies (GEN)

Program Description

The Associate in Arts in General Studies degree program is designed for individuals who have yet to declare a major and are interested in exploring different programs, who are completing program prerequisites, or who are interested in the flexibility to create a customized degree program for which no other major exists. A general education core of courses in the program offers students the opportunity to develop skills in Communication, the Humanities, the Social Sciences, Mathematics and Science.

Twenty-seven additional credit hours selected from an advising pathway allows for the acquisition of further knowledge to enhance workplace skills, and/or to provide a broad spectrum of educational experiences to further develop academic, occupational, or personal aspirations.

In addition, this program may prepare students who plan to transfer to a four-year college or university in pursuit of a bachelor's degree. In order to ensure optimal transfer of credits to upper division programs, students should work collaboratively with their academic advisor and the Director of Placement and Transfer Services to plan a course of study that meets their goals. To facilitate the transfer of courses, students should identify, as soon as possible, the upper division program and institution in which they plan to enroll.

In some instances, particularly for students planning to transfer to a 4-year accredited business school, it is in the student's best interest to be in the General Studies program rather than the Business program. Students will experience some business courses while also completing required core courses for their baccalaureate degree. An advising worksheet that outlays the General Studies curriculum for a student whose goal is to transfer to an accredited business school is available in the Learning & Advising Center and from the Business Department.

Program Educational Outcomes

Upon completion of the Associate in Arts in General Studies degree program the graduate is prepared to:

1. Communicate clearly and effectively employ written and oral skills.
2. Access, analyze, summarize and interpret a variety of reading materials.
3. Think critically and link concepts across a variety of disciplines.
4. Conceptualize society as being culturally diverse within a global community.
5. Evaluate personal values, interests and education/career goals.

Associate in Arts Degree Requirements

Communication	Credit Hours
ENG 101* College Writing <u>or</u>	3
ENG 105 College Writing Seminar	(4)
Select one course among the following:	3
COM 100, 101; ENG 131, 201, 211, 220, 221	
Mathematics and Science	6-7
Select Math (100 level or higher) and/or Science courses	
Humanities and Social Science	
Elective	9
LER 100 First Year Semester	1
General Education Electives	
Select four courses from at least two of the following areas:	12
Communication; Mathematics and Science; Humanities; Social Science	
Advising Pathway (w/advisor endorsement)	27
Total Credit Hour Requirements	61-62

Graphic Communications (GRC)

Program Description

The Associate in Applied Science (A.A.S.) Degree in Graphic Communications program provides students with broad exposure to graphic design and digital imaging technologies while preparing them for a variety of employment opportunities. Students receive instruction in the topics of art theory, typography, graphic design, photographic composition, image editing, color theory, web page development, and file preparation. Students also gain hands-on experience in studio photography, wide format printing, screen printing, vinyl cutting, and digital printing and finishing. Applications studied include Adobe Illustrator, InDesign, Photoshop, Dreamweaver and other software.

Graduates of this program pursue a variety of careers including those in design and layout, desktop publishing, digital imaging, screen printing, and digital photography. Employment may be found at both small and large commercial printers, copy centers, and media companies. The program's offerings also prepare graduates for self-employment options and for continued education at four-year institutions.

Program Educational Outcomes

Upon completion of the Associate in Applied Science in the Graphic Communications program, the graduate is prepared to:

1. Demonstrate the ability to create images and products for a variety of markets, utilizing appropriate file preparation and output techniques.
2. Practice good work habits and attitudes, which include responsibility, cooperation, and teamwork, required in the graphic communication industry.
3. Demonstrate interpersonal, written and presentation skills required for successful employment in the graphic communications field.
4. Understand the need for lifelong learning through formal education, on the job training and/or independent participation in other technical/trade resources.

Associate in Applied Science Degree Requirements

Semester I		Credit Hours
ENG 101*	College Writing <u>or</u>	3
	ENG 105 College Writing Seminar	(4)
MAT 101	Business Mathematics	3
GRC 103	Principles of Typography	3
GRC 176	Photoshop I	3
ART 101	Introduction to 2-D Design	3
Semester II		
GRC 106	Digital Illustration & Design I	3
GRC 155	Electronic Publication Design	3
GRC 218	Digital Photography	3
— — —	Elective: Communication (select one):	3
	COM 100,	
	COM 101, or ENG 201	
— — —	Elective: Humanities/Social Science	3
Semester III		
GRC 177	Photoshop II	3
GRC 219	Introduction to New Media	3
— — —	Elective: GRC (choose from below)	3
— — —	Elective: GRC (choose from below)	3
— — —	Elective: Math/Science	3
Semester IV		
GRC 298	Graphic Design Production Exp.	3
— — —	Elective: GRC (choose from below)	3
— — —	Elective: GRC (choose from below)	3
— — —	Elective: Humanities/Social Science	3
— — —	Elective: Open	3
Total Credit Hour Requirements		60

Graphic Communications Electives	Prerequisites
ART 103 Drawing	
GRC 153 Screen Printing and Imaging	GRC 106 or GRC 176
GRC 204 Digital Illustration and Design II	GRC 106
GRC 296 Special Topics	
BUS 101 Small Business Management	
BUS 215 Principles of Marketing	
CPT 252 Web Development	
CPT 253 Java Scripting	CPT 252

Human Services (HUS)

Program Description

The Associate in Applied Science Degree in Human Services will prepare graduates for entry-level positions in areas of substance abuse, mental health, developmental disabilities, child and adolescent services, and gerontology. Upon completion of the nine courses identified by italics, students are eligible for certification as a MHRT/C technician (Mental Health Rehabilitation Technician/Community).

Note: All applicants are advised that Human Services students are required to complete practicums in social service agencies. Therefore, students may be required to have a record of SBI (State Bureau of Identification) on file with the practicum site. Practicum sites retain the right to accept or deny placement of students based on many conditions, including criminal and child protective records. Therefore, criminal or child protective history could jeopardize an individual's ability to successfully meet all the requirements of the program.

A grade of "C" or better in all Human Services courses, a cumulative GPA of 2.0 or better, completion of the first, second, third, and fourth semester courses and approval of the Department Chair is required before enrollment in the Human Services Practicums.

Career Opportunities

Graduates can be employed in the following capacities: activity therapist associate, addictions counselor, crisis counselor, human development associate, mental health associate, rehabilitation worker, family worker, activity director/associate, and volunteer coordinator. The facilities that employ individuals in these capacities, include: community mental health centers, programs for the elderly, hospitals, social service and mental health programs. Graduates may also be employed in facilities and programs for the developmentally disabled, special programs for alcoholics and drug abusers, youth services, and child care and Head Start programs.

Program Educational Outcomes

Upon completion of the Associate Degree in Applied Science in Human Services Program, the graduate is prepared to:

1. Utilize knowledge of the basic counseling skills necessary to establish collaborative relationship with clients and their families.
2. Demonstrate knowledge of formal and informal support systems available in the community.
3. Analyze problems and use appropriate methods in collaboration with other team members in the treatment of individual, family, group and community human service problems.
4. Demonstrate awareness of the challenges faced by clients with regard to human-rights issues, financial problems, administrative/legal hurdles and other issues/concerns.
5. Assume ethical responsibility and abide by the standards governing the field of Human Services.
6. Establish and maintain continuing education as a function of growth and maintenance of professional competence.

Admission Requirements

In addition to the general admissions requirements of the College, applicants to this program must have successfully completed the following:

High school prerequisite(s) for program admission: MAT 100.

Preregistration Requirements

The following are additional requirements needed prior to registration in the first practicum course. Other programs at Central Maine Community College and comparable colleges have similar requirements.

1. 1. A physical exam performed by a qualified health care professional
2. 2. Proof of the following immunizations or titers:
 - Measles Mumps Rubella (MMR)
 - Hepatitis B Virus (HBV) - 3 doses
 - Adult Tetanus
 - Purified Protein Derivative (PPD for TB)
 - Varicella titer for Chicken Pox
3. 3. Professional liability insurance is required.
4. 4. All students are advised to purchase their own Health/Accident Insurance

Once an applicant's file is complete, the applicant is invited to an informal meeting with the HUS Program Chairperson for the purpose of reviewing the program and selecting the appropriate course of study. Upon admission to the program, the student is assigned a HUS faculty advisor.

Human Services (HUS)

Associate in Applied Science Degree Requirements

Semester I		Credit Hours
BIO 101	General Biology (Lec) <u>or</u>	3
	BIO 115 Anatomy and Physiology (Lec.)	
BIO 102	General Biology (Lab) <u>or</u>	1
	BIO 116 Anatomy and Physiology (Lab)	
ENG 101*	College Writing <u>or</u>	3
	ENG 105 College Writing Seminar	(4)
HUS 112*	Introduction to Community Mental Health	3
SOC 200*	Issues in Diversity	3
PSY 111	Developmental Psychology	3
Semester II		
PSY 151*	Interviewing and Counseling	3
PSY 212*	Abuse, Trauma and Recovery	3
PSY 202*	Disabilities and Psychosocial Rehabilitation	3
PSY 101	Introduction to Psychology	3
SOC 220	Sociology of Family	3
MAT ____**	Elective - 100 level or above (MAT 100 recommended)	3
Semester III		
PSY 204	Voc. Aspects of Disability and Voc. Rehabilitation Counseling	3
HUS 155	Case Management	3
PHI 101	Critical Thinking	3
MAT 135	Statistics	3
HUS 241	Human Services Practicum I	4
Semester IV		
SOC 201	Sociology of Aging	3
HUS 153	Substance Abuse	3
COM 100	Public Speaking	3
HUS 251	Human Services Practicum II	4
____	Elective	3
Total Credit Hour Requirements		66

*After completing HUS 112, SOC 200, PSY 151. PSY 212, and PSY 202, 204; HUS 153, 155; and SOC 201. Students would qualify for the Provisional MHRT/c Level B certificate which will enable some early job placement in the human service field while the remainder of the courses are completed.

MHRT/C CERTIFICATE COURSES IN ITALICS - Mental Health Rehabilitation Technician/Community - The certification given by the Muskie Institute which is the Maine State certification body for associate and some bachelor degree programs in Human Services. The board does give the certificate if the MINIMUM courses in italics are taken, however students are STRONGLY encouraged to complete the whole program.

Students need to meet the prerequisites for MAT 100 or higher.

**Course placement determined by assessment test scores and/or prior college course work.

Liberal Studies (LIB)

Program Description

The Associate in Arts in Liberal Studies degree program is designed primarily for individuals who plan to transfer to a four-year college or university in pursuit of a bachelor's degree. A core of courses in the program offers students the opportunity to develop skills in Communication, the Humanities, the Social Sciences, Mathematics and Science. Courses taken as electives afford individuals an opportunity to explore a variety of academic disciplines.

In order to ensure optimal transfer of credits to upper division programs, students should work collaboratively with their academic advisor and the Director of Placement and Transfer Services to plan a course of study that meets their goals. To facilitate the transfer of courses, students should identify, as soon as possible, the upper division program and institution in which they plan to enroll.

Program Educational Outcomes

Upon completion of the Associate in Arts in Liberal Studies degree program, the graduate is prepared to:

1. Communicate clearly and effectively in a variety of contexts.
2. Access, evaluate and utilize a variety of information resources.
3. Articulate and utilize fundamental mathematical concepts.
4. Explain basic general scientific laws, theories, and concepts in either the biological or physical sciences.
5. Apply critical thinking skills and link concepts across a variety of disciplines.
6. Critically examine the values, rituals and beliefs of cultures that are separated in time or space from one's own.

Admission Requirements

In addition to the general admissions requirements of the College, applicants to this program must have successfully completed the following:

High school prerequisite(s) for program admission: ENG 101 or ENG 105 and MAT 100 prerequisites.

Associate in Arts Degree Requirements

	Credit Hours
Communication	6
ENG 101* College Writing <u>or</u>	3
ENG 105 College Writing Seminar	(4)
Select one course among the following:	3
COM 100, COM 101 <u>or</u> COM 121	
Mathematics and Science - 7 cr. hours	7
MAT 102 or higher	3
Science with lab	4
Humanities and Social Science	9
General Education Electives	39
(w/ advisor endorsement)	
Note: A maximum of six credit hours may be taken outside of a General Education area.	
Total Credit Hour Requirements	61

Life Sciences (LIF)

Program Description

The purpose of the Associate in Science in Life Sciences degree is to provide students with a broad, general survey of scientifically accumulated knowledge. Students completing this degree could enter the workforce as scientific technicians or transfer into science, technology, engineering and math (STEM) majors at baccalaureate institutions with a primary focus on biological and life sciences. The A.S. in Life Sciences degree provides appropriate course sequencing for efficient transfer, reinforces and deepens core learning across the curriculum, and supports and strengthens the STEM infrastructure of the College.

Career Opportunities

Graduates can find employment as scientific technicians and in other entry-level positions in science/laboratories. Program graduates may want to consider transferring to obtain an advanced degree with potential employment as: pharmacists, biomedical engineers, biochemists, environmental scientists, biologists, etc.

Program Educational Outcomes

Upon completion of the Associate in Science Life Sciences degree program, the graduate is prepared to:

1. Apply the knowledge and methods of science to explain research questions, assumption, observations, and the results within the Life Sciences.
2. Communicate effectively about scientific ideas, assumptions, observations, and results in oral and/or written formats.
3. Demonstrate critical thinking, creative thinking and problem-solving skills by applying scientific principles learned to multidisciplinary problems.
4. Use appropriate laboratory protocols to generate meaningful quantitative and qualitative data to form reasonable conclusions.
5. Demonstrate the safe and proper use of scientific instrumentation, measuring devices, chemical reagents, media, and/or tools of science commonly found in a modern laboratory to collect relevant and quality data.
6. Understand the relationship of the Life Sciences to other areas of study and be able to make informed and ethical choices.

Admission Requirements

A high school diploma or equivalent and ready to enroll in ENG 101 or ENG 105 and MAT 122.

In some instances, depending on student career/education goals, it is in the student's best interest to replace the listed science courses with other science courses offered by CMCC. Students should contact their advisor for course selection assistance.

Associate in Science Degree Requirements

Semester I		Credit Hours
BIO 131	Biology I Lecture	3
BIO 132	Biology I Lab	1
CHY 121	General Chemistry I Lecture	3
CHY 122	General Chemistry I Lab	1
ENG 101*	College Writing <u>or</u>	3
	ENG 105 College Writing Seminar	(4)
MAT 122*	College Algebra	3
*Course placement determined by assessment test scores and/or prior college course work.		
Semester II		
BIO 133	Biology II Lecture	3
BIO 134	Biology II Lab	1
CHY 123	General Chemistry II Lecture	3
CHY 124	General Chemistry II Lab	1
COM 100	Public Speaking	3
— —	Elective: Humanities/Social Science	3
Semester III		
BIO 115	Anatomy & Physiology I Lecture	3
BIO 116	Anatomy & Physiology I Lab	1
CHY 221	Organic Chemistry I Lecture	3
CHY 222	Organic Chemistry I Lab	2
PHI 111	Introduction to Ethics	3
MAT 132	Pre-Calculus	3
— —	Elective: General Education	3
Semester IV		
BIO 117	Anatomy & Physiology II Lecture	3
BIO 118	Anatomy & Physiology II Lab	1
CHY 251	Organic Chemistry II Lecture	3
CHY 252	Organic Chemistry II Lab	2
MAT 283	Calculus I <u>or</u>	4
	MAT 135 Statistics	(3)
— —	Elective: Humanities/Social Science	3
Total Credit Hour Requirements		61-63

Management Information Systems (MIS)

Program Description

The Associate in Applied Science Degree in Management Information Technology is a blend of technology and business management coursework, designed to equip students with a solid foundation in the application and use of information technology as well as business knowledge.

Career Opportunities

Graduates of the program will be prepared for entry-level technology-based and administrative positions.

Jobs for which graduates are expected to be qualified include database coordinator, office manager, business process specialist, network and computer systems coordinator, systems technician, web developer, and e-commerce marketing coordinator, to mention a few.

Program Educational Outcomes

Upon completion of the Associate in Applied Science in Management Information Systems, the graduate is prepared to:

1. Analyze and retrieve data utilizing database tools.
2. Use analytical and problem solving skills, quantitative reasoning, and ethical standards in a business environment.
3. Demonstrate a comprehensive understanding of computing technologies and terminology.
4. Demonstrate knowledge, skills, and abilities to productively use the Internet, as well as the full features and functionality of spreadsheet, word processor, presentation, and database software programs.
5. Generate or adapt equipment and technology to serve user needs.
6. Incorporate business terminology into effective communications.
7. Organize teams, groups, and individuals in business situations.
8. Utilize appropriate technology and critical thinking skills to assess, evaluate, and apply information.
9. Utilize technology to analyze business problems and conduct appropriate solutions.

Admission Requirements

High school diploma or the equivalent.

Associate in Applied Science Degree Requirements

Semester I		Credit Hours
BCA 120	Introduction to Computer Applications	3
BUS 122	Business Law	3
BUS 100	Understanding Business	3
ENG 101*	College Writing or	3
	ENG 105 College Writing Seminar	(4)
MAT 101*	Business Math	3
Semester II		
BCA 241	Spreadsheets	3
ACC 210	Principles of Accounting I	3
CPT 130	Introduction to Visual Basic	3
ENG 220	Business Communications	3
MAT 122*	College Algebra or	3
	MAT 125* Finite Math or	
	MAT 135* Statistics	
Semester III		
BCA 246	Database Management	3
COM 100	Public Speaking or	3
	COM 101 Interpersonal Communication	
CPT 166	Fundamentals of Structured Query Language	3
BUS 215	Principles of Marketing	3
CPT 235	Introduction to Networking	3
Semester IV		
BUS 298	Capstone or	3
	BUS 297 Externship	
ECO 201	Macroeconomics	3
CPT 252	Web Development	3
CPT 266	Server Administrator	3
PSY 120	Psychology in the Workplace	3
Total Credit Hour Requirements		60-61

*Course placement determined by assessment test scores and/or prior college course work.

Medical Assistant (MEA)

Program Description

The Associate in Applied Science in Medical Assisting prepares graduates for entry-level employment in a physician's office or those capacities in which medical secretarial and/or basic clinical and laboratory training are required. The program curriculum will provide studies in Anatomy and Physiology, Communications, Medical Administrative Procedures, Medical Law and Ethics, Medical Transcription, and Medical Assistant Clinical Procedures. Also, a 240-hour Externship will be required in semester IV.

A grade of "C" or better in all Medical Assistant, Medical Transcription, Biology, Math, and Business and Computer Applications courses, a cumulative GPA of 2.0 or better, completion of the first and second semester courses and approval of the Department Chair is required before enrollment in the first Medical Assistant Externship.

Career Opportunities

Jobs for which graduates are expected to be qualified include medical office assistant, medical secretary or transcriptionist, in a single or group practice of physicians, hospital, or public health facility, and other capacities requiring medical secretarial, medical assisting and office management skills. In addition, students who obtain national certification as a Registered Medical Assistant (RMA), can glean additional employment opportunities.

Program Educational Outcomes

Upon completion of the Associate in Applied Science in Medical Assistant, the graduate is prepared to:

1. Be able to evaluate and perform medical office administrative procedures including records management, coding and claim filing.
2. Demonstrate understanding of the principles of Medical Law & Ethics including those related to privacy, scope-of-practice, communication, patient rights, and the medical record.
3. Collect, process and analyze biological specimens.
4. Apply principles of safety, sterilization and disinfecting in all aspects of patient/office procedures.
5. Demonstrate professional conduct and interpersonal communication skills with patients, health care professionals, and the public.
6. Obtain vital signs, patient history and instruct patients on treatments.
7. Prepare patients for routine or specialty examinations or procedures.
8. Assist other healthcare professionals in patient preparation or procedures.

Admission Requirements

In addition to the general admissions requirements of the College, applicants to this program must have had the following: **Biology with lab; student must meet ENG 101 or ENG 105, and MAT 100 prerequisites.**

Pre-registration Requirements

Prior to enrollment in the MEA course, applicants of this program must have had the following:

- A physical exam performed by a qualified health care professional
- Proof of the following immunizations or titers:
 - Measles Mumps Rubella (MMR)
 - Hepatitis B Virus (HBV) - 3 doses
 - Adult Tetanus Purified Protein Derivative (PPD for TB)
 - Varicella titer for Chicken Pox

- Professional liability insurance is required.
 - All students are advised to purchase their own Health/Accident Insurance
 - CPR certification prior to the beginning of the fourth semester
 - Mandatory background screening is required prior to participation in externship. *Note: Students must provide own transportation to and from the externship sites. All Medical Assistant majors must follow the prescribed course sequence.*
- *The BIO 115-118 series is the recommended choice for transfer to a bachelor degree program. Please note course prerequisites.*

Associate in Applied Science Degree Requirements

Semester I		Credit Hours
BUS 150	Effective Customer Relations	3
BCA 120	Introduction to Computer Applications	3
BIO ____	Biology - select one of the following:	
	BIO 101 General Biology (Lec.)	3
	BIO 102 General Biology (Lab) or	1
	BIO 115* Anatomy & Physiology I (Lec.)	(3)
	BIO 116* Anatomy & Physiology I (Lab)	(1)
MAT 101**	Business Math	3
MET 111	Medical Terminology I	3
Semester II		
BIO ____	Biology - select one of the following:	
	BIO 105 Essentials of Anatomy and Physiology or	3
	BIO 117* Anatomy and Physiology II (Lec.)	(3)
	BIO 118* Anatomy and Physiology II (Lab)	(1)
ENG 101*	College Writing or	3
	ENG 105 College Writing Seminar	(4)
COM 100	COM 100 Public Speaking	3
MEA 165	Medical Ethics and Law	3
Semester III		
MEA 205	Medical Office Administration & Elec Health Records	3
MEA 221	Medical Clinical Procedures I (Lab)	2
MEA 222	Medical Clinical Procedures I (Lec.)	3
MEA 240	Essentials of Pharmacology for Medical Assistants	3
PSY 101	Introduction to Psychology	3
____	Elective: Humanities/Social Science	3
Semester IV		
MEA 210	Insurance Coding/Claims Processing	3
MEA 230	Advanced Medical Clinical Procedures II (Lec.)	3
MEA 231	Advanced Medical Clinical Procedures II (Lab)	2
MEA 266	Medical Assistant Externship (240 hrs)	6
____	Elective: Humanities/Social Science	3
Total Credit Hour Requirements		62-64

Medical Coding and Electronic Health Records (MCO)

Program Description

The Certificate in Medical Coding and Electronic Health Records prepares the graduates of this program to perform specialized data entry, classification, and record keeping procedures related to medical diagnostic, treatment, billing, and insurance documentation. Graduates of this program are eligible to sit for the Certification Examination. Upon successful completion of the Certification Examination, the individual is eligible to become a Certified Professional Coder. Graduates of this program are prepared to work in various health-care settings, including hospitals, clinics, physician practices, surgery centers, long-term care facilities and home health agencies. Employment opportunities are also found in nontraditional health-care areas such as insurance companies, government agencies, computer software companies, as well as with consulting firms.

Program Educational Outcomes

Upon completion of the Certificate in Medical Coding program, the graduate is prepared to:

1. Demonstrate the ability to translate information from the medical record into standardized numerical codes accurately and in an efficient manner.
2. Demonstrate professional conduct and ethical behavior.
3. Demonstrate the ability to work with other members of the health care team.
4. Recognize factors that affect third-party reimbursement.

Certificate Requirements

Semester I		Credit Hours
MET 111	Medical Terminology	3
BIO 101*	Intro to General Biology Lecture <u>or</u>	3
	BIO 115 A&P I Lecture	(3)
BIO 102	Intro to General Biology Lab <u>or</u>	1
	BIO 116 A&P I Lab	(1)
ENG 101*	College Writing <u>or</u>	3
	ENG 105 College Writing Seminar	(3)
MEA 210	Insurance Coding/Claim Processing	3
MCO 121	ICD Coding	3
Semester II		
BCA 120	Intro to Computer Applications	3
MCO 150	Medical Specialties & Pathophysiology	4
MCO 125	CPT Coding	3
MAT 101**	Business Math	3
BIO 105*	Essentials of A&P <u>or</u>	3
	BIO 117 A&P II Lecture <u>and</u>	(3)
BIO 118	A&P II Lab	1
Total Credit Hour Requirements		32-33

**The BIO 115-118 series is the recommended sequence (but not required) for students interested in continuing their professional preparation in the field of Health Information Technology.*

Medical Coding and Electronic Health Records (MCO)

Program Description

The Associate in Applied Science (A.A.S.) Degree in Medical Coding and Electronic Health Records at Central Maine Community College (CMCC) is designed with a three-fold purpose: (1) to prepare graduates for entry-level positions relevant to healthcare provider services, (2) to prepare students for upper division coursework at universities and colleges where a Bachelor's Degree is desired, and (3) to respond to the growing demand of medical coding employees seeking to upgrade their skills and knowledge base for career advancement with the attainment of a college degree.

Program Educational Outcomes

Upon completion of the A.A.S. in Medical Coding & Electronic Records degree program, the graduate should be prepared to:

1. Demonstrate theory, technology, coding skills, and interpersonal skills that may be applied to a variety of employment settings.
2. Transfer to an advanced degrees in such areas as Health Information Technology.
3. Participate in externships for practical experience.
4. Demonstrate proficiency in: coding; regulations pertaining to privacy; computing common healthcare statistics; quality improvement standards; and coding systems utilized in healthcare.

High school prerequisite(s) for program admission: H.S. diploma or GED.

Online Option

The Medical Coding and Electronic Health Records program is available online. The priority enrollment deadline for the online program is May 15th, which means the application and requirements such as placement scores, transcripts from previously attended schools, and tuition deposit must be received.

Applications will be accepted after the priority enrollment deadline, but the availability of online courses cannot be guaranteed. For more information, please contact Admissions at (207) 755-5273.

Note: BIO 101 and BIO 102 are not currently offered online.

The BIO 115-118 series is the recommended sequence (but not required) for students interested in continuing their professional preparation in the field of Health Information Technology.

"This workforce solution was funded in part by a grant awarded by the U.S. Department of Labor's Employment and Training Administration."

Associate in Applied Science Degree Requirements

Semester I		Credit hours
BIO 101	Intro to General Biology (see note)	3
BIO 102	Intro to General Biology Lab (see note) or	1
	BIO 115 A&P I Lecture & BIO 116 A&P I Lab	(4)
MET 111	Medical Terminology	3
ENG 101*	College Writing or	3
	ENG 105 College Writing Seminar	(4)
MCO 110	Health Information Technology I	3
COM 101	Interpersonal Communications	3
Semester II		
BIO 105	Essentials of A&P or	3
	BIO 117 A&P II Lecture & BIO 118 A&P II Lab	(4)
ENG 220	Business Communications	3
MAT 101*	Business Math	3
PSY 101	Intro to Psychology	3
MCO 113	Health Information Technology II	2
Semester III		
MCO125	CPT Coding	3
MCO 115	Health Information Technology III	2
MCO 121	ICD Coding	3
PSY 120	Psychology in the Workplace	3
	Elective: Humanities/Social Science	3
BUS 110	Principles of Supervision	3
Semester IV		
MCO 134	Intermediate ICD Coding	3
MCO 150	Medical Specialties & Pathology	4
MCO 116	Health Care Statistics	2
MCO 136	Intermediate CPT Coding	3
MCO 299	Practicum	3
Total Credit Requirements		62-63

Nursing (NUR)

Program Description

The nursing program prepares the student to become a registered nurse at the associate degree level. Graduates are eligible to sit for National Counsel Licensing Exam for licensure as a Registered Professional Nurse. The Nursing Program is approved by the Maine State Board of Nursing 161 Capitol Street, 158 State house Station, Augusta ME 04222-0158 and accredited by the Accreditation Commission for Education in Nursing (ACEN; formerly known as the National League for Nursing Accreditation Commission), 3343 Peachtree Road NE, Suite 850 Atlanta, GA 30326; telephone 404-975-5000 (<http://acenursing.org/>).

All applicants should note that "The Maine State Board of Nursing may refuse to grant a license on the basis of criminal history record information relating to convictions denominated in Title 5, Chapter 341 subsection 5301 of the Maine Revised Statutes Annotated.

The curriculum blends general education courses with nursing courses to provide a sound theoretical and experiential background for nursing practice. Students' complete faculty led clinical rotations at healthcare affiliates throughout the nursing component of the program. These healthcare affiliates typically require background checks to determine if students have disqualifying criminal convictions, pending criminal charges and/or certain other experience. Students who cannot satisfy such a review cannot be placed clinically and will be unable to complete the program.

Nursing majors must follow the course sequences and should note that a minimum grade of C (with a satisfactory clinical grade) in each nursing course is required in order to progress from one nursing course to another. Students must adhere to the nursing program attendance requirements or it may result in dismissal from the program. Students may be allowed to repeat one nursing course by petitioning full faculty and dependent on full faculty vote and available space within course. Completion of all Nursing courses with a grade of C or better and a minimum GPA of 2.00 is required to graduate.

An LPN may seek an upgrade to an Associate Degree in Nursing. Admission criteria to the program must be met. Credit may be given for NUR 112 and NUR 121 based on licensure and work experience. Applicant must satisfy Semester I and II co-requisites. LPN's may be required to take NUR 116 Role Transition or repeat/take NUR 121 prior to second year courses.

Career Opportunities

Graduates are prepared to work in structured health care settings such as hospitals and extended care facilities and pursue careers in medical/surgical, obstetrical, pediatric, geriatric, or psychiatric nursing. Graduates earning an associate degree may transfer into the Bachelor of Science in Nursing program.

Program Educational Outcomes

1. The graduate is accountable for his/her own actions, serves as a positive role model, assumes ethical responsibility as member of the profession of nursing and practices within the Nurse Practice Act.
2. The graduate will use effective therapeutic and interpersonal communication skills in his/her practice of nursing.
3. The graduate will holistically evaluate client/patient needs through the collection, analysis and synthesis of data for the provision of patient care.
4. The graduate will generate safe and effective clinical judgments using critical thinking skills when providing care to individuals, families and groups of patients with complex health needs in a variety of settings.
5. The graduate will integrate all previous learning experiences to provide holistic caring interventions to patients of all ages with multiple complex needs.
6. The graduate will evaluate the effectiveness of teaching/learning strategies and the achievement of patient learning outcomes for patients with complex needs.
7. The graduate will collaborate with other health care team members and the patient and significant others in planning and providing safe and effective care across health care in a variety of settings.
8. The graduate assumes responsibility as a manager of care for a group of patients by establishing priorities for nursing care, use of resources, and through delegating aspects of nursing care to other health care workers and seeking assistance from experienced health care team members when necessary.
9. The graduate will continue their education either formally through organized upper division classes, in-service education or independently utilizing nursing research and other professional resources.

Selective Admission Requirements

1. Completion of a background check.
2. Demonstrate above average proficiency in reading and mathematics as evidenced by the Nurse Entrance Test.
3. Submit Visual Acuity exam results two months prior to the start of the first nursing course. Necessary: Visual acuity with corrective lenses to identify cyanosis, absence of respiratory movement in patients; and to read very fine, small print on medication containers, physician's orders, monitors and equipment calibrations.
4. The applicant must submit proof to the Nursing Program of the following: three months prior to the start of the first nursing course.

- **MMR: Measles, Mumps, Rubella**

An official record of an immune titer must be provided for each disease.

- **HBV: Hepatitis B: 3 Doses**

An official record of an immune titer must be provided following completion of the series.

Nursing (NUR)

- **TD: Adult Tetanus and Pertussis (TDaP)**
An official record of immunization within the past 10 years must be provided.
 - **PPD: Purified Protein Derivative (TB)**
Annual testing is required. If applicant has not been tested within the past year, initial testing must consist of 2 tests not more than three weeks apart. Applicants with a history of a positive skin test should submit evidence of a yearly evaluation by a health care provider.
 - **Varicella (Chicken Pox)**
An official record of an immune titer must be provided.
5. In addition, other yearly tests and/or immunizations may be required.
 6. Submit other medical or educational documentation as requested by the Nursing Department.

Complete the application process by February 28th of the anticipated enrollment year.

It is the applicant's responsibility to submit the required documentation. Once an applicant's file is deemed complete, the applicant is invited to an informal meeting with the Department Chairperson for the purpose of reviewing the program and selecting the appropriate course of study. Upon admission to the program, the student is assigned a nursing faculty advisor.

Admissions and Registration Condition

Due to compliance with the standards of the Accreditation Commission for Education in Nursing and the Maine State Board of Nursing, prospective nursing students should be aware that admission and program changes may occur.

Non-Academic Requirements for the Nursing Major

1. Be certified in cardiopulmonary resuscitation (CPR - provider level) prior to the start of the first nursing course. This certification must be current through out the program.
2. Purchase the college professional liability insurance prior to the start of the first nursing course.
3. All nursing students (both full and part-time) must carry personal health insurance.
4. Nursing majors must purchase uniforms before entry into the nursing courses.
5. Clinical learning experiences take place in a variety of settings and geographic locations. Nursing majors must therefore provide their own transportation to and from the clinical settings.

High school prerequisite(s) for program admission: Algebra I, Chemistry with laboratory, Biology with laboratory, completed application process and results of the Hesi Exam by February 28th each year for competitive review process. Please note HESI exam scores are good for two calendar years.

Associate in Science Degree Requirements

Arts and Sciences (General Education) courses supportive to the Nursing major must be taken prior to, or concurrent with nursing courses as outlined in the curriculum design. Nursing courses must be taken in the sequence listed. Students must achieve a minimum grade of C in all nursing (NUR) courses and a satisfactory clinical grade in each nursing course in order to progress from one nursing course to another.

Semester I		Credit Hours
BIO 115	Anatomy and Physiology I (Lec.)	3
BIO 116	Anatomy and Physiology I (Lab)	1
ENG 101*	College Writing <u>or</u>	3
	ENG 105 College Writing Seminar	(4)
NUR 112	Foundations of Nursing/Nursing Care of Adults	9
NUR 115	Medication Preparation, Administration, and Dosage Calculations	1

Special Requirement

NUR 116 Role Transition (3 credits) or NUR 121 Nursing Across the Lifespan II (10 credits) may be required of Licensed Practical Nursing prior to second year nursing courses.

Semester II		
BIO 117	Anatomy and Physiology II (Lec.)	3
BIO 118	Anatomy and Physiology II (Lab)	1
NUR 121	Nursing Across the Life Span I	10
PSY 101	Introduction to Psychology	3

Semester III		
BIO 211	Microbiology (Lec.)	3
BIO 212	Microbiology (Lab)	1
NUR 212	Nursing Across the Life Span II	9
PSY 111	Developmental Psychology	3

Semester IV		
NUR 213	Nursing Across the Life Span III	9
COM 100	Public Speaking	3
— —	Elective: Humanities	3
— —	Elective: General Education	3

Total Credit Hour Requirements	68
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Physical Fitness Specialist (PHF)

Program Description

The Physical Fitness Specialist Program is designed to meet the rising demands in the growth of Health and Wellness field and to pursue opportunities in the job market of the medical industry. Graduates from this program will be able to develop three individual pathways, 1) enter the work force as a Personal Fitness Specialist in a variety of settings working with individuals on Health, Wellness, and independent fitness programs; 2) enter into entrepreneurial opportunities such as opening a personal training studio; 3) transfer into a bachelor degree program in the Life/ Exercise sciences such as physical therapy, occupational therapy, athletic training, physical education and beyond.

Career Opportunities

The program is designed for graduates to pursue one of the three pathways 1) enter the work force in a variety of agencies such as wellness/ fitness centers, rehabilitation centers, or convalescent homes; 2) engage in entrepreneurial activities such as becoming a personal trainer, activity instructor and/or fitness business owner; 3) transfer into a Bachelor Degree program in such areas as physical education, exercise science, athletic trainer or kinesiology.

Special Admission Requirements

In addition to meeting the general admission requirements of the College, applicants to this program must be in exceptionally good health due to the physical requirements of the program. Criminal background checks and/or liability insurance may be required before the practicum experience and/or may be required by a potential employer. Prior to enrolling in the Emergency Care & Liability course, students must have a current Standard First Aid and CPR card.

Program Educational Outcomes

Upon completion of the Associate in Applied Science Degree in Physical Fitness Specialist Program, students should be able to:

1. Discuss the physiological basis of the major components of physical fitness.
2. Define the psychological principles critical to health/wellness behavior changes.
3. Describe, discuss, contrast, compare and evaluate the role of the modern healthcare and physical fitness.
4. Identify and apply the skills needed for problem solving and critical thinking.
5. Distinguish between various exercise training modalities and their outcome.
6. Design exercise-training programs based upon evaluation, development, training principles and maintain health levels of fitness.
7. Assess dietary habits and prescribe developmental and maintenance interventions.
8. Access and assess information technology and data appropriately.

