## Central Maine Community College

### 2016-2017 Catalog • Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Calendar 2016-2017</td>
<td>II</td>
</tr>
<tr>
<td>General Information</td>
<td>1</td>
</tr>
<tr>
<td>Admissions</td>
<td>5</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>9</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>11</td>
</tr>
<tr>
<td>Student Services</td>
<td>13</td>
</tr>
<tr>
<td>General</td>
<td>16</td>
</tr>
<tr>
<td>Academic Policies and Procedures</td>
<td>16</td>
</tr>
<tr>
<td>Academic Support</td>
<td>24</td>
</tr>
<tr>
<td>ESL Information</td>
<td>28</td>
</tr>
<tr>
<td>Graduation</td>
<td>27</td>
</tr>
<tr>
<td>Satisfactory Academic Progress (SAP)</td>
<td>25</td>
</tr>
<tr>
<td>Placement and Prerequisites</td>
<td>28</td>
</tr>
<tr>
<td>Credential Descriptions</td>
<td>30</td>
</tr>
<tr>
<td>Programs and Course</td>
<td>31</td>
</tr>
<tr>
<td>Abbreviations and Titles</td>
<td>31</td>
</tr>
<tr>
<td>Programs of Study</td>
<td>32</td>
</tr>
<tr>
<td>Accounting (ACC)</td>
<td>33</td>
</tr>
<tr>
<td>Architectural and Civil Engineering (ACE)</td>
<td>34</td>
</tr>
<tr>
<td>Fundamentals of Surveying Certificate</td>
<td>35</td>
</tr>
<tr>
<td>Automotive Technology (AUT)</td>
<td>36</td>
</tr>
<tr>
<td>Ford ASSET (FOA)</td>
<td>38</td>
</tr>
<tr>
<td>Parts and Service Management (PSM)</td>
<td>39</td>
</tr>
<tr>
<td>Building Construction Technology (BCT)</td>
<td>41</td>
</tr>
<tr>
<td>Business Administration and Management (BUS)</td>
<td>43</td>
</tr>
<tr>
<td>Business Administration and Management Transfer (BUS)</td>
<td>45</td>
</tr>
<tr>
<td>Career Studies (CAS)</td>
<td>46</td>
</tr>
<tr>
<td>Network Security/Computer</td>
<td>47</td>
</tr>
<tr>
<td>Forensics (CNS)</td>
<td>47</td>
</tr>
<tr>
<td>Computer Technology (CPT A.A.S.)</td>
<td>48</td>
</tr>
<tr>
<td>Computer Technology (CPT A.S.)</td>
<td>49</td>
</tr>
<tr>
<td>Advanced Certificate in Computer Technology</td>
<td>50</td>
</tr>
<tr>
<td>Criminal Justice (CRJ)</td>
<td>51</td>
</tr>
<tr>
<td>Advanced Certificate in Police Operations</td>
<td>54</td>
</tr>
<tr>
<td>Computer Forensics</td>
<td>52</td>
</tr>
<tr>
<td>Forensic Investigation</td>
<td>53</td>
</tr>
<tr>
<td>Culinary Arts (CUA)</td>
<td>55</td>
</tr>
<tr>
<td>Restaurant Management (REM)</td>
<td>56</td>
</tr>
<tr>
<td>Early Childhood Education (ECE)</td>
<td>57</td>
</tr>
<tr>
<td>Advanced Certificate in Education</td>
<td>59</td>
</tr>
<tr>
<td>Electromechanical Technology (ELT)</td>
<td>60</td>
</tr>
<tr>
<td>General Studies (GEN)</td>
<td>62</td>
</tr>
<tr>
<td>Graphic Communications (GRC)</td>
<td>63</td>
</tr>
<tr>
<td>Human Services (HUS)</td>
<td>64</td>
</tr>
<tr>
<td>Liberal Studies (LIB)</td>
<td>66</td>
</tr>
<tr>
<td>Life Sciences (LIF)</td>
<td>67</td>
</tr>
<tr>
<td>Management Information Systems (MIS)</td>
<td>68</td>
</tr>
<tr>
<td>Medical Assistant (MEA)</td>
<td>69</td>
</tr>
<tr>
<td>Medical Coding and Electronic</td>
<td>71</td>
</tr>
<tr>
<td>Health Records (MCO)</td>
<td>71</td>
</tr>
<tr>
<td>Nursing (NUR)</td>
<td>73</td>
</tr>
<tr>
<td>Physical Fitness Specialist (PHF)</td>
<td>75</td>
</tr>
<tr>
<td>Precision Machining Technology (PMT)</td>
<td>76</td>
</tr>
<tr>
<td>Advanced Certificate in Precision Machining Technology</td>
<td>78</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>80</td>
</tr>
<tr>
<td>Governance/Board of Trustees</td>
<td>135</td>
</tr>
<tr>
<td>Foundation Board of Directors and Executive Advisory Committee</td>
<td>136</td>
</tr>
<tr>
<td>Administration and Faculty</td>
<td>137</td>
</tr>
<tr>
<td>Adjunct Faculty</td>
<td>141</td>
</tr>
<tr>
<td>Affiliated Faculty</td>
<td>146</td>
</tr>
<tr>
<td>College Support Staff</td>
<td>147</td>
</tr>
<tr>
<td>Index</td>
<td>148</td>
</tr>
<tr>
<td>Directions to the College</td>
<td>151</td>
</tr>
</tbody>
</table>
**FALL 2016**

- **Thursday, August 25** .......... Faculty & Staff Meetings
- **Monday, August 29** .......... First Day of classes: FA and F1
- **Friday, September 2** .......... Last day to drop a F1 course without record
- **Monday, September 5** .......... Labor Day (no classes)
- **Tuesday, September 6** .......... Last day to withdraw from a course and receive 100% refund
- **Monday, September 12** .......... Last day to withdraw from a course and receive 50% refund
- **Friday, September 23** .......... Last day to drop a course without record
- **Saturday, October 8** .......... Fall Recess (begins after all classes)
- **Monday, October 10** .......... Columbus Day (no classes)
- **Monday, October 17** .......... Midterm progress grades
- **Wednesday, October 12** .......... Classes resume
- **Friday, October 21** .......... Mid-semester and last day to drop courses without academic penalty
- **Saturday, October 22** .......... End of F1 (after all classes)
- **Monday, October 24** .......... Beginning of F2
- **Monday, November 28** .......... Final F1 grades are due 48 hours after last class
- **Friday, December 2** .......... Last day to drop a F2 course without record
- **Monday, November 7** .......... Spring registration opens for matriculated students with 30 or more credits
- **Friday, November 11** .......... Veterans Day (no classes)
- **Monday, November 14** .......... Spring registration opens for matriculated students with less than 30 credits
- **Friday, November 18** .......... Last day to withdraw from a F2 course without academic penalty
- **Tuesday, November 22** .......... Thanksgiving recess (begins after all classes)
- **Monday, November 28** .......... Classes resume
- **Saturday, December 17** .......... End of Semester: FA and F2
- **Monday, December 19** .......... Final grades are due 48 hours after last class

**SPRING 2017**

- **Wednesday, January 11** .......... Faculty and Staff Meetings
- **Thursday, January 12** .......... Faculty and Staff Meetings
- **Tuesday, January 17** .......... First Day of classes: SP and S1
- **Monday, January 23** .......... Last day to drop a S1 course without record
- **Tuesday, January 24** .......... Last day to withdraw from a course and receive 100% refund
- **Monday, January 30** .......... Last day to add courses without permission from instructor
- **Monday, January 30** .......... Last day to withdraw from a course and receive 50% refund
- **Friday, February 10** .......... Last day to drop S1 courses without academic penalty
- **Monday, February 20** .......... President’s Day (no classes)
- **Monday, February 27** .......... Fall and summer registration opens for matriculated students with 30 or more credits
- **Monday, March 6** .......... Fall and summer registration opens for matriculated students with less than 30 credits
- **February 27** – **March 4** .......... Midterm progress grades
- **Friday, March 10** .......... Mid-semester and last day to drop courses without academic penalty
- **Saturday, March 11** .......... Spring recess (begins after all classes)
- **Monday, March 13** .......... Final S1 grades are due 48 hours after last class
- **Monday, March 20** .......... Classes resume
- **Tuesday, April 4** .......... Last day to withdraw from a course and receive 100% refund
- **Friday, April 14** .......... Last day to drop S2 courses without academic penalty
- **Monday, April 17** .......... Patriots’ Day (classes in session)
- **Monday, May 8** .......... End of Semester: SP and S2 (begins after all classes)
- **Wednesday, May 10** .......... Final grades are due 48 hours after last class
- **Thursday, May 11** .......... Commencement