Associate in Applied Science Degree Requirements

Semester I		Credit Hours
ENG 101*	College Writing <u>or</u>	3
	ENG 105 College Writing Seminar	(4)
BIO 101	Intro to General Biology <u>or</u>	3
	BIO 115 Anatomy and Physiology (Lec.)	(3)
BIO 102	Intro to General Biology Lab <u>or</u>	1
	BIO 116 Anatomy and Physiology (Lab)	(1)
PSY 101	Intro to Psychology	3
BUS 101	Small Business Management	3
PHF __	Elective: PHF activity class	1
Semester II		
ENG 220	Business Communication	3
BIO 105	Essentials of Anatomy & Physiology <u>or</u>	3
	BIO 117 Anatomy and Physiology II (Lec.)	(3)
	BIO 118 Anatomy and Physiology II (Lab)	(1)
BIO 121	Nutrition	3
MAT 100	Intermediate Algebra <u>or</u>	3
	MAT 101 Business Math	
PHF __	Elective: PHF activity class	1
PHF 120	Foundations of Exercise Science	3
Semester III		
PHF 122	Kinesiology	3
PSY 210	Behavior Analysis and Management	3
PHF 202	Principles of Exercise & Strength Training	4
PHF 204	Nutrition to Improve Human Performance	3
PHF 197	Field Experience	2
Semester IV		
PHI 111	Intro to Ethics	3
PHF 206	Emergency Care and Liability	3
PHF __	Elective: PHF activity class	1
PHF 208	Exercise Test and Prescription	4
PHF 250	Principles of Coaching & Motivation	3
PHF 299	Practicum	3
Total Credit Hour Requirements		61-62

The BIO 115-118 series is the recommended sequence (but not required) for students interested in continuing their professional preparation in the field of Physical Fitness.

Precision Machining Technology (PMT)

Program Description

The Precision Machining Technology program offers a broad training experience that prepares individuals for employment in the precision manufacturing industry. Students learn to operate a variety of conventional machine tools, computer numerical control (CNC) machines, read and analyze engineering drawings and use precision measuring and inspection instruments. The new computer automated manufacturing (CAM) lab uses Mastercam software to program the CNC equipment. Students develop the skills required for employment in this highly technical field.

Currently there are two PMT program options: Associate in Applied Science and Certificate. Students may enroll on a full or part-time basis and may take courses in the day, evening, or both, depending upon availability. Students enrolled for full-time course work usually need two academic years to complete the associate degree. Part-time students may need several years to complete the program requirements.

Career Opportunities

Graduates of the Precision Machining Program are employed as machinists, CNC machinists, tool and die makers, process quality control technicians, quality control inspectors, machine assemblers, machine tool designers, CNC programmers or field service representatives.

Program Educational Outcomes

Upon completion of the Associate in Applied Science in the Machine Tool Technology Program, the graduate is prepared to:

- Demonstrate entry level skills utilizing conventional and computer numerical control equipment in a modern manufacturing setting.
 - A. Interpret engineering drawings utilizing current standards set by ANSI.
 - B. Produce a part that meets print specifications utilizing the appropriate measuring and gauging instruments to insure quality control.
- Apply occupational health and safety standards related to the precision manufacturing Machine Tool Industry.
- Integrate all learning experiences gained from general education courses to the practice of the precision manufacturing machine tool trade.
- Demonstrate a commitment to life-long learning through formal education, on the job in-service or independent participation in other technical/trade resources.

Associate in Applied Science Degree Requirements

Semester I		Credit Hours
ENG 101*	College Writing <u>or</u>	3
	ENG 105 College Writing Seminar	(4)
MAT 100*	Intermediate Algebra	3
PMT 103	Print Reading and Sketching	3
PMT 111	Introduction to Lathes	2
PMT 115	Intro to Computer Numerical Control Programming	2
PMT 116	Milling and Grinding	2
PMT 117	CNC Operations	2
Semester II		
ENG 201	Technical Writing	3
MAT 105	Geometry and Trigonometry	3
PMT 121	Introduction to Threading Processes	2
PMT 122	Work Holding Methods for Milling	2
PMT 124	Applied Computer Numerical Control	2
PMT 125	CNC Turning Methods	2
OHS 102	OHS for General Industry	1
Semester III		
PMT 210	Geometric Dimensioning and Tolerancing	2
PMT 240	2-D Dimensional MasterCam	2
PMT 211	Advanced Threading Processes	2
PMT 212	Circular CNC Milling Processes	2
PMT 214	Advanced Computer Numerical Control	2
PMT 217	Introduction to Toolmaking	2
— —	Elective: Humanities/Social Science	3
Semester IV		
PMT 221	Advanced CNC Turning Processes	2
PMT 222	Advanced Milling Processes	2
PMT 227	Advanced Toolmaking Techniques	2
PMT 228	Metallurgy	1
PMT 229	Advanced CNC Part II	2
— —	Elective: Humanities/Social Science	3
— —	Elective: Humanities/Social Science	3
Total Credit Hour Requirements		62

Precision Machining Technology (PMT)

<i>Certificate Requirements</i>		
Semester I		Credit Hours
MAT 100*	Intermediate Algebra	3
PMT 103	Print Reading and Sketching	3
PMT 111	Introduction to Lathes	2
PMT 116	Milling and Grinding	2
PMT 117	CNC Operations	2
PMT 115	Intro to Computer Numerical Control Programming	2
Semester II		
BCA 120	Introduction to Computer Applications <u>or</u>	3
	PMT 205 Introduction to Mastercam	(3)
ENG 101*	College Writing <u>or</u>	3
	ENG 105 College Writing Seminar	(4)
PMT 121	Introduction to Threading Processes	2
PMT 122	Work Holding Methods for Milling	2
PMT 124	Applied Computer Numerical Control	2
PMT 125	CNC Turning Methods	2
OHS 102	OHS for General Industry	1
Total Credit Hour Requirements		29

Precision Machining Technology

Advanced Certificate

Program Description

The Advanced Certificate in Precision Machining Technology offers advanced machining theories and applications required to set-up and run multi-axis computer numeric control (CNC) equipment. Programming, set-up, and operations of 4 axis vertical and horizontal milling centers, 5 axis vertical milling centers, and live tooling lathes will be covered. Students will be exposed to the advanced inspection methods that are required to inspect parts made on these machines. The certificate will prepare students for advanced level positions in the machining field related to multi-axis CNC equipment.

Program Educational Outcomes

Upon completion of the Advanced Certificate in Precision Machining Technology, the student is prepared to:

1. Program 3-D, 4 and 5-axis, horizontal and vertical, and live tooling equipment.
2. Read and interpret blueprints.
3. Describe and demonstrate inspection process.
4. Manage tool selection based on job variables.
5. Prepare cutting tool calculations from manufacturer's book recommendations.
6. Set up and operate CNC and live tooling machines.
7. Describe function of a coordinate measuring machine.
8. Inspect, adjust and complete a machine-job package.

Program Admission Requirements

Students must have an A.A.S. or higher degree in machining or equivalent professional credentials as approved by the Academic Dean.

Advanced Precision Machining (PMT-X) Certificate Requirements

Semester I		Credit Hours
PMT 305	Intro to Solidworks	3
PMT 310	Advanced Inspection Methods	2
PMT 315	Advanced Cutting Tools	1
Semester II		
PMT 326	Advanced MasterCam Programming	2
PMT 328	Live Tooling CNC Lathes	2
PMT 330	3-D CNC Milling	2
Semester III		
PMT 356	Multi Axis MasterCam Programming	2
PMT 370	Multi Y-Axis CNC Milling	2
Total Credit Hour Requirements		16

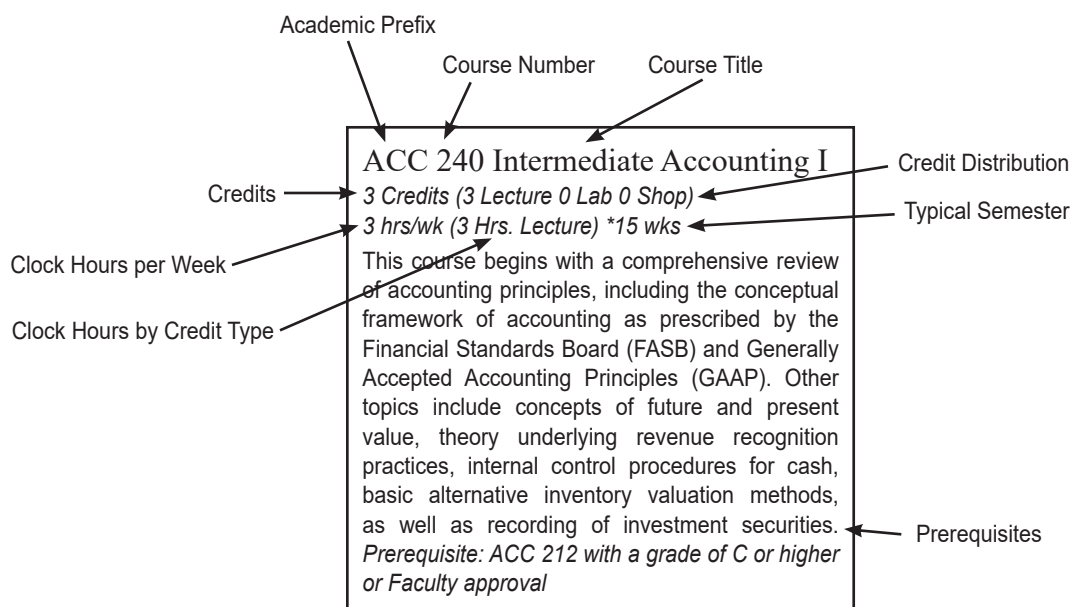


Course Descriptions

The course listings that follow include 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 clock hour distributions contained in this catalog are based on a "typical" 15 week semester. 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).



Lecture Hours: the number of hours per week a particular course meets in an instructor directed classroom situation.

Lab or Studio Hours: 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.

Shop or Clinical or Field Experience or Practicum Internship or Externship Hours: the number of hours per week a particular course meets and where students are in a practical, occupational or applied learning situation.

Credit Hours: the number of credit hours awarded to the student who successfully completes a course.

Definition of Units of Credit: Central 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; or (3) one semester credit hour for not fewer than forty-five hours of shop instruction (contact hours) or the equivalent..."

Source: Miller, W. Jerry, and Mills, Olive, *Credentialing Educational Accomplishment, Report and Recommendations of the Task Force on Educational Credit and Credentials*. (Washington, D.C.: American Council on Education, 1978), pp. 13.

Prerequisite: any course work that must be completed before the student is eligible to register for a course

Co-requisite: any course which must be taken during the same semester.

Course Descriptions

Accounting (ACC)

ACC 208 Accounting Concepts

3 Credits (3 Lecture 0 Lab 0 Shop)

3 hrs/wk (3 Hrs. Lecture) *15 wks

This course is a one-semester course for non-accounting majors. It is designed to give students a basic foundation in financial accounting and the language of business. Key topics include the correct classification and recording of accounting transactions, preparation of basic financial statements, and analysis and interpretation of financial data. Students will use computer software in and out of class for some problem solving. Note: This course cannot be taken for credit for Accounting majors.

ACC 210 Principles of Accounting I

3 Credits (3 Lecture 0 Lab 0 Shop)

3 hrs/wk (3 Hrs. Lecture) *15 wks

This course is a beginning accounting course that introduces the student to basic financial statements and the double-entry accounting system. The course includes methods and procedures such as merchandising operations, internal control, accounting systems, accounts and notes receivable and accounting for merchandise inventory, and long-term assets and depreciation methods.

ACC 212 Principles of Accounting II

3 Credits (3 Lecture 0 Lab 0 Shop)

3 hrs/wk (3 Hrs. Lecture) *15 wks

This course is a continuation of ACC 210. Topics covered will include partnerships, corporations, long-term liabilities, investments, cash flow, and financial statement analysis. *Prerequisite:* ACC 210 with a grade of C or higher.

ACC 240 Intermediate Accounting I

3 Credits (3 Lecture 0 Lab 0 Shop)

3 hrs/wk (3 Hrs. Lecture) *15 wks

This course begins with a comprehensive review of accounting principles, including the conceptual framework of accounting as prescribed by the Financial Standards Board

(FASB) and Generally Accepted Accounting Principles (GAAP). Other topics include concepts of future and present value, theory underlying revenue recognition practices, internal control procedures for cash, basic alternative inventory valuation methods, as well as recording of investment securities. *Prerequisite:* ACC 212 with a grade of C or higher.

ACC 242 Intermediate Accounting II

3 Credits (3 Lecture 0 Lab 0 Shop)

3 hrs/wk (3 Hrs. Lecture) *15 wks

This course continues the intensive study of financial accounting including the valuation of long-term liabilities and accounting for income taxes, leases, and pensions. Other topics are forming a corporation, recording various types of dividends, computing earnings per share, as well as the preparation of the statement of cash flows. Application of accounting principles in recording, reporting, and disclosing accounting changes and prior period adjustments are also included. *Prerequisite:* ACC 240 with a grade of C or higher.

ACC 244 Computerized Accounting

3 Credits (3 Lecture 0 Lab 0 Shop)

3 hrs/wk (3 Hrs. Lecture) *15 wks

This course utilizes QuickBooks integrated accounting software whereby both service and merchandising businesses are set up from inception. Depending upon the particular business, the following topics will be covered throughout the course: general ledger, accounts payable, accounts receivable, payroll, inventory, job costing, importing and exporting of files, and other advanced QuickBooks applications. The necessity of an audit trail will be emphasized. *Prerequisite:* ACC 210.

ACC 246 Tax Accounting (Individual)

3 Credits (3 Lecture 0 Lab 0 Shop)

3 hrs/wk (3 Hrs. Lecture) *15 wks

This introductory course examines taxation for individuals, including Schedule C, which is filed for sole proprietorship businesses. Filing requirements, gross income, exclu-

sions, deductions, exemptions, tax credits, and tax research are a sampling of the topics covered. A general overview of tax consequences for different forms of business entities such as corporations, partnerships, limited liability companies, and S Corporations is included. *Prerequisite:* ACC 210.

ACC 248 Payroll Accounting

3 Credits (3 Lecture 0 Lab 0 Shop)

3 hrs/wk (3 Hrs. Lecture) *15 wks

This course is designed to introduce students to the concepts and processes of payroll administration. Topics include the legal issues surrounding payroll, salaries/wages and overtime, payroll withholdings and payroll taxes, and journalizing and analyzing payroll transactions. Students will also learn extensively about national automated payroll system providers such as ADP, PayChex and Ceridian.

ACC 265 Managerial Accounting

3 Credits (3 Lecture 0 Lab 0 Shop)

3 hrs/wk (3 Hrs. Lecture) *15 wks

This course is an introduction to internal management accounting. Emphasis is on the use of accounting information in controlling the operations of the enterprise. *Prerequisite:* ACC 240.

American Sign Language (ASL)

ASL 101 American Sign Language I

3 Credits (3 Lecture 0 Lab 0 Shop)

3 hrs/wk (3 Hrs. Lecture) *15 wks

This course introduces students to American Sign Language (ASL), including an examination of the cultural values and rules of behavior of the Deaf community in the United States. In developing conversational competence in ASL, the course covers the following: sign vocabulary, finger spelling, manual numbering system, basic sentence patterns of ASL, correct use of idioms, receptive and expressive language activities; and Deaf/deaf culture in North

Course Descriptions

America. *Prerequisite: Fluency in English strongly recommended.*

ASL 102 American Sign Language II

3 Credits (3 Lecture 0 Lab 0 Shop)
3 hrs/wk (3 Hrs. Lecture) *15 wks
This course continues the study and practice of basic skills initiated in ASL 101. Emphasizes comprehending, signing, developing receptive skills, and using the glossing system for written ASL. Interactive and extracurricular activities increase understanding of ASL and the deaf culture. *Prerequisite: ASL 101 or equivalent.*

Architectural and Civil Engineering Technology (ACE)

ACE 110 Construction and Materials

3 Credits (1 Hrs. Lecture 2 Lab 0 Shop) 5 hrs/wk (1 Hrs. Lecture 4 Hrs. Lab) *15 wks.
Students will study two story commercial building design, steel masonry veneer, rain screen construction with expanded discussion on code requirements, ADA open plan space design, integration of related building systems, assemblies and components and discussion on the various materials being employed are discussed. AutoCAD architecture and REVIT basics and expand on the use of Excel spreadsheets. *Prerequisites: ACE 113.*

ACE 113 Architecture and Design

3 Credits (1 Lecture 2 Lab 0 Shop)
5 hrs/wk (1 Hr. Lecture 4 Hrs. Lab) *15 wks
Students will research design and construction processes, materials, and methods to design a commercial wood frame building and its components. The student will be introduced to basic drafting and presentation techniques utilized by the A/E industry utilizing CAD within a "hands-on" approach for CAD training for the creation of construction documents. *Prerequisites: Score above the 40th percentile on CMCC Assessment Tests, Knowledge of basic computer skills, Co-requisites: CAD 110.*

ACET121 Structures I

3 Credits (3 Lecture 0 Lab 0 Shop)
3 hrs/wk (3 Hrs. Lecture) *15 wks
The student is introduced to the strength of materials by determining internal stresses of basic structural members and the computation of reactions and bending moments of beams and girders. Emphasis is on the design and selection of statically determinate structures of timber. *Prerequisite or Co-requisite: ACE 113.*

ACE 122 Structures II

3 Credits (3 Lecture 0 Lab 0 Shop)
3 hrs/wk (3 Hrs. Lecture) *15 wks
This course is a continuation of ACE 121. The student is introduced to structural steel design, determining internal stresses from bending moments. Emphasis is on the design and selection of statically determinate structural steel members. *Prerequisites: ACE 121 and CAD 110.*

ACE 155 Residential Site Design

3 Credits (3 Lecture 0 Lab 0 Shop)
3 hrs/wk (3 Hrs. Lecture) *15 wks
This is an introduction to residential site design and single lot residential sites with associated access and roads / traveled ways. Students will Integrate theory of architecture with functional (user needs, building, topography, utilities, drainage, screening/landscaping, vehicle/pedestrian/play/access design parameters and traffic controls), environmental (sun, wind, water, climate, sustainability) and regulatory (ordinance, codes) constraints towards the development of design parameters in creating various residential sites. Students will expand their use of CAD related software, creation of models and methods of presentation to create subject related industry standard documents. *Prerequisites: CAD 110 and MAT 105 OR MAT 132 OR MAT 283.*

ACE 165 Commerical Building Design

3 Credits (3 Lecture 0 Lab 0 Shop)
3 hrs/wk (3 Hrs. Lecture) *15 wks
Students will design a commercial building

and its related site utilizing REVIT and CAD/BIM related software. The design will include but not be limited to the various stages of the design process from predesign to construction documentation, researching of; materials, methods, construction techniques, assemblies, creation of advanced detailing and annotation towards the creation of construction level plans sections, elevations, details and schedules within various design disciplines consistent with industry standard Construction documents. Students will expand their use of CAD / BIM related software, creation of models and methods of presentation to create subject related industry standard documents. *Prerequisites: ACE 113, ACE 122, and MAT 105 OR MAT 132 OR MAT 283. Co-requisites: ACE 110 and ACE 122.*

ACE 204 Building Systems

3 Credits (1 Lecture 20 Lab 0 Shop)
5 hrs/wk(1 Hrs. Lecture 4 Hrs. Lab)*15 wks
This course introduces plumbing, heating, air conditioning and electrical systems for building applications. Students will design and layout basic building systems for sample residential and commercial building applications. The course will introduce the student to the design drawing process through CAD/BIM related software. *Prerequisites: ACE 114; ACE 239 or PHY 221 & 222*

ACE 225 Commercial Site Design

3 Credits (3 Lecture 0 Lab 0 Shop)
3 hrs/wk(3 Hrs. Lecture)*15 wks
This is a continuation of ACE 155 Residential Site Design expanding into commercial site design as it relates to residential and commercial subdivisions and single lot commercial sites with associated roads / traveled ways. Expanded focus on design principals with functional (user needs, topography, utilities, drainage, screening/landscaping, vehicle/pedestrian design parameters and traffic controls), environmental (sun, wind,

Course Descriptions

water, climate, sustainability) and regulatory (ordinance, codes) constraints towards the development of design parameters in creating various commercial sites. Students will expand their use of CAD related software with the introduction of civil site design software, creation of models and methods of presentation to create subject related industry standard documents.

Prerequisites: ACE 110, ACE 122 and ACE 165.

ACE 237 Concrete Structures

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 hrs/wk(3 Hrs. Lecture)*15 wks*

The student is introduced to concrete structures and soil mechanics as related to concrete structures. The applications, materials, methods of construction, and sustainable initiatives of course concrete structures will also be covered. Through computational methods the student will identify and determine internal stresses towards the design and selection of basic structural concrete components. Students will expand their use of CAD related software, creation of models and methods of presentation to create subject related industry standard documents.

Prerequisites: ACE 122 and CAD 110 and MAT 105 OR MAT 132 OR MAT 283.

ACE 239 Applied Engineering Science

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 hrs/wk(3 Hrs. Lecture)*15 wks*

Students will be introduced to applied physics through its application in designing a building, site mechanical systems, the buildings impact on the environment, and how to integrate physics related elements for green & sustainable architecture. Students will research, evaluate and prepare applied physics based on building system calculations for coordination with their related building systems, CAD design in ACE 204 for plumbing, heating, ventilation, air conditioning and fire protection systems. Additionally, students will integrate sustainable design initiatives with an emphasis on sustainability and impact on the environment. *Prerequisites: MAT 105.*

ACE 274 Project Management

3 Credits (1 Lecture 2 Lab 0 Shop)

*5 hrs/wk (1 Hr. Lecture 4 Hrs. Lab) *15 wks*

Students are introduced to the construction project management process as it related to the project representative/technologist. Students will research areas of the design and construction operations phase as it relates to construction administration tasks, techniques, methods and management deliveries, sequence of construction, scheduling, estimating, safety, documentation and recording. Students will be introduced to industry related CPM/ Network for construction scheduling and estimating software, and participate in teamwork related scheduling/estimating projects. *Prerequisite: ACE 204.*

ACE 297 Internship

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 hrs/wk(3 Hrs. Lecture)*15 wks*

This course involves ACE students, through departmental approval, an opportunity for future employment, for assessment of prior learning and lifelong objectives, applying knowledge and analysis in a professional, supervised and documented settings within an on the job internship. *Prerequisite: 4th semester Senior Standing; Departmental approval.*

ACE 298 Thesis - Capstone

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 hrs/wk(3 Hrs. Lecture)*15 wks*

This is a senior standing course for the assessment of prior learning and lifelong learning objectives. Students will develop a complete design of an architectural and civil engineering related project that embodies prior course learning, integration of related systems, disciplines and concepts and elements of self-directed study. The student will present the final design which will include but not be limited to, research, conceptual to final design concepts and their integration with related systems and disciplines, typical construction related drawings, sample boards, renderings and architectural models. Students will be required to present before a select group

of design professionals, faculty and fellow classmates. *Prerequisites: Senior standing for semester IV.*

Anthropology (ANT)

ANT 101 Introduction to Cultural Anthropology

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hr. Lecture) *15 wks*

This course introduces students to fundamental practices, research methods, theories and finding in Cultural Anthropology. Anthropology, as a Social Science, is concerned with learning about people in distinct cultures. Cultural Anthropology builds research and theory through interviews, observation and data gathering that generate new knowledge about a cultural group's values and behavior. Students will construct and practice participant observation, key informant selecting and interviewing techniques to explore local "cultures".

Art (ART)

ART 101 Introduction to 2-D Design

3 Credits (1 Lecture 2 Studio 0 Shop)

*5 Hrs/Wk (1 Hr. Lecture 4 Hrs. Studio) *15 wks*

This introductory course deals with the basics of design on a two dimensional surface: line, shape, space, color, texture, form and value. Emphasis is placed on general design concepts and vocabulary, conceptual thinking, design process, application, and observational skills. This course is divided into a series of projects in several media, dealing with specific design principles and elements, and employs workshops and outside assignments to help students create and evaluate those projects. No previous art experience necessary.

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ART 102 Principles of 3-D Design

3 Credits (1 Lecture 2 Studio 0 Shop)
5 Hrs/Wk (1 Hr. Lecture 4 Hrs. Studio) *15 wks

This course will expand the knowledge gained in ART 101 (2-D Design) and will emphasize theoretical and practical problem solving experience relating to the elements of art and the principles of design in the context of 3-D form creation. The course employs lecture, in-class workshops, and outside assignments to help students create and evaluate a variety of problem solving 3-D projects that involve mass, volume, closed and open form, plane, texture, multiples, and site-specific installation.
Prerequisite: ART 101.

ART 103 Drawing I

3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks

Drawing from nature, still life and the model with an emphasis on accurate observation and recording. The role of drawing in visual communication and creative exploration will also be emphasized.

ART 110 Art History, Renaissance to Contemporary

3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hr. Lecture) *15 wks

This course offers an overview of major artists, artistic movements, periods, techniques, and styles in Europe and North America. Students will participate in the course as art historians and learn to recognize key styles, themes, and issues. Students will also explore how the arts are influenced by and relate to the social, historical, cultural, and political events. Additionally, students will develop their analytical thinking and writing skills. The material will be presented through slides, lectures, discussions, and readings.

Prerequisites: Scores of 68 or higher on Reading Accuplacer and scores of 5 or higher on WritePlacer, or completion of ENG 090 or ESL 101 with a C or better, or department approval.

ART 125 Twentieth Century American Crafts

3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hr. Lecture) *15 wks

This survey course follows the growth of American crafts from the late 1800's to the present. Emphasis is placed on the relationship between period stylistic trends in craft, the arts, architecture and larger societal influences. The overall world historical context and its relationship to and influence on American craft will be explored. The course is organized around a series of slide lectures and class discussions. The research paper will allow the student to explore areas of personal interest within the bounds of American craft.

ART 150 Approaches to Art

3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hr. Lecture) *15 wks

The overall purpose of this course is to provide the student with a basic understanding of the visual arts. The course deals with the nature of art, the evaluation of art, and the principles, processes, and materials of art. Specifically, we examine the formal elements of design and look at a wide variety of both two and three dimensional art to learn about the process and tools involved in art creation.

Astronomy (AST)**AST 101 Astronomy**

3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course will cover the fundamentals of astronomy. Topics covered will include the solar system and Earth's place in it, stars, galaxies, and concepts of the universe. Also covered will be telescopes, spacecraft, and other tools used to acquire knowledge of distant objects. There is no math prerequisite, however math concepts will be used in describing models, and students will be expected to solve problems using arithmetic and simple algebra concepts.

Automotive Technology (AUT)

Automotive Technology core includes AUT 110, AUT 120, AUT 150 and AUT 170.

AUT 100 Intro to Automotive Technology

1 Credit (.5 Lecture 0 Lab .5 shop)
2 Hrs/Wk(.5 Hr. Lecture 1.5 Hrs. Shop) *15 wks

This is the first course of instruction for Automotive Technology students. The course deals with shop safety, tools and procedures related to automotive technology. Safety and health in the workplace along with a look at personal lifestyle will be discussed. Hand tools, power tools, torch operation, battery boosting and charging will be covered.

AUT 110 Brakes

2 Credits (1 Lecture 1 Lab 0 Shop)
3 Hrs/Wk (1 Hr. Lecture 2 Hrs. Lab)*15 wks

This course teaches the theory of hydraulics, mechanical advantage and all types of brake systems with practical instructions in testing and servicing car and light truck brakes. Laws from the Maine State Inspection Manual pertaining to brakes are presented. *Prerequisite:* AUT 100.

AUT 120 Suspension and Alignment

2 Credits (1 Lecture 1 Lab 0 Shop)
3 Hrs/Wk (1 Hr. Lecture 2 Hrs. Lab)*15 wks

This course teaches the theory and operation of the suspension systems of modern vehicles with practical experiences in analyzing problems and replacement of worn parts. Included will be the study of front and rear wheel alignment and wheel balance. *Prerequisite:* AUT 100.

AUT 130 Engine Repair I

1 Credit (1 Lecture 0 Lab 0 Shop)
1 Hrs/Wk (1 Hr. Lecture) *15 wks

This course teaches the basic construction

Course Descriptions

of modern automotive engines. The theory, operation, identification and location of all engine system components will be studied. *Prerequisite: AUT Core.*

AUT 131 Engine Repair Lab

3 Credits (.75 Lecture 0 Lab 2.25 Shop)
7.5 Hrs/Wk (.75 Hrs Lecture 6.75 Hrs. Shop) *15 wks

This lab will provide the opportunity for students to diagnosis and repair all engine system components. The systems will include but not be limited: cylinder heads, valve train, engine block, crankcase, cooling passages and lubrication. The repair section of this unit will require students to remove, disassemble, reassemble and reinstall a functional engine. *Co-requisite: AUT 130. Prerequisite: AUT Core.*

AUT 150 Electrical Systems I

3 Credits (2 Lecture 0 Lab 1 Shop)
5 Hrs/Wk (2 Hrs. Lecture 3 Hrs. Shop) *15 wks

This course is the first in the electrical series covering the theory and fundamentals of electricity. The principles and procedures for servicing batteries, starters and charging systems using standard test equipment will be covered. A comprehensive study of these systems will be performed with testing both on and off the vehicle. *Prerequisite: AUT 100.*

AUT 155 Electrical Systems II

1 Credit (1 Lecture 0 Lab 0 Shop)
1 Hrs/Wk (1 Hr. Lecture) *15 wks

This course teaches the basic electronic control of accessory and body components. The theory, operation, identification and location of chassis electrical and electronic components will be studied. *Prerequisite: AUT Core.*

AUT 156 Auto Electric II Lab

4 Credits (2 Lecture 2 Lab 0 Shop)
6 Hrs/Wk (2 Lecture 4 Hrs. Lab) *15 wks

This lab will provide the opportunity for students to diagnosis and repair the electronic control system for accessory and

body components. The systems will include but not be limited to: electronic feedback systems, heat/cooling ventilation, interior accessories, lighting and body electrical. *Co-requisite: AUT 155. Prerequisite: AUT Core.*

AUT 159 Auto Electronic and HVAC

5 Credits (3 Lecture 0 Lab 2 Shop)
9 Hrs/Wk (3 Lecture 6 Hrs. Shop) *15 wks

This course teaches the theory of operation, diagnosis and repair of the electronic control systems for accessory and body control components. The systems will include, but not be limited to: electronic feedback systems, heat/cooling ventilation, interior accessories, and body electrical. This course introduces the principles of refrigeration and heat transfer. Modern test and recovery equipment will be used to diagnose and service automotive air conditioning systems. *Prerequisite: AUT Core.*

AUT 160 Air Conditioning

1 Credit (.5 Lecture .5 Lab 0 Shop)
1.5 Hrs/Wk (.5 Hrs. Lecture 1 Hr. Lab) *15 wks

This course introduces the principles of refrigeration and heat transfer. Modern test and recovery equipment will be used to diagnose and service automotive air conditioning systems. *Prerequisite: AUT Core.*

AUT 170 Engine Performance I

3 Credits (2 Lecture 0 Lab 1 Shop)
5 Hrs/Wk (2 Hrs Lecture 3 Hrs Shop) *15 wks

This course will cover electronic control systems and computer functions as they relate to drivability, diagnosis and repair of cooling, ignition, fuel and emission components. *Prerequisite: AUT 100.*

AUT 175 Alternate Fuels

1 Credit (.5 Lecture .5 lab 0 Shop)
1.5 Hrs/Wk (.5 Hrs Lecture 1 Hr. Lab) *15 wks

This course introduces the principles and use of alternate fuels to power the automobile of the future. Multi-power and multi-fuel use of gas, propane, diesel, alcohol and electric cells will be explored. *Prerequisite: AUT Core.*

AUT 180 Field Experience

4 Credits (0 Lecture 0 Lab 4 Shop)
12 Hrs/Wk (12 Hrs. Shop) *15 wks

In AUT 180 the student works in the service department of a sponsoring automotive dealership or independent repair facility. This hands-on training, under the direction and supervision of an experienced technician, reinforces the subjects learned in the first semester automotive core curriculum. *Prerequisite: AUT Core.*

AUT 181 Field Experience

2 Credits (0 Lecture 0 Lab 2 Shop)
6 Hrs/Wk (6 Hrs. Shop) *15 wks

In AUT 181 the student works in the service department of a sponsoring automotive dealership or independent repair facility. This hands-on training, under the direction and supervision of an experienced technician, reinforces the subjects learned in the first semester automotive core curriculum. *Prerequisites: Department Chair approval and a minimum 2.0 GPA with AUT 159.*

AUT 182 Field Experience

4 Credits (0 Lecture 0 Lab 4 Shop)
12 Hrs/Wk (12 Hrs. Shop) *15 wks

In AUT 182 the student works in the service department of a sponsoring automotive dealership or independent repair facility. This hands-on training, under the direction and supervision of an experienced technician, reinforces the subjects learned in the first semester automotive core curriculum. *Prerequisites: Department Chair approval and a minimum 2.0 GPA with AUT 130, 131, and 241.*

AUT 184 Field Experience

4 Credits (0 Lecture 0 Lab 4 Shop)
12 Hrs/Wk (12 Hrs. Shop) *15 wks

In AUT 184 the student works in the service department of a sponsoring automotive dealership or independent repair facility. This hands-on training, under the direction and supervision of an experienced technician, reinforces

Course Descriptions

the subjects learned in the first semester automotive core curriculum. *Prerequisites:* Department Chair approval and a minimum 2.0 GPA with AUT 271.

AUT 200 State Inspection

1 Credit (.5 Lecture .5 Lab 0 Shop)
1.5 Hrs/Wk (.5 Hrs. Lecture 1 Hr. Lab) *15 wks

This course will interpret the Maine State Inspection manual. Testing and measuring equipment will be used to do a practice inspection on a motor vehicle. *Prerequisites:* AUT 155 and 156.

AUT 240 Automatic Transmission

6 Credits (3 Lecture 0 Lab 3 Shop)
12 Hrs/Wk (3 Hrs. Lecture 9 Hrs. Shop) *15 wks

This course teaches theory and practice devoted to all types of automatic transmissions/trans axles and their adjustment, troubleshooting and overhaul. Removal, disassembly, repair, assembly of pumps, converters, gear train, shafts, bushings, case friction and reaction units, hydraulic and electronic shift control will be covered. *Prerequisites:* AUT 155 and 156.

AUT 241 Automatic/Manual Transmission

5 Credits (3 Lecture 0 Lab 2 Shop)
9 Hrs/Wk (3 Hrs. Lecture 6 Hrs. Shop) *15 wks

This course will cover transmission theory and power flow from the engine to the drive axle. Removal, disassembly, repair, assembly of pumps, converters, gear train, shafts, bushings, case friction and reaction units, hydraulic and electronic shift control will be covered. Diagnosis and repair of clutch, transmission, trans axle, drive shaft, ring/pinion, axle shaft, differential case, and four-wheel drive components will be included. *Prerequisites:* AUT 130 and 131.

AUT 245 Manual Drive Train/Axles

4 Credits (2.33 Lecture 0 Lab 1.67 Shop)
7.34 Hrs/Wk (2.33 Hrs. Lecture 5.01 Shop) *15 wks

This course will cover transmission theory

and power flow from the engine to the drive axle. Diagnosis and repair of clutch, transmission, trans axle, drive shaft, ring/pinion, axle shaft, differential case, and four-wheel drive components will be included. *Prerequisite:* AUT 240.

AUT 270 Engine Performance II

4 Credits (3 Lecture 0 Lab 1 Shop)
6 Hrs/Wk (3 Hrs. Lecture 3 Hrs. Shop) *15 wks

This course deals with engine performance principles as related to electronic feedback systems for fuel control, spark management, emission controls and transmission related systems. Strategy based diagnosis will be emphasized using electronic diagnostic equipment. *Prerequisites:* AUT 155, AUT 156 and AUT 170.

AUT 271 Electronic Engine Control

5 Credits (3 Lecture 0 Lab 2 Shop)
9 Hrs/Wk (3 Hrs. Lecture 6 Hrs. Shop) *15 wks

This course will cover all electronic components found in today's automobile. It also deals with engine performance principles as related to electronic feedback systems for fuel control, spark management, emission controls and related systems. Strategy based diagnosis will be emphasized using electronic diagnostic equipment. The student will troubleshoot OBDII drivability faults as they relate to modern emission controlled engines and related systems. Diagnosis will lead to tests and repairs within the trade standards of time and accuracy. *Prerequisite:* AUT 159.

AUT 275 Engine Performance III

3 Credits (2 Lecture 0 Lab 1 Shop)
5 Hrs/Wk (2 Hrs. Lecture 3 Hrs. Shop) *15 wks

This course will cover all electronic components found in today's automobile. The student will troubleshoot OBDII drivability faults as they relate to modern emission controlled engines. Diagnosis leading to tests and repairs to trade standards of time and accuracy. *Prerequisite:* AUT 270.