**SUMMER 2017**

- **Monday, May 15** .......... First day of classes: SU & SU 1
- **Wednesday, May 17** .......... Last day to withdraw from a SU1 course and receive 100% refund
- **Monday, May 22** .......... Last day to withdraw from a course and receive 100% refund
- **Friday, May 26** .......... Last day to withdraw from a SU2 without academic penalty
- **Monday, May 29** .......... Memorial Day (no classes)
- **Wednesday, June 28** .......... Final SU1 grades are due 48 hours after last class
- **Tuesday, June 27** .......... First day of classes: SU2
- **Thursday, June 29** .......... Last day to withdraw from a SU2 course and receive 100% refund
- **Monday, June 30** .......... Last day to drop a SU2 course without academic penalty
- **Tuesday, July 4** .......... Independence Day (no classes)
- **Monday, July 10** .......... Fall registration opens for non-matriculated students
- **Tuesday, July 17** .......... Last day to withdraw from a course without academic penalty
- **Tuesday, August 8** .......... End of SU and SU2 (after all classes)
- **Thursday, August 10** .......... Final SU and SU2 grades are due 48 hours after last class

Please note: Central Maine Community College reserves the right to revise, amend or change this calendar without prior notice.
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 though 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
Email: cihe@neasc.org

Notice of Non-Discrimination

General Information

About Central Maine Community College

Central Maine Community College (Central Maine Community College) 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 Education 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 Central Maine Community College for scholarships, program improvements and capital projects.

The Foundation Board of Directors also serves as the Education 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 Education 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 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 bachelor's 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. The Automotive Technology program was granted reaccreditation by the National Automotive Technicians Education Foundation (NATEF) in 2016.

In 2003, the Ford ASSET program 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.

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 Life Sciences 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, Central Maine Community College 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, The Tower, connected to Jalbert Hall was be completed in August, 2015. This building houses case study rooms, presentation and seminar rooms, an organic chemistry lab, a reception area, a conference room 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

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 Central Maine Community College/ 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

Central Maine Community College/ 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.
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 January 31st, 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.
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.
- Critical reading, writing, math and basic algebra.
- Accuplacer® placement assessment in English as a Second Language (ESL). Please call the Admissions Office to schedule an assessment session.
- 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.
- 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.
- 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
- Education (Adv Cert) - Admission Criteria: Students who have earned an associate degree or higher in the field of education, early childhood education, human services, or another field as approved by the program chairperson may be admitted to the program.
- 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.

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 Central Maine Community College’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 Central Maine Community College 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.
• 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)
Admissions

Upon Acceptance to the College
Upon acceptance to the College, students will be asked to complete and submit the following:

- $75.00 tuition deposit that will be credited to the first semester bill.
- A Central Maine Community College Health and Emergency contact form documenting emergency information and an Immunization Record form which must include proof of 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 Life Sciences and 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
All 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.

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

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

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

Massachusetts

OUT-OF-STATE

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, TAUNTON, MA
Automotive Technology, Culinary Arts, Graphic Communications

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

NASHOBIA 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

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

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, Culinary Arts

SEACOAST SCHOOL OF TECHNOLOGY, EXETER, NH
Technology

R. W. CRETEAU TECHNICAL CENTER, ROCHESTER, NH
Automotive Technology, Graphic Communications

ROCHESTER, NH
R.W. CRETEAU TECHNICAL CENTER, ROCHESTER, NH
Automotive Technology, Graphic Communications

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, 2016-2017
*Charges for the 2016-2017 academic year are subject to change.
The following table summarizes estimated expenses for Central Maine Community College students during the 2016-2017 academic year.

Application Fee (non refundable) ................................. $20.00

Tuition:
  Maine Residents .................................................... $92.00 per credit hour
  New England RSP ....................................................
  Participants $138.00 per credit hour
  Non-Resident ....................................................... $184.00 per credit hour

Room & Board:
  All Programs (except Ford ASSET) ......................... $8,600 - $9,340 academic year

Other Fees:
  Comprehensive Fee .............................................. $9.00 per credit hour
  Student Services Fee ............................................ $9.00 per credit hour
  Accident Insurance .............................................. $30.00 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)
  Cable/Internet Fee ............................................... $185.00 per semester
    (Required for Resident Students)
  *Tool Fee ............................................................ $50.00/semester
  *Tool Deposit ...................................................... $100.00
    *(Required of Automotive, Parts & Services Management, and majors)
  Liability Insurance .............................................. $15.00
    (Required for ECE, HUS, MEA and NUR majors)
  Human Services Fee (HUS 158) .............................. $85.00
  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 ECE)
  NIMS Annual Registration Fee ............................ $40.00
    (Required for PMT)

*Tuition for the 2016-2017 academic year is ninety-two dollars ($92.00) 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 and sixty dollars ($2,760) 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 2016-2017, the amount is $138.00 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 $9.00 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.
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 after 10 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 within 6 business days of the semester’s first day of classes.

Refunds of Room and Board Charges
1. College residence canceled by college: 100% of room and board charges
2. Official withdrawal from college residence prior to the:
   • Semester’s first day of classes 100% of room and board charges
   • End of the semester’s second week of classes 80% of room and board charges
   • End of the semester’s third week of classes 60% of room and board charges
   • End of the semester’s fourth week of classes 0% of room and board charges
   • End of the semester’s fifth week of classes 20% of room and board charges
3. Official withdrawal from a college residence after the end of the semester’s fifth week of classes 0% of room and board charges
4. 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

*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 Central Maine Community College 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

Central Maine Community College 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 $5,800 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 or Liberal Studies Associate in Arts degree 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 Central Maine Community College. 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. Central Maine Community College 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 Central Maine Community College 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.
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/futurestudents/veteransservices to review important information about how each benefit program works.

Students who expect to receive veteran education benefits are encouraged to contact the Financial Aid Office at (207) 755-5328.

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 coffee bar). 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@Central Maine Community College.edu.
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 Central Maine Community College email account upon enrolling in classes. Students are expected to check their Central Maine Community College email 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 Life Sciences and 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. 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 Central Maine Community College’s electronic bulletin board, which can be found in most campus buildings and by email and the Mustang Message.

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 are 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. 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 Planning and Transfer 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. Individual advising is also available by appointment.

Placement Services are provided for students through consultation with program chairpersons. Central Maine Community College staff works closely with business and industry to promote 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”.

Transfer services are available to students through transfer fairs, college interview days and individual advising. A robust schedule of transfer events is available during the fall and spring semesters.

**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, Certificate or Advanced 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 notifying the Registrars office in writing.

**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 and through the student's CMConnect portal.

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 Central Maine Community College 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 Central Maine Community College 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.

**Student Services**
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 Maine Community College System 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. 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.

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 as early as possible to the absence.
3. Understand the attendance and make up policy for each course as established by the course syllabus.
4. Understand that academics has priority over extracurricular activities.

L Policy
Students who are absent for three weeks of consecutive classes for a fifteen week course or two weeks of consecutive classes for an eight week course will be awarded a grade of L for leaving the class. Online courses must have a procedure to track participation and if a student does not participate in the course for three consecutive weeks the L grade should be awarded. Exceptions to awarding a grade of L can be made upon mutual agreement of the course instructor and the Academic Dean in rare circumstances. Exceptions might include family or medical emergencies or military obligations, and in all cases should be well communicated to the instructor at the earliest possible time. If a faculty member and the Academic Dean grant permission for a student to return to classes after receiving an L grade, and the student has the ability to pass the course, the L can be removed by completing the Change of Grade Form.

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. The communication will be sent to the student's Central Maine Community College email.

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 emails 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: 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 Board of Trustees refund policy—see page 10 for details.