AUT 290 Advanced Chassis Systems

1 Credit (1 Lecture 0 Lab 0 Shop)
1 Hrs/Wk (1 Hr. Lecture) *15 wks

This course will involve a comprehensive study of electronic and computerized brake, traction, suspension, steering, and alignment system of modern vehicles. A guide to practical experiences in analyzing problems and replacement of faulty sensors and associated components will provide students with theory and procedures necessary to diagnose faults. *Prerequisites:* AUT 155 and 156.

AUT 291 Advanced Chassis Systems Lab

3 Credits (0 Lecture 0 Lab 3 Shop)
9 Hrs/Wk (9 Hrs. Shop) *15 wks

This course will involve a comprehensive study of electronic and computerized brake, traction, suspension, steering, and alignment systems of modern vehicles. The study of computer integrations with practical experiences in analyzing problems and replacement of faulty sensors and associated components will provide students with practical applications to classroom lectures. *Prerequisites:* AUT 155 and 156.

AUT 296 Independent Study

Variable Credit

This provision allows for a performance contract between student and Department instructor(s) to reach mutually agreed upon goals. Credit earned and grade dependent upon quality and efficiency of performance. (Credit hours are variable at a formula of 45 hours of student effort equaling 1 credit hour.) *Prerequisite:* Department Chair approval.

Biology (BIO)

BIO 101 Introduction to General Biology

3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks

An introduction to the chemical and physical nature of biological processes

Course Descriptions

intended for students who do not plan to major in biological science. Cell structure, metabolism, reproduction, inheritance, and evolution are examined in lecture and laboratory using a wide variety of plants and animals as examples and experimental models. *Prerequisite: high school biology with lab.*

BIO 102 Introduction to General Biology

1 Credit (0 Lecture 1 Lab 0 clinical)

*2 Hrs/Wk (2 Hrs. Lab) *15 wks*

Laboratory experiments designed to support the topics covered in BIO 101.

Co-requisite: BIO 101.

BIO 104 Health and Wellness

3 Credits (3 Lecture 0 Lab 0 Clinical)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

An introduction to the lifestyle skills that lead to better health. Course will include an overview of concepts involving the many aspects of health. Topics that will be covered include lifestyle choices and health, physical fitness, nutrition, weight management, stress management and emotional health, healthy aging, addictions, environmental health and complementary and alternative medicine. Students will participate in various activities including journaling and behavior assessments to help develop personalized lifestyle plans to improve overall health.

BIO 105 Essentials of Human Anatomy and Physiology

3 Credits (3 Lecture 0 Lab 0 Clinical)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This one semester course is designed to provide the student with rudimentary knowledge of human anatomy and physiology. This is a non-laboratory course that will cover the chemical basis of life, basic cell and tissue structure and all of the organ systems of the human body. Note: This course does not satisfy the requirements for programs such as nursing, clinical lab science, or radiological technology.

Prerequisites: BIO 101/102 with a grade C or higher.

BIO 109 Human Biology

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course will provide an overview of the human body including an introduction to anatomy and physiology, and is intended for students in non-life science/non-allied health programs. There will be an emphasis on the structure and function of cells, tissues and the following organ systems: cardiovascular, digestive, nervous and musculoskeletal. Diseases and concerns of the 21st century as they relate to the human body will be explored including cancer, cardiovascular disease, autism, sexually transmitted disease, food poisoning, diabetes and obesity. *Prerequisites: none. Credit cannot be awarded for both BIO 109 Human Biology and BIO 101/102 General Biology Lecture Laboratory. Students who wish to earn degree credit for BIO 109 should take it prior to taking BIO 115, BIO 117 and BIO 105.*

BIO 110 Fundamentals of Environmental Science

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course is designed to provide students with a sound foundation in basic principles and unifying concepts of Environmental Science. Topic selection is based on major themes of modern environmental sciences: humans and sustainability; science and ecological principles; sustaining biodiversity and natural resources; and sustaining environmental quality and human societies. This course will study the interaction and relationship between humans and the environment. Students will gain an awareness of the importance of Earth's systems in sustaining our daily lives, plus the scientific foundation and tools needed to apply critical thought to contemporary environmental issues. The course is intended for both science and non-science majors. Corequisite BIO 111.

BIO 111 Fundamentals of Environmental Science

1 Credit (0 Lecture 1 Lab 0 Clinical)

*2 Hrs/Wk (2 Hrs. Lab) *15 wks*

This is designed to provide students with a sound foundation in basic principles and unifying concepts of Environmental Science. Topic selection is based on major themes of modern environmental sciences: humans and sustainability; science and ecological principles; sustaining biodiversity and natural resources; and sustaining environmental quality and human societies. This course will study the interaction and relationship between humans and the environment. Students will gain an awareness of the importance of Earth's systems in sustaining our daily lives, plus the scientific foundation and tools needed to apply critical thought to contemporary environmental issues. The course is intended for both science and non-science majors. Corequisite: BIO 110.

BIO 115 Anatomy and Physiology I

3 Credits (3 Lecture 0 Lab 0 Clinical)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course is designed to provide the student with in-depth theory of human anatomy and physiology. This is the first part of a two-semester course and will cover organization of the body, the chemical basis of life, support and movement, as well as the nervous system and integumentary system. *Prerequisites: Students must meet the prerequisites for both ENG 101 and MAT 100, or permission from the instructor. Co-requisite: BIO 116.*

BIO 116 Anatomy and Physiology I

1 Credit (0 Lecture 1 Lab 0 Clinical)

*2 Hrs/Wk (2 Hrs. Lab) *15 wks*

Laboratory experiments designed to support the topics covered in BIO 115. *Co-requisite: BIO 115.*

BIO 117 Anatomy and Physiology II

3 Credits (3 Lecture 0 Lab 0 Clinical)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course is designed to provide the

Course Descriptions

student with in depth theory of human anatomy and physiology. This is the second part of a two-semester course and will cover the body systems that provide special sensation, transport, respiration, digestion, reproduction, excretion and selected topics in nutrition, metabolism, blood, lymphatic, immune system, fluid and electrolyte balance, pregnancy, human development and heredity. *Prerequisites:* BIO 115 (C or better) and BIO 116 (C or better) or permission from instructor. *Co-requisite:* BIO 118.

BIO 118 Anatomy and Physiology II

1 Credit (0 Lecture 1 Lab 0 Clinical)

2 Hrs/Wk (2 Hrs. Lab) *15 wks

Laboratory experiments designed to support the topics covered in BIO 117. *Co-requisite:* BIO 117.

BIO 121 Nutrition

3 Credits (3 Lecture 0 Lab 0 Clinical)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

Nutrition will be studied by examining the metabolic and structural requirements of human cell, tissues, and organ systems. This knowledge will be applied to understanding the nutritional needs of various life stages including pregnancy, infancy, adolescence, adulthood and the older years. The nutrition related to health, disease, sports and eating disorders will also be included in this course. *Prerequisites:* BIO 101 and 102 General Biology with Laboratory, or BIO 115 and 116 Anatomy and Physiology with Laboratory with a grade C or higher.

BIO 131 Biology I Lecture

3 Credits (3 Lecture 0 Lab 0 Clinical)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

BIO 131 is the first course in a sequence intended for students that plan to major in biological science. BIO 131/132 focuses on sub-organismal biology in plants and animals. Changes through time and modern biology will be presented in this course. Topics will include structure and function of cells, proteins, and DNA. Biological chemistry of metabolism and photosynthesis

as well as molecular genetics with an evolutionary perspective will be discussed.

Prerequisites: Must meet the prerequisites for both ENG 101 or ENG 105 and MAT 100.

Co-requisite: BIO 132 laboratory.

BIO 132 Biology I Lab

1 Credit (0 Lecture 1 Lab 0 Clinical)

2 Hrs/Wk (2 Hrs. Lab) *15 wks

This laboratory course is the first laboratory course in a sequence intended for students that plan to major in the biological sciences. This course will introduce our students to the study of living organisms and their similarities as well as differences. The students will learn how scientists work using scientific method to problem solve in a biological lab setting. Laboratory safety and procedures will be introduced along with microscopy. *Prerequisites:* Must meet the prerequisites for both ENG 101 or ENG 105 and MAT 100. BIO 132 includes laboratory experiments designed to support the topics covered in BIO 131. *Co-requisite:* BIO 131.

BIO 133 Biology II Lecture

3 Credits (3 Lecture 0 Lab 0 Clinical)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

BIO 133 is the second course in a sequence intended for students that plan to major in biological sciences. BIO 133/134 concentrates on introducing the biology of organisms. This course will cover concepts of evolution in organisms that include prokaryotes, plants, fungi, and animal. Diversity between organisms as well as survival methods and reproduction will be examined. Ecological fundamentals will be covered as well. *Prerequisites:* BIO 131/132 with a C or better. *Co-requisite:* BIO 134.

BIO 134 Biology II Lab

1 Credit (0 Lecture 1 Lab 0 Clinical)

2 Hrs/Wk (2 Hrs. Lab) *15 wks

BIO 134 is the second laboratory course in a sequence intended for students that plan to major in the biological sciences. This course will continue the exploration into the study of living organisms. The students will continue the use of scientific method to

problem solve in a biological lab setting. Students will observe organisms looking for similarities and differences within the species. *Prerequisites:* Completion of BIO 131/132 with a C or better. BIO 134 includes laboratory experiments designed to support the topics covered in BIO 133. *Co-requisite:* BIO 133.

BIO 211 Microbiology

3 Credits (3 Lecture 0 Lab 0 Clinical)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course is designed to give the student an introduction into the world of microbiology. Students will explore the anatomy and physiology of bacteria, viruses, fungi and both cellular parasites, as students study the roles of disease and immunology. *Prerequisites:* A grade of C or better in one of the following Life Sciences course sequences: BIO 115/116 and BIO 117/118 OR BIO 131/132 and BIO 133/134. *Co-requisite:* BIO 212.

BIO 212 Microbiology

1 Credit (0 Lecture 1 Lab 0 Clinical)

2 Hrs/Wk (2 Hrs. Lab) *15 wks

This course is designed to give the student an introduction into laboratory techniques used in the identification of disease causing microbes. Specimen handling, processing, culture, identification and differentiation of microbes will be done by the student in the lab. *Co-requisite:* BIO 211.

BIO 222 Genetics

3 Credits (3 Lecture 0 Lab 0 Clinical)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This introductory course is designed to explore the fundamental concepts of genetics. The first part of the course focuses on the basic principles of classical (Mendelian) genetics; including the nature of hereditary factors and the mechanisms by which they are transmitted and expressed. The latter part of the course covers modern discoveries and techniques that have a foundation in molecular biology. *Prerequisites:* Either Biology 101

Course Descriptions

and 102, General Biology with Laboratory, or BIO 115 and 116 Anatomy and Physiology I with Laboratory or BIO 105 Essentials of Anatomy and Physiology with a grade C or higher.

BIO 223 Genetics Lab

1 Credits (0 Lecture 1 Lab 0 Clinical)

2 Hrs/Wk (2 Hrs. Lab) *15 wks

Genetics laboratory will complement genetics lecture BIO 222 with a series of actual and simulated genetic crosses that will demonstrate principles of Mendelian inheritance and that cover basic genetic concepts and techniques. Analysis of genetic outcomes and application of results to general principles will be emphasized. You will work on improving your scientific writing skills by maintaining a lab notebook and constructing lab reports. *Prerequisite* : Either successful completion of BIO 101 and 102, with a C or better, or BIO 115 and 116 , with a C or better or BIO105 or BIO 131/132, with a C or better.

BIO 255 Forensic Science

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This theory class is designed to provide the student with the scientific basics of forensic science techniques used in solving crime. Students will be introduced to the theory of crime scene processing as well as the analysis and interpretation of physical evidence. *Prerequisites*: A grade of C or better in one of the following Life Sciences courses: BIO 101/102 OR BIO 115/116 OR BIO 105 OR BIO 131/132. *Corequisite*: BIO 256.

BIO 256 Forensic Science

1 Credits (0 Lecture 1 Lab 0 Shop)

2 Hrs/Wk (2 Hr. Lab) *15 wks

These two courses, BIO 255 theory and BIO 256 lab, run concurrently and are designed to provide the student with the scientific basis of forensic science techniques used in solving crime. Students will be introduced to the theory of crime scene processing as well as the analysis and interpretation of physical

evidence. *Prerequisites*: A grade of C or better in one of the following Life Sciences courses: BIO 101/02 OR BIO 115/116 OR BIO 105 OR BIO 131/132. *Corequisite*: BIO 255.

Building Construction Technology (BCT)

BCT 101 Introduction to Hand and Power Tool Safety

1 Credit (.25 Lecture 0 Lab .75 Shop)

2.5 Hrs/Wk (.25 Hr. Lecture 2.25 Hrs. Shop) *15 wks

This course introduces students to safety procedures used for hand and stationary power tools. Students will demonstrate their understanding by constructing a saw horse from a provided drawing.

BCT 126 Construction Site Surveying

2 Credits (1 Lecture 1 Lab 0 shop)

3 Hrs/Wk (1 Hr. Lecture 2 Hrs. Lab) *15 wks

Students are introduced to preliminary site development using basic zoning, code, and deed descriptions as they relate to a site plan. Construction site surveying is introduced through the demonstrated use of surveying transits, builder's level, and associated equipment applied directly to Residential Construction.

BCT 128 Basic Strength of Materials

2 Credits (2 Lecture 0 Lab 0 Shop)

2 Hrs/Wk (2 Hrs. Lecture) *15 wks

This course is intended to give students a basic understanding of the forces and uniform loads taken into account in designing and building Residential Structures.

BCT 142 Building Concepts I

3 Credits (.5 Lecture 0 Lab 2.5 Shop)

7 Hrs/Wk (1 Hrs. Lecture, 6 Hrs. Shop)*15 wks

This is the first in a series of courses designed to teach the student the fundamental principles residential and light commercial construction are based upon. Theory of basic concepts such as straight,

level, plumb, and square are covered in the classroom as well as through practical hands-on projects. Basic foundation and floor framing theory and techniques will be addressed. Co-requisites: BCT 101 Introduction to Hand & Power Tool Safety or Department Chair approval.

BCT 143 Building Concepts II

3 Credits (.5 Lecture 0 Lab 2.5 Shop)

6 Hrs/Wk (1 Hrs. Lecture, 5 Hrs. Shop)*7.5 wks

This course builds upon BCT 142 Building Concepts I. While reinforcing the basic fundamentals learned, the depth and scope of these basic concepts will be expanded. Through construction projects and mock-ups, students will demonstrate new learning based on basic construction fundamentals while being introduced to basic project management principles. Basic wall & roof framing theory & techniques will be addressed. *Prerequisites*: BCT 142 Building Concepts I or Department Chair approval.

BCT 144 Building Concepts III

3 Credits (.5 Lecture 0 Lab 2.5 Shop)

6 Hrs/Wk (1 Hrs. Lecture, 5 Hrs. Shop)*7.5 wks

This course builds upon BCT 143 Building Concepts II. Fundamental building concepts learned the first semester will be reinforced through classroom lecture, mock-ups, and live test results. Student advancement, responsibilities, and pace will be determined by successfully demonstrating higher levels of accomplishments assessed through competency testing. Fundamental concepts of fenestration, building envelope, and basic building science will be addressed. *Prerequisites*: BCT 143 Building Concepts II or Department Chair approval.

BCT 145 Building Concepts IV

3 Credits (.5 Lecture 0 Lab 2.5 Shop)

6 Hrs/Wk (1 Hrs. Lecture, 5 Hrs. Shop)*7.5 wks

This course builds upon BCT 144 Building

Course Descriptions

Concepts III. Students will continue to strengthen previous learning and develop new skills through continued course work, mock-ups, and live projects. Project management fundamentals will be stressed through active participation in design, scheduling, material ordering, and problem solving. Students will be challenged through competency testing at advanced levels upon successfully demonstrating core competencies. Coverage of fundamentals concepts of fenestration, building envelope, and basic building science will continue from previous course. *Prerequisites: BCT 144 Building Concepts III or Department Chair approval.*

BCT 152 Construction Document Reading & Cost Estimating

3 Credits (1 Lecture 0 Lab 2 Shop)
3 Hrs/Wk (1 Hr. Lecture, 2 Hrs. Shop)*15 wks

Students will be introduced to documents related to residential construction, including construction drawings, specifications, schedules, and contracts. The vocabulary of lines will be emphasized, including object lines, extension lines, dimension lines, and hidden lines along with the basic use of a scale rule. Students will generate a competitive cost analysis of a residential home from a set of construction plans, using Microsoft Excel spreadsheet software as a primary tool. Material and labor will be calculated based on standard estimating procedures and building practices specific to this region. A bid summary will be prepared taking into account materials, labor, sub-contractor costs, overhead, and profit. Students will be exposed to minimum legal and contractual requirements in the State of Maine, the Maine Uniform Building and Energy Code (MUBEC), DigSafe, and OSHA. *Prerequisite: BCT 143.*

BCT 180 Introduction to Building Science

3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks
Designed to demonstrate how residential buildings and renovations obey the basic

laws of physics, including gravity, wind, and seismic loads, moisture movement and air flow, differential pressures, heat transfer through conduction, convection, and radiation, and sound transmission. It will show how failure to account for these laws of physics can result in structural problems and building failure, poor indoor air quality or "Sick House Syndrome", and high heating and cooling costs. Students will be exposed to the sciences involved in Foundations, Building Shells, Insulations methods, Roof types, HVAC systems, Domestic Water systems, Passive and Active Solar, Photovoltaics, and Interior Finish choices. The United States Green Building Council's LEED (Leadership in Energy and Environmental Design) certification process will be discussed, as well as the Maine Uniform Building and Energy Code.

BCT 197 Internship in Building Construction Department

3 Credits *15 wks
Total hour commitment varies from 45hrs to 135hrs based on the nature of the project / experience. This number will be determined by Department Chair prior to course registration. The internship option gives a student the opportunity to apply prior learning working in the BCT department. For example, a first year student might learn timber framing and intern their second year leading 2 or 3 first year students in the construction of a new frame. Scheduling to meet minimum contact hours and fulfill course requirements will be agreed to between student and instructor. All projects and participation subject to Department Chair approval. *Prerequisites: BCT 145 and BCT 152*

BCT 203 Interior Trim

2 Credits (.5 Lecture 0 Lab 1.5 Shop)
5 Hrs/Wk (.5 Hr. Lecture 4.5 Hrs. Shop) *15 wks

This is a hands on course giving students experience in the fundamental finish skills required to hang and trim an interior door, apply extension jambs and trim to windows,

and properly install a profiled baseboard practicing the skill of coped inside corners. Intensive instruction is also given to the safety, use, and field applications of router use including the building of a router table. *Prerequisite: 100 level courses.*

BCT 235 Cabinets

2 Credits (.5 Lecture 0 Lab 1.5 Shop)
5 Hrs/Wk (.5 Hr. Lecture 4.5 Hrs. Shop) *15 wks

In this course students study basic kitchen design, layout, and installation techniques. Students draft scaled working drawings for the construction of assigned projects. Utilizing plans, working drawings and estimates, students learn to cut stock, assemble cabinetry, and install hardware. Instruction and demonstration is given on the proper use of shapers and power feeders to produce raised panel cabinet doors. *Prerequisite: 100 level courses*

BCT 236 Finished Stairs

2 Credits (.5 Lecture 0 Lab 1.5 Shop)
5 Hrs/Wk (.5 Hr. Lecture 4.5 Hrs. Shop) *15 wks

Students are introduced to the basic concepts and practices of layout, estimation of materials, and construction of finished stairs. Upon completion of producing scaled drawings, students will build open and closed stairs incorporating skills to properly rout a housed skirt board and install an open balustrade. *Prerequisite: 100 level courses.*

BCT 237 Masonry

2 Credits (.5 Lecture 0 Lab 1.5 Shop)
5 Hrs/Wk (.5 Hr. Lecture 4.5 Hrs. Shop) *15 wks

Students will be introduced to the practical application of brick and block laying. Students will demonstrate their understanding through hands-on projects of mixing mortar to lay bricks and blocks.

BCT 297 Externship in Building Construction

Course Descriptions

3 Credits *15 wks

Total hour commitment varies from 45hrs to 135hrs based on the nature of the project / experience. This number will be determined by Department Chair prior to course registration. The externship option gives a student the opportunity to apply prior learning in a professional setting off campus. Students may propose an externship site or choose from a list of established externship partners, but regardless all placements require Department Chair approval. Students will be responsible for scheduling/ transportation to fulfill required number of contact hours and completion of course requirements. All externships subject to Department Chair approval. *Prerequisites:* BCT 145 and BCT 152

BCT 298 Capstone in Building Construction

3 Credits *15 wks

Total hour commitment varies from 45hrs to 135hrs based on the nature of the project / experience. This number will be determined by Department Chair prior to course registration. The capstone option gives a student the opportunity to demonstrate comprehensive learning in the major through the completion of an approved project. The experience must include aspects of design, estimation, and skill proficiency germane to the project that illustrate both comprehension and development of program skills. For example, building an exterior deck from conceptual stage to finished product. Scheduling to meet minimum contact hours and fulfill course requirements will be agreed to between student and instructor prior to the course start. All projects and participation subject to Department Chair approval. *Prerequisite:* BCT 145 and BCT 152

BCT 296 Independent Study

Variable Credit (Maximum 3) Number of hours per week to be determined by Advisor. The provision allows for a performance contract between student and a department instructor to reach mutually agreed upon

goals. Credit earned and grade depend upon quality and efficiency of performance. *Prerequisite:* Approval of Department Chair.

Business Administration and Management (BUS)

BUS 100 Understanding Business

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

The purpose of this course is to introduce students to the nature and structure of business in the United States. The scope of the course will include an overview of the functional areas (i.e. finance, marketing, etc.) as well as the terms and concepts used in modern organization.

BUS 101 Small Business Management

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

The purpose of this course is to introduce students to terms, concepts and tools used to start and/or manage a small business. The course will analyze typical problems, tasks and responsibilities confronting managers of small organizations.

BUS 110 Principles of Supervision

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

The purpose of this course is to introduce students to the principles involved in working through, and understanding human resources. It is designed to enhance the leadership and administrative skills of existing and potential first line managers, supervisors and small business owners.

BUS 115 Leadership and Interpersonal Relations

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course is designed to introduce students to the concept of leadership, various leadership styles and the cause and effect relationships in using the styles. Student successfully completing this course will learn that leadership is a set of practices

that can be mastered. Participants will "experience" leadership activities by developing appropriate interpersonal skills through role playing and other activities.

BUS 120 Employment Law

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

Employment Law (State of Maine and Federal) covers a broad range of subject areas and its impact develops well before the advertising and recruiting of personnel. The purpose of this course is to promote an understanding of acceptable and unacceptable employment practices for hiring and supervising employees.

BUS 122 Business Law

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course provides an overview of the legal environment in which both large and small businesses operate. The course content includes discussion of the Uniform Commercial Code and its impact on sales and contracts, agency relationships, government regulation, torts, personal and real property rights.

BUS 140 Introduction to Sports Management

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course will discuss sports management and the scope of opportunities the sports industry presents. It will discuss major challenges confronting various segments (collegiate, professional, and international) of the industry. The course will also explore the historical, psychological, sociological, and philosophical foundations of sports management, organizational concepts and their application to sport management. Event planning and facility management will also be introduced.

BUS 145 Facilities Management

3 Credits (3 Lecture 0 Lab 0 Shop)

Course Descriptions

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course will explore the world of Facilities Management. The student will gain an understanding as to the complexity involved in the overall programming, operation, maintenance, promoting and managing various types of facilities. The course will include the theory behind planning and managing a facility as well as numerous case studies allowing the student to apply the theory presented in the beginning of the course.

BUS 150 Effective Customer Relations

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

A sound and loyal customer base is one of an organization's most important assets. This course details the origin of positive customer relations and discusses the tools, attitudes and training required to support a comprehensive program.

BUS 155 Business Retail and Merchandising Management

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

Considered a major component of economic activity, Retailing surrounds and impacts us on a daily basis. This course is designed to provide an understanding of the principles involved in a successful retail operation and recognize the dramatic change the activity is undergoing - from "bricks and mortar" to E-Commerce. Additionally, 25% of the course will concern itself with merchandising tools, techniques, and strategies. Note: if a student is interested in a specific field of retailing (i.e. auto parts and service etc.) their assignments will be directed accordingly.

BUS 160 Introduction to Sales and Sales Management

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

The course begins with an introduction to personal selling techniques, and the advantages of personal selling over other forms of promotion. Relationship or consultative

selling will be emphasized as the most modern approach to sales. The principle tasks of Sales Management will be explored with an emphasis on how sales managers and sales people can most effectively work together.

BUS 180 Managing Office Procedures: Optimizing Task Resources

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

The efficient and economical operation of a contemporary office requires knowledge and skills in a wide variety of functional areas. This course will examine in detail the basic operational aspects of managing an office including shipping and receiving of materials, record and data storage, managing calendars, efficient inter-office communications and staff training and development.

BUS 215 Principles of Marketing

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

The course begins by dissecting the elements of the marketing mix-product, price, promotion and place and ends with the completion of a marketing plan for a product chosen by each student. Topics include segmentation, distribution, consumer behavior, etc. Different aspects of marketing product vs. service and wholesale vs. retail vs. direct and industrial marketing, will also be explored.

BUS 218 Human Resource Management

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

Recruitment, selection, training, human resource planning, compensation management, Equal Employment Opportunity (EEO), performance evaluation, discipline, and employee health and safety topics are covered in the course. Students are introduced to the role of the human resource executive and staff in corporate management as well as their role in the planning for the organization.

BUS 220 Managing People and Organizations

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

When employees work in organizations, managerial effectiveness is enhanced when the dynamics of human behavior in group situations are understood. This course will apply the principles developed by behavioral scientists to the human resource component of the business organization.

BUS 255 Electronic Commerce

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This is a computer-based and case study course. It is designed to introduce students to various aspects of Electronic Commerce. E-Commerce is doing business electronically. It will include business strategies for selling and marketing on the Web, online auctions, virtual communities, legal, ethical and tax issues, supply-chain management, payment systems, security, and web server and e-commerce hardware and software. Real company cases include Amazon.com, Harley-Davidson, Nissan.com and Oxfam. Included in class sessions will be "hands on" access to the World Wide Web.

BUS 260 Business Finance

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course is designed to investigate the mechanisms of business finance including financial analysis, capital management, budgeting and commercial financing.

BUS 270 Hospitality Management

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course is designed to provide Culinary Arts students and others, having a career interest in Hospitality Management with an understanding of how the industry functions, including its policies and procedures. The focus will be on Food Service and Lodging Management, although other aspects of the industry will be covered.

BUS 298 Business Capstone

3 Credits (3 Lecture 0 Lab 0 Shop)

Course Descriptions

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This is a senior standing course for the assessment of prior learning and lifelong learning objectives. Students will be placed in small groups to act as the senior management team of a simulated company. They will work with a computer simulation model that will give real life problems that embodies prior course learning, integration of team management, the disciplines and concepts of Accounting, Marketing, Management, and Finance concepts. Students will be required to present before a select group of business professionals, faculty and fellow classmates. *Prerequisites:* ACC 210, BCA 120, BUS 100, BUS 110, BUS 12x, BUS 215, COM 10X, ENG 101 or ENG 105, ENG 220, MAT 101.

Business and Computer Applications (BCA)

BCA 101 Computer Keyboarding

3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This is an introductory course in electronic keyboarding designed to present and develop basic keyboarding skills including speed, accuracy and professional standards. Students successfully completing this course will be expected to prepare documents and correspondence quickly, with a high degree of accuracy and will be judged using professional office standards. This course will use IBM compatible computers and a variety of instructional software programs. BCA 101 will prepare individuals for Business and Computer Applications and a variety of other programs requiring keyboarding skills.

BCA 120 Introduction to Computer Applications

3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This is an introductory computer course that is structured to familiarize the student with usage of computers as a tool for business

and industry. Taking a hands-on approach, students will become skilled in the use of Windows and Microsoft Office. These competencies include the operation of word processing, spreadsheets, database and presentation software. All learning will be in a lab environment where students will directly apply instructions using individual computers. *Prerequisite:* Students should be familiar with basic mouse and keyboard operation prior to registration.

BCA 121 Word Processing

3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course is intended to introduce skills and build mastery with Microsoft Word in a Windows environment. It is designed to develop competencies in a wide variety of word processing functions while building typing speed and accuracy. Students will become proficient in document management, text handling, merging, macros and a wide variety of document enhancements available in the software. *Prerequisites:* Basic keyboarding skills and knowledge of PC operations.

BCA 125 Navigating the Net

3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course is intended to instruct entry-level students in the fundamentals of presentation and internet software. It will teach them to do research on the web as well as design and maintain web pages. Specific software programs will include Outlook, PowerPoint and Netscape.

BCA 152 Integrated Software Applications

3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This is a course in the use of integrated software applications for report, document, presentation and information development activities. Advanced concepts and techniques using Microsoft Word, Excel, Access and PowerPoint to produce professional proposals, financial reports, data forms and

presentations will be featured. Exercises will stress the importance of file and data management. Students will be expected to produce these documents in a "hands on" lab environment as well as independent work outside the classroom. *Prerequisite:* BCA 120.

BCA 241 Spreadsheets

3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course is intended to instruct beginning and entry level students in the fundamentals of spreadsheet operations using Microsoft Excel. It will expose them to basic spreadsheet concepts as well as many of the more sophisticated functions which enhance spreadsheet utilization, improve functionality and increase a wide variety of applications for spreadsheet analysis. *Prerequisite:* Basic keyboarding skills and knowledge of PC operations.

BCA 246 Database Management

3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course is intended to introduce skills and build proficiency in database management using Microsoft Access. It is designed to develop competencies in various database processing functions. Students will become proficient in setting up databases, managing data, querying, creating forms and reports, using report enhancements and manipulating data. *Prerequisites:* BCA 120 or 152.

BCA 250 Applied Visual Basic

3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This is an advanced course in Microsoft Office software that will focus on typical office and administrative applications. The student will learn to write macros and small programs in Visual Basic that will enhance and update Excel, Access and Word files. A good understanding of Microsoft Office will be provided. *Prerequisite:* BCA 120 or either spreadsheets or database management.

Course Descriptions

Career Studies (CAS)

CAS 199 Prior Learning

Variable credit (max 18 hours)

This catalog listing reflects Central Maine Community College's recognition of appropriate and significant prior learning and its credit relationship to degree requirements. Knowledge and skills (not chronological experience) acquired prior to matriculation must be systematically identified and documented. Please refer to the College catalog under "Academic Credit for Prior Learning" for additional guidelines. Credit awards vary and are considered for posting at the discretion of the College. *Prerequisite: Significant occupational training and experience.*

Chemistry (CHY)

CHY 101 Introduction to Chemistry

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course is intended to satisfy the need for a one semester course in Introductory Chemistry. It is structured to familiarize the student with principles of Inorganic Chemistry and a survey of Organic Chemistry. The student will become familiar with standard chemical procedures and the terminology of Chemistry. The student will also be able to predict chemical reactions under a variety of situations. *Prerequisite: High School Algebra I, or MAT 050 with a grade C or higher. Co-requisite: CHY 102.*

CHY 102 Introduction to Chemistry Lab

1 Credit (0 Lecture 1 Lab 0 Shop)

*2 Hrs/Wk (2 Hrs. Lab) *15 wks*

Laboratory experiments designed to support the topics covered in CHY 101. *Co-requisite: CHY 101.*

CHY 111 Principles of Organic and Biological Chemistry

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

The student will be observing changes in organic and biological matter and finding cause and effect relationships. The student will conduct scientific experiments on organic matter and interpret the results of these experiments. *Prerequisites: CHY 101 and 102; Co-requisite: CHY 112.*

CHY 112 Organic and Biological Chemistry Lab

1 Credit (0 Lecture 1 Lab 0 Shop)

*2 Hrs/Wk (2 Hrs. Lab) *15 wks*

Laboratory experiments designed to support the topics covered in CHY 111. *Co-requisite: CHY 111.*

CHY 121 General Chemistry I

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This is the first semester of a two semester course intended to prepare students for further study in chemistry or other sciences and engineering. The course begins with the study of matter, atomic theory, chemical reactions and calculations involved with them. The electronic structure of atoms is used to provide insight to periodic properties, chemical bonding and molecular structure. The study of intermolecular forces, gases, liquids, solids and unusual properties of water and other molecules conclude the first semester. *Prerequisite/Co-requisite: MAT 122 and CHY 122.*

CHY 122 General Chemistry I Lab

1 Credit (0 Lecture 1 Lab 0 Shop)

*2 Hrs/Wk (2 Hrs. Lab) *15 wks*

This course emphasizes the experimental nature of chemistry. Laboratory safety and measurement are the first subjects. Physical properties, chemical properties, chemical reactions, stoichiometry, and other subjects that are introduced in the first semester lecture course will be studied. *Co-requisite: CHY 121.*

CHY 123 General Chemistry II

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

The second semester begins with the study of Properties of solutions and continues with chemical kinetics, chemical equilibrium, acid-base equilibrium, and other aqueous equilibria. Chemical thermodynamics is the last required topic. The semester concludes with subjects such as electrochemistry, nuclear chemistry, organic chemistry, coordination chemistry, etc. as interest and time permits. *Prerequisite: C or better in CHY 121. Co-requisite: CHY 124.*

CHY 124 General Chemistry II Lab

1 Credit (0 Lecture 1 Lab 0 Shop)

*2 Hrs/Wk (2 Hrs. Lab) *15 wks*

The second semester laboratory will present experimental support for subject matter presented in the lecture. There will also be the possibility of subject matter presented from an experimental perspective that is not presented in Lecture. *Prerequisite: C or better in CHY 121 and CHY 122.*

CHY 221 Organic Chemistry I

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

Organic Chemistry is the study of the chemistry of compounds containing carbon. Organic Chemistry I Lecture is the first half of a comprehensive one-year course suitable for science majors. The first semester course includes structural and functional aspects of saturated and unsaturated hydrocarbons with various heteroatom functionalities. Discussion focuses on the mechanistic basis for organic compound reactivity. *Prerequisites: C or better in CHY 123/124. Co-requisite CHY 222.*

CHY 222 Organic Chemistry I Lab

2 Credits (0 Lecture 2 Lab 0 Shop)

*4 Hrs/Wk (4 Hrs. Lab) *15 wks*

Organic Chemistry I Lab runs concurrently with Organic Chemistry I Lecture. First semester labs concentrate on the basic techniques and procedures used in organic syntheses and separations, including microscale techniques. *Prerequisites: C or better in CHY 123/124. Co-requisite CHY 221.*

CHY 251 Organic Chemistry II

3 Credits (3 Lecture 0 Lab 0 Shop)

Course Descriptions

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

Organic Chemistry is the branch of chemical science engaged in understanding the structure, function, behavior, and reactivity of molecules containing carbon. Organic Chemistry II Lecture includes functional aspects of saturated and unsaturated hydrocarbons with various heteroatom functionalities. Discussion focuses on the mechanistic basis for organic compound reactivity for saturated and unsaturated hydrocarbons and approaches to synthetic design. In addition, modern analytical techniques such as infrared spectroscopy and nuclear magnetic resonance spectroscopy (1H & 13C) used in the identification of organic compounds will be discussed. *Prerequisites:* C or better in CHY 221/222. *Co-requisite* CHY 252.

CHY 252 Organic Chemistry II Lab

2 Credits (0 Lecture 2 Lab 0 Shop)

*4 Hrs/Wk (4 Hrs. Lab) *15 wks*

Organic Chemistry II Lab runs concurrently with Organic Chemistry II Lecture. Second semester lab is built upon the basic techniques and procedures first introduced in CHY 222, as applied to carrying out fundamental organic chemistry reactions (both ionic and radical). Additional emphasis is placed on the analysis of collected data using gas chromatography and various spectroscopic techniques (e.g., IR, NMR, and mass spectrometry). *Prerequisites:* C or better in CHY 221/222. *Co-requisite* CHY 251.

Communications (COM)

COM 100 Public Speaking

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course provides the student with training and experience in researching, organizing, and presenting various types of oral presentations. Topics covered include audience analysis, speech organization, delivery techniques, and the use of visual aids, including Power-Point. Narrative, informative/ demonstration, persuasive, and group presentations are required. Speeches are videotaped for student review.

COM 101 Interpersonal Communication

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course introduces the student to the elements of interpersonal communication. The overall goal of the course is to enable students to improve the effectiveness of their interpersonal communication skills in their personal and professional lives. The course covers the nature of communication, the importance of one's identity, the role of perception and emotions, and the importance of active listening. It examines the nature of language and non-verbal communication and considers gender and cultural differences. It focuses on improving communication in relationships, concentrating on relational dynamics, communication climates, and interpersonal conflict.