Administrative Withdrawal: In rare 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. Add/withdrawal forms can be picked up at the Registrar’s Office.
2. Email the Registrar at registrar@CentralMaineCommunityCollege.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 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 email invitation authorizing that student to move into the course. Once the student receives the authorization, the student will have the opportunity to add 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 or waitlisted for classes that are scheduled at the same time of day (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.

Prerequisites 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 withdrawal form from the Registrar’s Office during the first ten (10) days of a semester (5 days during the summer session) and 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. 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 “Change of Major” form with the Registrar’s Office. The Department Chairperson of the program in which the student wants to enroll needs to sign and date the form. Forms are available from the Registrar’s Office or through CMCConnect.

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. 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.25).

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 Central Maine Community College. 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 figuring 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 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 Central Maine Community College has available to them. It is possible to earn credit through national exams such as CLEP or DSST, portfolio review, or Central Maine Community College 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 Central Maine Community College degree program. Students must have a requirement(s) in their academic programs, to which prior learning credits could apply. In addition, students who are admitted to the College must earn a minimum of 25% of their associate degree program course requirements from Central Maine Community College. 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 Central Maine Community College will assess for the award of credit.

Transfer Credit
Central Maine Community College 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 Central Maine Community College degree program and is subject to review by Department Chairperson.

Students should request official college transcript(s) be sent directly to the Central Maine Community College Registrar’s Office for review and transcription. The transcript provided to Central Maine Community College 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.

National Exams
Central Maine Community College will award academic credit for learning demonstrated by successfully passing a national examination 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 Central Maine Community College Center for Testing & Assessment, located in Jalbert Hall. Students must make their own arrangements to take CLEP exams and have official scores sent directly to the Central Maine Community College Registrar’s Office. To schedule a CLEP examination, please contact the Central Maine Community College Center for Testing & Assessment at (207) 755-5450.
  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 about CLEP can be found at: www.collegeboard.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 Central Maine Community College Registrar’s Office for review and transcription. For more information, visit www.collegeboard.com.

- **International Baccalaureate (IB – Higher Level Exams)**
  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 Central Maine Community College Registrar’s Office for review and transcription. Central Maine Community College recognizes IB achievement by awarding credit to students who score 5 or above on Higher level IB exams. For more
information, visit www.ibo.org.

**Foreign Language Achievement Testing**

Foreign language achievement testing can assist students in receiving credit for a broad array of languages. CLEP, Brigham Young University (BYU) and New York University (NYU) offer testing options for this purpose. CLEP offers foreign language exams in three languages: French, German, and Spanish. Credit awards are based on minimum scores. Both BYU and NYU offer exams in over 60 languages. Credits for BYU language tests are awarded based on scores from 8 through 12. No credit is awarded for scores below 8. Credit for NYU language tests will be given as follows: 3 credits for the 12 point exam and 6 credits for a 14 point exam.

To schedule a foreign language examination, please contact the Central Maine Community College Center for Testing & Assessment at (207) 755-5450. More information on registration for foreign language achievement tests can be found at the following links: https://clep.collegeboard.org/register/exam, https://flats.byu.edu/ or www.scps.nyu.edu/academic/departments/foreign-languages/testing/process.html.

**Credential Review**

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 credential recommendations by Central Maine Community College 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 equivalences with Central Maine Community College courses. See www2.acenet.edu/credit/?fuseaction=browse.main.

Other trainings not already reviewed by Central Maine Community College 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 Central Maine Community College. Credential 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. Credential review requires a meeting with the appropriate department chairperson and/or the associate dean of academic affairs for consideration.

**Military Review**

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 Central Maine Community College’s Veterans’ Services officer directly will be able to request a JST transcript immediately.

**Challenge Examination**

Central Maine Community College 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 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 Central Maine Community College. Exams do not exist for all Central Maine Community College 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.

Challenge exams should be accomplished in time to impact a student’s upcoming 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.

**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 Central Maine Community College credit, should the student develop a prior learning assessment portfolio. The award of PLA Portfolio credit is dependent on relevancy to courses in the Central Maine Community College 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 Central Maine Community College 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. The submission of a portfolio for review does not guarantee credit award.

**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**

Central Maine Community College 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 Education**

Central Maine Community College offers a large variety of online courses and degree programs. Our distance education courses are taught by the same qualified instructors, follow the same curriculum, and maintain the same quality and standards as traditional classroom courses. Online courses provide flexibility in scheduling and are especially helpful to self-directed learners. It is recommended that students be comfortable with computers, particularly the Internet, before taking an online course.

**Course Numbering**

Central Maine Community College 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 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 which the class is offered; 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 Maine Community College System 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 conversation, the student may then file a formal appeal to the department chair of the course offered unless the instructor is the department chair then the student can forward directly to the academic dean.

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 Maine Community College System 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 requests for accommodation. Eligibility is based on documentation that establishes that the individual has a 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 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 education for admitted or enrolled students with disabilities.

Documentation must be typed on official forms provided by the student. A description of the comprehensive diagnostic tests/methods used, including specific test scoreand 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.

- 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.
- 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.
- A description of the expected progression of symptoms, especially during college years.
- A history of previous accommodations and their impact.
- 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/HAD, Brain Injury, Autism, Psychiatric Disorders)

- Cognitive Component (WAIS IV, preferred, other comparable accepted)
- Achievement Component (WAIT III, preferred, other comparable accepted)
- 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/HAD, 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/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 Central Maine Community College offers. Any modification of that requirement would substantially alter the nature of the educational preparation at Central Maine Community College. 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 Central Maine Community College’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:

- Make the initial assessment of the relationship between the requested substitution and the disability; and
- 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:

- Meet and engage in a deliberative process to review the program requirements and the purpose of the requirement at issue;
- 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;
- 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:

- 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
- 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.
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:

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

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 chair, 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.”

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, or F, 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.

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. 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
Academic Policies and Procedures

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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hrs Attempted</th>
<th>Letter Grade</th>
<th>Grade Pt. Value</th>
<th>Credit Awarded</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMT 228 Metallurgy</td>
<td>1</td>
<td>F</td>
<td>0.00</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>PMT 214 Advanced CNC</td>
<td>2</td>
<td>A</td>
<td>4.00</td>
<td>2</td>
<td>8.00</td>
</tr>
<tr>
<td>PMT 103 Print Reading &amp; Sketching</td>
<td>3</td>
<td>B-</td>
<td>2.67</td>
<td>3</td>
<td>8.01</td>
</tr>
<tr>
<td>LER 100 First Year Seminar</td>
<td>1</td>
<td>L</td>
<td>0.00</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>MAT 105 Geometry &amp; Trigonometry</td>
<td>3</td>
<td>A</td>
<td>4.00</td>
<td>3</td>
<td>12.00</td>
</tr>
<tr>
<td>ENG 201 Technical Writing</td>
<td>3</td>
<td>C</td>
<td>2.00</td>
<td>3</td>
<td>6.00</td>
</tr>
<tr>
<td>ENG 101 College Writing</td>
<td>NA</td>
<td>T</td>
<td>0.00</td>
<td>3</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td></td>
<td></td>
<td>14</td>
<td>34.01</td>
</tr>
</tbody>
</table>

Computation of Grade Point Average 34.01 ÷ 13 = 2.616

TABLE 2

TABLE 3

<table>
<thead>
<tr>
<th>Total Hours Attempted</th>
<th>Cumulative GPA at or Above</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 23*</td>
<td>1.5</td>
</tr>
<tr>
<td>24 - 35</td>
<td>1.75</td>
</tr>
<tr>
<td>36 - 47</td>
<td>1.9</td>
</tr>
<tr>
<td>48 and above</td>
<td>2.0</td>
</tr>
</tbody>
</table>

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

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 a 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. Central Maine Community College 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.

Developmental Courses
Developmental courses are formal courses designed to improve study and learning habits, reading skills, writing competence, and/or 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, located next to the Learning and Advising 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 Central Maine Community College

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 may 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 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 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 Central Maine Community College courses will apply toward the Baccalaureate Degree.

For further information on the transfer of Central Maine Community College credit to other institutions, contact the Director of Placement and Transfer Services at 755-5239 or the Admissions Office at 755-5273.

Satisfactory Academic Progress (SAP)

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 in Table 3 (pg 24).