COM 121 Group Process

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course introduces the student to the elements of small group communication. The overall goal of the course is to have students develop more effective communication skills for use in small group situations. Students will practice providing appropriate and effective feedback among group members, resolving conflicts, problem solving in small groups, and participating in and facilitating group discussions. Students will be expected to study group theory and understand the small group communication process while undertaking a worthwhile community action project as a group effort.

COM 151 Mass Media and Popular Culture

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course introduces the student to the economic, political, and social dimensions of mass media with an emphasis on electronic media. Students will be introduced to a variety of perspectives on contemporary media and will examine the components of media literacy. The overall goal of the course is to enable students to develop critical strategies of media analysis to become

an active, informed media consumer.

Computer Aided Drafting/ Design (CAD)

CAD 110 Introduction to Computer Aided Drafting (CAD)

3 Credits (1 Lecture 2 Lab 0 Shop)

*5 Hrs/Wk (1 Hr. Lecture 2 Hrs. Lab) *15 wks*

This is an introductory CAD based drafting and design course utilizing the latest CAD/BIM software. In conjunction with learning CAD, students will be introduced to the process of design, the related components and materials, research, drawing and presentation of construction related documents, from conceptual hand sketches, CAD sketches to CAD drawings, and related spreadsheets, materials, and construction techniques. The focus of the course is divided into three main segments. The first segment is to introduce CAD. The second is to introduce factors in pre-design for the building and site as it related to programming, codes, ADA, and space planning. The third is to integrate the pre-design factors into industry standard construction/design drawings created with CAD.

CAD 262 Intermediate Computer Aided Design (CAD)

3 Credits (1 Lecture 2 Lab 0 Shop)

*5 Hrs/Wk (1 Hr. Lecture 2 Hrs. Lab) *15 wks*

This is an intermediate based CAD design course expanding upon introductory level commands to enhance greater efficiency, networking, team work, presentations, customization, and 3D concepts towards the creation of an A/E industry standard with CAD based drawings for various interior spaces in residential and commercial buildings. Students will research design and construction processes, materials, methods to design

Course Descriptions

residential and commercial interiors with a focus on kitchens and bath, corporate team spaces, meetings, and executive spaces. The student will evaluate and integrate, space use, access and flow, materials, furniture fixtures and equipment, lighting, color, texture, space, scale and integration of related building systems. This is a "hands-on" approach with all topics being directly applied in the CAD lab, so as to align CAD software use with techniques to create a variety of related drawings, renderings and 3D CAD models and related schedules. *Prerequisites: CAD 110.*

CAD 282 3-D CAD and Solid Models

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course is designed as an advanced CAD course using Auto CAD Mechanical Desktop on Windows-based personal computers. Auto CAD's 3-D Solid Model features will be the focus of this course utilizing parametric solids. All assignments will pertain to the design of mechanical components. *Prerequisite: CAD 262.*

CAD 284 Architectural CAD

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This is an advanced level CAD course utilizing Auto CAD on Windows-based personal computers. The focus of the course will be the creation of drawings for the construction industries. An emphasis will be given to the use of scales, dimension styles, and file management. The course will also include the use of 3-D with the creation of elevation and perspective views. *Prerequisite: CAD 262 or CAD 110.*

CAD 292 Advanced Solid Modeling

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course is designed to teach students to use the advanced features found in Central Maine Community College's parametric modeling software. Students will work in a networked environment to: utilize advanced modeling techniques, produce assemblies,

and use advanced drawing creation and annotations. The principles of finite element analysis (FEA) will also be introduced. All assignments will pertain to the design of mechanical components. *Prerequisite: CAD 282.*

Computer Technology (CPT)

CPT 130 Introduction to Visual BASIC

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

Students taking this course will learn how to create object-oriented programs using Microsoft's Visual Basic. Skills will include writing program code, creating a graphical user interface, creating controls, creating and manipulating variables, understanding and implementing program decision making logic, creating sub procedures, debugging, data manipulation and object manipulation. Significant study time outside of class will be required to complete reading assignments and complete homework exercises.

CPT 147 Introduction to PC Repair/ Operating Systems

3 Credits (2 Lecture 1 Lab 0 Shop)

4 Hrs/Wk (2 Lecture 2 Lab) *15 wks

This course is an introduction to the installation, maintenance and repair of PC's and related equipment and to introduce students to operating systems compatible with today's personal computers. It provides students with an understanding of PC environments including system components, peripherals, and component/card interface and the fundamentals of repair. The course also familiarizes students with the major features and functions of each operating system and build competencies and familiarity with operational aspects of the software. This is the first of two courses designed to prepare students for the A+ exam.

CPT 166 Fundamentals of Structured Query Language

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

A broad based introduction course that will teach all the fundamentals of relational database access using structured query language (SQL). The course will cover the way to effectively retrieve and manipulate data in a database to meet an employer's or client's needs. The class will cover the basics of SQL, its strengths and weaknesses. It will focus on presenting implementation-independent SQL coding and use while highlighting several vendor specific implementations. The students will be required to become proficient in managing a small relational database under MS SQL Server, hosted on campus. Taking a hands-on approach, students will become skilled in designing and using SQL language to retrieve, organize, present, update and delete data. These competencies include a basic understanding of relational database, MS SQL Server and SQL. All learning will be in a lab environment where students will directly apply instructions using individual computers.

CPT 201 Linux

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course is an introduction to the Linux operating system. It will provide students with the basic introductory abilities required to install, configure, administer, and troubleshoot the Linux operating system. This course will also acquaint students with several of the many Linux distributions available, typical Linux applications and utilities, and it touches upon the important command line utilities and applications.

CPT 202 Advanced Linux

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course is an extension of CPT 201. The focuses of this class are proper system management and administration, and an introduction to using Linux servers to fulfill the networking needs of a typical small business or school system. Students will configure Linux server systems such

Course Descriptions

as DNS, DHCP, Web, Mail, servers, routers, firewalls and file and print servers. *Prerequisites:* CPT 201.

CPT 225 Advanced PC Repair

3 Credits (2 Lecture 1 Lab 0 Shop)

4 Hrs/Wk (2 Hrs. Lecture 2 Hrs. Lab) *15 wks

The second of a series of two courses, instruction is designed to prepare students for A+ Certification. *Prerequisite: one year's experience with PC repair and installation.*

CPT 227 Intro to Virtual Machines

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

The class will introduce students to the virtual machine environment. They will get the opportunity to utilize the main virtual environment options and create their own virtual networks. Students will work within the 3 main virtualization platforms throughout this course. They will get exposure to the utilization of virtual machines and virtual networks within the business environment.

CPT 235 Introduction to Networking

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course is an introduction to core network fundamentals. It will provide students with the ability to design, install, maintain and troubleshoot computer networks. Students will be expected to demonstrate an understanding of a wide variety of network cabling, components and architecture. Identification of the seven-layer OSI (Open Systems Interconnection) model, and how it interacts vertically and horizontally with other networks will also be required. The introduction and appropriate use of network protocols and network services will be introduced in this course. Note: Network administration covering Software, Servers, Services, Domains, Workgroups and Users will be covered in CPT 266 Server Administration.

CPT 239 Advanced Networking Concepts

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course is a relatively advanced look at network functions, which analyzes those functions from a troubleshooting perspective. Students will learn techniques required to support and troubleshoot networks on a daily basis. This course also introduces the student to concepts and terminology encompassing generic networking and routed WANs. Particular attention is devoted to the TCP/IP protocol and how its addressing scheme functions to provide network and host addresses and can be used to subnet a large network into more manageable segments. It will provide students with the basic abilities required to install, configure, administer, and troubleshoot equipment and TCP/IP. Students will be expected to demonstrate their expertise using a "hands-on" approach whenever possible. Equipment used in this class will include servers, hubs, switches, and routers. *Prerequisites: CPT 147 and CPT 235, or two or more years of IT work experience.*

CPT 240 Advanced Visual BASIC

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course builds on the skills learned in CPT 130 and Intro to Visual Basic. Students will demonstrate the ability to: create custom menus, work with sequential access files, string manipulation, work with variable arrays and arrays of structure, create functions, and integrate Visual Basic with an Access database. Study time outside of class will be required to complete reading assignments and homework exercises. *Prerequisite: CPT 130.*

CPT 245 Introduction to Java Programming

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This is an introductory course in Java programming. Students taking this course will learn how to create programs using the Java programming language. Skills will include writing program code, testing and debugging programming code, and compil-

ing Java programs. Students will learn to create a variety of Java programs. This will be a hands on class, where students will learn programming concepts by creating a variety of programs. *Prerequisites: Completion of at least one Programming class, or equivalent experience.*

CPT 250 Programming in C

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This is an introductory course in the applications of C, a programming language common in electronics and electromechanical engineering, using Microsoft Visual C. The C language facilitates a structured and disciplined approach to Computer Program Design. Through examples, exercises and projects, students will be given the opportunity to solve real-world problems.

CPT 252 Web Development

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

A broad based introduction course that will teach the fundamentals of making web pages and posting them on a Web server. The course covers the basics of using HTML, developing a web site, and registering a domain name. The students will be required to deploy a small web site on the World Wide Web, using a web server on campus. Taking a hands-on approach, students will become skilled in Web Page design, management and deployment. All learning will be in a lab environment where students will directly apply instructions using individual computers.

CPT 253 Advanced Web Development

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

An intermediate course that will teach the skills necessary to expand a static web site into a data-driven, interactive website. The class will cover the basics of web-based data manipulation applications and using JavaScript based web site on the World Wide Web, hosted on a web

Course Descriptions

server on campus. The class will also test these web sites using peer reviews and other quality assurance techniques, making changes to the sites as needed. Taking a hands-on approach, students will become skilled in complex web page design and data management. These competencies include advanced HTML, including Java and JavaScript. All learning will be in a lab environment where students will directly apply instructions using individual computers. *Prerequisites: CPT 252 or equivalent.*

CPT 256 Introduction to Game Level Design

3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks
This elective course will provide an introduction to the process of computer game design and programming. Topics will include graphics, game engines, and their high-level APIs, behavioral control for characters, level design, game play. Interface issues and the business, social and personal aspects of games. Classes will be a mix of lecture format, seminar format and working group meeting. See the schedule for relevant structure and dates. Rather than focusing on programming game engines, the course deals with the development of game play using the 3D gaming engine, a commercial game engine. Students will form small teams early in the semester, pitch a level idea to the instructor and to the class, then spend the rest of the time in the course working on the development of the level itself. The final for the course will be the presentation of a working version of your level play-tested at a LAN party. *Prerequisite: CPT 130.*

CPT 257 Advanced Game Level Design

3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks
This elective course is the second of two video game level design courses. It will provide an advanced look at the process of computer game design and programming. Topics will include graphics, game engines

and their high-level APIs, behavioral control for characters, cut scenes, level design, game play, interface issues and the business, social and personal aspects of games. Classes will be a mix of lecture format, seminar format and working group meeting. See the schedule for relevant structure and dates. Rather than focusing on programming game engines, the course deals with the development of game play. Students will form small teams early in the semester, pitch a level idea to the instructor and to the class, then spend the rest of the time in the course working on the development of the level itself. The final for the course will be the presentation of a working version of your level play-tested at a LAN party. *Prerequisite: CPT 256.*

CPT 261 Computer Forensics I

3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks
This course will provide an introductory understanding of computer forensics. The student will be exposed to different tools and techniques of obtaining data along with an understanding of the investigative process. Class discussions and hands-on activities will give students a thorough understanding of crime scene processing, data acquisition, computer forensic analysis, e-mail investigations, image and file recovery, witness requirements and report writing. *A criminal background check will be processed on students who register for this course.*

CPT 266 Server Administration

3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks
This course builds on the foundation established with CPT 235 and prepares the student for a more in-depth knowledge of network communication, protocols such as TCP/IP and peripherals. Students will design a network, install server software, create domains, workgroups, users and trusts. Students will also create and apply user rights, privileges, file and print sharing and services. Server and data security will also be introduced. *Prerequisite: CPT 235.*

CPT 271 Network Security

3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks
This course builds on the foundation established in CPT 235 and provides the student with a more in-depth knowledge of the TCP/IP networking protocol, firewalls, security tools, and various computer security techniques. This class is NOT a course in hacking to the extent that encourages illegal intrusion into other systems. The class enforces legal and security concepts to help computer professionals and enthusiasts prevent such occurrences. Several networking operating systems will be used, including Microsoft Windows and Linux. Students will enhance their knowledge and familiarity with these network operating systems, more advanced computer networking concepts, and security issues that surround these topics. Students will also experiment with various system services, such as Telnet, FTP and HTTP servers. In addition, students will research computer security topics and practice gained knowledge in a controlled environment. De-mystifying the "hacking" world and providing a comfort with securing the popular network operating systems are the primary goals of this course. *Prerequisites: CPT 235.*

CPT 272 MS Exchange/IIS

3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks
This class is an introduction to Internet Information Server and Microsoft Exchange Server. This class will be a fast-paced, intense study in these two subjects. Students will begin preparation for the Microsoft Certified Systems Engineer (MCSE) exams. *Prerequisites: CPT 235 and 266. CPT 266 may be taken concurrently.*

CPT 275 Computer Forensics II

3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks

Course Descriptions

The class will review the basics of computer forensics while focusing on an in depth knowledge of EnCase Forensic Software. EnCase is one of the top international forensic software utilized today. It is utilized throughout the country and by our own Computer Crimes Task Force in the state of Maine. Students will complete a full case from the crime scene acquisition to the final report along with a mock trial at the end of the case. *A criminal background check will be processed on students who register for this course.*

CPT 281 Penetration Testing

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course is an advanced course which will give students an understanding of network vulnerabilities and how to prevent them. Students will utilize hands-on experiences to setup and test baseline security settings on their networks. Once the vulnerabilities have been identified students will create a plan to address identified vulnerabilities to keep malware and hackers out of their networks. The final stage will be to re-test the network to verify their changes created a secure network.

Prerequisites: CPT 235, CPT 266, and CPT 271. A criminal background check will be processed on students who register for this course.

CPT 296 Topics in Information Technology

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

Students taking this course will explore selected topics in Information Technology that are relevant at the time of delivery. This course will not address subject matter currently offered within other CPT courses. Since the topics will change from year to year, students should check with the instructor to obtain more in-depth information on the topic offered for that given time period. *Prerequisites: CPT 235 and 2nd year standing.*

CPT 297 Field Experience (Internship)

3 Credits - Number of hours per week to be determined by Advisor

This course is designed to provide the student with field experience in an actual workplace under the supervision of an information technology professional. Sites for this practical must be arranged prior to course registration.

Criminal Justice (CRJ)

All students taking Criminal Justice courses will be subject to a criminal background check.

CRJ 101 Introduction to Criminal Justice

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course is designed to provide an overview of the legal system in America, including the history and evolution of law enforcement and the criminal law, to the present status of the criminal justice system. Topics discussed will include the purposes and goals of the criminal justice system; the history and evolution of the criminal law and the legal process; the role of law enforcement in a democratic society; the balancing of individual rights versus the protection of society; the manner in which the criminal justice system confronts terrorism; and the development and current status of justice policy. The course will examine in significant detail the three primary components which comprise the criminal justice system: law enforcement, adjudication, and corrections. Juvenile justice and its purposes and goals will also be discussed. A criminal background check is required for all CRJ courses.

CRJ 110 Introduction to Corrections

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course is designed to provide an overview of the historical background of corrections. Topics discussed will include:

the goal and purposes of corrections; the various past and current philosophies of corrections; the concepts and issues that determine the necessity for the development of the Maine Correctional Standards; the legal issues in corrections; the principles and issues of the Constitutional Law as it pertains to the 1st, 4th, 8th, and 14th Amendments and the rights of inmates; the structure and functions of incarceration; Probation and Parole Agencies, Management and treatment programs; and the differences between. A criminal background check is required for all CRJ courses.

CRJ 122 Criminal Law

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course deals with the application and philosophy of criminal law, with a focus on the applicability of the statutory law. The goals and purposes of the criminal justice system will be examined. The formulation of the substantive law and limitations on that authority will be studied. A criminal background check is required for all CRJ courses.

CRJ 201 Civil Liberties

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course examines the constitutional aspects of the American criminal justice process, including search and seizure, arrest, interrogation, trial and appeal.

CRJ 204 Victimology

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course presents a comprehensive and balanced exploration of victimology, a vital new and, at times, controversial branch of criminology. This course examines the victims' plight, and is careful to place statistics from the FBI's Uniform Crime Reports and Bureau of Justice Statistics National Crime Victimization in context. This course systematically investigates how victims currently are handled by the criminal justice system, analyzes the

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goals of the victims' rights movement, and discusses what the future is likely to hold. Also discussed will be: human trafficking, crimes on campus, identity theft, stalking, motor vehicle theft, and prisoners attacked behind bars.

CRJ 209 Terrorism & Homeland Security 3 credits (3 Lecture 0 Lab)

3 Hrs/Wk (3 Hrs. Lecture) *15 weeks

This course provides a theoretical and conceptual framework to allow the student to understand how terrorism arises and how it functions. It discusses sophisticated theories presented by some of the best terrorist analysts in the world, while also focusing on the domestic and international threat of terrorism and the basic security issues surrounding terrorism today. The course also gives essential historical (pre-1980) background on the phenomenon of terrorism and the roots of contemporary conflicts, including detailed descriptions of recent conflicts shaping the world stage, and covers theoretical and concrete information about Homeland Security organizations. *Prerequisite: CRJ 101.*

CRJ 210 The Juvenile Justice System

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course will examine the Juvenile Justice system in America, including its history, philosophy and development, along with future challenges the system must confront. The rights of Juveniles in the American Juvenile Justice System will be thoroughly explored and discussed. Differences between the adult criminal system and juvenile offender treatment will be analyzed. The problems facing youth as well as the impact of cultural, sociological and other forces will be examined. Other societies' treatment of youthful offenders will be compared and contrasted with the American system. Appropriate punishment of juvenile offenders, including community programs and institutionalization, will be studied. The class will explore in depth the challenges facing the juvenile justice system and

discuss ways in which the system might be improved and advanced. Other modalities such as outside speakers, films and/or field trips may be utilized during the course to assist students in more fully integrating the concepts explored. *Prerequisite: CRJ 101. A criminal background check is required for all CRJ courses.*

CRJ 212 Criminal Investigation and Report Writing

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course is designed to teach students proper methods in which to prepare a case for possible court presentation. Included in the course will be appropriate information gathering techniques; report writing; and pre-court preparation. Proper courtroom procedures, witness styles and behavior will also be discussed. *Prerequisites: CRJ 101 and 122.*

CRJ 220 Police Operations

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course is concerned with providing the student with an understanding of the role police play in today's society. *Prerequisite: CRJ 101*

CRJ 225 Race and Ethnicity Issues in Law Enforcement

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

The course examines the impact of cultural diversity on law enforcement to include a discussion of cultural awareness, bias, prejudice, training, recruitment and cross cultural communication. Police challenges in engaging with specific racial/ethnic groups are examined, to include Asian/Pacific Americans, African-Americans, Latino/Hispanic Americans, Arab Americans, Native Americans and others. Homeland security concerns, racial profiling and hate crimes are also addressed.

CRJ 227 Crime Scene Photography

3 Credits (2 Lecture 1 Lab 0 Shop)

4 Hrs/Wk (2 Hrs. Lecture 2 Hrs. Lab) *15

wks

This course covers the general principles and concepts of crime scene photography, while also delving into the more practical elements and advanced concepts of forensic photography. Topics such as composition, exposure, focus, depth of field and flash techniques will be explored. Lecture and practical exercises will center around photographing a crime scene, documentation of bodies and wounds, traffic accident photography, underwater photography and aerial photography. *Prerequisite: CRJ 101 and access to a 12 megapixel or higher digital camera.*

CRJ 231 Death Investigations

3 Credits (2 Lecture 1 Lab 0 Shop)

4 Hrs/Wk (2 Hrs. Lecture 2 Hrs. Lab) *15 wks

This course is an introductory course in conducting death investigations. Components of this course include: initial response and scene evaluation; recovery of human remains; wound dynamics and mechanisms of injury; manners of death including asphyxiation; sharp force, blunt force and chopping injuries; handgun, rifle and shotgun wounds; explosive, thermal and electrical injuries; infant and child death; sex-related death; death scenes with multiple victims; death scene management; and death scene evidence processing. *Prerequisite: CRJ 101.*

CRJ 235 Restorative Justice

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

Restorative justice offers alternatives to traditional juvenile and criminal justice systems and school discipline processes. Rather than focusing on punishment, restorative justice seeks to repair the harm done through consensus-based plans that meet victim-identified needs in the wake of a crime. Restorative justice also holds the potential for victims and their families to have a direct voice in determining just outcomes, and reestablishes the role of the community in supporting all parties

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affected by crime. *Prerequisite:* CRJ 101.

CRJ 245 Criminology

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course will define crime and evaluate the various ways crime is measured.

Students will be provided with an overview of the more popular criminological theories, emphasizing the biological, psychological and sociological schools of thought. In addition, crime control and prevention strategies as they relate to each theory will be examined in terms of theory, practice and effectiveness. *Prerequisite:* CRJ 101

CRJ 250 Criminalistics

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This class examines the techniques of crime scene investigation. Once potential evidence has been identified at a crime scene it must be secured, documented and properly collected. The student will learn basic evidence collection techniques. The course will include lecture and actual crime scene search and evidence collection. The laboratory analysis of the following will be covered: glass, soil, organic and inorganic substances, hairs, fibers, paint, drugs, poison, arson and explosive evidence, serology, DNA, fingerprints, firearms, tool impressions, miscellaneous impressions, photography, document and voice examinations. Emphasis is added pertaining to the challenges that "Special Victims" present to investigators. *Prerequisites:* CRJ 101 and 212.

CRJ 257 Community Policing

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course will present a modern-day perspective on the evolving partnership between police and citizens in solving community problems. The subject matter will include a balance of theory and hands-on practice, and students will engage in supervised team-building activities with

youths who participate in the Auburn Police Activities League (P.A.L.). We will explore how law enforcement serves as a safety net for a variety of social issues, and students will be exposed to some of the community resources utilized by police agencies.

Prerequisite: CRJ1010.

CRJ 296 Special Topics in Criminal Justice

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

The students in this course will analyze and focus on a selected topic in criminal justice, offered at various times throughout the year. Since the topic covered in this class differs from year to year, students should seek further information from the instructor before registering regarding the particular topic that will be analyzed.

CRJ 297 Criminal Justice Internship Credits (3 Lecture 0 Lab 0 Shop)

In this course, a student is placed with a criminal justice agency and is supervised by the criminal justice internship coordinator. To participate in the internship, students must have completed at least two semesters and be in their second year at CMCC. Students must have a minimum 2.5 grade point average.

Culinary Arts (CUA)

CUA 100 Introduction to Culinary Arts

2 Credit (.5 Lecture 0 Lab 1.5 Shop)

18 Hr/Wk (2 Hrs. Lecture 16 Hrs. Shop) *4 wks

This course will show students the fundamental workings of the professional kitchen. Safe knife handling techniques will be discussed in great detail as well as the importance of knife skills. Fabricating chickens and making white and dark stocks will be covered as well as the best ways to use each. Cooking eggs will also be explored, learning a minimum of four different cooking methods used in the

common breakfast restaurant and the major components of breakfast will be taught.

CUA 105 Fundamentals of Baking

2 Credit (.5 Lecture 0 Lab 1.5 Shop)

18 Hr/Wk (2 Hrs. Lecture 16 Hrs. Shop) *4 wks

This class will familiarize students with the commercial bake shop and the equipment and ingredients used most often. Production done within the class will help students better understand the need for accurate measuring, proper mixing and scaling of recipes. Methods and techniques will include the production of lean and rich yeast breads, quick breads and basic cookies and bars.

CUA 110 Techniques of Cooking

2 Credit (.5 Lecture 0 Lab 1.5 Shop)

18 Hr/Wk (2 Hrs. Lecture 16 Hrs. Shop) *4 wks

This course will use techniques for making stocks and turn them in to soups, chowders and sauces. French techniques will be a large part of this course, learning the five classical Mother Sauces and the seven classical cooking methods will be the main focus of this class. Understanding starches and how to properly cook vegetables will also be covered. *Prerequisite:* CUA 100.

CUA 115 Baking Principles and Presentations

2 Credit (.5 Lecture 0 Lab 1.5 Shop)

18 Hr/Wk (2 Hrs. Lecture 16 Hrs. Shop) *4 wks

In this course students will continue to explore the basics principles of baking and enter the world of desserts. Using what they learned from the previous course and begin turning that knowledge into dessert quality items. Popular desserts will be explored including pies and tarts, Cheesecakes and cream puffs or éclairs. An understanding of plate presentation will also be pursued. Learning the different sauce and how to properly construct a dessert presentation with both plated and

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buffet items. *Prerequisite:* CUA 105.

CUA 121 Food Preparation Sanitation

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course stresses the importance and use of sanitary practices used in kitchen work. Proper storage and temperature control of perishable foods as well as methods of freezing food to slow down the growth of bacteria are studied. Maine laws governing eating and lodging establishments are reviewed. Students who successfully complete this course may apply for certification from the National Restaurant Association Educational Foundation's servsafe exam.

CUA 150 Introduction to a La Carte

2 Credit (.5 Lecture 0 Lab 1.5 Shop)

18 Hr/Wk (2 Hrs. Lecture 16 Hrs. Shop) *4 wks

This course will concentrate on the behind the scenes actions that need to be taken to make a successful restaurant. Menu creation, menu planning, recipe costing, purchasing, cooking and presentation will all be covered. We will also start breaking down common fish bought whole and learn how to effectively break down primal and sub primal cuts of beef. *Prerequisite:* CUA 110.

CUA 152 Specialty Foods

2 Credit (.5 Lecture 0 Lab 1.5 Shop)

18 Hr/Wk (2 Hrs. Lecture 16 Hrs. Shop) *4 wks

This course will culminate the students experience and require them to use all they have learned. We will explore several of the special diets and allergies that many chefs work around on a daily basis. International cuisines will be discussed, what methods they use and what makes their foods different from others. Simple wines will be discussed, talking about nose, legs, color, grape varieties and pairings. *Prerequisite:* CUA 150.

CUA 155 Artisan Breads and Pastries

2 Credit (.5 Lecture 0 Lab 1.5 Shop)

18 Hr/Wk (2 Hrs. Lecture 16 Hrs. Shop) *4

wks

This course begins introducing students to the more complex nuances of the baking world. A continuation of basic breads will unfold to the intricacies of artisan breads made with pre ferments and natural sourdough starters. With many of the previously learned techniques we will dive into cakes, frosting and decorations. A combination of celebration cakes and classical cakes/tortes will engage students to find their artistic sides. Laminated dough will also be reviewed, requiring student to use patients and to begin to open thinking about multitasking. *Prerequisite:* CUA 115.

CUA 160 Contemporary Desserts

2 Credit (.5 Lecture 0 Lab 1.5 Shop)

18 Hr/Wk (2 Hrs. Lecture 16 Hrs. Shop) *4 wks

This course will use all the previous course knowledge to make some of the more complex desserts and dessert components. We will talk about the new dessert trends and how to adapt them to traditional dessert items. Hot and cold desserts will be explored giving students the ability to work with mousses and creams, ice creams and some classic desserts like Bananas Foster or Crepe Suzette. Small portion desserts will also be discussed. *Prerequisite:* CUA 155.

CUA 171 Nutrition and Food Quality

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

A study of the relationship between food and health. The importance of balanced and well-prepared meals is emphasized through study of the functions of carbohydrates, fats, protein and fiber in the diet. Students learn how to develop standardized menus and recipes, and how to prepare high protein foods such as meat, fish and poultry.

Early Childhood Education (ECE)

ECE 100 Introduction to Early Care and Education

3 Credits (3 Lecture 0 Lab 0 Field

Experience)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course provides an overview of all aspects of the professional field of Early Childhood Education, including the history, terminology, and career options of the field. Also discussed are diverse programs for young children, qualities and skills of caregivers, health/safety and regulatory requirements of programs, principles of child development and partnerships with families.

ECE 105 Infant and Toddler Curriculum

3 Credits (3 Lecture 0 Lab 0 Field

Experience)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

All domains of development will be reviewed pertaining to the child between birth to three years. This review will be used as the context for developing philosophy, goals and objectives for planning and providing appropriate environments and individualized curriculum. Students will discuss best ways to build relationships with children, nurture themselves as caregivers, and to build successful partnerships with parents. *Prerequisites:* ECE 100; *Co-requisite:* ECE 147.

ECE 113 Curriculum and Environments for Young Children

3 Credits (3 Lecture 0 Lab 0 Field Experience)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

The physical, social, emotional, cognitive and language development of young children age 3-8 years will be reviewed in this course, as a basis for developing philosophy and goals for curriculum planning and development. Students will discuss and observe the diversity of learning styles, as well as ways to assess and evaluate development on an ongoing basis. The design of developmentally appropriate learning environments will be presented,

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and students will participate in hands-on experiences and assignments throughout the course. *Prerequisites: ECE 100 and PSY 114; Co-requisite: ECE 297.*

ECE 150 Language and Literacy for Young Children

3 Credits (3 Lecture 0 Lab 0 Field Experience)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

Students will be introduced to how children acquire and develop language during the early years. The roles of the teacher in assisting children through the stages of language and communication development will be discussed. Developmentally appropriate ways to promote emerging literacy and to select and use excellent children's literature while working in partnerships with families, will be integral parts of this course.

ECE 147 Infant and Toddler Field Work & Prep

3 Credit (1 Lecture 0 Lab 2 Field Work)

*3 Hrs/Wk (3 Hrs. Field Work) *15 wks*

The student will visit, on a weekly basis, a child care setting where infants and/or toddlers (birth-3 years) receive care. Specific techniques for observing and recording children's behavior will be required during these visits, and as the student becomes comfortable with the setting, he or she will also assist the staff in providing appropriate care and education to the children. Each student is responsible for arranging a schedule and transportation that will assure the completion of the required number of hours at this site.

Prerequisites: ECE 100; Co-requisite: ECE 105.

ECE 203 Teaching Mathematics to Young Children

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course introduces ECE students to the extensiveness of math experiences in programs for young children. Students will learn to create a developmentally

appropriate math curriculum for preschool and primary school age children. This course will introduce the students to the guidelines and standards of mathematics for young children through NAEYC, NCTM, and the State of Maine Learning Guidelines. *Prerequisites: Completion of a Level 100 Math course.*

ECE 204 Creative Arts and Creativity for Young Children

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course offers an overview of developmentally appropriate ways to understand and promote creative development, including technology, with children between three through eight years of age.

ECE 205 Education of Children with Special Needs

3 Credits (3 Lecture 0 Lab 0 Field Experience)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course explores the meaning and practices of inclusive early childhood programs, as well as the history of legislation and regulations that have had an impact on early intervention. The student will learn the process of observing and referring children to community agencies, working in conjunction with parents. Ways to design appropriate learning environments, create curriculum with children, and evaluate children's development will be included in this course. *Prerequisites: ECE 100 and PSY 114.*

ECE 208 Teaching Social Studies to Young Children

3 Credits (3 Lecture 0 Lab 0 Field Experience)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course will focus on developmentally appropriate social studies for children from 3 to 8 years old. Student will develop a philosophy, goals, activities, and a social studies curriculum for young children based on the State of Maine Learning Guidelines and the National Common Core Standards

for Social Studies. *Prerequisites: ECE 100 or currently an in-service teacher.*

ECE 250 Literacy for Infants and Toddlers

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course focuses on learning and development research and the document Supporting Maine's Infants and Toddlers: Guidelines for Learning & Development as a basis for effective language and literacy instruction for children from birth to 36 months of age. Students will design and implement effective learning opportunities for young children based upon this information which will include the most current information on brain development. *Prerequisite: criminal background check.*

ECE 297 Pre-School Field Experience

3 Credits (1 Lecture 0 Lab 2 Field Experience); 6 Hrs/Wk (6 Hrs Field Experience)

The student will observe and assist in an approved pre-school setting during the semester, under the supervision of an experienced early childhood professional. The student will be expected to apply the theory, ideas, and developmentally appropriate activities learned in ECE 113 to the work at the field experience site. Interactions that support a professional relationship between parents and early childhood educators will be expected to be practiced. Each student is responsible for arranging a schedule (usually morning) and transportation that will assure the completion of the required number of hours and assignments for this course. *Prerequisites: ECE 100, ECE 105, ECE 147, and PSY 114. Co-requisite: ECE 113.*

ECE 298 Capstone in Early Childhood Education

6 Credits (2 Lecture 0 Lab 4 Field Experience)

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14 Hrs/Wk (2 Hrs. Lecture 12 Hrs. Field Experience) *15 wks

As a final practicum Field Experience, students will work in an approved early childhood setting under the supervision of experienced professionals. Students will choose the age range of children for their work, and will also attend seminars with the course instructor to discuss their experiences and professional portfolios. Evidence of student's ability to relate theory to practice must be clear when the instructor visits the Field Experience site while the student is working. The student is responsible for arranging a schedule and transportation that will assure the completion of the required number of hours and assignments for successfully completing this course. *Prerequisites:* *Prerequisites: ECE 100, ECE 105, ECE 113, ECE 147, ECE 150, ECE 205 and ECE 297.*

Economics (ECO)

ECO 201 Introduction to Macroeconomics

3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks
This course is intended to introduce the student to the macro aspects of the economy such as demand and supply, national income, unemployment, inflation, business cycles, aggregate spending, fiscal policy, monetary policy, money and banking, economic growth and international trade. This course promotes an understanding of the economic environment in which businesses operate.

ECO 202 Introduction to Microeconomics

3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks
This course is intended to introduce the student to the analysis of individual markets: the functioning of prices in a market economy, economic decision making by producers and consumers and market

structure. Topics discussed include consumer preferences and consumer behavior, production theory and production costs, resource pricing and the monopoly firm. Additional topics are determined by individual instructors.

Education (EDU)

EDU 101 Introduction to Education

3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks
This survey course will introduce the student to education in America and the basic elements of its structure. The course will explore education's history, examine the role of public education in a democracy and identify current trends affecting education today. The course will also examine the relationship between education and society to analyze the impact they have on each other. The course will emphasize the role of educational staff in the contemporary schools environment.

EDU 150 Pathways to Teacher Certification

3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks
This course will prep students seeking Teacher Certification by combining an understanding of the Maine State Teacher Standards, practical experience in a public school classroom through job shadowing and PRAXIS I study skills strategies and practice. Students will begin to develop a professional portfolio.

EDU 155 Psycho/Social Needs of Students

3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks
This course is designed as an overview of the psychoemotional and social factors that play a role in the student's concept of self as learner. The educational environment will be viewed through the lenses of the teacher and the student, with discussions focused

on what classroom practices work and why. Potential educational problems and appropriate interventions will take center stage. The area of student aspirations will also be one of the focal points of the course.

EDU 185 Fundamentals of Educating Students with Special Needs

3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks
This course will survey a variety of special needs issues including condition syndromes, common limitations, mitigation strategies, adaptive equipment and frequently suggested accommodations. This course examines the fundamentals of working with students identified as having special needs and includes an overview PL 94-142 of IDEA and 504 guidelines. Students will study the referral process, evaluation methodologies, the PET process, IEP implementation strategies, transition plans, least restrictive environments, inclusion and other current principles in the field.

EDU 220 Physical Activity and Nutrition for Students K-12

3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks
This course will provide students information and resources on the effect of physical activity and healthy nutrition on children's readiness to learn in school, and provide opportunities to develop ways to integrate this information through activities in the classroom.

EDU 222 Social Justice and Diversity in the Classroom

3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks
The purpose of this course is to provide students an opportunity to explore the issues of diversity and social justice and how to cultivate an inclusive classroom PK-12.