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, or D 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 (1.5x 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 Central Maine Community College. This includes courses with grades of W, R, 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:

- In the first year, first semester, earns less than .70 GPA;
- After a probationary term, the following semester GPA is less than 2.0;
- After a probationary term the cumulative completion rate is below 67%;
- 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 Central Maine Community College 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 Central Maine Community College, even as a non-matriculated students.

Academic Appeals: A student may appeal the academic sanction by submitting a letter to the dean of academic affairs by following the instruction in the suspension letter. 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 emailed 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:

- Repeating all courses where the final grades of D, F, L, AW, or W were recorded; and/or
- Enrolling in fewer courses in a given term; and/or
- 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 Central Maine Community College’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 may be posted in CMConnect or communicated directly to the student.

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 logon 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.

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”. Any term with an “F” 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 Central Maine Community College 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 Central Maine Community College 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.
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 Central Maine Community College math course except MAT 132 and MAT 283 and takes the place of all prerequisites below. If a SAT score or prior Central Maine Community College course is not on record, the Accuplacer scores in arithmetic and algebra must be met. Prerequisite courses from Central Maine Community College or other institutions must be a grade of C (not C-) or higher.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Central Maine Community College Course Prerequisites</th>
<th>SAT Math Score</th>
<th>ACT Math Score</th>
<th>Both Accuplacer Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 030 - Basic Math</td>
<td>- - -</td>
<td>- - -</td>
<td>- - -</td>
<td>22 - 40 and - - -</td>
</tr>
<tr>
<td>MAT 050 - Algebra I</td>
<td>MAT 030</td>
<td>480</td>
<td>21</td>
<td>41 and 32</td>
</tr>
<tr>
<td>MAT 100 - Intermediate Algebra</td>
<td>MAT 050</td>
<td>480</td>
<td>21</td>
<td>41 and 42</td>
</tr>
<tr>
<td>MAT 101 - Business Math</td>
<td>MAT 030</td>
<td>480</td>
<td>21</td>
<td>41 and - - -</td>
</tr>
<tr>
<td>MAT 102 - Numbers and Logic</td>
<td>MAT 050</td>
<td>480</td>
<td>21</td>
<td>41 and 42</td>
</tr>
<tr>
<td>MAT 105 - Geometry &amp; Trigonometry</td>
<td>MAT 100</td>
<td>480</td>
<td>21</td>
<td>49 and 51</td>
</tr>
<tr>
<td>MAT 122 - College Algebra</td>
<td>MAT 100</td>
<td>480</td>
<td>21</td>
<td>78 and 75</td>
</tr>
<tr>
<td>MAT 125 - Finite Mathematics</td>
<td>MAT 100</td>
<td>480</td>
<td>21</td>
<td>49 and 51</td>
</tr>
<tr>
<td>MAT 132 - Pre-Calculus</td>
<td>MAT 122</td>
<td>520</td>
<td>23</td>
<td>- - - and - - -</td>
</tr>
<tr>
<td>MAT 135 - Statistics</td>
<td>MAT 100</td>
<td>480</td>
<td>21</td>
<td>49 and 51</td>
</tr>
<tr>
<td>MAT 283 - Calculus I</td>
<td>MAT 132</td>
<td>580</td>
<td>26</td>
<td>- - - and - - -</td>
</tr>
</tbody>
</table>

Prerequisite/Placement for Reading, Writing and English: SAT scores of 480 or higher or ACT scores of 21 or higher in both Reading and Writing will serve as a prerequisite for College Writing.

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

ESL Information

Central Maine Community College’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 student 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 re-take the tests, which will re-activate the Central Maine Community College application.
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

The ESL Curriculum
Central Maine Community College offers nine ESL courses, roughly divided 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 Central Maine Community College 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)
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 (Maine Community College System 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
- Culinary Arts
- Early Childhood Education
- Electromechanical Technology
- Fundamentals of Surveying
- 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.

- Education
- Network Security
- Network Administration
- Police Operations
- 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
- Restaurant Management

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
- Business Administration & Management Transfer
- Computer Technology
- Life Science
- 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

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 shall also provide employment skills.

- Accounting
- Business Administration & Management Transfer
- Computer Technology
- Life Science
- 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

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

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

Competency in Communication by being able to:
- Interpret and effectively present, either in oral or written format, well-reasoned interpretation of assignments
- Write a logical, well-organized document utilizing proper grammar, punctuation and spelling
- 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:
- Recognize and appreciate individual and cultural differences in human behavior, attitudes and social norms
- Examine his/her attitudes, values, and beliefs regarding the human experience
- 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:
- Evaluate opportunities for personal and career growth
- Initiate self-planning and management programs
- Incorporate new ideas and experiences into a personal value system
- Appreciate the importance of life-long learning

Competency in Information Literacy by being able to:
- Interpret and effectively disseminate information from a wide variety of materials such as books, journals, reports, tables, and graphs located in either print of electronic formats
- Use citations in written projects that show clearly their understanding of the issues of copyright and plagiarism and the ethical use of information
- Use computers and other technology appropriately to complete assigned tasks

Competency in Creative Arts by being able to:
- Study, create or participate in a work that demonstrates artistic and/or aesthetic value.
- Critique a work’s artistic and/or aesthetic value.
- Demonstrate an appreciation of the creative arts in personal, cultural and historical perspectives.

**General Education Core Curriculum**

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>Mathematical/Science</td>
<td>6-7</td>
</tr>
<tr>
<td>Humanities/Social Science</td>
<td>9</td>
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<tr>
<td>Total Core Requirements</td>
<td>21-22</td>
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</tbody>
</table>

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**

- **Mathematics/Science**: AST, BIO, CHY, GEO, MAT, PHY
- **Humanities**: ART, ASL, COM, ENG, ESL, FRE, HUM, INS, MUS, PHI, REL, SPA, THE, WST
- **Social Science**: ANT, ECO, GEY, HIS, POS, PSY, SOC, SSC
- **Math/Science**: 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 Associate in Science Degree in Accounting will provide 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 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.

Career Opportunities
Graduates 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.

Program Educational Outcomes
Upon completion 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.

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

Associate in Science Degree Requirements

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 210</td>
<td>Principles of Accounting I</td>
</tr>
<tr>
<td>BUS 100</td>
<td>Understanding Business</td>
</tr>
<tr>
<td>ENG 101*</td>
<td>College Writing or ENG 105 College Writing Seminar</td>
</tr>
<tr>
<td>MAT 101*</td>
<td>Business Mathematics</td>
</tr>
<tr>
<td>___ ___</td>
<td>Elective: BCA - select one of the following BCA 241 Spreadsheets BCA 246 Database Management</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Semester II</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 212</td>
<td>Principles of Accounting II</td>
</tr>
<tr>
<td>ENG 220</td>
<td>Business Communications</td>
</tr>
<tr>
<td>MAT 122</td>
<td>College Algebra</td>
</tr>
<tr>
<td>PHI 101</td>
<td>Critical Thinking</td>
</tr>
<tr>
<td>___ ___</td>
<td>Elective: Social Science - select one of the following PSY 101 Introduction to Psychology PSY 116 Psychology of Group Dynamics PSY 120 Psychology in the Workplace PSY 201 Social Psychology SOC 101 Introduction to Sociology</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester III</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 240</td>
<td>Intermediate Accounting I</td>
</tr>
<tr>
<td>BUS 110</td>
<td>Principles of Supervision</td>
</tr>
<tr>
<td>BUS 260</td>
<td>Finance</td>
</tr>
<tr>
<td>ECO 201</td>
<td>Macroeconomics</td>
</tr>
<tr>
<td>___ ___</td>
<td>Elective: Communications - select one of the following COM 100 Public Speaking COM 101 Interpersonal Communications COM 121 Group Process</td>
</tr>
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<table>
<thead>
<tr>
<th>Semester IV</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ACC 242</td>
<td>Intermediate Accounting II</td>
</tr>
<tr>
<td>ACC 244</td>
<td>Computerized Accounting</td>
</tr>
<tr>
<td>ACC 265</td>
<td>Managerial Accounting</td>
</tr>
<tr>
<td>ACC 248</td>
<td>Payroll Accounting</td>
</tr>
<tr>
<td>MAT 135*</td>
<td>Statistics</td>
</tr>
</tbody>
</table>

Total Credit Hour Requirements 60

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

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

Program Description
The Associate in Applied Science Degree in Architectural and Civil Engineering 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, CAD 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 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 higher in Algebra I or meet the prerequisites for MAT 105.

<table>
<thead>
<tr>
<th>Semester I</th>
<th></th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD 110</td>
<td>Introduction to CAD</td>
<td>3</td>
</tr>
<tr>
<td>ACE 113</td>
<td>Architecture and Design</td>
<td>3</td>
</tr>
<tr>
<td>ACE 121</td>
<td>Structures I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101*</td>
<td>College Writing or ENG 105 College Writing Seminar (4)</td>
<td>3</td>
</tr>
<tr>
<td>MAT 105*</td>
<td>Geometry and Trigonometry or MAT 122 * College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>___ ___</td>
<td>Elective: Humanities/Social Science</td>
<td>3</td>
</tr>
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<table>
<thead>
<tr>
<th>Semester II</th>
<th></th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACE 110</td>
<td>Construction and Materials</td>
<td>3</td>
</tr>
<tr>
<td>ACE 122</td>
<td>Structures II</td>
<td>3</td>
</tr>
<tr>
<td>ACE 155</td>
<td>Residential Site Design</td>
<td>3</td>
</tr>
<tr>
<td>PHY 121</td>
<td>Technical Physics I Lecture</td>
<td>3</td>
</tr>
<tr>
<td>PHY 122</td>
<td>Technical Physics I Lab</td>
<td>1</td>
</tr>
<tr>
<td>___ ___</td>
<td>Elective: Humanities/Social Science</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester III</th>
<th></th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CAD 262</td>
<td>Intermediate CAD</td>
<td>3</td>
</tr>
<tr>
<td>ACE 165</td>
<td>Commercial Building Design</td>
<td>3</td>
</tr>
<tr>
<td>ACE 237</td>
<td>Concrete Structures</td>
<td>3</td>
</tr>
<tr>
<td>ACE 239</td>
<td>Applied Engineering Science</td>
<td>3</td>
</tr>
<tr>
<td>ENG 201</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>___ ___</td>
<td>Elective: Humanities/Social Science</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester IV</th>
<th></th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACE 204</td>
<td>Building Systems</td>
<td>3</td>
</tr>
<tr>
<td>ACE 225</td>
<td>Commercial Site Design</td>
<td>3</td>
</tr>
<tr>
<td>ACE 274</td>
<td>Project Management</td>
<td>3</td>
</tr>
<tr>
<td>ACE 298</td>
<td>Thesis - Capstone or ACE 297 Internship</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hour Requirements 64-65

*Course placement determined by assessment test scores and/or prior college coursework.
Program Description
The Certificate in Fundamentals of Surveying will prepare students to enter a high-tech profession that uses state-of-the-art equipment to determine the location and measurement of improvements and other physical features on the Earth’s surface. Surveying is an integral component for land development used by architects, civil engineers, municipal planners and the construction industry. Students will conduct projects that include boundary, control and engineering design surveys. Students will develop a working knowledge of surveying equipment and surveying data collection.

Career Opportunities
Graduates accept positions within surveying firms, engineering offices, landscape architectural offices, municipalities, department of transportation, site and foundation contractors, utility contractors, structural steel erectors or fabrication departments, industrial plants, dam and bridge contractors, landscapers, arborists, land use managers, and ship builders.

Program Educational Outcomes
Upon completion the graduate is prepared to:
1. Utilize modern measurement technologies.
2. Employ industry-standard software.
3. Apply knowledge of mathematics, science, engineering, technology and industry principles.
4. Conduct tests and measurements.
5. Analyze and interpret results and integrate within a design solution.
6. Analyze data for conformance with precision and accuracy requirements.
7. Utilize written, oral and graphic communication skills within the technical and non-technical environment.
8. Apply knowledge of CAD and civil engineering based software.
9. Apply knowledge of GPS and GIS technologies.
10. Perform boundary and/or land surveying geographic and/or land information systems, engineering project surveying, mapping and other related areas.
11. Understand ethical responsibilities and respect for diversity.
13. Present concepts effectively by creating 2D and 3D designs and models of the built world.

Admissions Criteria: A high school diploma or equivalent and MAT SAT score of 480 or higher or ACCUPLACER score of 49 or higher in Math and 51 or higher in Algebra.

Students interested in transferring to the ACE AAS degree upon completion of the Fundamentals of Surveying certificate are required to meet with their advisor.

Certificate Requirements

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACE 131</td>
<td>Surveying I</td>
</tr>
<tr>
<td>ACE 234</td>
<td>Legal Aspects of Surveying</td>
</tr>
<tr>
<td>ENG 101*</td>
<td>College Writing or ENG 105 College Writing Seminar (4)</td>
</tr>
<tr>
<td>MAT 105*</td>
<td>Geometry and Trigonometry</td>
</tr>
<tr>
<td></td>
<td>Elective: Science (AST, BIO, CHY, GEO, PHY)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester II</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACE 132</td>
<td>Surveying II</td>
</tr>
<tr>
<td>ACE 285</td>
<td>Civil Site Design</td>
</tr>
<tr>
<td>ENG 201</td>
<td>Technical Writing</td>
</tr>
<tr>
<td>MAT 135*</td>
<td>Statistics</td>
</tr>
<tr>
<td></td>
<td>Elective: Business/Accounting</td>
</tr>
<tr>
<td></td>
<td>Elective: Science (AST, BIO, CHY, GEO, PHY)</td>
</tr>
</tbody>
</table>

Total Credit Hour Requirements 33-34

*Course placement determined by assessment test scores and/or prior college coursework.
Automotive Technology (AUT)

**Program Description**

The Associate of Applied Science Degree in Automotive Technology 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.

Students may choose between two options:

- **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. OR
- **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.

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**

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 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)

### Automotive core classes

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 100</td>
<td>Introduction to Automotive Technology</td>
</tr>
<tr>
<td>AUT 110</td>
<td>Brakes</td>
</tr>
<tr>
<td>AUT 120</td>
<td>Suspension and Alignment</td>
</tr>
<tr>
<td>AUT 150</td>
<td>Electric Systems I</td>
</tr>
<tr>
<td>AUT 170</td>
<td>Engine Performance I</td>
</tr>
<tr>
<td>AUT 200</td>
<td>State Inspection</td>
</tr>
<tr>
<td>ENG 101*</td>
<td>College Writing or</td>
</tr>
<tr>
<td>MAT 100*</td>
<td>Intermediate Algebra</td>
</tr>
</tbody>
</table>

### Select an area of Specialization

#### In-House Campus Concentration

<table>
<thead>
<tr>
<th>Semester II</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 152</td>
<td>Engine Repair I</td>
</tr>
<tr>
<td>AUT 159</td>
<td>Auto Electronic &amp; HVAC</td>
</tr>
<tr>
<td>— — —</td>
<td>Elective: Open</td>
</tr>
<tr>
<td>— — —</td>
<td>Elective: Humanities/Social Science</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester III</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 240</td>
<td>Automatic Transmission</td>
</tr>
<tr>
<td>AUT 244</td>
<td>Advanced Engine Performance</td>
</tr>
<tr>
<td>ENG 201</td>
<td>Technical Writing</td>
</tr>
<tr>
<td>— — —</td>
<td>Elective: Math/Science</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester IV</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 252</td>
<td>Manual Transmission &amp; Driveline</td>
</tr>
<tr>
<td>AUT 276</td>
<td>Advanced Systems Diagnosis</td>
</tr>
<tr>
<td>AUT 292</td>
<td>Computerized Chassis Controls</td>
</tr>
<tr>
<td>— — —</td>
<td>Elective: Humanities/Social Science</td>
</tr>
<tr>
<td>— — —</td>
<td>Elective: Humanities/Social Science</td>
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</tbody>
</table>

**Total Credit Hour Requirements** 68-70

#### Dealer TraX Concentration

<table>
<thead>
<tr>
<th>Semester II</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 180</td>
<td>Field Experience for (AUT 110, 120, 150, 170)</td>
</tr>
<tr>
<td>AUT 159</td>
<td>Electrical Systems II and Air Conditioning</td>
</tr>
<tr>
<td>ENG 201</td>
<td>Technical Writing</td>
</tr>
<tr>
<td>— — —</td>
<td>Elective: Humanities/Social Science</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer Session</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 181</td>
<td>Field Experience for (AUT 159)</td>
</tr>
<tr>
<td>AUT 130</td>
<td>Introduction to Engine Repair (Lec.)</td>
</tr>
<tr>
<td>AUT 131</td>
<td>Engine Repair (Lab)</td>
</tr>
<tr>
<td>— — —</td>
<td>Elective: Humanities/Social Science</td>
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</table>