Electromechanical Technology (ELT)

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ELT 101 Electricity I

3 Credits (3 Lecture 1 Lab 0 Shop)

5 Hrs/Wk (3 Hrs. Lecture 2 Hrs. Lab) *15 wks

This is the students' first course in electricity. Atomic structure and units of electrical charge are covered as they apply to D.C. circuits. Test equipment includes voltmeters, ammeters, ohmmeters, power supplies and oscilloscopes. Problem solving techniques will be developed using a basic model of problem analysis. Particular emphasis is placed on Ohm's Law, Kirchoff's voltage and current laws, series, parallel, series-parallel circuits, magnetism, and basic DC ammeter and voltmeter design. The student will learn advanced techniques such as Superposition, Norton, Thevenin, and Millman's theorems used in trouble-shooting complex circuits and networks. The course will provide a foundation for future studies in the electrical and electronics areas. *Co-requisite: MAT 100 or MAT 122.*

ELT 102 Electric Motors

2 Credits (1 Lecture 1 Lab 0 Shop)

3 Hrs/Wk (1 Hr. Lecture 2 Hrs. Lab) *15 wks

This course is a study of electric motor theory and operation. Electromechanical principles of motor operation are examined in detail. Single-phase AC Motor types include the Shaded-Pole, Split-Phase, and Capacitor-Start motor. Three-Phase motors applications. Motors are selected for specific applications and motor protection is selected following NEC regulations. Emphasis is placed on trouble shooting, on-sight preventative maintenance, testing, repair, and replacement of electric motors. *Prerequisite: ELT 101.*

ELT 103 Residential Controls

2 Credits (1 Lecture 1 Lab 0 Shop)

3 Hrs/Wk (1 Hr. Lecture 2 Hrs. Lab) *15 wks

This course is a study of the functioning of

electrical devices that are primarily used for manual switching of circuits such as piloted single-pole switches, Eagle three-way switches, and four-way switches. Emphasis is placed on methods of wiring these devices into a wiring system following NEC procedures and interpreting blueprints and schematics. Applications include selecting proper size and type of electrical devices and cables for a particular application. Students will convert electrical plans into physical installations.

ELT 104 Blueprint Reading and Estimation

2 Credits (2 Lecture 0 Lab 0 Shop)

2 Hrs/Wk (2 Hrs. Lecture) *15 wks

This course is a study of electrical prints and electrical estimation. Students will examine residential, commercial, and industrial blueprints in conjunction with regulation that apply from the latest version of the National Electrical Code. Emphasis is placed on examining these prints for the purpose of cost analysis and material ordering.

ELT 105 Commercial Wiring and Transformers

2 Credits (1 Lecture 1 Lab 0 Shop)

3 Hrs/Wk (1 Hr. Lecture 2 Hrs. Lab) *15 wks

This course is a study of transformers, associated commercial/industrial wiring, and applicable National Electrical Code (NEC) articles. Emphasis will be placed on practical applications and study of single and three phase connections, polarity testing, use of test equipment to determine shorts, grounds, and opens, transformer types, and code requirements for transformer installations. *Prerequisite: ELT 101.*

ELT 107 Industrial Motor Controls

2 Credits (1 Lecture 1 Lab 0 Shop)

3 Hrs/Wk (1 Hr. Lecture 2 Hrs. Lab) *15 wks

This course is a study of electrical motor

controls. Students select I.E.C. and NEMA magnetic starters and overloads to control and protect motors in conjunction with Article 430 of the NEC. Input devices include push buttons and selector switches. Control devices include motor starters, On-delay timers, and Off-delay timers. Typical circuits include Stop/Start, Jog, Sequence, Interlock, and Time-control. Particular emphasis is placed on ladder diagrams, designing and wiring control circuits. *Prerequisite: ELT 101.*

ELT 108 Basic Electronics

2 Credits (1 Lecture 1 Lab 0 Shop)

3 Hrs/Wk (1 Hr. Lecture 2 Hrs. Lab) *15 wks

This course is designed to serve as an introduction to active electronic devices. Satisfactory completion will help satisfy state of Maine electricians licensing requirements. The student will review major DC and AC concepts that will be needed for topics to be covered in this course. Emphasis will be placed on superposition, Norton, and Thevenin's theorems used in analyzing and simplifying electronic circuits. Particular emphasis will be placed on semiconductor theory, rectification, filters, limiters, clippers, transistor current sources and switches. The course will provide a foundation for future studies in the electrical and electronics areas. *Pre-requisite: ELT 101.*

ELT 113 Measurement and Control Systems

2 Credits (1 Lecture 1 Lab 0 Shop)

3 Hrs/Wk (1 Hr. Lecture 2 Hrs. Lab)*15 wks

This course is designed to prepare the student in the areas of logical analysis, troubleshooting technique, maintenance, and selection of industrial primary devices and transmitters used for the measurement and control of process variables. Particular emphasis is placed on the theory and application of pressure, flow, level, and temperature measurements. Processes will be analyzed in terms of process dead time and capacity to determine optimum

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loop turning parameters. Selected labs will be used throughout to create real and simulated process control systems.
Prerequisite: ELT 115.

ELT 115 Electricity II

*3 Credits (3 Lecture 1 Lab 0 Shop)
5 Hrs/Wk (3 Hrs. Lecture 2 Hrs. Lab) *15 wks*

This course will prepare the student in the areas of logical analysis, testing, and trouble-shooting. This course is essential for the student's understanding of electricity and is a foundation for the study of more advanced courses. Necessary test equipment including oscilloscopes and signal generators will be covered in this unit. Proficiency in the use of test equipment and AC concepts used in troubleshooting circuits will be demonstrated by the student through hands on laboratory experimentation. Particular emphasis is placed on inductance, capacitance, magnetism, transformers, impedance matching, resonance, phase angle, and frequency effects in reactive circuits. The student will learn advanced circuit analysis techniques using vector analysis and the j operator. *Prerequisite: MAT 122 or MAT 100 and ELT 101.*

ELT 117 National Electrical Code I

*3 Credits (1 Lecture 1 Lab 0 Shop)
3 Hrs/Wk (1 Hr. Lecture 2 Hrs. Lab) *15 wks*

This course is a study of the first half of the latest National Electrical Code, NEPA 70. It offers electricians an understanding of how the NEC is organized and provides information on proper electrical installations. Students will review and research code rules pertaining to chapters 1 through 4. This course can be used as the code requirement to sit for the Electrician's Exam.

ELT 123 Electrical Controls I

*3 Credits (2 lecture 1 Lab 0 Shop)
4 Hrs/Wk (2 Hrs. Lecture 2 Hrs. Lab) *15 wks*

This course is a study of the functioning

of electrical devices that are primarily used for manual switching of circuits such as piloted single-pole switches, Eagle three-way switches, four-way switches, momentary relays, and latching relays. Emphasis is placed on methods of wiring these devices into a wiring system following NEC procedures and interpreting blueprints and schematics. Applications include wiring switches to control lights and receptacles. Complete switching systems are formed by wiring together electrical equipment such as timeclocks, photoeyes, and relays. Single-phase transformers are used to step-up, step-down, and buck/boost voltages. DC motors are tested and connected for specific direction of rotation and speed. *Co-requisite: ELT 101.*

ELT 126 Electrical Controls II

*2 Credits (1 Lecture 1 Lab 0 Shop)
3 Hrs/Wk (1 Hr. Lecture 2 Hrs. Lab) *15 wks*

This course is a study of basic control concepts and their applications to automated systems. This includes: single and three phase motors, manual and magnetic motor starters, push button circuits, and oil burner controls. Particular emphasis is on: three phase principles and calculations, single & 3 phase motor connections, basic motor and heating control circuits and article 430 of the NEC. Interpreting blueprints and schematics. Applications include: testing 3 phase motors and connecting them to basic motor control circuits. Testing and troubleshooting single phase motors. Connecting and troubleshooting oil burner control circuits. Interpreting motor control catalogs. *Prerequisite: ELT 123.*

ELT-145 Electronics I

*3 Credits (2 lecture 1 Lab 0 Shop)
4 Hrs/Wk (2 Hrs. Lecture 2 Hrs. Lab) *15 wks*

This first course in Analog electronics is a study of semiconductor theory, PN diodes, and Bipolar transistors. These devices are analyzed by the use of 'r' parameters, Load-Line analysis, and the Ebers-Moll Model. Equivalent circuits are derived

using Thevenin's and Nortons's theorems. Particular emphasis is placed on I / V characteristics, method of biasing, and selection of replacement devices. Diode applications include filtered rectifiers, limiters, clampers, and Zener voltage regulation. Bipolar transistor applications include current sources, transistor switches, and an introduction to CE amplifier. *Co-requisite ELT 115.*

ELT 153 Digital Logic

*3 Credits (2 lecture 1 Lab 0 Shop)
4 Hrs/Wk (2 Hrs. Lecture 2 Hrs. Lab) *15 wks*

This course is a study of the basic principles of TTL integrated circuits, and their applications in digital systems. This includes the use of logic gates, flip-flops, counters, shift registers, decoders, multiplexers and demultiplexers. In addition, we will cover IC terminology, specifications, circuits and troubleshooting. Other logic families besides TTL will be introduced. Electronic Workbench will be used for Boolean algebra and to simulate circuits. There will be an introduction to the use of oscilloscopes for the purpose of testing and troubleshooting. *Co-requisite: ELT 101.*

ELT 201 Communications Electronics

*3 Credits (2 lecture 1 Lab 0 Shop)
4 Hrs/Wk (2 Hrs. Lecture 2 Hrs. Lab) *15 wks*

This course will ensure that the student can recognize, construct, analyze, troubleshoot, repair and modify data telecommunications equipment and circuitry. The course starts with the basics of microprocessors then proceeds to terminals, computer IO, data transmission and modems analyzing how electronics circuits accomplish these tasks. The course then continues with the study of ethernet LANs, the OSI reference model, the internet and TCP/IP. *Prerequisite: ELT 153; Co-requisite: ELT 145.*

ELT 211 Control Systems

Course Descriptions

3 Credits (2 lecture 1 Lab 0 Shop)
4 Hrs/Wk (2 Hrs. Lecture 2 Hrs. Lab) *15 wks

This course is designed to provide an introduction to motors, industrial controls and programmable controllers. Full voltage and IEC magnetic starters and overload units are selected for a particular motor according to NEC guidelines. Applications include: Stop-Start, jog, forward-reverse, and timer circuits. Ladder, wiring and PLC diagrams are generated. The Allen-Bradley SLC-500 family line of programmable controller is used. Instruction, hardware, and programming of PLC are examined. Particular emphasis placed on wiring circuits and their applications to programmable controllers. *Co-requisites: ELT 115 and 153.*

ELT 221 Industrial Controls

3 Credits (2 lecture 1 Lab 0 Shop)
4 Hrs/Wk (2 Hrs. Lecture 2 Hrs. Lab) *15 wks

This course is a study of electro-magnetic controls, their applications in automated industrial systems and how to interface them with intelligent controllers. This includes the usage of I.E.C. and NEMA magnetic starters, overload heater selection, push button, timers, counters, and intelligent controllers. Particular emphasis is placed on ladder diagrams, designing and wiring control circuits, article 430 of the NEC, programming of an AC frequency Drive. Three phase distributors and three phase motors are also covered. *Prerequisites: ELT 115, 123, and 153.*

ELT 222 Programmable Controls

3 Credits (2 lecture 1 Lab 0 Shop)
4 Hrs/Wk (2 Hrs. Lecture 2 Hrs. Lab) *15 wks

This course is a study of Programmable Logic Controllers (PLCs), which monitor electrical inputs and in turn controls outputs to automate a process or machine. Particular emphasis is placed on ladder logic programming. Programs are created using PLC instructions that are categorized by

function: Relay logic, timers, counters, data-manipulation, arithmetic, data-comparison, data-transfer, and program control. Students set up hardware addressing on PLC racks/modules and verify physical wiring of real-world devices. They establish communications between a computer and a PLC processor using Rockwell's RSLinx software. Ladder logic programs are written for Allen Bradley's PLC5 programmable controller using RSLogix5 software. Application includes the control of electric motors and industrial control circuits. Advanced topics include remote I/O communications and analog output control of AC frequency drives. *Prerequisite: ELT 221.*

ELT 231 Process Measurement

3 Credits (2 lecture 1 Lab 0 Shop)
4 Hrs/Wk (2 Hrs. Lecture 2 Hrs. Lab) *15 wks

This course is designed to prepare the student in the areas of logical analysis, troubleshooting technique, problem solving, maintenance, and function of industrial primary sensing devices. The study of various instrumentation used in process controls (control elements) are evaluated. Particular emphasis is placed on the theory and application of pressure, flow, level, density, humidity, and temperature measurements. Labs are designed to show the functionality of the various types of sensing devices, how they operate, and their integration to system control. *Prerequisites: ELT 115 and 145.*

ELT 232 Process Control

3 Credits (2 lecture 1 Lab 0 Shop)
4 Hrs/Wk (2 Hrs. Lecture 2 Hrs. Lab) *15 wks

This course is a continuation of Process Measurement and explores the characteristics of common feedback control loops. The mechanisms for an application of various process control systems with different algorithm for control are explored. The dynamics of centrifugal pumping, TDH (total dynamic head) and system curve analysis are plotted and evaluated. Single

control loops using temperature controllers along with digital chart recorders are used to show proper PID (proportional integral and derivative) tuning. Controller tuning with dead time, overshoot and proper decay ratios are studied using Ziegler-Nichols closed loop and open loop tuning. Many types of elements, (sending and actuating) are evaluated for proper industrial applications. The student will be able to demonstrate proficiency in the process control fundamentals, and techniques in the lab. *Prerequisites: ELT 231 and 245.*

ELT 245 Electronic Devices II

3 Credits (2 lecture 1 Lab 0 Shop)
4 Hrs/Wk (2 Hrs. Lecture 2 Hrs. Lab) *15 wks

This course is a study of Bipolar Junction Transistors (BJTs), Field Effect Transistors (FETs), and their circuit applications, including amplifiers. Bipolar CE amplifiers are examined for voltage gain, loading and frequency effects. CC amplifiers are used for current gain and buffering. Large-signal amplifiers include Class A, B, and C power amplifiers. FETs are studied with emphasis placed on transconductance curves, parameters, and bias stability. Depletion and Enhancement Metal Oxide Semiconductor Field Effect Transistors (MOSFETs) are also covered. Thyristor theory includes Silicon Control Rectifiers (SCRs) and Triacs. *Prerequisites: ELT 115 and 145.*

ELT 246 Linear Integrated Electronics

3 Credits (2 lecture 1 Lab 0 Shop)
4 Hrs/Wk (2 Hrs. Lecture 2 Hrs. Lab) *15 wks

The goal of the course is to ensure that the student can recognize, construct, analyze, troubleshoot, repair and modify common operational amplifier circuit application. Differential amplifiers are discussed to introduce the students to the inner-workings of integrated circuit operational amplifiers. Students will then progress through the theory of inverting and noninverting amplifiers; summing amplifiers; signal;

Course Descriptions

active filters; comparators; integrators and differentiators; logarithmic amplifiers; oscillators; and 555 ICs. *Prerequisite: ELT 245.*

ELT 271 Industrial Robotics

3 Credits (2 lecture 1 Lab 0 Shop)

*4 Hrs/Wk (2 Hrs. Lecture 2 Hrs. Lab) *15 wks*

This course is a study of industrial robotic systems. Students examine practical applications typically found in automated industries. Particular emphasis is placed on microcomputer programming of a robot manipulator. A Teach Pendant is used to manually operate an industrial robotic arm. Visual BASIC, and ASCII editors are used to program robots in the native language. This course examines industrial robot terminology, manipulator arm geometry, robot classification, work envelope, and end-effectors. Parallel and serial personal computer communication is included. *Co-requisite: ELT-221.*

ELT 275 Robotics and Control Systems

2 Credits (1 Lecture 1 Lab 0 Shop)

*3 Hrs/Wk (1 Hr. Lecture 2 Hrs. Lab) *15 wks*

This course in robotics focuses on advanced applications of robotics and automation in industry. Students will write V+ programs to control a SCARA (Selective Compliance Assembly Robotic Arm) industrial robot. They will also use digital and analog programmable logic controllers in conjunction with robot I/O to form complete workcells. Man Machine Interface (MMI) will be used to integrate automation. This course includes an examination of Servo motors and feedback devices, End-Of-Arm tooling, and pneumatic systems using directional valves. *Prerequisites: ELT 221 and 271.*

English (ENG)

ENG 090 English Workshop

4 Credits (4 Lecture 0 Lab 0 Shop)

*4.5 Hrs/Wk (4.5 Hrs. Lecture) *15 wks*

English Workshop is designed to prepare students for the range of reading and reading most likely to be encountered in introductory college courses. It will expose students to the range of reading most likely to be encountered in the academic setting, and the skills most helpful in understanding and responding to texts. Students will develop critical reading skills and learn to apply their understanding of texts to student-led classroom discussion, oral presentations, and written responses. Students will receive instruction in planning, organizing, and basic academic composition. Emphasis is on the reading and writing process. Students are expected to use the library to do research and use either the MLA or APA citation style to document sources. This course is taught in a computer lab and requires regular use of the internet and computer applications. *Prerequisites: Scores of 42-58 on Reading Accuplacer and scores of 2-4 on WritePlacer.*

ENG 101 College Writing

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

College Writing is designed to expose students to the range of writing most likely to be encountered in the academic setting, and the skills most helpful in writing for all purposes. The course provides students with instruction and practice in writing clear arguments and expository prose. Emphasis is on the writing process, revising and editing. Students are expected to use the library to research a contemporary issue and use either the MLA or APA citation style to document sources. This course is taught in a computer lab and requires regular use of the internet and computer applications. *Prerequisites: Reading and writing SAT score of 480 or higher or Accuplacer score of 68 or higher and Write Placer score of 6 or higher.*

ENG 105 College Writing Seminar

4 Credits (4 Lecture 0 Lab 0 Shop)

*4.5 Hrs/Wk (4.5 Hrs. Lecture) *15 wks*

College Writing Seminar is designed to expose students to the range of writing most likely to be encountered in the academic setting, and the skills most helpful in writing for all purposes. The course provides students with detailed, intensive instruction and practice in writing clear arguments and expository prose. Students will receive instruction in planning, organizing, and basic academic composition. Emphasis is on the writing process, revising and editing. Students are expected to use the library to research a contemporary issue and use either the MLA or APA citation style to document sources. This course is taught in a computer lab and requires regular use of the internet and computer applications. *Prerequisites: Scores of 59 or higher on Reading Accuplacer and a score of 5 on WritePlacer or completion of ENG 090 with a C or better.*

ENG 112 American Literature I

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course is a general introduction to American Literature from the early colonial period to Civil War Reconstruction. The course will provide a literary overview of Native American oral history, European explorers, Colonial, Puritan, Revolutionary, Civil War authors. Learners will explore themes reflected in the literature, examining which are particular to a place or time and which are woven through our nation's history. Through examining the process of early nation building reflected in its literature, learners will gain a greater understanding of how the American character was created, a better understanding of themselves and what it means to be an American. *Prerequisite: Scores of 68 or higher on Reading Accuplacer and scores of 5 or higher on WritePlacer, or completion of ENG 090 or ESL 101 with a C or better.*

Course Descriptions

ENG 113 American Literature II

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course is a general introduction to American Literature from 1865 through the modern period into the present day, examining major authors from all regions. Learners will explore exclusively American themes reflected in literary works. Topics of examination may include the Emergence of Poetic Voices, the Development of the Narrative, Developments in Women's Writing, Alienation and Literary Experimentation, the New Negro Renaissance, The Beat Movement, The Vietnam Conflict, and other literature to the present day. Through examining the growing identity of America and the individual voice reflected in its literature, learners will gain a greater understanding of how the American character continues to evolve, a better understanding of themselves and what it means to be an American. *Prerequisites:* Scores of 68 or higher on Reading Accuplacer and scores of 5 or higher on WritePlacer, or completion of ENG 090 or ESL 101 with a C or better.

ENG 121 The Short Story

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course introduces the students to the short story and examines universal themes through literature. The course content will focus on oral and written interpretations of short stories. The course will include the definition of literary terms, and will examine the evolution of the short story as a unique literary form. In addition to the works presented in class, the students will also be required to complete some outside reading of their own choice. They will be encouraged to select some authors from non-dominant cultures. *Prerequisite:* Scores of 68 or higher on Reading Accuplacer and scores of 5 or higher on WritePlacer, or completion of ENG 090 or ESL 101 with a C or better.

ENG 123 Introduction to Mystery Literature

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course introduces students to mystery literature, traces its origins as a genre, and explores the elements of fiction as they are applied to the genre. Students will read a variety of novels and short crime fiction, and analyze characters, means and motive based on the elements of the text and on period forensic techniques. Students will also compose a mystery incorporating concepts and materials from the course. Critical thinking, speaking, writing, observation, and critical reading skills will be sharpened in this course. *Prerequisite:* Successful completion of ENG 101 or ENG 105 with a C or better.

ENG 125 Introduction to Literature

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

Introduction to Literature introduces the student to a variety of ways to think and write about the three literary genres: short fiction, poetry and drama. Through close textual readings, class discussions, and writing assignments, students will learn to think critically and to write confidently about literary works, as well as to discuss such texts with an understanding of literary terms. This course is designed for transfer into a four year program. *Prerequisite:* Successful completion of ENG 101 or ENG 105 with a C or better.

ENG 131 Style and Syntax of American English

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course examines English grammar and usage, to assist students in understanding and producing correct and effective prose. Topics include parts of speech; common errors in sentence mechanics and spelling, punctuation and usage; and editing and proofreading techniques. The course is recommended for students whose jobs require them to produce accurate writing. Student work will be graded using tests and quizzes. *Prerequisite:* Scores of 68 or higher on Reading Accuplacer and scores of 5 or higher on WritePlacer, or completion

of ENG 090 or ESL 101 with a C or better.

ENG 150 Introduction to Journalism

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

Conducting interviews, generating story ideas and examining the ethical dilemmas of reporting, students will write several news articles themselves as well as examine well-written articles published in newspapers, magazines and online. The focus will be on writing as a way to explore and explain the events, people and cultural artifacts that surround us in our daily lives. Guest speakers—editors and journalists—will connect the classroom with the newsroom. This course is taught in a computer lab and requires regular use of the internet and computer applications. *Prerequisite:* Successful completion of ENG 101 or ENG 105 with a C or better.

ENG 201 Technical Writing

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

Technical Writing familiarizes the student with common writing styles and formats used in business and industry. Students will practice organizing and presenting technical information for a variety of readers. Topics include style and readability of technical prose, organizing technical information, using graphics, writing effective letters and memos, writing reports, preparing employment correspondence, and presenting technical information orally. This course is taught in a computer lab and requires regular use of the internet and computer applications. *Prerequisite:* Successful completion of ENG 101 or ENG 105 with a C or better.

ENG 211 Creative Writing

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course introduces students to the creative writing techniques, with an emphasis

Course Descriptions

on creative non-fiction. Students are encouraged to sharpen their observation skills, use fresh and vivid details, and develop realistic characters to create short pieces of writing. Publishing opportunities will also be explored. Students will produce a portfolio of writing, developed through review and discussion of students' drafts, and revision. This course is taught in a computer lab and requires regular use of the internet and computer applications.

Prerequisite: Successful completion of ENG 101 or ENG 105 with a C or better.

ENG 215 Film as Literature

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course is designed to introduce students to the use of film as a narrative device. This course will follow a chronological plan from early filmmaking as documentary of everyday life or historic, news making events to film as a vehicle for diverse, insightful and thought-provoking literature. Learners will enhance their analytical abilities by viewing various films and discussing specific topics, using the vocabulary of film, such as: the structure, cinematography, production design, performance style, editing, and sound design. Film viewing will take place in the classroom as well as independently. This course will provide opportunities to explore the modes of screen reality, Hollywood, and foreign films. Learners will be introduced to elementary Film Criticism and Interpretation. Last, learners will discuss models of film theory. *Prerequisite: Successful completion of ENG 101 or ENG 105 with a C or better.*

ENG 220 Business Communication

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

Business Communication focuses on developing formal business documents, correspondence, presentations, sales literature, personnel documents (resumes and cover letters, performance evaluations, reprimands, etc.). The course will concen-

trate on correct document formats, grammar and editing, business etiquette, effective communication techniques, and job-seeking skills. Each student will prepare a portfolio and two formal oral presentations. This course is taught in a computer lab and requires regular use of the internet and computer applications. *Prerequisite: Successful completion of ENG 101 or ENG 105 with a C or better.*

ENG 221 Advanced Composition and Research

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course provides instruction in composing for specific academic purposes. Topics include critical analysis of literature and historical documents, position papers, annotated bibliography and argument. The emphasis is on conducting research, evaluating sources, integrating information and documenting sources using both MLA and APA styles. This course is taught in a computer lab and requires regular use of the internet and computer applications. *Prerequisite: Successful completion of ENG 101 or ENG 105 with a C or better.*

ENG 230 Children's Literature

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

The study of children's literature as a legitimate literary form will allow learners to examine how it plays an intricate role in the belief systems we carry into adulthood. Learners will develop and deepen their appreciation of the literature through an extensive survey of multicultural and diverse books in children's literature. This course will include study of the various literary genres found in children's literature. *Prerequisite: Successful completion of ENG 101 or ENG 105.*

ENG 294 Special Topics in Literature

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course will examine particular aspects of literature, depending on the semester.

Examples might be - specific genres such as fantasy, graphic novels or poetry; literature of a particular place, time or related to social or political issues such as Russian lit, Renaissance lit, lit of the Beat Generation, or protest lit; or feature the work of writers as individuals or as members of a particular literary movement such as Shakespeare, Chaucer, Jane Austen, native American writers. Because this is not a regular offering of the Humanities Department, students are encouraged to seek detailed information from the instructor or department chair, prior to registering. *Prerequisite: Successful completion of ENG 101 or ENG 105.*

ENG 296 Portfolio Preparation Seminar

1 Credits (1 Lecture 0 Lab 0 Shop)

1 Hr/Wk (1 Hr. Lecture) *15 wks

This course is designed to assist students who wish to prepare a portfolio to document past learning for the purpose of obtaining credit towards their degree. The course introduces the student to the purpose of an experiential portfolio, presents a format for presenting their experience and learning outcomes, and provides an opportunity for peer evaluation and critique. The course is graded on a pass/fail basis. *Prerequisite: ENG 201 or ENG 220.*

English as a Second Language (ESL)

Placement in ESL courses is based on the student's scores on CMCC's assessment test

ESL 070 Study Skills for International Students

1 Credit (1 Lecture 0 Lab 0 Shop)

1 Hr/Wk (1 Hr. Lecture) *15 wks

This course examines the cultural expectations of students in US higher education, as well as techniques to help students succeed in that environment. Topics include: the syllabus, organizing work, time management, preparing for exams

Course Descriptions

and quizzes, academic honesty, individual vs. collective responsibilities, basic computer/word processing skills, academic vocabulary, using textbooks effectively, taking notes, and student support services. Placement in ESL courses is open only to speakers of other languages and is based on students' score on CMCC's placement test.

ESL 071 Writing and Grammar

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

Focuses on developing intermediate academic English skills using standard American English. The priority is written work, though reading, speaking and listening are also expected. This course is taught in a computer lab and requires regular use of the internet and computer applications. Placement in ESL courses is open only to speakers of other languages and is based on students' score on CMCC's placement test.

ESL 072 Reading and Vocabulary

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

Focuses on reading as a method to build a strong working English vocabulary as well as to understand the techniques used in American texts to organize information, convey meaning and to stimulate thought. Written and oral responses to reading are expected. Placement in ESL courses is open only to speakers of other languages and is based on students' score on CMCC's placement test.

ESL 073 Oral Language

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

Focus on developing oral fluency in English at the high intermediate level: conversation, pronunciation, presentation skills, and listening comprehension. Some reading and writing also expected. Placement in ESL courses is open only to speakers of other languages and is based on students' score on CMCC's placement test.

ESL 074 English: Its Structure and History

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This is an introduction to the origins and history of English and the structure of English grammar. The course covers the nature of language. Placement in ESL courses is open only to speakers of other languages and is based on students' score on CMCC's placement test.

ESL 075 Building an Academic Vocabulary

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

An effective vocabulary is the key to success in work and in life. For many students learning English, a limited vocabulary is the biggest obstacle to their success. This course is designed to help students quickly learn new English words for use in academic courses. Priority will be given to the 3,000 most commonly used words in written and spoken English, words from the Academic Word List, common idiomatic expressions, terms used frequently on tests and quizzes and other assignments, and abbreviations and acronyms commonly found in American English. The goal is to increase students' working vocabulary (in correct forms and in various contexts) to enhance their success in college.

Placement in ESL courses is open only to speakers of other languages and is based on students' score on CMCC's placement test.

ESL 101 Academic Writing and Grammar

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course covers narration, argument and research, with companion grammar and style components. Students will be expected to write according to the conventions of written American English. This course is taught in a computer lab and requires regular use of the internet and computer applications. Placement in ESL

courses is open only to speakers of other languages and is based on students' score on CMCC's placement test.

ESL 102 Literature

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course introduces students to various genres of American literature, with a focus on exploring cultural mores and social interaction. Literature will be contemporary and historical, and will require some writing, speaking and listening comprehension. Placement in ESL courses is open only to speakers of other languages and is based on students' score on CMCC's placement test.

ESL 103 American Studies

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course helps students develop an understanding and appreciation of the current social and economic structure of the US, applying those constructs to literature, current events and personal exploration. The student will examine historical documents, literature, music, and art to establish a cultural context for understanding college texts. Placement in ESL courses is open only to speakers of other languages and is based on students' score on CMCC's placement test.

ESL 104 Academic Writing II

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course is a continuation of ESL 101, with an emphasis on developing proficiency in advanced grammar structures and usage, including prepositions, phrasal verbs, adverbs and adjectives, comparatives and superlatives, perfect tenses, modals, gerunds and infinitives. This course is taught in a computer lab and requires regular use of the internet and computer applications. *Prerequisite: Successful completion of ESL 101.*

Course Descriptions

Ford ASSET (FOA)

(Automotive Student Service Educational Training)

FOA 100 Dealer Practices

2 Credits (1 Lecture 0 Lab 1 Shop) 9 Hrs/Wk

(1 Hrs Lecture 2 Hrs. Shop) *15 wks

This course consists of two major sections of instruction and lab experience. The first section introduces the student to the automotive industry, dealership operations, shop safety; Ford service publications, hand and power tool usage, and basic vehicle overview. The second section teaches basic electrical theory, use of electrical test equipment, circuit and component testing, and battery testing and service. In addition, fundamentals, servicing and testing of starting systems, charging systems, and ignition system will also be covered.

FOA 130 Engine Repair/Climate Control

4 Credits (1 Lecture 0 Lab 3 Shop)
10 Hrs/Wk (1 Hr. Lecture 9 Hrs. Shop) *15 wks

This course consists of two major sections of instruction and lab experience. The first section teaches the principles of four-stroke engine operation, identification of engine systems and components, cylinder head and valve train diagnosis and service, engine noise diagnosis, and turbocharger/supercharger principles. In addition, disassembly and reassembly of complete gas engines, inspection, measurement and repair of all components; engine repair and overhaul procedures will also be covered. The second section teaches the operation of heating/air conditioning systems; principles of refrigeration; inspection, testing and servicing climate control system components; and automatic temperature control.

Prerequisites: FOA 191.

FOA 131 Field Experience

2 Credits (0 Lecture 0 Lab 2 Shop)
4 Hrs/Wk (4 Hrs. Shop) *15 wks

In FOA 131 the student works in the service department of a local Ford or Lincoln/

Mercury dealership. This hands-on training under the direction and supervision of an experienced technician, reinforces the subjects learned in FOA 130. *Prerequisite:* FOA 130.

FOA 151 Field Experience

5 Credits (0 Lecture 0 Lab 5 Shop)
15 Hrs/Wk (15 Hrs. Shop) *15 wks

The student works in the service department of a local Ford or Lincoln/Mercury dealership. This hands-on training, under the direction and supervision of an experienced technician, reinforces the subjects learned in FOA 100 and 152.

Prerequisite: FOA 100 and 152.

FOA 152 Auto Electrical Systems

3 Credits (2 Lecture 0 Lab 1 Shop) 9 Hrs/Wk
(2 Hrs Lecture 3 Hrs Shop) *15 wks

This course teaches basic electrical theory, use of electrical test equipment, circuit and component testing, and battery testing and service. In addition, fundamentals, servicing and testing of starting systems, charging systems, and ignition system will also be covered as related to Ford vehicles.

FOA 190 Brakes, Steering and Suspension, Manual Transmission and Driveline

5 Credits (3 Lecture 0 Lab 2 Shop)
9 Hrs/Wk (3 Hrs. Lecture 6 Hrs. Shop) *15 wks

This course consists of three major sections of instruction and lab experience. The first section teaches basic hydraulic principles; operation of brake systems; master cylinder, drum brakes, disc brakes, power assist, parking brakes, and anti-lock brake systems. The second section teaches front and rear suspension systems; manual and power steering systems; wheel alignment; tire and wheel balance; tire wear; noise, vibration and harshness. In addition, electronically controlled vehicle riding height systems, variable shock dampening, and variable power steering assist will be covered. The third section teaches manual

transmission operation and service; drive-train basic principles; types of drivelines; differentials; clutches; U-joints; RWD, FWD, and 4-wheel drive. *Prerequisites:* FOA 151.

FOA 191 Field Experience

5 Credits (0 Lecture 0 Lab 5 Shop)
15 Hrs/Wk (15 Hrs. Shop) *15 wks

The student works in the service department of a local Ford or Lincoln/Mercury dealership. This hands-on training, under the direction and supervision of an experienced technician, reinforces the subjects learned in FOA 190. *Prerequisite:* FOA 190.

FOA 232 Field Experience

4 Credits (0 Lecture 0 Lab 4 Shop)
12 Hrs/Wk (12 Hrs. Shop) *15 wks

In FOA 232 the student works in the service department of a local Ford or Lincoln/Mercury dealership. This hands-on training, under the direction and supervision of an experienced technician, reinforces the subjects learned in FOA 270. *Prerequisite:* FOA 130.

FOA 240 Automatic/Manual Transmission

5 Credits (3 Lecture 0 Lab 2 Shop)
9 Hrs/Wk (3 Hrs. Lecture 6 Hrs. Shop) *15 wks

This course consists of one section of instruction and lab experience. This section teaches operating principles of Ford rear-wheel drive automatic transmission and front-wheel drive automatic trans axles; diagnosis; disassembly; repair and reassembly. *Prerequisite:* FOA 271.

FOA 270 Computer Controlled Systems, Engine Performance

5 Credits (3 Lecture 0 Lab 2 Shop)
9 Hrs/Wk (3 Hrs. Lecture 6 Hrs. Shop) *15 wks

This course covers the fundamentals of electronic control systems, electronic control system components, automotive microcomputer systems, and electronic

Course Descriptions

engine control strategies. Also covered will be Ford's EEC V System and engine driveability diagnosis. *Prerequisite:* FOA 232.

FOA 271 Field Experience

5 Credits (3 Lecture 0 Lab 2 Shop)

9 Hrs/Wk (3 Hrs. Lecture 6 Hrs. Shop) *15 wks

In FOA 271, the student works in the service department of a local Ford or Lincoln/Mercury dealership. This hands-on training under the direction and supervision of an experienced technician reinforces the subjects learned in FOA 270. *Prerequisite:* FOA 270.

French (FRE)

FRE 101 Beginning French I

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course offers an introduction to the French language and to the cultures of French-speaking areas of the world. The class will be communicative and interactive: the class will be conducted in French, and students will speak French in every session. This course is designed for students with no prior knowledge of French.

FRE 102 Beginning French II

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course offers continuing study of the French language and the cultures of French-speaking areas of the world. The class will be communicative and interactive: the class will be conducted in French and students will speak French in every session. This course is for students who have completed FRE 101 or two years of high school French. *Prerequisite:* FRE 101 or two years of high school French.

Geology (GEO)

GEO 101 Geology

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course will cover the fundamentals of geology. Topics covered will include rocks and minerals, the water cycle, glaciers, oceans, plate tectonics, volcanoes and earthquakes. Also covered will be tools and basic science concepts used to acquire information in each of these areas. There is no math prerequisite, however math concepts will be used in describing models, and students will be expected to solve problems using arithmetic and simple algebra concepts.

GEO 102 Environmental Geology

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

Environment Geology involves the relationships of geology, humans and their environment. The course examines the ways in which geologic hazards (earthquakes, volcanoes, floods, landslides, tsunamis and others) affect people and the places and manners in which they live. Additionally, students will study the effects of people and the activities of our daily lives on the earth's surface: our use of soil to grow food, our habits-walking, driving and building on soils and bedrock, extraction of drinking water from the ground, use of petroleum and other mineral resources, and pollution of soil and water, as examples. There is no prerequisite for this course; however, high school earth science and/or Introductory Geology (GEO 101) would be helpful. Basic math concepts and functions will be incorporated into the course.

Graphic Communications (GRC)

GRC 103 Principles of Typography

3 Credit (3 Lecture 0 Lab 0 Shop)

3 Hr/Wk (3 Hr. Lecture) *15 wks

The focus of the course will be on developing an understanding of the

basic principles of typography and page layout along with a working knowledge of supporting computer equipment and applications. Major topics to cover include anatomy of letterforms, type history, classification systems, and methods of typographic communication. A range of theoretical and applied projects are used to investigate typography as a fundamental communication tool.

GRC 106 Digital Illustration & Design I

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

An introduction to Adobe Illustrator and the basics of graphic design will be applied to solve a variety of practical layout problems and the planning for their output to various devices. The generation of thumbnail, rough and comprehensive layouts carried to the electronic mechanical stage will develop a professional degree of skill and a sound understanding of the procedures used in the creation of digital art.

GRC 153 Screen Printing and Imaging

3 Credits (3 Lecture 0 Lab 0 Shop)

3Hrs/Wk (3 Hrs. Lecture) *15 wks

In this introductory level course, students will learn to image garments with traditional and digital technologies. Students will create vinyl cut transfers, process color transfers and will screen print line copy and halftone designs. In this hands on, fast paced environment, students will utilize their own designs in the production of T-shirts, caps and more.

GRC 155 Electronic Publication Design

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

In this course, students study the technical and creative requirements of an industry standard page layout program. After reviewing the fundamentals, students study multiple page document setup, master pages, style sheets, text editing and preflighting. Students will be expected to complete lab assignments in a "hands on" lab environment as well as independent

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work outside the classroom. *Prerequisite:* GRC 103.

GRC 176 Photoshop I

3 Credits (3 Lecture 0 Lab 0 Shop)
*3Hrs/Wk (3 Hrs. Lecture) *15 wks*

An introduction to Adobe Photoshop incorporating the basic principles of layout and design, presented in a project based format. Students will utilize selection tools, layers, retouching tools, colorization techniques, and filters in the correction and manipulation of photographs.

GRC 177 Photoshop II

3 Credits (3 Lecture 0 Lab 0 Shop)
*3Hrs/Wk (3 Hrs. Lecture) *15 wks*

An advanced course in digital color imaging, photo manipulation and the use of Adobe Photoshop to create original art work. Students will design and produce projects in a hands on lab environment as well as independently. *Prerequisite:* GRC 176.

GRC 204 Digital Illustration & Design II

3 Credits (3 Lecture 0 Lab 0 Shop)
*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

The student will apply the principles of typography, color theory and digital illustration to the solution of advanced design problems, including identity design. In class critiques, discussion and analysis of work submitted will lead to the development of sound design practices and the ability to create designs that meet the requirements of a digital environment. Students will be expected to complete lab assignments in a "hands on" lab environment as well as independent work outside the classroom. *Prerequisite:* GRC 106.

GRC 218 Digital Photography

3 Credits (3 Lecture 0 Lab 0 Shop)
*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course will introduce the student to digital camera functions using available light or a studio setting, how to edit, display and save their photographs for the printing and the web. The student must have access to a 12MP or higher digital camera with the

capacity to control shutter speed, aperture and ISO.

GRC 219 Introduction to New Media

3 Credits (3 Lecture 0 Lab 0 Shop)
*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course introduces the student to Dreamweaver, a family of computer programs for Web application and development. The goal of this course is to present an introduction to the converting (repurposing) of graphic files used in a commercial printing operation to build and maintain a Website. Software used includes Dreamweaver and Flash with photos and video. Students will be expected to complete lab assignments in a "hands on" lab environment as well as independent work outside the classroom.

GRC 297 Digital Imaging Field Experience OR GRC 297 Digital Imaging In-house Experience

*Variable credit * 45 hrs per credit*

This course provides further skill development and refinement through work experience in the graphic communications industry. The student must complete a fifteen week block of successful full-time employment at an approved work site within the industry. Students are required to complete and submit weekly reports and two evaluations from their supervisor.

GRC 298 Graphic Design Production Experience

3 credits (1 Lecture 2 Lab)
5 Hrs/Wk (1 Hr. Lecture/4 Hrs. Lab)

This course is designed to provide print, web and multi-media production experiences that apply the knowledge and skills gained from previous GRC class work. *Prerequisites:* 27 GRC credits and matriculated in the GRC program.

History (HIS)

HIS 131 US History to 1877

3 Credits (3 Lecture 0 Lab 0 Shop)
*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

The political, economic, social and historical trends of the United States will be discussed. The time period beginning with the colonial period to 1877 will be covered with particular focus on critical analysis of historical events in this time frame. Such events can include: Native American culture, the European discovery of the new World, the social, political and military aspects of the American Revolution, the Louisiana Purchase, the "Trail of Tears," the New Democracy of Andrew Jackson, slavery and the Civil War.

HIS 132 US History Since 1877

3 Credits (3 Lecture 0 Lab 0 Shop)
*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

The political, economic, social and historical trends of the United States will be discussed. The time period beginning with 1877 to the present will be covered with particular focus on critical analysis of historical events in this time frame. Such events can include: The Gilded Age, Westward Expansion, Anger and Reform: Populism and Progressivism, World War I, the "Roaring Twenties," the Great Depression and the New Deal, World War II, the Cold War, the Civil Rights Movement, the Social and Political Activism of the Sixties and the resurgence of conservatism.

HIS 151 Western Civilization I

3 Credits (3 Lecture 0 Lab 0 Shop)
*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course introduces the student to the heritage of Western society from ancient to early-modern times. Particular attention is given to the ancient civilizations of Egypt, Greece and Rome. Medieval civilization is explored with a focus on the institutions it bequeathed to the modern world. The Renaissance and Reformation and the rise of the great nation-states are studied. Throughout the course important individuals are considered such as Alexander the Great, Caesar, Charlemagne, Michelangelo, and Elizabeth I.

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HIS 152 Western Civilization II

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course introduces the student to the heritage of Western society from early modern times to the atomic age. Particular attention is given to the Enlightenment, the French Revolution, the rise of the industrial era, the growth of nationalism, and the World Wars. Personalities such as those of Napoleon, Marx, and Hitler are studied.

HIS 201 Maine History

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course will explore the social, political, and economic development of Maine from the time of settlement to the present. Discussion of early European and Native American influences on the political, social, and economic activities will provide a framework for discussion of contemporary fishing, hunting, lumbering, and tourist industries.

HIS 210 The Washburns of Livermore, ME

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course will use traditional historical research and several field trips to learn about one of the most outstanding political dynasties in American history. Israel and Martha Washburn had a large family during the hard years of the early 19th century. Raised with "the iron hand of poverty always on their shoulders" the seven sons of Israel and "Patty" wrote their names large across the middle of 19th century political life. Out of the seven boys came two governors of different states, for US Representatives, one Union Army major general, a commander in the US Navy, one senator, one minister to France, one minister to Paraguay, one Secretary of State, three authors, the founders of Gold Medal Flour and the Pillsbury Corporation, one millionaire banker philanthropist, the founders of a Wisconsin Railway still in

operation, "The Mighty Soo," and three founders of the Republican Party.

HIS 220 America and the Cold War

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course will introduce the student to the political, military, economic and social stresses of the Cold War era that lasted from the end of World War II until 1989. Emphasis will be placed on such developments as the Cold War psyche, political discourse within the U.S., the arms race, the civil rights movement, the United Nations, international conflicts such as Korea and Vietnam, military spending, human rights and the Reagan and Gorbachev era.

HIS 296 Special Topics in History

3 credits (3 Lecture 0 Lab 0 Shop)

*3 Hr/Wk (3 Hr. Lecture) *15 weeks*

The students in this course will analyze selected topics in history. These topics will analyze various periods and themes in history. The special topic analyzed is not a regular course offering of the social sciences department. Since the topic covered in this class differs from year to year, students should seek further information before registering regarding the particular topic that will be analyzed. Possible topics to be analyzed include: Modern African-American History, the Vietnam War, Native American History, Women in American History and The History of Lewiston-Auburn. *Co- or prerequisite: One history course.*

Human Geography (GEY)

GEY 101 Human Geography

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

Human Geography constitutes an introductory course designed to furnish the student with a general understanding of the spatial dimensions of human culture. The course provides an overview of the global distribution of such elements of culture as population, languages, religions, economic activities, urban systems, and political organization. The spatial perspective will furnish a greater understanding of the cultural world around us, and patterns of human activity which exist in dynamic interaction with the physical environment.

Humanities (HUM)

HUM 294 Special Topics in Humanities

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course will examine particular aspects of the humanities, depending on the semester. Examples might be-music, literature and art of a specific time period; the history of language as it related to modern modes of communication; the work of artists, writers and thinkers of a particular period or movement. Topics can cover a range of disciplines classified under the category "humanities" - art, music, language, cinema, philosophy, gender studies, and so on. Because this is not a regular offering of the Humanities Department, students are encouraged to seek detailed information from the instructor or department chair, prior to registering. *Prerequisite: Successful completion of ENG 101 or ENG 105 with a C or better.*

HUM 296 Independent Study in Humanities

*3 Credits *15 wks Number of hours per week to be determined by Advisor*

This course is designed to allow students to work on a semester long project in the humanities. The project will be developed by the student in conjunction with the instructor of the course. The student will meet with the instructor periodically

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through the semester to ensure the project objectives are being met. *Prerequisites: The student must have completed (12) credit hours in a catalog program, be in good academic standing, be recommended by his or her advisor, and meet with the course instructor.*

Human Services (HUS)

HUS 112 Introduction to Community Mental Health

3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course provides a historical framework for understanding the current role of human services in meeting a variety of human needs in society. An emphasis is placed on the work of social service agencies and the roles of human services workers. The nature of helping relationships including attitudes, skills and knowledge required, value conflicts and dilemmas in the field will be explored. The organization and delivery of services offered to individuals, families and the community will be discussed. Care of specific populations such as children, the aging, and those with substance abuse, mental illness, and developmental disabilities in a multicultural society will be highlighted. This course will also explore the different methods, careers, and job opportunities in the various helping professions, and the goals of the human service program in particular.

HUS 153 Substance Abuse

3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course investigates drug use, abuse, and addiction. Psychological, social, legal, spiritual, and philosophical sources of drug use and abuse are explored. Five areas of emphasis will be examined including the societal forces that influence the phenomenon; the drugs themselves, so-called licit and illicit drugs or "street drugs" and medications and their use and effects on mind,

body, and emotions, i.e., the pharmacology of drug use; the drug users themselves, and why they use drugs; the theories of addiction; rehabilitation and relapse prevention which will address what works and what does not; and prevention including the drug wars, education as prevention, and the failure of drug education.

HUS 155 Case Management

3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course explores the theory, principles, and methods of casework in various social agency settings with attention focused on identifying and assessing situational problems using social and social psychological variables. Skill development will emphasize basic methods of case load management, coordinating various components to community social services, and insuring continuity of services to clients. Topics covered include: information gathering, record-keeping, monitoring treatment plan implementation, referral to other service providers, and the appropriate utilization of a caseworker's time. The case management policies of various community agencies will be examined. *Prerequisite: Successful completion of HUS 112.*

HUS 158 Behavioral Health Professional Certification

3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks

The purpose of this course is to prepare students for working with youth and their families in home and community settings. Students will gain an understanding of: typical child and family development, the impact of trauma, development of the ITP, communication skills, principles of behavior, principles of instruction and the use of community resources. This course requires that students successfully complete CPR/First Aid and Blood Borne Pathogens Certification. These topics will be covered during the class and will be at the expense of the student.

HUS 241 Human Services Practicum I

4 Credits (1 Lecture 0 Lab 3 Clinical)
10 Hrs/Wk (1 Hr. Lecture 9 Hrs. Clinical)
*15 wks

The goal of the course is to integrate course theory learned throughout the curriculum with practical, beginning clinical work and community service networking, by providing prospective human services workers with an opportunity to learn experientially at a human services agency in the community. The focus is for the student to learn how an agency functions and experience being a part of that agency. A weekly one hour seminar will assist the student to process and integrate knowledge gained in the foundation courses with the experiential learning gained at the field site. It will serve as a forum for sharing field experiences and provides students with a peer support group. The focus will be on developing the skills necessary for human services practice, i.e., observation, human relations, interviewing, self-awareness, and leadership. *Prerequisites: Successful completion of HUS 112, HUS 155, PSY 101, PSY 151 and SOC 200. Co-requisites: HUS 153, PSY 111, and SOC 201, with a grade of C or better, and permission of the program director.*

HUS 251 Human Services Practicum II

4 Credits (1 Lecture 0 Lab 3 Clinical)
10 Hrs/Wk (1 Hr. Lec. 9 Hrs. Clinical) *15 wks

A continuation of the practicum and seminar experience which will provide opportunities for students to advance their learning and practice skills, and to learn more about themselves, client populations with whom they work and the network of human services. *Prerequisite: HUS 241; Co-requisites: COM 100 and SOC 220, with a "C" or better, and permission of the program director.*

Interdisciplinary Studies (INS)

INS 101 Technology and Society

3 Credits (3 Lecture 0 Lab 0 Shop)

Course Descriptions

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

Technology and Society examines the issue of technology from a variety of perspectives. Students will explore how technological innovation has been treated in 20th century fiction and film, and how thinkers have examined the implications of living in a technological society. *Prerequisite: Successful completion of ENG 101 or ENG 105 with a C or better.*

INS 211 The Asian Tradition

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

The Asian Tradition will provide students with an overview of the largest continent starting with the religion, history, and literature of Ancient India and the Chinese Dynasties, and continue through medieval Asia with the emergence of Japan and Southeast Asia. Because of Asia's vast size, the development of the various cultures was distinct. Unique art, literature, and religious traditions emerged, but the extraordinary diversity was often accompanied with mistrust and conflict. The course ends with an examination of modern Asia and an investigation of how the volatile current events (India/Pakistan, North/South Korea, China/Tibet, China/Taiwan,) are the product of ages-old cultural traditions. *Prerequisite: Scores of 68 or higher on Reading Accuplacer and scores of 5 or higher on WritePlacer, or completion of ENG 090 or ESL 101 with a C or better.*

INS 250 Western Thought and Culture I

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course provides students with a cultural context for appreciating Western Civilization and understanding the present. Students study the cultures of ancient Egypt, the Golden Age of Greece, Imperial Rome, the Dark Ages, the Byzantine Empire and the Middle Ages. Students consider each culture in terms of the dominant characteristics of its origins, world view, political thought, religion, ethics, art, architecture, literature, music, philosophy,

science, mathematics, and medicine, as the case may be, as well as its leading figures. (Not all aspects apply to all cultures.) The objective is not to present a comprehensive survey of all subjects but rather a composite picture of the essential typical characteristics, figures, and symbols of the age that students can carry with them into life and use as a basis for understanding in other courses. *Prerequisite: Successful completion of ENG 101 or ENG 105 with a C or better.*

INS 251 Western Thought and Culture II

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This survey course introduces the student to the major ideas and artistic achievements in the western tradition from the Renaissance to today. The course will focus on the evolution of thinking in each period, including the Renaissance, the Baroque, the Enlightenment, the Modern, and the Postmodern. In each period, the role and nature of the arts, including painting, sculpture, architecture, literature, and music will be examined. *Prerequisite: Successful completion of ENG 101 or ENG 105 with a C or better.*

INS 296 Interdisciplinary Seminar

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This interdisciplinary seminar, which focuses on a different topic every year, is offered by the Humanities, Social Science and/or Mathematics and Science faculty. Students will examine the topic from different viewpoints to gain a more broad-based understanding of the subject. This seminar requires students to read a variety of material to prepare for class discussions and participate actively in class. *Prerequisite: Successful completion of ENG 101 or ENG 105 with a C or better.*

Learning Resources (LER)

LER 100 First-Year Seminar

1 Credit (1 Lecture 0 Lab 0 Shop)

1 Hr/Wk (1 Hr. Lecture) *15 wks

This course, which follows a national model for first-year students, will provide students the information they need to be successful at CMCC. Through both classroom and campus activities, students will become familiar with advising services, campus resources, student organizations, financial literacy, and transfer information. Students will also explore majors and career options through a workshop, research assignment, and our partnership with Roadtrip Nation, as seen nationally on PBS. Course is required of all new General Studies Associate of Arts students, but open to all Associate of Arts students and others by permission.

Mathematics (MAT)

MAT 030 Basic Mathematics

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This preparatory course provides a review of the arithmetic processes including addition, subtraction, multiplication and division of whole numbers, fractions, decimals, percents, and measurement. Includes an introduction to algebraic concepts. Students are expected to gain mastery in each of these areas and demonstrate their competency on appropriate tests. *Prerequisite: Math SAT score of 480 or higher or Accuplacer score of 22 or higher.*

MAT 050 Algebra I

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course covers an introduction to algebraic operations including problem solving with simple equations, polynomials, factoring, rational expressions, systems of equations, graphs and quadratic equations. *Prerequisite: Math SAT score of 480 or higher or MAT 030 with a grade C or higher or Accuplacer score of 41 or higher and*

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Algebra Accuplacer score of 32 or higher.

MAT 100 Intermediate Algebra

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course covers the fundamentals of algebra including the real number system, solving equations and formulas, graphing equations, systems of linear equations, factoring and fractional expressions, quadratic equations, exponents and radicals. *Prerequisite: Math SAT score of 480 or higher or MAT 050 with a grade C or higher or Math Accuplacer score of 41 or higher and Algebra Accuplacer score of 42 or higher.*

MAT 101 Business Mathematics

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course is designed to develop the computational and vocabulary skills necessary for: retailing, marketing, accounting, finance and business management. Topics studied include: interest, banking, depreciation systems, payroll, statistics and graphics. It includes expanded application of algebraic principles through the study of quadratics and linear equations to business problems including standard of deviation and coefficient of variation to quality control problems. *Prerequisite: Math SAT score of 480 or higher or MAT 030 with a grade C or higher or Math Accuplacer score of 41 or higher.*

MAT 102 Numbers and Logic

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course explores: (1) various number systems - conversions between them and the arithmetic used in them; (2) Sets- description of sets and operations involving sets; (3) Logic-statements, symbols, decision tables and applications; (4) Mathematical systems - clock arithmetic, modular systems and applications and finite systems; (5) Counting - ways of counting, sequences, combinations and permutations; (6) Probability - finite and conditional

probability; (7) Proportion and variation.

Prerequisite: Math SAT score of 480 or higher or MAT 050 with a grade C or higher or Math Accuplacer score of 41 or higher and Algebra Accuplacer score of 42 or higher.

MAT 105 Geometry and Trigonometry

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course will begin with a review of the techniques for solving linear equations in one and two unknowns, formulas, quadratic equations, and proportions. The course will cover the U.S. and International units of measurement, geometry of some common geometric shapes and the Pythagorean Theorem. Also included will be right triangle trigonometry, trigonometry of any angle and vector addition. *Prerequisite: Math SAT score of 480 or higher or MAT 100 with a grade C or higher or Math Accuplacer score of 49 or higher and Algebra Accuplacer score of 51 or higher.*

MAT 122 College Algebra

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course will begin with a review of basic algebraic operations including solving equations and formulas. Functions and the graphing of functions are included. Trigonometry is limited to the basic trigonometric functions, the Pythagorean Theorem, and the solutions to right triangle problems. The course will include solving systems of linear equations, factoring and rational expressions, solving rational equations, and solving of quadratic equations. Exponents and radicals, as well as exponential and logarithmic functions and basic statistics will also be covered. *Prerequisite: Math SAT score of 480 or higher or MAT 100 with a grade C or higher or Math Accuplacer score of 78 or higher and Algebra Accuplacer score of 75 or higher.*

MAT 125 Finite Mathematics

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course will cover several topics related to problem solving in the areas of business, finance, sociology, economics, and other areas in which mathematical methods are used. Specific topics include linear functions, systems of equations, matrix algebra, linear programming, and the fundamentals of probability and statistics. No previous experience in finite mathematics is necessary; however, a solid foundation in algebra is essential. *Prerequisite: Math SAT score of 480 or higher or MAT 100 with a grade C or higher or Math Accuplacer score of 49 or higher and Algebra Accuplacer score of 51 or higher.*

MAT 132 Pre-Calculus

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course will begin with a review of the trigonometric functions and solving problems involving right triangles. The course will include the geometry of common geometric figures (including perimeter, area, and volume), trigonometric functions of any angle, vectors, and graphing of trigonometric functions. Complex numbers, additional topics in trigonometry, plane analytic geometry and a review of functions will complete the course. *Prerequisite: Math SAT score of 520 or higher or MAT 122 with a grade C or higher.*

MAT 135 Statistics

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This is an introductory course in statistics. No previous experience in the understanding or use of statistics is assumed. Topics of study include: descriptive statistics, probability and probability distributions, sample sizes and hypothesis testing, dependent and independent samples, correlation and regression and analysis of variation. Other topics such as statistical process control may be included as time permits. Some computer literacy is assumed. *Prerequisite: Math SAT score of 480 or higher or MAT 100 with a grade C*

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or higher or Math Accuplacer score of 49 or higher and Algebra Accuplacer score of 51 or higher.

MAT 283 Calculus I

4 Credits (3 Lecture 0 Lab 0 Shop)

4 Hrs/Wk (3 Hrs. Lecture) *15 wks

This is the first course in a typical three-semester sequence covering the basic calculus of real variables. Calculus I introduces the concept of limits and applies that concept to the definitions of derivative and integral of a function. Derivatives and their applications are covered as well as integrals and their applications. The course will also include the differentiation and integration of transcendental functions. *Prerequisite:* MAT 132 or an SAT score of 580.

Medical Assistant (MEA)

MEA 165 Medical Ethics and Law

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course will provide students with an overview of laws, ethics, liabilities, and their relationships as they relate to the Medical Assisting profession. Covered topics will include ethical and legal responsibilities, licensure requirements, physician and patient rights, negligence, medical records confidentiality, and revocation of licensure.

MEA 205 Medical Office Administration & Electronic Records

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course will focus on the administrative procedures of a medical office. Competencies include: performing clerical functions; performing bookkeeping procedures; preparing special accounting entries; processing insurance claims; communicating with patients, verbally and written; understanding legal concepts; explaining general office policies; performing various operational functions; and

maintaining a level of professionalism. *Prerequisites:* MET 111 and BCA 120.

MEA 210 Insurance Coding/Claims Processing

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course will focus on the insurance and claims processing duties of the medical office professional. The student will gain an understanding of the health care industry; medical coding; insurance claims procedures; and several major health insurance programs. The course will explore the legal aspects of insurance billing, ICD-9-CM coding, HCPCS coding, various medical claims forms, Electronic Data Interchange (EDI), Managed Care, Blue Cross/Blue Shield, Medicare, Medicaid, and Workers' Compensation. A billing simulation will be completed as a final evaluation. *Prerequisite:* MET 111.

MEA 221 Medical Clinical Procedures I (Lab)

2 Credits (0 Lecture 2 Lab 0 Shop)

4 Hrs/Wk (4 Hrs. Lab) *15 wks

These labs will follow the lecture as much as possible and include the practice to perform procedures and skills efficiently in the medical assisting setting. *Corequisite* MEA 222. *Prerequisite:* BIO 101/102 and BIO 105 or BIO 115/116 and BIO 117/118.

MEA 222 Medical Clinical Procedures I (Lecture)

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course begins as an introductory course and continues into preparing the student for Medical Assisting with some basic skills. The student will receive an introductory look at the profession to include managing the clinical environment, learning communication and patient teaching skills, and taking health history and vital signs. Students will continue by learning infection control, safety, sterilization, instrument preparation, the process of a general patient exam, minor office surgery,

emergencies, first aid, CPR, diet, nutrition, pharmacology, phlebotomy and the administration of medications. *Corequisite* MEA 221. *Prerequisite:* BIO 101/102 and BIO 105 or BIO 115/116 and BIO 117/118.

MEA 230 Advanced Medical Clinical Procedures II (Lecture)

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course will continue presenting clinical skills needed for the medical assistant in a medical setting. During this course the student will learn basic laboratory testing procedures. A basic treatment of microbiology, urology, and diagnostic imaging will be presented. The student will also be introduced to the different specialties of a medical practice: Gynecology, Obstetrics, Pediatrics, Neurology, Psychiatry, Orthopedics, Rehabilitation, Cardiology, Pulmonology, Gastroenterology, Dermatology, Ophthalmology, Otolaryngology, Endocrinology, Oncology, Immunology and Allergy. *Prerequisite:* Grade of C or higher in MEA 221 and 222; *Corequisite* MEA 231.

MEA 231 Advanced Medical Clinical Procedures II (Lab)

2 Credits (0 Lecture 2 Lab 0 Clinical)

4 Hrs/Wk (2 Hrs. Lab) *15 wks

The labs will follow the lecture as much as possible and include the practice to perform procedures and skills efficiently in the medical assisting setting. *Corequisite* MEA 230.

MEA 240 Essentials of Pharmacology for Medical Assistants

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course will cover basic pharmacological concepts. 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 presented. The course covers a review of

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mathematical skills required to calculate drug dosages.

MEA 266 Medical Assistant Externship

6 Credits (0 Lecture 0 Lab 6 Clinical)

Prerequisite: Successful completion of MEA 222 and MEA 221. Co-requisite: the prescribed fourth semester courses, a GPA of 2.0 and a C or better in medical assisting, biology, and business and computer applications courses. Following coordinator's approval, the student will spend two days a week for 15 weeks during a semester in local physicians' offices or hospitals observing and participating in basic procedures used in the operation of the clinical, laboratory, and secretarial areas.

Medical Coding and Electronic Health Records (MCO)

MCO 110 Introduction to Health Information Technology (HIT 1)

3 Credits (3 Lecture, 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

An introduction to the allied health profession of Health Information Technology and Healthcare Delivery Systems. This course is an overview of HIT key topics including computer systems and health records systems, privacy and security, healthcare data sets, research and regulatory, and compliance issues.

MCO 113 Health Information Technology - Hospital (HIT) II

2 Credits (2 Lecture, 0 Lab 0 Shop)

*2 Hrs/Wk (2 Hrs. Lecture) *15 wks*

Building upon the framework of MCO 110, this course will address health statistics, research, quality management, health services organization and delivery as well as health information technology and systems. *Prerequisite: MCO 110.*

MCO 115 Health Information Technology - Physician (HIT) III

2 Credits (2 Lecture, 0 Lab 0 Shop)

*2 Hrs/Wk (2 Hrs. Lecture) *15 wks*

This course will provide an overview of the complex financial systems within today's healthcare environment and provide an understanding of the basics of health insurance and public funding programs, managed care contracting, and how services are paid. *Prerequisites: MCO 110 and 113.*

MCO 116 Healthcare Statistics

2 Credits (2 Lecture 0 Lab 0 Shop)

*2 Hrs/Wk (2 Hrs Lecture) *15 wks*

This course introduces students to the gathering, compiling and computing of statistics utilized in healthcare. *Prerequisite: MCO 110 HIT I – Introduction to Health Information Technology.*

MCO 121 ICD Coding

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs Lecture) *15 wks*

Medical coding is defined as the translation of diagnosis, procedures, services and supplies into numeric and/or alpha numeric characters for universal use in reporting and reimbursement. This course provides an introduction to the ICD-CM coding system (International Classification of Diseases, current Revision, Clinical Modification) introducing the student to specific coding issues within each body system and disease processes. This course is the stepping stone into the world of clinical coding and is utilized throughout the United States. *Prerequisites: BIO 105 or BIO 117/118 and MET 111.*

MCO 125 CPT Coding

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs Lecture) *15 wks*

This course builds upon Clinical Coding System I providing an introduction to the coding of procedures and services utilizing ICD-9-CM coding system (International Classification of Diseases, current Revision, Clinical Modification), CPT (Current Procedural Coding) and HCPCS (Healthcare Common Procedure Coding

System) introducing the student to specific coding issues within each body system and associated procedures. This course is the stepping stone into the world of procedural coding that is utilized throughout the United States. *Prerequisites: BIO 105 or BIO 117/118 and MET 111.*

MCO 134 Intermediate ICD Coding

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs Lecture) *15 wks*

This course will build upon the Basic ICD Coding course. Students will delve further into the complete health record, applying diagnostic and procedural codes. *Prerequisite: MCO 121 ICD Coding*

MCO 136 Intermediate CPT Coding

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs Lecture) *15 wks*

This course will build upon the Basic CPT Coding course. Students will delve further into the complete health record, applying procedural codes to reflect the intricate details of surgical procedures. *Prerequisite: MCO 125 CPT Coding.*

MCO 150 Medical Specialties and Pathophysiology

4 Credits (4 Lecture 0 Lab 0 Shop)

*4 Hrs/Wk (4 Hrs Lecture) *15 wks*

The focus of this course will be on the pathophysiology of disease in different organ systems. This course will also include basic pharmacology as well as building on the anatomy and physiology discussed in Medical Terminology. Topics covered will include cells and cellular metabolism, study of disease, inflammation and tissue repair, the respiratory (ventilation) system, the circulatory system (perfusion), nutrition and the digestive system and the elimination systems, as well as some of the medications and treatments associated with these systems. *Prerequisites: MET 111*

MCO 299 Practicum

3 Credits (0 Lecture 0 Lab 0 Shop 3 Field

Exp.)

*(45 Hrs. Field Experience) *15 wks*

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This course provides hands on exposure in the field of coding and electronic health records. Students are required to complete 135 hours of virtual clinical experience. This course also serves as the capstone MCO course. A review for the CPC or CCA credentialing exam will be conducted. Prerequisites: C or higher in MCO 121, 125 and MET 111.

Medical Transcription (MET)

MET 111 Medical Terminology

3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This is an entry level medical terminology course designed to introduce the student to terms and language commonly found in the medical and health care professions. The student builds vocabulary through the study of word structure by learning prefixes, suffixes and root words.

Music (MUS)

MUS 101 Music Appreciation and History

3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks

Music Appreciation and History is a one-semester survey of the Western music tradition, from the chant of the Middle Ages to the art music of this century. It includes study of the major composers, genres, and forms of each period. An understanding of musical style through repeated listening is a primary goal of the class.

MUS 111 Listening to Jazz

3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs Lecture) *15 wks

In this course the student will be able to demonstrate an understanding of the following concepts: The correct terms and usage to describe the fundamental musical elements of jazz, the origins of jazz and the characteristics of key stylistic periods from the music's inception until

the present, the seminal artists and their important contributions. The students will be able to demonstrate the ability to: aurally recognize key historical styles of jazz, aurally recognize seminal jazz artists and corresponding masterworks as studied during the course of the semester, and write and speak coherently about jazz, using appropriate, basic terminology.

Nursing (NUR)

Students are reminded that they are responsible for prior knowledge. Supervised clinical experiences take place on nursing units within a structured health care setting. Pre and Post conferences are designed to assist the student to further utilize the nursing process and provide nursing care.

NUR 112 Foundations of Nursing/ Nursing Care of Adults

9 Credits (5 Lecture 0 Lab 4 Clinical)
17 Hours/Week (5 Hrs. Lecture 12 Hrs Clinical) *15 wks

This course emphasizes the acquisition of knowledge and skills by the student for the provision of basic patient care. Major focus areas for the student include professional behaviors, communication, techniques of physical assessment, critical thinking, nursing process, patient teaching strategies and the management of time and resources for the student and the provision of care. The student uses the classroom, the laboratory and clinical areas for practice and discussion. *Prerequisites: Admission to the Nursing Program; Co-requisites: BIO 115, 116; ENG 101 or ENG 105.*

NUR 115 Medication Preparation, Administration and Dosage Calculations

1 Credit (1 Lecture 0 Lab 0 Clinical)
2 Hr/Wk (1 Hr. Lecture) *7.5 wks

This course is designed for nursing stu-

dents. It focuses on the safety and accuracy required for medication administration. Included will be the interpretation of drug orders (including standards and common abbreviations used in a drug order), understanding drug labels, oral and parenteral drug administration, reconstitution of solutions, pediatric and adult dosages based on body weight and body surface area, calculating and adjusting intravenous solutions, and dosage calculations using the formula, ratio and proportion or dimensional analysis approach. *Prerequisites: Admission to the Nursing Program; Co-requisites: BIO 115, 116, ENG 101 or ENG 105; NUR 112.*

NUR 116 Role Transition - LPN

3 Credits (1 Lecture 0 Lab 2 Clinical)
7 Hrs/Wk (1 Hr. Lecture 6 Hrs. Clinical) *15 wks

This course is designed to assist the licensed practical nurse with the role transition to professional role of the associate degree nursing student. The emphasis in this course includes application of assessment, planning, intervention and evaluation of outcomes in the provision of holistic care to patients with common, well defined health problems. Major focus areas for the student include practice of the role of the student nurse, development of assessment skills, nursing care planning, communication with patients and families, generation of clinical judgments related to patient's assessed needs, increasing proficiency with nursing skills, patient teaching, and identification of student's own learning needs. *Prerequisites: Completion of an approved Practical Nursing Program and current Maine LPN license and ENG 101 or ENG 105, BIO 115 and 116; Co-requisites: PSY 101, BIO 117, 118.*

NUR 121 Nursing Across the Life Span I

10 Credits (6 Lecture 0 Lab 4 Clinical)
18 Hrs/Wk (6 Hrs. Lecture 12 Hrs. Clinical) *15 wks

The emphasis in this course includes

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application of assessment, planning, intervention and evaluation of outcomes in the provision of holistic care to patients with common, well defined health problems as well as patients in the childbearing/child rearing stage of life. Major focus areas for the student include practice of the role of the student nurse, communication with patients across the life span, growth and development issues, generation of clinical judgments related to patient's assessed needs, increasing proficiency with nursing skills, patient teaching, and identification of student's own learning needs. *Prerequisites:* NUR 112, ENG 101 or ENG 105; *Co-requisites:* BIO 115, 116, 117, 118, PSY 101.

NUR 210 Pharmacology for Nurses

3 credits (3 Lecture 0 Lab 0 Shop)

3 Hr/Wk (3 Hr. Lecture) *15 wks

This course is designed for third semester nursing students and provides an overview of the principles of pharmacokinetics and pharmacodynamics. The major drug categories are reviewed with emphasis on therapeutic use, action and adverse reactions. The role of the nurse and the use of the nursing process in assessment, safe administration and evaluation of patient response is emphasized. *Prerequisites:* BIO 117/118 and NUR 121.

NUR 212 Nursing Across the Life Span II

9 Credits (5 Lecture 0 Lab 4 Clinical)

17 Hrs/Wk (5 Hrs. Lecture 12 Hrs. Clinical)

*15 wks

This course builds on previous coursework while increasing the student knowledge and responsibility in the provision of care for two or more patients experiencing complex health needs. Emphasis is placed on effective communication with other health care team members, use of assessment data, prioritization of patient needs and the formulation of clinical judgments to provide holistic nursing care. *Prerequisites:* All Level I (1st year) courses except NUR 134. LPN advanced placement students must complete NUR 116; *Co-requisites:* BIO 211,

212, PSY 111, NUR 213.

NUR 213 Nursing Across the Life Span III

9 Credits (5 Lecture 0 Lab 4 Clinical)

17 Hrs/Wk (5 Hrs. Lecture 12 Hrs. Clinical)

*15 wks

In this course the student moves into the professional role of the AD nurse. Provision of holistic care through effective collaboration with the health care team, the patient and families, collection and analysis of relevant data and the formulation of clinical judgments for patients of all ages with more complex or multiple health needs becomes the focus of this course. Students assume responsibility for a group of patients practice delegation while working within the health care team in the provision of care. Students are encouraged to continue their own education through courses and/or review of professional resources.

Prerequisites: NUR 212, BIO 211 212, PSY 111; *Co-requisites:* COM 100, Humanities Elective, General Education Elective.

NUR 299 Practicum: Nursing

This course is designed to provide nursing students with a supervised experience in an area of clinical specialization which has been previously studied in didactic classes. Credit hours range from 1 to 2 credits at a formula of 45 hours of clinical practice equaling 1 credit hour. *Prerequisite:* Department Chair approval.

Occupational Health and Safety (OHS)

OHS 100 Introduction to Occupational Health & Safety

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course is designed to introduce students in disciplines other than Occupational Health and Safety to the fundamentals of workplace health and safety. Development of workplace health and safety programs, concepts of health and safety hazards and their control and the

legal framework of occupational health and safety will be covered.

OHS 102 Introduction to Occupational Health and Safety

1 Credits (1 Lecture 0 Lab 0 Shop)

2 Hrs/Wk (2 Hrs. Lecture) *15 wks

This one credit course is designed to introduce students in disciplines other than Occupational Health and Safety to the fundamentals of workplace health and safety. Concepts of health and safety hazards and their control and the legal framework of occupational health and safety will be covered. Students will receive a 10-hour card from the OSHA Training Institute in addition to academic credit.

OHS 115 Basic Principles of Construction Safety and Health

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course will introduce the student to principles of safety and health in the construction industry. The course will include identification of safety and health hazards, risk reduction measures, personal protection and safety attitudes and training. Standards under the Occupational Safety and Health Administration will be the basis of the course.

OHS 260 Ergonomics

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course will deal with the issue that is most often associated with the lower back and upper body injuries that account for a large part of the lost-time work-related injuries in Maine. Ergonomics is the study of the relationship between the human body and the work that it does.