<table>
<thead>
<tr>
<th>Semester III</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 182</td>
<td>Field Experience for (AUT 130, 131, 241)</td>
</tr>
<tr>
<td>AUT 241</td>
<td>Automatic/Manual Transmission</td>
</tr>
<tr>
<td>— — —</td>
<td>Elective: Open</td>
</tr>
<tr>
<td>— — —</td>
<td>Elective: Humanities/Social Science</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester IV</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 184</td>
<td>Field Experience for (AUT 271)</td>
</tr>
<tr>
<td>AUT 271</td>
<td>Electronic Engine Control</td>
</tr>
<tr>
<td>— — —</td>
<td>Elective: Math/Science</td>
</tr>
<tr>
<td></td>
<td>*PHY 121/122 recommended</td>
</tr>
</tbody>
</table>

**Total Credit Hour Requirements** 68-69

*Course placement determined by assessment test scores and/or prior college coursework*
Automotive Technology
Ford ASSET (FOA)

Program Description
The Automotive Student Service Educational Training (ASSET) 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.

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.

Prerequisite 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 below. 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 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

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101*</td>
<td>College Writing or ENG 105 College Writing Seminar (4)</td>
</tr>
<tr>
<td>FOA 100</td>
<td>Dealer Practices</td>
</tr>
<tr>
<td>FOA 151</td>
<td>Field Experience</td>
</tr>
<tr>
<td>FOA 152</td>
<td>Auto Electrical Systems</td>
</tr>
<tr>
<td>MAT 100*</td>
<td>Intermediate Algebra</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester II</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 201</td>
<td>Technical Writing</td>
</tr>
<tr>
<td>FOA 190</td>
<td>Brakes, Steering, Suspension and Drivelines</td>
</tr>
<tr>
<td>___ ___</td>
<td>Elective: Humanities/Social Science</td>
</tr>
<tr>
<td>FOA 191</td>
<td>Field Experience</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Summer Session</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FOA 130</td>
<td>Engine Repair/Climate Control</td>
</tr>
<tr>
<td>FOA 131</td>
<td>Field Experience</td>
</tr>
<tr>
<td>___ ___</td>
<td>Elective</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester III</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FOA 232</td>
<td>Field Experience</td>
</tr>
<tr>
<td>FOA 270</td>
<td>Computer Controlled Systems, Engine Performance, Fuels and Emissions</td>
</tr>
<tr>
<td>___ ___</td>
<td>Elective: Math/Science</td>
</tr>
<tr>
<td>___ ___</td>
<td>Elective: Humanities/Social Science</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester IV</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FOA 240</td>
<td>Automatic/Manual Transmissions</td>
</tr>
<tr>
<td>FOA 271</td>
<td>Field Experience</td>
</tr>
<tr>
<td>___ ___</td>
<td>Elective: Humanities/Social Science</td>
</tr>
</tbody>
</table>

Total Credit Hour Requirements 69-70

*Course placement determined by assessment test scores and/or prior college coursework.
Automotive Technology
Parts and Service Management (PSM)

Program Description
The Associate in Applied Science Degree in Parts and Service Management 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.

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

*Course placement determined by assessment test scores and/or prior college coursework.
Automotive Technology
Parts and Service Management (PSM)

**Program Educational Outcomes**
Upon completion 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.

<table>
<thead>
<tr>
<th>Certificate Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Semester I</strong></td>
</tr>
<tr>
<td>AUT 100 Introduction to Automotive</td>
</tr>
<tr>
<td>AUT 110 Brakes I</td>
</tr>
<tr>
<td>AUT 120 Suspension and Alignment</td>
</tr>
<tr>
<td>AUT 150 Electrical Systems I</td>
</tr>
<tr>
<td>AUT 170 Engine Performance I</td>
</tr>
<tr>
<td>ENG 101* College Writing or</td>
</tr>
<tr>
<td>ENG 105 College Writing Seminar</td>
</tr>
<tr>
<td>MAT 101* Business Mathematics</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester II</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 110 Principles of Supervision</td>
</tr>
<tr>
<td>PSM 100 Parts/Service Management Field Experience I</td>
</tr>
<tr>
<td>PSM 101 Fundamentals to Advanced Automotive Systems</td>
</tr>
<tr>
<td>Elective: Business - select <strong>one</strong> of the following:</td>
</tr>
<tr>
<td>BUS 100 Understanding Business</td>
</tr>
<tr>
<td>BUS 101 Small Business Management</td>
</tr>
<tr>
<td>Elective: Mathematics</td>
</tr>
</tbody>
</table>

**Total Credit Hour Requirements**
32

*Course placement determined by assessment test scores and/or prior college coursework*
Building Construction Technology (BCT)

Program Description
The Associate in Applied Science Degree in Building Construction Technology focuses is preparing the student for successful employment. 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 program, which will serve as the foundation for an eResume illustrating the strengths, commitments, and focus prospective employers are looking for.

The BCT 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.

Program Educational Outcomes
Upon completion the graduate is prepared to 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 laster levels applied to construction projects.
5. Construction and communication skills needed for commercial, industrial, and residential carpentry.

Associate in Applied Science Degree Requirements

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCT 101**</td>
<td>Introduction to Hand and Power Tool Safety 1</td>
</tr>
<tr>
<td>BCT 142</td>
<td>Building Concepts I 3</td>
</tr>
<tr>
<td>BCT 143</td>
<td>Building Concepts II 3</td>
</tr>
<tr>
<td>BCT 126</td>
<td>Construction Site Surveying 2</td>
</tr>
<tr>
<td>BCT 180</td>
<td>Introduction to Building Science 3</td>
</tr>
<tr>
<td>MAT 100*</td>
<td>Intermediate Algebra 3</td>
</tr>
<tr>
<td>OHS 115</td>
<td>Basic Principles of Construction Safety and Health 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester II</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BCT 128</td>
<td>Basic Strength of Materials 2</td>
</tr>
<tr>
<td>BCT 144</td>
<td>Building Concepts III 3</td>
</tr>
<tr>
<td>BCT 145</td>
<td>Building Concepts IV 3</td>
</tr>
<tr>
<td>BCT 152</td>
<td>Construction Document Reading &amp; Cost Est 3</td>
</tr>
<tr>
<td>MAT 105</td>
<td>Geometry and Trigonometry 3</td>
</tr>
<tr>
<td>BCT 197</td>
<td>Internship or 3</td>
</tr>
<tr>
<td>BCT 297</td>
<td>BCT 297 Externship or</td>
</tr>
<tr>
<td></td>
<td>BCT 298 Capstone or</td>
</tr>
<tr>
<td></td>
<td>Elective: select <strong>one</strong> of the following</td>
</tr>
<tr>
<td></td>
<td>BCT 241, BUS 101, BUS 145, CAD 110, COM 100 or PHI 111</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester III</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BCA 120</td>
<td>Introduction to Computer Applications 3</td>
</tr>
<tr>
<td>BCT 203</td>
<td>Interior Trim 2</td>
</tr>
<tr>
<td>ENG 101*</td>
<td>College Writing or</td>
</tr>
<tr>
<td></td>
<td>ENG 105 College Writing Seminar (4)</td>
</tr>
<tr>
<td></td>
<td>Elective: Humanities/Social Science 3</td>
</tr>
<tr>
<td></td>
<td>Elective: Math/Science 3-4</td>
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</table>

<table>
<thead>
<tr>
<th>Semester IV</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BCT 235</td>
<td>Cabinets 2</td>
</tr>
<tr>
<td>BCT 236</td>
<td>Finished Stairs 2</td>
</tr>
<tr>
<td>BCT 237</td>
<td>Masonry 2</td>
</tr>
<tr>
<td>ENG 201</td>
<td>Technical Writing 3</td>
</tr>
<tr>
<td></td>
<td>Elective: Humanities 3</td>
</tr>
<tr>
<td></td>
<td>Elective: Social Science 3</td>
</tr>
</tbody>
</table>