Parts and Service Management (PSM)

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PSM 100 Parts and Service Management

I

3 Credits (2 Lecture 0 Lab 1 Shop)

5 Hrs/Wk (2 Hrs. Lecture 3 hrs. Shop) *15 wks

This course is the first in a series of automotive related management courses. The operation of parts counters and service operations will be studied. A practical field experience at a cooperative business will complement the classroom theory. *Prerequisite: AUT Core.*

PSM 101 Advanced Automotive Systems

3 Credits

This course explores all various automotive systems and their functions. Students will learn how to locate and identify components and their relationship to parts and service manuals. *Prerequisite: AUT Core.*

PSM 205 Parts and Service Management

II

3 Credits (1 Lecture 0 Shop 2 Shop)

7 Hrs/Wk (1 Hr. Lecture 6 Hrs. Shop) *15 wks

This course is the final component in a series of automotive related management courses. Compliance with applicable agencies and a safe work environment will be reinforced. The effective use of human resources will finalize the classroom portion of the PSM courses. A practical internship at a cooperative business will complement the classroom theory. *Prerequisite: PSM 100.*

Philosophy (PHI)

PHI 101 Critical Thinking

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course introduces the student to the principles of critical thinking and provides practice in applying these principles to everyday decision making and argument analysis. The student will learn to distinguish between rational thoughts and feelings, identify assumptions,

identify the quality of evidence, clarify by asking questions, fair-mindedly analyze multiple viewpoints, and make reasonable judgments. Students will apply principles of clear thinking to evaluating messages from the news media and advertising. *Prerequisite: Scores of 68 or higher on Reading Accuplacer and scores of 5 or higher on WritePlacer, or completion of ENG 090 or ESL 101 with a C or better.*

PHI 111 Introduction to Ethics

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course provides the students with an introduction to ethics, or moral reasoning. The value of studying ethics will be examined, and common ethical principles will be discussed and applied to everyday ethical decisions. A methodology for making sound ethical choices based on moral principles and likely outcomes will be introduced and practiced in class. Students will have an opportunity to examine specific ethical problems in a number of disciplines including law, business, medicine, and science, the overall emphasis of the course will be on practical ethical decision making.

PHI 151 Introduction to Western Philosophy

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

Philosophy 151 will examine the major philosophers and philosophies of Western thought starting with the early Greek and Christian thinkers, followed by an examination of the arrival of science and the new trend toward rationalism. The course ends with an investigation of the modern, more individualistic philosophies of Existentialism and Nihilism. Western Philosophy will also address the major philosophical questions regarding happiness, reason, emotions, and God. *Prerequisite: Scores of 68 or higher on Reading Accuplacer and scores of 5 or higher on WritePlacer, or completion of ENG 090 or ESL 101 with a C or better.*

PHI 153 An Introduction to Eastern

Philosophy

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

Unlike Western faith-based religious tradition, Eastern thought is experiential. To that end, Philosophy 153 will not only include a historical overview, but will also incorporate several primary texts from Hinduism, Buddhism, and Taoism to gain a deeper understanding. Topics will include: Eastern Philosophy's inquiries into happiness, the nature of reason, goals and desires, the function of emotions, Reincarnation, God, Enlightenment, as well as major spiritual figures. *Prerequisite: Scores of 68 or higher on Reading Accuplacer and scores of 5 or higher on WritePlacer, or completion of ENG 090 or ESL 101 with a C or better.*

Physics (PHY)

PHY 121 Technical Physics I (Lec.)

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course will cover physical measurements, motion, vectors, concurrent forces, work and energy, rotational motion, gears and pulleys and non-concurrent forces. Co-requisite: PHY 122 Lab; *Prerequisite: MAT 105 or 122 with a grade of C or better.*

PHY 122 Technical Physics I (lab)

1 Credit (0 Lecture 1 Lab 0 Shop)

2 Hrs/Wk (2 Hrs. Lab) *15 wks

Experiments designed to support the subjects being introduced in Technical Physics I. *Co-requisite: PHY 121.*

PHY 142 Physics I (Lec.)

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

Basics of statics and dynamics are investigated; including Forces, velocity and acceleration, dynamics of falling bodies, energy and work, momentum and impulse, circular motion and rotational dynamics. *Prerequisite: MAT 122 with a grade of C or*

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better, and HS Physics Co-requisites: MAT 132 and PHY 143.

PHY 143 Physics I (lab)

1 Credit (0 Lecture 1 Lab 0 Shop)

2 Hrs/Wk (2 hrs. Lab) *15 wks

Experiments designed to support the subjects being introduced in PHY 142 (lecture). Co-requisite: PHY 142.

PHY 221 Technical Physics II (Lec.)

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course is a continuation of Technical Physics I and includes: Strength of Materials, Fluid Systems, heat and temperature and thermal expansion of materials, the gas laws, electricity and magnetism and simple circuits. *Prerequisite:* PHY 121 with a grade of C or better; *Co-requisite:* PHY 222.

PHY 222 Technical Physics II (lab)

1 Credit (0 Lecture 1 Lab 0 Shop)

2 Hrs/Wk (2 hrs. Lab) *15 wks

Experiments designed to support the subjects being introduced in Technical Physics II. *Co-requisite:* PHY 221.

PHY 242 Physics II

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

A continuation of Physics I. Course content includes solids and fluids, temperature, heat and thermal expansion. Also introduced are Thermodynamics, vibrations and waves, sound, light and electricity. *Prerequisite:* PHY 142 with a grade of C or better. *Corequisite:* PHY 243.

PHY 243 Physics II (lab)

1 Credit (0 Lecture 1 Lab 0 Shop)

2 Hrs/Wk (2 Hrs. Lab) *15 wks

Experiments designed to support the subjects being introduced in PHY 242 (lecture). *Co-requisite:* PHY 242. *Prerequisites:* PHY 142, 143.

PHY 296 Physics Directed Study

Variable Credit (1-4)

This course is intended to meet the needs

of students interested in expanding their knowledge of physics or advanced mathematical concepts. Topics will be based on need and interest. Performance contract is developed by student and faculty. *Prerequisites:* PHY 121 and 122 or PHY 142 and 143 with a grade of C or better.

Physical Fitness (PHF)

PHF 101, 102, 103 etc. Physical fitness activity classes

1 credit/30 hours

These courses will be available as they are created (ex. Cardio Conditioning). These classes will be electives open to all students.

PHF 120 Foundations of Exercise Science

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course presents the basic scientific foundations of and techniques used in Exercise Science. Aerobic and anaerobic training adaptations to exercise will be examined including acute and chronic adaptations to resistance exercise, physiological factors associated with overtraining and physiological consequences of detraining.

PHF 122 Kinesiology

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course covers the various types of levers of the musculoskeletal system and an understanding of the factors that contribute to human strength and power. Students will analyze movements in sports and exercise and make movement-oriented exercise prescriptions. Students will evaluate resistive force and power patterns of strength training movements and exercise devices.

PHF 197 Field Experience

2 Credits (1 Lecture 0 Lab 0 Shop 2 Field

Experience)

3Hrs/Wk (1 Lecture 2 Field Experience)

*15 wks

This introductory field experience provides opportunity for practical application of knowledge gained through prior coursework in exercise science. The student will assist in the leadership of on and/or off-campus programs, with special emphasis on either personal training experiences, group exercise instruction, or basic athletic training and sports injury evaluation. The focus is to expose PHF students to at least 3 career opportunities in their discipline. They will be exposed to the environment, skills, human relations, observations and training necessary to be successful in this career path. The one hour classroom session each week will help assist the student in professionalism, job sharing, and preparedness for each experience. *Prerequisites:* PHF 101 OR PHF 103 OR PHF 105 and PHF 120.

PHF 202 Principles of Exercise and Strength Training

4 credits (3 Lecture 1 Lab 0 Shop)

5 Hrs/Wk (3 Hrs. Lecture 2 Hr, Lab) *15 wks

Students will understand the principles of safe and effective exercise protocols/prescriptions for development in all components of health and fitness. Exercise adaptations will also be addressed for special populations. Students will also recognize new trends and top trends in exercise participation. *Prerequisite:* PHF 120.

PHF 204 Nutrition to Improve Human Performance

3 Credits (3 Lecture 0 Lab 0 Shop)

3 Hrs/Wk (3 Hrs. Lecture) *15 wks

This course covers the principles of nutrition to support improvement in human health and fitness. Active individuals need to understand the importance of nutrition and metabolism for optimum weight, energy requirements and nutrients to support performance and recovery. The

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student will also learn pre-exercise, exercise and post-exercise nutritional requirements.

Prerequisite: BIO 121.

PHF 206 Emergency Care & Liability

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course covers basic concepts of the law and legal system in relationship to personal training. Professional and legal responsibilities of the personal trainer will be examined as well as developing risk management strategies to prevent litigation issues. First Aid, CPR and AED training will be covered as well as care and prevention of athletic injuries. *Prerequisite: current Standard First Aid and CPR certification.*

PHF 208 Exercise Testing and Prescription

4 credits (3 Lecture 1 Lab 0 Shop)

*5 Hrs/Wk (3 Hrs. Lecture 2 Hr, Lab) *15 wks*

Students will participate in client interviews to develop fitness goals and assess compatibility. The course will cover pre-participation health appraisal screening and recognize when to refer individuals to healthcare professionals. Students will understand and correctly administer proper fitness assessments on exercise clients in a safe manner. Students will understand apply concepts of strength training and aerobic endurance to design strength and aerobic endurance programs specific to client goals for healthy and special populations. *Prerequisite: PHF 202.*

PHF 250 Principles of Coaching & Motivation

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

Coaching methods and techniques are valuable skill sets used in a variety of work settings, which teaches an individual leadership, motivation, behavioral change, and application for success. This course will teach students how to apply these principles and techniques in their career path. *Prerequisite: PSY 101.*

PHF 299 Practicum

3 credits (3 field experience)

*4 hrs week (1 hr lecture 3 hrs field experience) *15 wks*

Building upon experiences gained from PHF 197 Field Experience, the student continues assisting in the leadership of on and/or off-campus programs, with emphasis on personal training experiences, group exercise instruction, and athletic training. The focus of this practicum will be to identify the specific career path from the student's individualized plan which they will shadow for his/her work experience. Students will be supervised, met with individually and as a group throughout the semester preparing the student for the job market or continued education. *Prerequisites: PHF 122, 197, 202, and 204.*

Political Science (POS)

POS 150 Introduction to American Politics

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course will introduce the student to the fundamentals of American politics. Students will study and analyze the many different aspects of United States politics, including political culture, the founding period, the constitution, the federal system, public opinion and the mass media, campaigns and elections, political parties, interest groups, Congress, the presidency, the bureaucracy, the judiciary, public policies, civil liberties, civil rights and international and defense policies. In addition, the student will study and analyze how power operates as a part of political culture, various institutions and important actors within American politics.

POS 151 American State and Local Government

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course is intended to introduce the student to the essentials of sub-national government in the United States. We will study and analyze many different aspects of state and local politics, including: feder-

alism, state constitutions, citizen participation, elections, political parties, interest groups, campaigns, governors, budgeting, the bureaucracy, state legislatures, the judiciary, local government, leadership and governance, economic development, intergovernmental relations, and various public policies. Particular attention will be paid to state and local government within Maine. In addition, the student will study and analyze how power operates as a part of political culture, various institutions and important actors within sub-national government in the United States.

POS 160 Introduction to International Relations

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This introductory course is about the theory and contemporary history of global politics from an international relations perspective. Subjects include: the nature of personal leadership, the environment, power and decision making; causes of terrorism, war, peace, and relations between national security and domestic political stability; economic development and trade management, technology and the global revolution in communications and interdependence and ethnic and religious identities in regional and global politics.

POS 170 Sports and Politics

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course will introduce the student to the relationships between sports and politics in the contemporary world. In particular, the course will analyze how politics and laws affect the structure and outcomes of sports and how sports affect the structure and content of politics and laws. Specifically, the course will focus on the following themes: civil rights and sports, the legal and fiscal environment of sports, federal and state and local government regulations of sports, commercialism in sports and the globalization of sports. Both amateur and professional sports will be analyzed. The

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following specific sports and sporting events will be analyzed: the Olympics, baseball, soccer, hockey, and snowmobiling. In a more general way, football and basketball will also be analyzed. Within these, the following issues will be analyzed: the legal environment of competition and antitrust law, the responsibility and rights of owners, player associations and fans, the collective bargaining process, drugs and sports, gender equality and law, international politics and amateur sports and safety and regulation of sports. There may be some field trips to sporting events.

POS 205 Introduction to Comparative Politics

*3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course offers a broad, comparative introduction to the structure and function of national political systems, with an emphasis on the structural and function attributes that distinguish democracies from non-democracies, and that distinguish different types of democracies and nondemocracies from each other. Additional substantive areas to be analyzed include the global environment, the social sources of power, the economic sources of power, demand, support and decision-making, system maintenance, force and military intervention and violence and political change.

POS 296 Special Topics in Political Science

*3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

The students in this course will analyze selected topics in political science. These topics will analyze various controversies in contemporary political science. The topics may be found in the political institutions, social institutions and public policy of selected countries. The special topic analyzed is not a regular course offering of the Social Sciences department. Since the topic covered in this class differs from year to year, students should seek further information from the instructor before registering

regarding the particular topic that will be analyzed. Possible topics to be analyzed include: US presidential elections, civil liberties, terrorism, technology and politics and political participation.

Precision Machining Technology (PMT)

PMT 103 Blueprint Reading and Sketching

*3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Week (3 Hrs. Lecture)*

This course is designed to teach the fundamentals of blueprint reading and sketching. Students will be taught to interpret engineering drawings in order to manufacture the objects they describe. Students will be taught the terminology used on drawings, plus abbreviations and symbols used to identify features of objects described on drawings. Students will learn to interpret drawings which comply with current ANSI/ASME Y14.1-2005 standards, as well as past standards.

PMT 111 Introduction to Lathes

*2 Credits (.5 Lecture 1 Lab .5 Shop)
4 Hrs/Wk (.5 Hr. Lecture 2 Hrs. Lab 1.5 Hrs. Shop) *15 wks*

This course will provide students with pertinent information for operating the metal turning lathe. An emphasis will be placed on maintaining a safe work environment. The principles of Lean Manufacturing will be demonstrated and applied to this course.

PMT 115 Introduction to Computer Numerical Control Programming

*2 Credits (1 Lecture 1 Lab 0 Shop)
3 Hrs/Wk (1 Hr. Lecture 2 Hrs. Lab 0 Hrs. Shop) *15 wks*

This course will provide students with the fundamentals to program CNC mills and lathes in G and M code format. Emphasis will be placed on writing programs that can be setup and run in later classes.

PMT 116 Milling & Grinding I

*2 Credits (.5 Lecture 1 Lab .5 Shop)
4 Hrs/Wk (.5 Hr. Lecture 2 Hrs. Lab 1.5 Hrs. Shop) *15 wks*

This course will provide students with a basic understanding of vertical milling machines and manual surface grinders. Emphasis will be on machine nomenclature, basic functions and safety.

PMT 117 CNC Operations

*2 Credits (.5 Lecture 1 Lab .5 Shop)
4 Hrs/Wk (.5 Hr. Lecture 2 Hrs. Lab 1.5 Hrs. Shop) *15 wks*

This course will provide with information and training to setup, operate, and maintain CNC Vertical Machining Centers and CNC Turning Centers. Emphasis will be placed on machine operation.

PMT 121 Introduction to Threading Processes

*2 Credits (.5 Lecture 1 Lab .5 Shop)
4 Hrs/Wk (.5 Hr. Lecture 2 Hrs. Lab 1.5 Hrs. Shop) *15 wks*

This course will provide students with information to machine internal and external degree Unified Threads. The three wire method for thread inspection will be emphasized. *Prerequisite: PMT 111 or faculty approval.*

PMT 122 Work Holding Methods for Milling

*2 Credits (.5 Lecture 1 Lab .5 Shop)
4 Hrs/Wk (.5 Hr. Lecture 2 Hrs. Lab 1.5 Hrs. Shop) *15 wks*

This course will provide students with information to use different types of work holding devices in milling. Emphasis will be placed on students milling and assembling completed components. *Prerequisite: PMT 116 or faculty approval.*

PMT 124 Applied Computer Numerical Control

*2 Credits (.5 Lecture 1 Lab .5 Shop)
4 Hrs/Wk (.5 Hr. Lecture 2 Hrs. Lab 1.5*

Course Descriptions

*Hrs. Shop) *15 wks*

This course will provide students the opportunity to program, setup and operate CNC machines. Students will have the opportunity to try the NIMS level I CNC milling and turning part. *Prerequisite: PMT 115 and PMT 117 or faculty approval.*

PMT 125 CNC Turning Methods

2 credits (.5 Lecture 1 Lab .5 Shop)

*4 Hrs/Wk (.5 Hr. Lecture 2 Hrs. Lab 1.5 Hrs. Shop) *15 wks*

This course will provide students the opportunity to program, set-up and operate CNC lathes. Students will have the opportunity to try the NIMS Level 1 turning part. *Prerequisites: PMT 115 and 117.*

PMT 210 Geometric Dimensioning and Tolerancing

2 Credit (1.5 Lecture 0 Lab .5 Shop)

*2Hr/Wk (1.5 Hr. Lecture .5 Shop) *15 wks*

This course is designed to introduce the student to the basic principles of geometric dimensioning and tolerancing related to the precision machining industry. The theory principles will be enforced through exercises in the quality control lab. The content of this course is based on the latest standards set by the American National Standards Institute (ANSI) 14.5M-2009 (new standards). *Prerequisites: PMT103 or faculty approval.*

PMT 211 Advanced Threading Processes

2 Credits (.5 Lecture 1 Lab .5 Shop)

*4 Hrs/Wk (.5 Hr. Lecture 2 Hrs. Lab 1.5 Hrs. Shop) *15 wks*

This course will provide students with information for machining multiple start transmitting screw threads. Methods of measuring tapers will also be discussed. The principles of Lean Manufacturing will be demonstrated and applied to this course. *Prerequisite: PMT 121 or faculty approval.*

PMT 212 Circular CNC Milling Processes

2 Credits (.5 Lecture 1 Lab .5 Shop)

*4 Hrs/Wk (.5 Hr. Lecture 2 Hrs. Lab 1.5 Hrs. Shop) *15 wks*

This course will provide students with information to use different types of CNC milling operations. Students will learn to produce threads and slots on a CNC mill. Lean manufacturing concepts will be introduced to students. *Prerequisite: PMT 124.*

PMT 214 Advanced Computer Numerical Control

2 Credits (.5 Lecture 1 Lab .5 Shop)

*4 Hrs/Wk (.5 Hr. Lecture 2 Hrs. Lab 1.5 Hrs. Shop) *15 wks*

This course will provide students the opportunity to produce complex parts on the CNC mills and lathes. Students will also be introduced to multiple setups, fixtures, and MasterCam to aid with the completion of projects. *Prerequisite: PMT 124 or faculty approval.*

PMT 217 Introduction to Toolmaking

2 Credits (.5 Lecture 1 Lab .5 Shop)

*4 Hrs/Wk (.5 Hr. Lecture 2 Hrs. Lab 1.5 Hrs. Shop) *15 wks*

This course will introduce the student to the realm of toolmaking. While the design of jigs, fixtures and stamping dies will be studied the course will focus more on the basic tool making practices and techniques used in their construction. *Prerequisite: PMT 123, PMT 211, PMT 212 or faculty approval.*

PMT 221 Advanced CNC Turning Processes

2 Credits (.5 Lecture 1 Lab .5 Shop)

*4 Hrs/Wk (.5 Hr. Lecture 2 Hrs. Lab 1.5 Hrs. Shop) *15 wks*

This course will provide students an opportunity to perform a variety of complex machining tasks on CNC lathes. Emphasis will be placed on the carbide tooling identification system. *Prerequisite: PMT 214.*

PMT 222 Advanced Milling Processes

2 Credits (.5 Lecture 1 Lab .5 Shop)

*4 Hrs/Wk (.5 Hr. Lecture 2 Hrs. Lab 1.5 Hrs. Shop) *15 wks*

This course will provide students with information to use advanced milling processes including angular, contour, gear cutting and slotting operations. Emphasis will be placed on students manufacturing the NIMS level 1 milling part. *Prerequisite: PMT 122 or faculty approval.*

PMT 227 Advanced Toolmaking Techniques

2 Credits (.5 Lecture 1 Lab .5 Shop)

*4 Hrs/Wk (.5 Hr. Lecture 2 Hrs. Lab 1.5 Hrs. Shop) *15 wks*

This course will provide students with a more advanced knowledge and understanding of toolmaking. Emphasis will be on the function of metal stamping dies and the more intricate grinding skills used in their construction. *Prerequisite: PMT 217 or faculty approval.*

PMT 228 Metallurgy

1 Credit (1 Lecture 0 Lab 0 Shop)

*1 Hr/Wk (1 Lecture) *15 wks*

This course develops familiarization with various metals used in the industry both ferrous and non-ferrous. The concepts of heat treatment by various methods and their relationship to tool steels are included in this course. The history and evolution of metals and their uses will be studied.

PMT 229 Advanced CNC Part II

2 Credits (.5 Lecture 1 Lab .5 Shop)

*4 Hrs/Wk (.5 Hr. Lecture 2 Hrs. Lab 1.5 Hrs. Shop) *15 wks*

This course will provide students the opportunity to setup and run multi axis CNC equipment. Students will also have the opportunity to setup CNC lathes with the aid of MasterCam programming. Emphasis will be placed on faster setup times and cycle time reduction. *Prerequisite: PMT 214 or faculty approval.*

PMT 240 2-D MasterCam

2 Credits (2 Lecture 0 Lab 0 Shop)

*2 Hrs/Wk (2 Hrs. Lecture) *15 wks*

This course is designed to introduce the

Course Descriptions

basic aspects of CNC milling and lathe programming using MasterCam. Students will be provided the resources to create a CNC program from a blueprint. *Prerequisite:* PMT 124.

PMT 270 Intro to SolidWorks

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course will provide students the opportunity to learn about three dimensional solid modeling, create a drawing from a solid model, and create an assembly from multiple solid modeling parts.

PMT 272 Advanced Inspection Methods

2 Credits (1.5 Lecture .5 Lab 0 Shop)

*2 Hrs/Wk (1.5 Hrs. Lecture .5 Hrs. Lab)*15 wks*

This course will provide students the opportunity to learn about reading multiple level blueprints and interpret the blueprints to determine and carry out the inspection process.

PMT 274 Advanced Cutting Tools

1 Credit (1 Lecture 0 Lab 0 Shop)

*1 Hr/Wk (1 Hr. Lecture)*15 wks*

This course will provide students with an opportunity to learn about modern CNC cutting tools. Emphasis will be placed on tool selection, insert identification, carbide grade selection, and the theory behind cutting tools.

PMT 276 Advanced MasterCam Programming

2 Credits (2 Lecture 0 Lab 0 Shop)

*2 Hrs/Wk (2 Hrs. Lecture)*15 wks*

This course will provide students the opportunity to learn the programming principles three dimensional parts for vertical milling centers, live tooling for turning centers, and spindle probing for complex parts.

PMT 278 Live Tooling CNC Lathe

2 Credits (.5 Lecture 1 Lab .5 Shop)

*4 Hrs/Wk (.5 Hr. Lecture 2 Hrs. Lab 1.5 Hrs Shop)*15 wks*

This course will provide students the opportunity to learn advanced set-up and operation of CNC lathes. Students will have to complete parts using a tailstock as well as live tooling.

PMT 280 3-Dimensional CNC Milling

2 Credits (.5 Lecture 1 Lab .5 Shop)

*4 Hrs/Wk (.5 Hr. Lecture 2 Hrs. Lab 1.5 Hrs Shop)*15 wks*

This course will provide students the opportunity to program, set-up, and operate 3 axis CNC milling centers for advanced milling operations with an emphasis on three dimensional milling. Students will have to use spindle probes to pick-up work offsets and CMM's for part verification.

PMT 282 Multi Axis MasterCam Programming

2 Credits (2 Lecture 0 Lab 0 Shop)

*2 Hrs/Wk (2 Hrs.Lecture)*15 wks*

This course will provide students an opportunity to learn the programming principals for 4 axis vertical and horizontal CNC milling centers and 5 axis vertical CNC milling centers.

PMT 284 Multi Axis CNC Milling

2 Credits (.5 Lecture 1 Lab .5 Shop)

*4 Hrs/Wk (.5 Hr. Lecture 2 Hrs. Lab 1.5 Hrs. Shop)*15 wks*

This course will provide students an opportunity to set-up and operate 4 axis vertical and horizontal CNC milling centers and 5 axis vertical milling centers. Students will also have the opportunity to use spindle probes for picking up work offsets.

PMT 305 Introduction to SolidWorks

3 Credits (3 Lecture 0 Lab 0 Shop)

This course will provide students the opportunity to learn about three dimensional solid modeling, create a drawing from a solid model, and create an assembly from multiple solid modeling parts.

PMT 310 Advanced Inspection Methods

2 Credits (1Lecture 1 Lab 0 Shop)

This course will provide students the opportunity to learn about reading multiple

level blueprints and interpret the blueprints to determine and carry out the inspection process.

PMT 315 Advanced Cutting Tools

1 Credits (1 Lecture 0 Lab 0 Shop)

This course will provide students with an opportunity to learn about modern CNC cutting tools. Emphasis will be placed on tool selection, insert identification, carbide grade selection, and the theory behind cutting tools.

PMT 326 Advanced MasterCam Programming

2 Credits (2 Lecture 0 Lab 0 Shop)

This course will provide students the opportunity to learn the programming principles three dimensional parts for vertical milling centers, live tooling for turning centers, and spindle probing for complex parts.

PMT 328 Live Tooling CNC Lathe

2 Credits (.5 Lecture 1 Lab .5 Shop)

This course will provide students the opportunity to learn advanced set-up and operation of CNC lathes. Students will have to complete parts using a tailstock as well as live tooling.

PMT 330 3-D CNC Milling

2 Credits (.5 Lecture 1 Lab .5 Shop)

This course will provide students with an opportunity to learn about modern CNC cutting tools. Emphasis will be placed on tool selection, insert identification, carbide grade selection, and the theory behind cutting tools.

PMT 315 Advanced Cutting Tools

1 Credits (1 Lecture 0 Lab 0 Shop)

This course will provide students the opportunity to program, set-up, and operate 3 axis CNC milling centers for advanced milling operations with an emphasis on three dimensional milling. Students will have to use spindle probes to pick-up work offsets and CMM's for part verification.

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PMT 356 Multi Axis MasterCam Programming

2 Credits (2 Lecture 0 Lab 0 Shop)

This course will provide students an opportunity to learn the programming principals for 4 axis vertical and horizontal CNC milling centers and 5 axis vertical CNC milling centers.

PMT 370 Multi-Axis CNC Milling

2 Credits (.5 Lecture 1 Lab .5 Shop)

This course will provide students an opportunity to set-up and operate 4 axis vertical and horizontal CNC milling centers and 5 axis vertical milling centers. Students will also have the opportunity to use spindle probes for picking up work offsets.

Psychology (PSY)

PSY 101 Introduction to Psychology

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course is an introduction to the scientific study of human behavior and its application to everyday life situations. Among the topics discussed are physiological foundations of behavior, altered states of consciousness, emotion, learning, and thinking. Using these topics as a basis for discussion, students will further explore the following topics: personality, interpersonal communication, conflict, group processes, behavior disorders and therapies, and industrial psychology.

PSY 111 Developmental Psychology

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course is a multi-disciplinary study of life span development from prenatal and postnatal stages through infancy, childhood, adolescence, adulthood, old age, and death. Included will be discussions of genetic, environmental, psychological, and sociological influences of the development

of and changes in physical, cognitive and language, and psychosocial domains of individuals.

PSY 114 Child Development

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

Development of the young child, from conception to pre-adolescence, will be studied through presentation of theory, observation of children, and review of the current research. This will provide a holistic content for understanding the many variables that influence the on-going growth and development of young children. This course will also provide the basis for creating developmentally appropriate curriculum for children birth through age eight years.

PSY 116 Psychology of Group Dynamics

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course will examine the theories, history, and stages of group development, group dynamics and processes, distinguish between the various types, uses and functions of groups. Identification of the major components of groups such as roles, rules, structure, norms, cohesion, conflict, leadership roles and styles will be explored. Emphasis will be on the principle dynamics of group interaction, group decision-making, and these may be applied in the therapeutic milieu, and within organizations. Students will demonstrate a basic knowledge and demonstration of skills useful in working in and with groups, through participation in structured exercises.

PSY 120 Psychology in the Workplace

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course presents a framework for understanding behaviors and interactions in the workplace. Major topics include communication, structure and function of groups and organizations, employer and employee relations and maintaining physical and mental health in the workplace. Class discussions and projects will focus on

helping the student apply the principles to the workplace.

PSY 151 Interviewing and Counseling

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

The purpose of this course will be to present an overview of the major contemporary counseling theories and various techniques of interviewing, kinds of interviewing, and issues relevant to interviewing, such as confidentiality, case recording and nonverbal communication. Students will be actively involved in the integration of theoretical concepts and practical skills. The course will include practical exercises in the various techniques and methods specifically used in the human services field. Prerequisites: Completion of HUS 112 and PSY 101, with a grade of C or better.

PSY 201 Social Psychology

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course will examine individual human behavior in social contexts. The cognitive, symbolic interaction, exchange, role-reference group, and dramaturgical approaches are explored. An emphasis will be placed on language and communication, inter-group conflict and conflict resolution, social judgments and decisions attitudes, perceptions of others, social influence, attraction, aggression, and group pressure.

PSY 202 Developmental Disabilities and Psychosocial Rehabilitation

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course will present an overview of current theoretical and philosophical perspectives relating to the day-to-day problems of those with mental, physical and developmental disabilities including mental retardation, autism, cerebral palsy, epilepsy, TBI and other nervous symptom disorders. The rehabilitation process will be examined, including the history and background, legislation, basic principles and philosophy. Also considered are the

Course Descriptions

steps in the rehabilitation process, historical attitudes toward people with disabilities, the medical model and independent living programs. Course content and activities will enable students to recognize ways in which disability affects individuals as members of families, groups, organizations and communities. Course focus will also be on exploring techniques used in various life stages and reviewing innovative ways to overcome apathy and discrimination in populations. Additional focus will be on developing the knowledge and basic skills necessary for rehab goal planning, functional assessment, and direct skills teaching along with job development, analysis, matching and retention. Major emphasis is given to the operation of the state vocational/federal system. Ethical and legal issues such as self-determination, strategies for independence and nondiscrimination will be addressed.

PSY 204 Vocational Aspects of Disability and Vocational Rehabilitation Counseling

*3 Credits (3 Lecture 0 Lab 0 Shop)
3 hrs/wk (3 Hrs. Lecture) *15 wks*
The purpose of this course will be to present a survey of the historical, sociological, theoretical, legislative and operational foundation of vocational rehabilitation counseling and service delivery along with the vocational aspects of disability. Specifically how these issues relate to persons with disabilities, to include, physical, intellectual, behavioral and psychological will be addressed. Students will examine and analyze philosophical, historical, legislative and organizational structures; vocational rehabilitation and related programs; referral and service delivery systems; the vocational rehabilitation process; administration of rehabilitation programs and professional and ethical issues. *Prerequisites: PSY 101 and HUS 112 with a grade of "C" or better.*

PSY 210 Behavior Analysis and Management

*3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course presents a framework for observing, analyzing, and managing behavior. The principles of operant conditioning will be discussed, emphasizing ways the environment can be managed so that the individual's behaviors can be managed within family, school and other social services agencies, and work settings. *Prerequisite: PSY 101.*

PSY 212 Abuse, Trauma and Recovery

*3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks*
This course examines human adaptations to traumatic events including various types and sources of violence and abuse. The historical and social contexts in which abuse and trauma are identified will be explored. Stages of recovery, and an intervention framework for the human service worker with traumatized people will be examined. Topics included: domestic violence, sexual abuse, workplace violence of people over the life course. *Prerequisite: HUS 112 with a grade of C or better.*

PSY 296 Special Topics in Psychology

*3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks*
The students in this course will analyze selected topics in psychology. These topics will analyze various individual and social patterns in contemporary psychology. The special topic analyzed is not a regular course offering of the social sciences department. Since the topic covered in this class differs from year to year, students should seek further information from the instructor before registering regarding the particular topic that will be analyzed. Possible areas to be analyzed include: counseling, industrial organizational, professional issues and ethics, research methods, cognitive, developmental, family, social, and general. Possible topics to be addressed include: close relationships, personality, abnormal psychology and diagnosis, and persuasion.

REE 101 Sales Agent Course: Real Estate

*4 Credits (4 Lecture 0 Lab 0 Shop)
4 Hrs/Wk (4 Hrs. Lecture) *15 wks*
This course provides the student with sufficient competency in Real Estate to sit for the Maine Real Estate Commission Sales Agent Exam. Students who successfully complete this course can apply for the exam. Topics will include license and contract law, the listing process, types of mortgages, real estate math, and the negotiating and closing process. This course is subject to annual review and approval by the Maine Real Estate Commission.

Religion (REL)

REL 101 Comparative Religion

*3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks*
Are religious beliefs vastly different from one another? Are they a major cause of strife around the world or a source of peace? Where are the similarities? Can religions even exist in our hectic 21st Century world? Can science and religion coexist? Does God even exist? Comparative religions will look for answers by examining the major religious traditions of the world. From the West – Christianity, Judaism, Islam. From the East – Hinduism, Buddhism, Taoism. In addition, we'll explore some of the lesser known beliefs such as Native American beliefs, Paganism, Wicca, Scientology, and others. We'll be following a text, but the course will also include several primary sources and religious documents for a more comprehensive understanding. *Prerequisites: Scores of 68 or higher on Reading Accuplacer and scores of 5 or higher on WritePlacer, or completion of ENG 090 or ESL 101 with a C or better.*

Social Science (SSC)

Real Estate (REE)

Course Descriptions

SSC 110 Occupational Health and Safety in American Society

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course is designed to introduce students in disciplines other than Occupational Health and Safety to the fundamentals of workplace health and safety. Development of workplace health and safety programs, concepts of health and safety hazards and their control and the legal framework of occupational health and safety will be covered. The economic, social, psychological and historical impact of Occupational Health and Safety will be discussed.

SSC 296 Independent Study in Social Science

3 Credits - Number of hours per week to be determined by Advisor

This course is designed to allow students to work on a semester long project in one of the social sciences. The project will be developed by the student in conjunction with the instructor of the course. The student will meet with the instructor periodically through the semester to ensure the project objectives are being met. Prerequisites: The student must have completed (12) credit hours in a catalog program, be in good academic standing, be recommended by his or her advisor, and meet with the course instructor.

Sociology (SOC)

SOC 101 Introduction to Sociology

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course is an introduction to the study of influences of social and cultural factors on human behavior. Among topics discussed are culture; conformity/non-conformity; equality/inequality of different races, sexes, and ages; social institutions; group processes; and how change occurs in society.

SOC 200 Issues in Diversity

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course will examine issues related to diversity between families, in workplaces and schools, and other societal settings. Topics related to race, age, gender, disability, and cultural background will be explored and how these affect minority and majority relations in the United States. Appreciation for different cultural backgrounds and how the global nature of business is affected by diversity today.

SOC 201 Sociology of Aging

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course surveys the biological, social psychological, and social aspects of the aging process. Students study aging as a developmental stage and explore current issues such as ageism, mandatory retirement, sex, crime, and intergenerational communications. Topics covered include social conditions, economics, and politics as they affect the aged, as well as community responses to the problems confronting the elder population. Students examine public, voluntary, and self-help (advocacy) programs and assess their ability to meet the needs of aging adults in such areas as recreation, income maintenance, retirement, housing, transportation, mental and physical health.

SOC 210 Crime and Deviance

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course will examine delinquency and crime in society. Discussions will include critical analysis of theories, causes, and treatment of delinquents and criminal offenders. Crime associated with modern technology and other white collar crime and their effect on society will be explored.

SOC 215 Sociology of Gender

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course will examine gender from a sociological perspective. Factors that affect gender relations, inequality and communication will be discussed, with special emphasis given to theoretical approaches, socialization, and power differentials. How gender is implicated in our social institutions such as the educational system, workplace, family, criminal justice system, and government will be explored. Additionally, how gender shapes more micro interactions and the relationship between gender in the macro setting of social institutions and micro setting of personal interactions will also be addressed. Topics will include: gender in education; gender and work; gender in intimate relationships; and gender, crime and justice.

SOC 220 Sociology of the Family

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course will examine traditional and current trends in families. The dynamics of social interactions within the family will be presented. The diversity of the modern family will be discussed. Further examination of how this diversity of families affects other social institutions, such as the economy (via business and workplaces) and education (via schools and other community agencies).

SOC 230 Human Sexuality

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course deals with sex as it relates to the individual, family, group and society. Historical and cultural perspectives on contemporary American sexuality; knowledge, attitudes, and practices; sexuality over the life cycle, socialization; affection, interpersonal attraction; marriage, law, other institutions will be addressed.

SOC 296 Special Topics in Sociology

3 Credits (3 Lecture 0 Lab 0 Shop)

*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

Course Descriptions

The students in this course will analyze selected topics in sociology. These topics will analyze various social patterns in contemporary society. The special topic analyzed is not a regular course offering of the social sciences department. Since the topic covered in this class differs from year to year, students should seek further information from the instructor before registering regarding the particular topic that will be analyzed. Possible areas to be analyzed include: family and life course, research methods, social change and development, social deviance and mental health, social organization, social psychology, social inequality, and general. Possible topics to be addressed include: gender roles, race and ethnic relations, aging, deviance and criminology.

Spanish (SPA)

SPA 101 Beginning Spanish I

3 Credits (3 Lecture 0 Lab 0 Shop)
*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

An introductory course in Spanish with emphasis on development of listening comprehension, speaking, reading and writing skills. For students who have had no Spanish or one year of high school Spanish.

SPA 102 Beginning Spanish II

3 Credits (3 Lecture 0 Lab 0 Shop)
*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

Continuation of SPA 101. Emphasis on development of listening comprehension, speaking, reading and writing skills.
Prerequisite: SPA 101 or 2 years of high school Spanish.

Theater

THE 101 Introduction to Theater

3 Credits (3 Lecture 0 Lab 0 Shop)
*3 Hr/Wk (3 Hr. Lecture) *15 weeks*

This course introduces students to theater as a collaborative, multi-disciplinary art form. It examines the nature of theater, its origins, its position in our culture and the basic elements that come together in modern theater practice: performance, directing, design and playwriting. The course will also give students guiding principles for viewing and responding to the theater they see. Students can expect to participate in theater exercises to learn about performance, to read plays, to do small design projects, and to see at least one professional theater production. A research project with a partner will culminate with in-class performances. There may be modest expense for tickets. No previous theater experience necessary.

(education, the workplace, family) influence women's lives. Weekly assignments require writing and reading a variety of texts. *Prerequisite: Scores of 68 or higher on Reading Accuplacer and scores of 5 or higher on WritePlacer, or completion of ENG 090 or ESL 101 with a C or better.*

Women's Studies (WST)

WST 101 Women's Studies

3 Credits (3 Lecture 0 Lab 0 Shop)
*3 Hrs/Wk (3 Hrs. Lecture) *15 wks*

This course employs a range of interdisciplinary sources in order to examine women's positions in and contributions to society. This course covers a broad scope of issues in Women's Studies, including definitions of feminism, the role of gender in social interaction, women of color, women's sexuality, health and the female body, women in mythology, women in the workplace, violence against women, images of women/women's self-image, and women and aging. Students will be asked to explore their own beliefs and attitudes, as well as the attitudes of societies. The course will look at commonalities and differences among women, and investigate the multiple dimensions of women's experiences. Part of the course will be to consider the ways in which institutions

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TRiO
A.S., Central Maine Community College; B.S., University of Maine
Augusta

Arienti, Rosalie, *Department Chairperson*

Allied Health
B.A., Boston University; M.S., Tufts University

Barth, Barbara, *Gender Equity Coordinator*

Student Services
B.S., Niagara University; M.A., University of Connecticut;
Master of Divinity, Lutheran School of Theology

Blais, Jean, *Learning and Advising Representative*

Student Services
Cert., Washington County Community College
A.A., Central Maine Community College

Blois, John, *Instructor*

Humanities
B.A., M.A., Salem State College

Bolding, Richard, *Instructor*

Precision Machining Technology
A.A.S., Central Maine Community College

Bolduc, Stephen, *Instructor*

Precision Machining Technology
A.A.S., Central Maine Community College; B.S., University of Southern
Maine

Bolstridge, Ronald, *Director of Institutional Research*

Planning and Public Affairs
B.S., University of Maine;
M.B.A., Southern New Hampshire University

Bonney, Meridith, *Assistant Director of Registration & Records*

Administration
A.S., A.A.S., Central Maine Community College

Boucher, Robert R., *Dean of I.T. Services*

Information Technology
A.S., A.A.S., Central Maine Community College; B.S. University of
Southern Maine; MCP; A+ Certified

Bouttenot, Denis, *Department Chairperson*

Business Administration and Management
B.S., Lowell Technological Institute;
M.B.A., University of Southern Maine

Bowden, Ethel, *Instructor*

Humanities
B.A., Colby College; M.S., University of Southern Maine

Bowie, John, *Director of Financial Aid and Student Information Services*

Student Services
B.A., University of Maine

Burke, Bobbi Jean, *Learning and Advising Specialist*

Student Services
A.A.S., Central Maine Community College; B.S., Franklin University;
M.S. Southern New Hampshire University

Butterfield, Emily, *TAACCCT Round 3 Maine is IT! Grant, Student Navigator*

Student Services
A.A.S., Central Maine Community College; B.S., University of Southern
Maine

Carbone, Douglas C., *Instructor*

Mathematics and Science
B.S., Bridgewater State College; M.S., University of New Hampshire.

Carbone, Susan E., *Instructor*

Mathematics and Science
A.S., Bristol Community College; B.S., M.S., University of New
Hampshire

Charlton, Terry, *TRiO Director*

B.A. Boston College; M.Ed. Emmanuel College

Collins, Leisa, *TAACCCT Project Manager*

B.S. Bentley College; M.Ed. University of Maine

Cook, Kevin V., *Instructor*

Computer Technology
B.A., University of Maine at Farmington; A+ Certified; Net+ Certified

Coombs, Lucinda H., *Instructor*

Humanities
B.A., University of New Hampshire; M.S., University of Southern Maine;
Fulbright Grantee, Norway, 1999-2000

Crossley, Todd, *Evening Administrator & Assistant to the Deans*

Administrative
B.S., Bentley College

Daye, Dawn, *Administrative Assistant III*

Business Office

Dionne, Catherine, *Instructor*

Humanities
B.S., Massachusetts Institute of Technology; M.A., Boston College

Doak, Stephen, *Instructor*

Business Administration and Management
B.S., University of Maine; M.S., Husson College

Donovan, Frederick P. Jr., *Instructor*

Precision Machining Technology
A.A.S., Southern Maine Community College; B.S., University of
Southern Maine

Dostie, Diane, *Dean of Corporate & Community Services*

Corporate & Community Services
B.S., M.Ed., University of Southern Maine

Dundore, Daniel, *Assessment & Outreach Coordinator, Maine is IT!*

Center for Testing & Assessment

Edwards, Julia, *Learning and Advising Specialist*

Student Services
B.A., University of Southern Maine; M.A., Seton Hall University

FitzGerald, Alyssa, *Resident Director*

Student Services
A.A.S., Central Maine Community College

Administration and Faculty

Frechette, Valerie Okrent, *Associate Librarian*

Library

B.A., Mount Holyoke College; M.A., Northeastern University; M.L.S. University of Alabama.

Frigon, Suzanne, *Associate Director of Financial Aid*

Student Services

B.A., M.A., Bloomsburg University

Frost, Judith G., *Director*

Library Services

B.A., Colby College; M.L.S., University of Denver; M.A., Cleveland State University

Gamez, Jennifer, *Retention & Transfer Coordinator*

TRiO

B.A., University of Texas at San Antonio; M.A., University of Texas at San Antonio

Gonyea, David, *Director of Athletics, Housing and Security*

Student Services

A.A., University of Southern Maine

Hamel, Nicholas, *Dean of Student Services*

Student Services

A.S., Central Maine Community College; B.S., University of Southern Maine; M.B.A., Thomas College

Hawley, Michelle, *TAACCCT Round 3 Maine is IT! Grant Project Manager*

Student Services

A.A.S., Central Maine Community College; B.S., University of Southern Maine; M.S., University of Southern Maine

Hayes, A. Ashley, *Department Chairperson*

Computer Technology

B.S., University of Southern Maine; M.S., Thomas College.

Hays, Maria L., *Instructor*

Mathematics/Science

A.S., Massachusetts Bay Community College; B.S., Framingham State College; M.S., University of Maryland

Henry, Michael, *Instructor*

Business Administration and Management

B.S., M.B.A., University of Maine

Hinkley, Carl G., *Instructor*

Automotive Technology/Ford ASSET

Line Technician Training, General Motors; E.P.A. Auto Emission Trainer; University of Southern Maine; ASE Master Certified, Automotive; L1 Advanced Engine Performance

Holt, Frankie, *Department Chairperson*

Social Science

B.A., University of Illinois; M.A., Western Illinois University; M.S., Indiana State University

Hughen, Andrew, *Instructor*

Computer Technology

Iadonisi, Carmin, *Instructor*

Allied Health

B.S., University of Massachusetts; N.D., University of Bridgeport College

Joiner, Jeff, *Instructor*

Electromechanical Technology

A.S., Vermont Technical College; B.S., University of Southern Maine

King, David, *Instructor*

Criminal Justice

B.A., University of Southern Maine; M.S., SNHU

Kinney, Sharon, *Instructor*

Nursing

M.S., St. Joseph's College

Knapp, Scott E., *President*

Administration

B.A., The University of Wisconsin; M.A., Kutztown University of Pennsylvania; Ed.D., Temple University

Latendresse, Kevin A., *Instructor*

Electromechanical Technology

B.A., M.A., University of Maine; M.A., Indiana University

Leclerc, Michelle, *Associate Director of Financial Aid*

Student Services

B.A. Saint Francis College

Libby, Betsy, *Dean of Academic Affairs*

Academic Affairs

B.A., University of Maine Orono; M.A., Ball State University.

Lopez, Laurie, *Instructor*

Business Administration and Management

B.S., Northeastern University; M.S.A. Boston University

Lyons, Jennifer, *Assistant to the Academic Dean/Disability Services*

Academic Affairs

A.A.S. Westbrook College

Matzinger, Michael, *Department Chairperson*

Humanities

B.A. Southwestern University; M.F.A. University of Alaska

McManus, Kathleen Banaitis, *Department Chairperson*

Nursing

B.S.N., M.S.N., University of Southern Maine; Registered Nurse; COHN-S

Meador, Eric, *Future of ME Program Coordinator*

Student Services

A.A.S., Central Maine Community College;

Miller, Peter, *Instructor*

Nursing

M.S., University of Southern Maine

Montegut, Kathleen, *Instructor*

Nursing

B.S., Salve Regina University; M.S.N, University of Maine

Moorhouse, Elizabeth, *Instructor*

Nursing

A.A., LaSalle Junior College; B.S. Columbia University School of Nursing; M.A., NYU

Administration and Faculty

Moreno, Daniel C., *Instructor*

Architectural and Civil Engineering Technology
A.A.S., Central Maine Community College; Registered/Licensed Architect, ME

Moreno, Judith L., *Public Service Librarian*

Library Services
B.A., St. Michael's College; M.L.I.S., University of South Carolina; C.A.S. University of Southern Maine.

Morong, Andrew, *Director of Admissions*

Student Services
B.A., University of Maine

Morton, Brennan, *Admissions Representative*

Student Services
A.S. Central Maine Community College; B.S. University of Maine Presque Isle

Morris, Jesse, *Department Chairperson*

Human Services
B.A., Shepherd College; M.S., Duquesne University; Ph.D., Walden University

Nadeau, Maurice J., *Department Chairperson*

Electromechanical and Telecommunications Programs
A.A.S., Central Maine Community College; B.S., University of Southern Maine; Licensed Journeyman Electrician, State of Maine

Oken, Elizabeth, *Director of Placement and Transfer Services*

Student Services
B.A., Regis College; M.Ed., American International College

Ordway, Lester, *Instructor*

Automotive Technology - Ford ASSET
A.S.E. Master Certified, Automotive, L1 Advanced Engine Performance; EPA Automotive Emission Trainer; A.S.E. Air Conditioning Certification; FMC Master Technician

Owen, Barbara, *Dean of Human Resources & Chief of Staff to the President*

Administration
A.A., Thomas Edison State College; B.A., University of Maine at Augusta
H.R. Certification, University of Maine Augusta

Paradis, Christopher, *Corporate Training Coordinator*

Corporate and Community Services
B.S., University of Maine; M.S., Husson University

Perreault, Austin, *Department Chairperson*

Culinary Arts
B.A., Le Cordon Bleu College of Culinary Arts

Philippon, Roger G., *Dean of Planning and Public Affairs*

Administration
B.S., University of Maine; M.S. Ed., University of Southern Maine

Ramsey, Michelle, *Instructor*

Nursing
A.S., New Hampshire Community Technical College; B.S.N., University of New England; M.S.N., University of Southern Maine; Registered Nurse; FNP

Rattray, Gary, *Instructor*

Mathematics and Science
B.A., University of Maine; M.S., Air Force Institute of Technology

Rayburn, Casey, *Instructor*

Automotive
A.A.S. Central Maine Community College

Record, Bradley A., *Instructor*

Precision Machining Technology
Diploma, Central Maine Community College

Remieres-Morin, Pamela, *Dean of Finance & General Services*

Finance
B.S., M.B.A.; Thomas College

Salois, Paul, *Department Chair*

Graphic Communications
B.S., Fitchburg State College

Sampson, Sonya, *Director of Registration & Records*

Administration
A.A., Central Maine Community College; B.S., University of Southern Maine; M.A., University of Southern Maine

Schreiber, Monique, *Associate Director of Financial Aid*

Student Services
A.A.S., Central Maine Community College; B.S., University of Southern Maine

Seymour, Heather, *Director of Communications*

B.S., University of Maine

Smith, Jessica, *Instructor*

Humanities
B.A. SUNY Fredonia; M.F.A. Minnesota State University at Mankato

Steck, Eileen, *Department Chairperson*

Early Childhood Education
B.S., Austin Peay State University; M.S., Walden University

St. Pierre, Anne, *Associate Dean of Academic Affairs*

Academic Affairs
B.A., University of Southern Maine; M.S., University of Southern Maine

Tift, Kristen, *Instructor*

Nursing
B.S., University of Southern Maine

Tift, Matthew, *Department Chairperson*

Criminal Justice
B.A., University of Southern Maine

Trautman, Karl G., *Instructor*

Social Science
B.A., Keene State College; M.A., Northeastern University; Ph.D., University of Hawaii

Varney, Donald, *Department Chairperson*

Building Construction Technology
B.S., University of Southern Maine

Walker, Donna D., *Instructor*

Nursing
Diploma, Central Maine General Hospital; B.S.N., M.S.N., University of Southern Maine; Registered Nurse

Administration and Faculty, and Adjunct Faculty

Wallace, Bryan, *Director of the MEMIC Center for Workplace Safety*
B.S., Quinnipiac; M.B.A., Southern New Hampshire University

Wallace, John, *Department Chairperson*
Mathematics/Science

B.S., United States Naval Academy; M.S., Naval Nuclear Power School;
M.S., Naval War College; M.A., San Diego State University

Walsh, Matt, *Department Chairperson*
Automotive Technology - Ford ASSET
A.A.S., Central Maine Community College; B.S., University of Southern
Maine, FMC Senior Master Technician; ASE Master Certified; L1 Certified

Watkins, Scott, *Security Supervisor*

Watson, Devin, *Department Chairperson*
Precision Machining Technology
A.A.S. Central Maine Community College; B.S., University of Southern
Maine

White, Albert T., *Instructor*
Automotive Technology
A.A.S., Central Maine Community College; B.S., University of Southern
Maine; ASE Master Certified, Automotive and Truck; L1 Advanced Engine
Performance

White, Karen, *Instructor*
Early Childhood Education
B.S., University of Maine Farmington; M.A., Wheelock College

Wilson, Simonetta, *TAACCCT Fiscal and Administrative Officer*
Student Services
B.A., University of Maine Augusta

Adjunct Faculty

(Adjunct appointments for three or more semesters
during the past three academic years)

Albert, James
Precision Machining Technology
Diploma, Southern Maine Community College; ASQC Certified Quality
Technician; ASQC Certified Quality Mechanical Inspectors

Allen, Matt
Mathematics/Science

Antell, Mark
Mathematics/Science
M.A., Central Michigan University

Armandi, Gregory
Social Science
B.S., M.S., University of Southern Maine

Barry, William
Criminal Justice
M.S., B.S., Emerson College; J.D., Vermont Law School

Barth, Barbara Reverend
Social Science
B.S., Niagara University; M.A., University of Connecticut; Master of
Divinity, Lutheran School of Theology

Beam, Christopher
Social Science
B.A., Williams College; Ph.D., University of Illinois at Urbana Champaign

Bean, Karen
Social Science
M. Ed., College of William and Mary

Berta, Daphne
Social Science
B.A., Elmhurst College; M.S., California State University

Bickford, Scott
Mathematics/Science
B.S., University of Maine

Blake, Susan
Allied Health
A.S., Andover College; B.S., St. Joseph's College

Blanchard, Michael
Building Construction Technology

Bolstridge, Darcie Ann
Mathematics and Science
B.S., University of Maine at Farmington

Bosarge, Eric
Humanities
B.A., University of Augusta; M.F.A., University of Southern Maine

Brents, Amy
Humanities
B.A., University of Maine Farmington; M.A., University of Connecticut;
M.A., Bangor Theological Seminary

Brewer, Margaret
Business Administration and Management
B.S., St. Joseph's College; M.S. Southern New Hampshire University

Bridges, Richard
Business Administration and Management
B.A. M.P.A., University of Maine; J.D., Catholic University of America

Brito, Robert
Humanities
B.A., Pepperdine University; M.A., Northwestern University; Ph.D.,
Wayne State University

Brubaker, John
Humanities
B.A., M.A., Fairleigh Dickinson University

Bryant, Scott
Mathematics/Science
M.B.A., The Ohio State University

Buckley, John
Business
B.A., University of Maine; M.B.A., University of Dallas

Burbank, Kristen Brown
Humanities
B.A., University of Maine at Farmington; M.S., University of New England

Adjunct Faculty

Burke, Ruth

Early Childhood Education/Social Science
B.S., New Hampshire College; M.S., Wheelock College

Burns, Stephanie

Humanities
B.S., University of Maine at Augusta; M.S., University of Southern Maine

Bush, Aurelie

Human Services
B.S., M.S., Southern Connecticut State University

Cameron, Linda

Business Administration and Management
B.S., University of Maine Orono; M.S., Thomas College

Cates, Albert

Precision Machining Technology
CMVTI

Catevenis, Martha

Business Administration and Management

Ciampa, Scott

Mathematics/Science
B.S., University of Massachusetts; M.S., New Hampshire College

Cinq-Mars Gisele

Humanities
B.A., American International College; M.Ed., University of Maine

Clement, Paul

Social Science
B.A., Boston College; M.A., University of California

Congleton, Karin

Social Science
B.S., University of Maine; M.S., SUNY Buffalo

Conley, Jennifer

Mathematics and Science
B.S., Framingham State College; M.S., Wheelock College

Cook, David S.

Humanities/Social Science
M.A., University of Maine

Cordes, Jodi

Business Administration and Management
B.S., Indiana University of Pennsylvania; M.S., Towson University

Cote, Laurie

Nursing
B.S.N., University of Southern Maine; R.N.

Cyr, Teresa

Allied Health
A.A.S., Central Maine Community College; Certified Medical Coder; E&M and Chart Auditor Certified

Deshaies, Scott

Computer Technology

B.S., M.S., University of Phoenix

Downs, Philip

Business Administration and Management
B.A., M.A., M.S., University of Maine; Ph.D., Vanderbilt University

DuBois, Richard A.

Mathematics and Science
B.A., University of Maine

Duffy, Mary-Therese

Social Science
M.A., Lesley University

Dyer, Ronald

Graphic Communications
B.S., University of Maine

Duplisea, Nancy

Humanities
M.E., University of Southern Maine

Eshleman, Edward

Computer Technology
B.S., M.S., University of Maine

Farrington, Annette

Social Science
B.A., M.A., Norwich University

Ferrante, Valerie

Mathematics/Science
B.A., University of Maine; M.S., University of Southern Maine

Fisk, Deborah

Humanities
B.S., University of Maine; M.S., University of Southern Maine

Fletcher, Sandra D.

Allied Health
B.S.N, University of Maine; Registered Nurse

Flower, Sara

Humanities
B.A., M.S., University of Southern Maine

Forgione, Ernie

Mathematics/Science
A.S., University of New Hampshire; B.S., Johnson State University

French, Gregory

Mathematics/Science
B.S., University of Maine Fort Kent; M.S., Lesley University

French, Jennifer

Mathematics/Science
M.S., Thomas College

Gagne, Dominique

Electromechanical Technology
A.A.S., Central Maine Community College

Adjunct Faculty

Gagnon, Carol

Humanities

B.S., University of Southern Maine

Giammarco, Elizabeth

Social Science

Ph.D., Capella University

Gleason, Candice

Humanities

B.A., University of Maine; M.S., University of Southern Maine

Gosselin, Marc

Business Administration and Management

B.S., University of Maine at Farmington; M.B.A., Southern New Hampshire University

Gosselin, Scott

Criminal Justice

B.A., St. Anselm College; Maine State Police Academy

Graham, Christian

Business Administration and Management

M.S., Southern New Hampshire University

Green, Bonnie

Humanities

B.A., University of Rhode Island; M.S., University of Southern Maine

Grippe, James

Mathematics/Science

M.S., Thomas College

Gustafson, Meta

Social Science

B.A., University of New Hampshire; M.A., University of South Florida;
Ph.D., University of Tennessee, Knoxville

Guy, Amanda

Humanities

B.A., University of Maine at Augusta; M.Ed., New England University

Hamel, Diane

Mathematics/Science

B.S., M.S., Husson College

Hamlin, Lauren

Humanities

B.A., Boston College; M.F.A., University of Montana

Haney, Pamela

Allied Health

B.S., Stephens College; M.S., California College for Health Sciences

Hanish, Martin

Mathematics and Science

B.A., Brooklyn College; M.P.A., Bernard Baruch College; M.B.A., Thomas College

Hastings, Michael

Mathematics/Science

B.S., University of Vermont

Hawley, John

Business Administration and Management

A.A.S., Central Maine Community College

Henderson, Robin

Business Administration and Management

A.S., Andover College; B.S., University of Maine; B.S., Westbrook College; M.B.A., New Hampshire College

Hopkinson, Richard

Mathematics/Science

B.A., University of Southern Maine

Hughes, Rhonda

Human Services/Social Science

B.A., University of Southern Maine; M.S., University of New England

Hunsicker, Kathleen

Social Science

B.S., University of Southern Maine; M.Ed., Plymouth State University College

Hunter, Heather A.

Business Administration and Management

B.S., University of Southern Maine

Jacques, Nicole

Humanities

B.A., University of Maine; M.A., University of New Hampshire

Johnston, David

Building Construction Technology

A.A.S., SMVTI; B.S., University of Southern Maine

Kavanagh, Eugene

Criminal Justice

B.S., Northeastern University

Klippert, David

Social Science

B.A., M.S., University of Southern Maine

Knauer, Charles

Mathematics/Science

M.S., Farmington State College

Knowlton, Lynda

Criminal Justice

B.A., Indiana University of Pennsylvania; M.S., University of Southern Maine

Langlais, Kalvin

Business Administration and Management

B.S., University of Maine Farmington;

M.S.Ed., University of New England

LeBlanc, Christina

Humanities

B.A., St. Anselm College; M.A., University of Maine

Lebron-Tricoche, Denise

Allied Health

Adjunct Faculty

B.S., Pontificia Catholic University; M.I.S., EDP College

Lessard, Mary-Atala

Human Services

B.A., College of New Rochelle; M.S.W., Boston College

Libby, Jason C.

Social Science

M.Ed., University of Maine Orono

Libby, Jason P.

Humanities

B.A., M.A. University of Southern Maine

Lindsay, Lori

Social Science

B.S., Fitchburg State College; M. Ed., University of Maine

Maguire, Valarie

Mathematics, and Business Computer Applications

B.A., University of Southern Maine; M.E., Plymouth State College

Marcus, Libby

Humanities

M.A., Emerson College

Martin, James

Mathematics/Science

M.S., University of New Hampshire

Masonheimer, Patricia

Early Childhood Education and Social Science

B.A., M.A., Ph.D., University of California

McGuckian, Celia

Humanities

B.A., University of Southern Maine; M.A., University of Richmond

McShane, Cynthia

Humanities

B.F.A., University of Maine Farmington; M.F.A., Chatham University

Mead, David

Business Computer Applications

B.S., Thomas College; M.E., University of New England

Michaud, Gilman

Culinary Arts

A.A.S., University of Maine at Fort Kent

Missler, Stephen

Allied Health

A.A.S., Central Maine Community College

Mitchell, Monica

Humanities

M.A., Carnegie Mellon University

Morin, Michael

Business Administration and Management

A.A.S., Champlain College; B.S., New Hampshire College

Murphy, Jeb

Humanities

B.A., Long Island University; M.A., Rowan University

Nener-Plante, Derek

Mathematics/Science

B.S., University of Maine; M.S., University of Connecticut

Ochoa-Durrell, Deanne

Social Science

B.S., Mount Holyoke College; M.S., University of New England

O'Dell, Timothy

Humanities

B.A., University of Iowa; M.S., New England Conservatory of Music;

Doctorate of Music Arts, University of Iowa

Ouellette, Erik

Building Construction Technology

A.A.S., Central Maine Community College

Overhaug, Debe

Business Administration and Management

B.S., University of Illinois Urbana

Pare-Peters, Rita

Humanities

M.Ed., University of Southern Maine

Plourde, Noël Marie

Humanities

B.A., Boston College; M.S., University of Southern Maine

Plourde, Ralph

Mathematics/Science

B.S., Gorham State Teacher's College; M.S., Central Connecticut State University

Post, John

Humanities

B.A., Gallaudet University

Pulsifer, John

Culinary Arts

Diploma, SMVTI

Pulsifer, Lloyd

Precision Machining Technology

A.A.S., Central Maine Vocational Technical Institute

Purinton, Kelly

Social Science

B.A., University of Southern Maine; M.A., Vermont College

Rand, Lori

Humanities

B.A., Bowdoin College; M.S., University of Southern Maine

Raitt, Jeramiah

Architectural and Civil Engineering

Adjunct Faculty

A.A.S., Central Maine Technical College

Rasmussen, Tove

Business Administration and Management
B.A., University of Toronto; M.B.A., Richard Ivey School of Business

Reissfelder, Tyson

Mathematics/Science
B.S., Millikin University; M.Ed., Plymouth State College

Ricker, Denise

Early Childhood Education
B.S., University of Maine at Farmington; M.Ed., University of Maine

Riser, Christopher

Mathematics/Science
B.A., Bates College; M.S., Northeastern University

Ritz, Jeff

Social Science
B.A., University of California, Santa Barbara; M.A., University of Maine

Roberts, Kelly

Criminal Justice
B.A., University of Southern Maine

Robichaud, Wendy

Business Administration and Management
B.A., University of Southern Maine

Rogers, Heather

Humanities
M.A., University of Maine Orono

Ross, Sharon

Humanities
B.A., California State University; M.A., University of Southern Maine

Roy, Marc

Business Administration and Management
B.S., M.S., University of MD University College

Roy, Judy

Medical Assisting
C.P.C., Specialty Radiology Coding; CCS-P certification - AMIMA

Russo-Ladd, Anne

Allied Health
A.A.S., Andover College; B.A., University of New England, M.S.,
University of Southern Maine

Ryan, Thomas

Business Administration and Management
B.A., Siena College; M.B.A., Thomas College;
M.S., University of Massachusetts - Lowell

Sarton, Edward Jr.

Mathematics/Science
B.S.E., Princeton University; M.S.E., University of Southern California

Scheckart, George

Social Science

B.S., Morgan State University, M.A., Towson University;
Ph.D., University of Maryland

Selig, Iris

Social Science
B.A., Boston University; M.A., Beacon College; M.A., Brandeis
University

Simard, Pauline

Mathematics/Science
B.S., University of Maine Augusta; M.S., Thomas College

Simmons, Nancy

Humanities
B.S., Rhode Island College; M.S., University of Bridgeport

Smith, Anne-Marie

Humanities
B.A., University of Southern Maine

Smith, Janet

Humanities
B.S., Fitchburg State College; M.S., University of Southern Maine

Smith, Marilyn

Mathematics/Science
B.S.M.T., Fitchburg State College; M.S. University of Southern
Maine

Snow, Brian

Business Computer Applications
M.S., University of Maine

Souza, Helen

Business Administration and Management
B.S., Thomas College

Steck, Andrew

Social Science
B.A., Chaminade University; M.S., Walden University

Stevens, Nathan

Humanities
B.A., University of Maine; Ph.D., Edith Cowan University

Adjunct Faculty

Stevenson, Alanna

Humanities

B.A., University of Maine

Suckow, Patricia

Mathematics/Science

B.S., University of Alabama

Taylor, Mary-Beth

Humanities

B.A., Mt. Vernon University; M.Ed., Boston University;

Ph.D., Northcentral University

Thibodeau, Martha

Mathematics/Science

M.S., Thomas College

Thomas, Mitchell Clyde

Humanities

B.A., University of Maine at Farmington; M.P.A., University of Maine

Tornrose, Russell

Humanities

A.B., Princeton University; M.S., Boston University

Twitchell, Brian

Mathematics/Science

B.A., M.A., University of Maine

Viens, David

Building Construction Technology

Volock, Margaret

Mathematics/Science

M.A., University of Maine Orono University; M.A., University of Southern Maine

Wakely, Anita

Humanities

B.A., University of Southern Maine; M.A., Assumption College

Wallace, Bryan

Business Administration and Management

B.S., Quinnipiac; M.B.A., Southern New Hampshire University

Walsh, Christopher

Humanities

B.S., Gallaudet University

Washburn, Jonathan

Humanities

B.A., Gordon College; B.S., DeVry University; M.A., William Carey International University; M.A., TESOL, Biola University

Watkins, Scott

Criminal Justice

A.A.S., Southern Maine Community College; B.S., University of Southern Maine

Weeks, Peggy

Mathematics/Science

B.A., Dakota Wesleyan University; M.Ed., University of Maine

White, Richard

Mathematics/Science

B.A., Plymouth State; M.S., Boston College

Woodbury, Katherine

Humanities

B.A., Brigham Young University; M.A., University of Southern Maine

Woodson, Lisa

Humanities

B.A., Mount Holyoke College; M.Ed., Boston College

Woodworth, Michael

Mathematics/Science

B.S., University of South Carolina; M.Ed., University of Southern Maine

Yomoah, Bruno

Humanities

B.A., University of Cape Coast; M.A. U.S. International University, San Diego, CA.; CAS Certificate of Advanced Studies, USM

Younger, Rebecca

Graphic Communications

B.A., Beloit College; M.F.A., Goddard College

Zack, Carol

Business

A.A.S., Central Maine Community College; Certified Professional Coder

Zavala-King, Margarita

Social Science

B.A., University of Texas; M.S., Mercy College

Zink, Julie

Humanities

B.A., University of Mississippi; M.A., University of South Carolina; Ph.D., University of Alabama

Affiliated Faculty

Affiliated Faculty

(Guest Lecturers and/or Preceptors who Contribute Instructional Services to Our Programs)

Bridgton Hospital (Central Maine Health Care), Bridgton

Barbara Brunjes, MLT (ASCP); Sandy Clark, MT (ASCP); Barbara Gately, MT (ASCP) BB; Susan L. Hamel, MT (ASCP); Bob Whit-taker, MT (HEW)

Central Maine Medical Center, Lewiston

Donna Beaulieu, MT (ASCP) BB; Cathy Blais, MLT (ASCP); Michael Eng, MD; Donna Gagnon, MT (ASCP); Stephanie Golino, MT (ASCP); Cielette Karn, MD; Beverly Leavitt, MT (ASCP); Amy Marchesseault, MT (ASCP); Mona Murphy, MT (ASCP); Margaret Noddin, MTT (ASCP); Matthew Twomey, MT (ASCP); Johana Ward, MT (ASCP)

Franklin Memorial Hospital, Farmington

Deborah Sealey, (ASCP), (HEW), (CLT)

NorDx, Scarborough

Kathy Dragoni, MT (ASCP); Cathy Carmichael, MT (ASCP)

Parkview Memorial Hospital, Brunswick

Louise Côté, MS, MT (ASCP) SM; Dayle Payne, MS MT (ASCP) Lab Manager; Traci Dubois, Lab Coordinator

St. Joseph Hospital, Bangor

Marilyn Kenyon, MT (ASCP)

St. Mary's Regional Medical Center, Lewiston

Doris Boyle, MLT, (ASCP); Karen Hobson, MLT, (ASCP); Marjorie Lachance, (CLT); Anne Levesque, MLT (ASCP)

Southern Maine Medical Center, Biddeford

Patricia Burner MT (ASCP); Nancy Clark, MLT (ASCP); Steve Hunt, MT (ASCP); Judy Perry, MT; Diane Petrin, Denise St. Pierre, MT

Stephens Memorial Hospital, Norway

Janice Cardoza, MT (ASCP); Nancy Bisesti, MT (ASCP) SM

Goodall Hospital

Christopher Records, MT (ASCP); Amy Shuckhart, MT (ASCP); David Thomas, MT (ASCP)

Mid Coast Hospital

Linda Bradley, MT (ASCP); Sue Ross, MT (HEW); Linela Hodgkins; Pat Fortier; Michelle Miller

Dual Enrollment Faculty

Capital Area Technical Center, Dan Reny

Mid-Maine Technical Center, Becky Johnston

Northern Penobscot Technical Center, David Shedd

Oxford Hills Technical Center, Julian Lefebvre

Portland Arts and Technology Center, John Carmichael

United Technology Center, Frank Drumond and John Walker

Waldo County Technical Center, Michael Gagnon

College Support Staff

Blanchard, Gina, Personnel and Payroll Coordinator
Business Office

Bradbury, Nancy, Administrative Specialist IV
Corporate & Community Services

Bransford, Karla, Administrative Specialist III
Registrar's Office

Carr, Nancy, Storekeeper
Bookstore

Charest, Lenore, Information System Support Specialist II
Information Technology Services

Daigle, Robert, Food Service Manager
Food Service Department

Daye, Dawn, Administrative Specialist II
Business Office

Farmer, Tracey, Accountant II
Business Office

Foster, Betty, Manager of Financial Services
Business Office

Gervais, Dan, Facilities Maintenance Specialist I
Maintenance Department

Gile, Constance, Food Service

Graham, Dan, Facilities Supervisor
Maintenance Department

Groleau, Paul, Facilities Maintenance Specialist I
Maintenance Department

Hinkley, Linda, Food Service

Labonte, Jeanette, Cook
Food Service

Landry, Brian, Electrician II
Maintenance Department

Libby, Christina, Accountant II
Business Office

Masse, Raymond, Director of Plant Operations
Maintenance Department

McBride, Scott, Facilities Maintenance Specialist I
Maintenance Department

McLaughlin, Robert, Information System Support Specialist
Information Technology Services

Mello, Josh, Facilities Maintenance Specialist I
Maintenance Department

Morin, Christine, Bookstore Manager III
Bookstore

Morris, Kellie, Supervisor
Central Services

Nichols, Joan, Administrative Specialist III
Student Services

Paine, Megan, Food Service Worker
Food Service Department

Robert Prescott, Information System Support Specialist II
Information Technology Services

Kendrick Rose, Facilities Maintenance Specialist I
Maintenance Department

Philip Roy, Facilities Maintenance Specialist I
Maintenance Department

Lacey Towle, Food Service Worker
Food Service Department

Graham Tasker, Information System Support Specialist I
Information Technology Services

Robert Trefsgger, Technician
Central Services

Richard D. Whalen, Cook II
Food Service Department

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Directions to the College

From Maine Turnpike Exit 75, Auburn

From the exit turn left on to Route 4 following signs toward Auburn (and directional signs for Central Maine Community College). Go north for about 6 miles which takes you to Center Street. Continue on Center Street through town, past fast food restaurants, etc. Just under the overpass and before the Auburn Mall, turn left at the signal on to Mt. Auburn Avenue. At the next traffic light bear right on to Turner Street. Bear left to stay on Turner Street after you pass St. Mary's health facility. The campus is about ½ mile ahead on your left.

From Maine Turnpike Exit 80, Lewiston

Go left on Alfred Plourde Parkway about .4 miles before taking the second exit onto Lisbon Street (Rt 196 West). Go toward Lewiston on Lisbon Street 1.2 miles to the 4th light and turn right on to East Avenue. Go about 1.4 miles and turn left at the 6th light on to Russell Street. Continue on Russell Street to the overpass. Take the overpass into Auburn and continue to the first traffic light (do not exit before the end). At the traffic light bear right on to Turner Street. Bear left to stay on Turner Street after you pass St. Mary's health facility. The campus is about ½ mile ahead on your left.