Total Credit Hour Requirements 64-66

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

Students must successfully complete BCT 101 prior to participation in any other BCT course.
# Building Construction Technology (BCT)

## Certificate Requirements

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCT 101</td>
<td>1</td>
</tr>
<tr>
<td>BCT 142</td>
<td>3</td>
</tr>
<tr>
<td>BCT 143</td>
<td>3</td>
</tr>
<tr>
<td>BCT 126</td>
<td>2</td>
</tr>
<tr>
<td>BCT 180</td>
<td>3</td>
</tr>
<tr>
<td>MAT 100*</td>
<td>3</td>
</tr>
<tr>
<td>OHS 115</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester II</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCT 128</td>
<td>2</td>
</tr>
<tr>
<td>BCT 144</td>
<td>3</td>
</tr>
<tr>
<td>BCT 145</td>
<td>3</td>
</tr>
<tr>
<td>BCT 152</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101*</td>
<td>3</td>
</tr>
<tr>
<td>ENG 105</td>
<td>(4)</td>
</tr>
<tr>
<td>MAT 105</td>
<td>3</td>
</tr>
</tbody>
</table>

| Total Credit Hour Requirements | 35-36 |

*Course placement determined by assessment test scores and/or prior college coursework
Business Administration and Management (BUS)

Program Description
The Business Administration and Management program provides students the opportunity to earn a Certificate, an Associate in Applied Science degree or an Associate in Science degree. The program of study includes activities found in a modern business or industrial organization including accounting, marketing, customer relations, and strategic planning.

The program is designed to prepare individuals with a 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 outlines 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 a variety 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 AAS Degree 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 in a B.S. degree.
# Business Administration and Management (BUS)

## Associate in Applied Science Degree Requirements

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCA 120 Introduction to Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>BUS 100 Understanding Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 110 Principles of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101* College Writing or ENG 105 College Writing Seminar</td>
<td>(4)</td>
</tr>
<tr>
<td>MAT 101* Business Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester II</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS ___ Select one of the following:</td>
<td>3</td>
</tr>
<tr>
<td>BUS 120 Employment Law</td>
<td></td>
</tr>
<tr>
<td>BUS 122 Business Law</td>
<td></td>
</tr>
<tr>
<td>BUS 124 Legal Environment of Business</td>
<td></td>
</tr>
<tr>
<td>BUS 215 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>COM ___ Select one of the following:</td>
<td>3</td>
</tr>
<tr>
<td>COM 100 Public Speaking</td>
<td></td>
</tr>
<tr>
<td>COM 101 Interpersonal Communications</td>
<td></td>
</tr>
<tr>
<td>ENG 220 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>___ ___ Advising Pathway course</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester III</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ACC 210 Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>MAT ___ Select one of the following:</td>
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</tr>
<tr>
<td>MAT 122 College Algebra</td>
<td></td>
</tr>
<tr>
<td>MAT 125 Finite Math</td>
<td></td>
</tr>
<tr>
<td>MAT 135 Statistics</td>
<td></td>
</tr>
<tr>
<td>___ ___ Advising Pathway course</td>
<td>3</td>
</tr>
<tr>
<td>___ ___ Advising Pathway course</td>
<td>3</td>
</tr>
<tr>
<td>___ ___ Advising Pathway course</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester IV</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS ___ Select one of the following:</td>
<td>3</td>
</tr>
<tr>
<td>BUS 297 Externship</td>
<td></td>
</tr>
<tr>
<td>BUS 298 Capstone</td>
<td></td>
</tr>
<tr>
<td>ECO 201 Introduction to Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>___ ___ Elective: Social Science</td>
<td>3</td>
</tr>
<tr>
<td>___ ___ Advising Pathway course</td>
<td>3</td>
</tr>
<tr>
<td>___ ___ Advising Pathway course</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hour Requirements** 60

## Certificate Requirements

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCA 120 Introduction to Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>BUS 100 Understanding Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 110 Principles of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101* College Writing or ENG 105 College Writing Seminar</td>
<td>(4)</td>
</tr>
<tr>
<td>___ ___ Elective: BUS - select one of the following:</td>
<td>3</td>
</tr>
<tr>
<td>BUS 120 Employment Law</td>
<td></td>
</tr>
<tr>
<td>BUS 122 Business Law (ENG 101)</td>
<td></td>
</tr>
<tr>
<td>BUS 124 Legal Environment of Business</td>
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</tr>
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</table>

<table>
<thead>
<tr>
<th>Semester II</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 115 Leadership and Interpersonal Relations</td>
<td>3</td>
</tr>
<tr>
<td>BUS 150 Effective Customer Relations</td>
<td>3</td>
</tr>
<tr>
<td>BUS 180 Managing Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>MAT 101* Business Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hour Requirements** 27

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

Students must earn a grade of C (not C-) or higher in ENG 101 College Writing or ENG 105 College Writing Seminar and BUS 220 Business Communication in order to meet Certificate or Associate Degree requirements of this program.
The Associate in Science Degree in Business Administration and Management Transfer is designed to better meet the needs of students who anticipate transferring to a four-year institution to study business. The A.S. degree is a cost-effective and flexible educational goal that can enhance student career options, while promoting student degree completion and success. Depending on the student’s choice of electives, the A.S. degree will have sufficient options for admission into a bachelor degree program in business-related areas such as accounting, business administration, finance, human resources, marketing, public administration, international business and management.

### Associate in Science Degree Requirements

#### Semester I

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCA ___ ___</td>
<td>Elective: BCA 120 or higher**</td>
<td>3</td>
</tr>
<tr>
<td>BUS 215</td>
<td>Principles of Marketing**</td>
<td>3</td>
</tr>
<tr>
<td>___ ___</td>
<td>Elective: Humanities/Social Science</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101*</td>
<td>College Writing or ENG 105 College Writing Seminar</td>
<td>3</td>
</tr>
<tr>
<td>ACC 210</td>
<td>Principles of Accounting I</td>
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</table>

#### Semester II

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 212</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>COM 100</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>___ ___</td>
<td>Science with Lab: 101 or higher (BIO, CHY, PHY)</td>
<td>4</td>
</tr>
<tr>
<td>MAT 135</td>
<td>Statistics **</td>
<td>3</td>
</tr>
<tr>
<td>___ ___</td>
<td>Elective: Humanities/Social Science</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Semester III

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 122</td>
<td>Business Law (or BUS 124 Legal Environment of Business)</td>
<td>3</td>
</tr>
<tr>
<td>ECO 201</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MAT 122</td>
<td>College Algebra *</td>
<td>3</td>
</tr>
<tr>
<td>___ ___</td>
<td>Elective: General Education, ACC or BUS</td>
<td>3</td>
</tr>
<tr>
<td>___ ___</td>
<td>Elective: Humanities/Social Science</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Semester IV

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 202</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>___ ___</td>
<td>Elective: Humanities/Social Science</td>
<td>3</td>
</tr>
<tr>
<td>___ ___</td>
<td>Elective: General Education, ACC or BUS</td>
<td>3</td>
</tr>
<tr>
<td>___ ___</td>
<td>Elective: General Education, ACC or BUS</td>
<td>3</td>
</tr>
<tr>
<td>___ ___</td>
<td>Elective: General Education, ACC or BUS</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Total Credit Hour Requirements

Total Credit Hour Requirements 61-62

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

** Students should consult four-year colleges for the transferability of courses. Those planning to transfer to colleges accredited by the American Assembly of Collegiate Schools of Business (A.S.C.S.B.) should take general education electives in place of the BCA elective and/or BUS 215.
Program Description
The Associate in Applied Science Degree in Career Studies is designed 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. 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 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

<table>
<thead>
<tr>
<th>Concentration</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAS 199 Prior Learning Assessment</td>
<td>18 max</td>
</tr>
<tr>
<td>ENG 101* College Writing or ENG 105 College Writing Seminar</td>
<td>3 (4)</td>
</tr>
<tr>
<td>ENG 201 Technical Writing or ENG 220 Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>___ ___ Elective: Humanities/Social Science</td>
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</tr>
<tr>
<td>___ ___ Electives: Mathematics (100 or higher) and/ or Science</td>
<td>6-7</td>
</tr>
<tr>
<td>___ ___ Electives</td>
<td>39</td>
</tr>
</tbody>
</table>

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

*Course placement determined by assessment test scores and/or prior college coursework
Network Security/Computer Forensics (CNS)

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.

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 ENG 101 College Writing or ENG 105 College Writing Seminar, MAT 122 College Algebra/MAT 135 Statistics, COM 101 Interpersonal Communication/COM 121 Group Process, 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

Program Educational Outcomes
Upon completion the graduate is prepared to:

1. Understand the computing technologies and terminology for industry employment.
2. 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. Analyze and retrieve data utilizing forensic tools.
5. Utilize penetration testing means to determine the strength of a networks’ security.

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

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 130</td>
<td>3</td>
</tr>
<tr>
<td>CPT 147</td>
<td>3</td>
</tr>
<tr>
<td>CPT 201</td>
<td>3</td>
</tr>
<tr>
<td>MAT 102</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101*</td>
<td>3</td>
</tr>
<tr>
<td>ENG 105 College Writing</td>
<td>(4)</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Semester II</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 235</td>
<td>3</td>
</tr>
<tr>
<td>CPT 227</td>
<td>3</td>
</tr>
<tr>
<td>ENG 201</td>
<td>3</td>
</tr>
<tr>
<td>COM 101</td>
<td>3</td>
</tr>
<tr>
<td>Elective: Social Science</td>
<td>3</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Semester III</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective: Open (CPT recommended)</td>
<td>3</td>
</tr>
<tr>
<td>CPT 266</td>
<td>3</td>
</tr>
<tr>
<td>MAT 122*</td>
<td>3</td>
</tr>
<tr>
<td>CPT 261</td>
<td>3</td>
</tr>
<tr>
<td>CPT 271</td>
<td>3</td>
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</table>

<table>
<thead>
<tr>
<th>Semester IV</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 239</td>
<td>3</td>
</tr>
<tr>
<td>CPT 275</td>
<td>3</td>
</tr>
<tr>
<td>CPT 281</td>
<td>3</td>
</tr>
<tr>
<td>CPT 298</td>
<td>3</td>
</tr>
<tr>
<td>PHI 101</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hour Requirements:** 60-61

### Computer Technology Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 166</td>
<td>Fundamentals of Structured Query Language</td>
</tr>
<tr>
<td>CPT 202</td>
<td>Advanced Linux</td>
</tr>
<tr>
<td>CPT 225</td>
<td>Advanced PC Repair</td>
</tr>
<tr>
<td>CPT 240</td>
<td>Advanced Visual Basic</td>
</tr>
<tr>
<td>CPT 245</td>
<td>Introduction to Java Programming</td>
</tr>
<tr>
<td>CPT 250</td>
<td>Programming in &quot;C&quot;</td>
</tr>
<tr>
<td>CPT 252</td>
<td>Web Development</td>
</tr>
<tr>
<td>CPT 253</td>
<td>Advanced Web Development</td>
</tr>
<tr>
<td>CPT 256</td>
<td>Introduction to Game Level Design</td>
</tr>
<tr>
<td>CPT 257</td>
<td>Advanced Game Level Design</td>
</tr>
<tr>
<td>CPT 272</td>
<td>MS Exchange/IIS</td>
</tr>
<tr>
<td>CPT 296</td>
<td>Topics in Information Technology</td>
</tr>
<tr>
<td>CPT 297</td>
<td>Field Experience (Internship)</td>
</tr>
</tbody>
</table>
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.

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+.

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

<table>
<thead>
<tr>
<th>Computer Technology Electives</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 166 Fundamentals of Structured Query Language</td>
<td></td>
</tr>
<tr>
<td>CPT 202 Advanced Linux</td>
<td></td>
</tr>
<tr>
<td>CPT 225 Advanced PC Repair</td>
<td></td>
</tr>
<tr>
<td>CPT 239 Advanced Networking Concepts</td>
<td></td>
</tr>
<tr>
<td>CPT 240 Advanced Visual Basic</td>
<td></td>
</tr>
<tr>
<td>CPT 245 Introduction to Java Programming</td>
<td></td>
</tr>
<tr>
<td>CPT 250 Programming in “C”</td>
<td></td>
</tr>
<tr>
<td>CPT 253 Advanced Web Development</td>
<td></td>
</tr>
<tr>
<td>CPT 256 Introduction to Game Level Design</td>
<td></td>
</tr>
<tr>
<td>CPT 257 Advanced Game Level Design</td>
<td></td>
</tr>
<tr>
<td>CPT 261 Introduction to Computer Forensics</td>
<td></td>
</tr>
<tr>
<td>CPT 271 Introduction to Network Security</td>
<td></td>
</tr>
<tr>
<td>CPT 296 Topics in Information Technology</td>
<td></td>
</tr>
<tr>
<td>CPT 297 Field Experience (Internship)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Department Electives</th>
<th></th>
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<tbody>
<tr>
<td>BCA 246 Database Management</td>
<td></td>
</tr>
<tr>
<td>BUS 101 Small Business Management</td>
<td></td>
</tr>
<tr>
<td>ELT 101 Electricity I</td>
<td></td>
</tr>
<tr>
<td>ELT 153 Digital Logic</td>
<td></td>
</tr>
<tr>
<td>ELT 201 Communication Electronics</td>
<td></td>
</tr>
<tr>
<td>GRC 107 Digital Systems &amp; Equipment I</td>
<td></td>
</tr>
<tr>
<td>GRC 176 Photoshop I</td>
<td></td>
</tr>
<tr>
<td>GRC 276 Photoshop II</td>
<td></td>
</tr>
<tr>
<td>PHI 101 Critical Thinking</td>
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</table>

<table>
<thead>
<tr>
<th>Associate in Applied Science Degree Requirements</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester I</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>BCA 152 Integrated Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>COM 101 Interpersonal Communication or COM 121 Group Process</td>
<td>3</td>
</tr>
<tr>
<td>CPT 147 Introduction to PC Repair/OS</td>
<td>3</td>
</tr>
<tr>
<td>CPT 252 Web Development</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101* College Writing or ENG 105 College Writing Seminar</td>
<td>(4)</td>
</tr>
<tr>
<td>Semester II</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>CPT 130 Introduction to Visual BASIC</td>
<td>3</td>
</tr>
<tr>
<td>CPT 201 Linux</td>
<td>3</td>
</tr>
<tr>
<td>CPT 235 Introduction to Networking</td>
<td>3</td>
</tr>
<tr>
<td>MAT 102* Numbers and Logic</td>
<td>3</td>
</tr>
<tr>
<td>Elective: Humanities/Social Science</td>
<td>3</td>
</tr>
<tr>
<td>Semester III</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>CPT 266 Server Administration</td>
<td>3</td>
</tr>
<tr>
<td>ENG 201 Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>MAT Select one of the following:</td>
<td>3</td>
</tr>
<tr>
<td>MAT 122* College Algebra</td>
<td></td>
</tr>
<tr>
<td>MAT 125 Finite Mathematics</td>
<td></td>
</tr>
<tr>
<td>Elective: CPT (choose from list below)</td>
<td>3</td>
</tr>
<tr>
<td>Elective: CPT (choose from list below)</td>
<td>3</td>
</tr>
<tr>
<td>Semester IV</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>CPT 272 MS Exchange/IIS</td>
<td>3</td>
</tr>
<tr>
<td>CPT 298 Capstone</td>
<td>3</td>
</tr>
<tr>
<td>Elective: CPT (choose from list)</td>
<td>3</td>
</tr>
<tr>
<td>Elective: Open (CPT recommended)</td>
<td>3</td>
</tr>
<tr>
<td>Elective: Humanities/Social Science</td>
<td>3</td>
</tr>
<tr>
<td>Total Credit Hour Requirements</td>
<td>60</td>
</tr>
</tbody>
</table>

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

Students must earn a grade of C or higher in ENG 101 College Writing or ENG 105 College Writing Seminar, MAT 122 College Algebra/MAT 125 Finite Math, COM 101 Interpersonal Communication/COM 121 Group Process and all CPT core courses in order to meet the degree requirements of this 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.
Program Educational Outcomes
Upon completion the graduate of either the AAS or the AS degree 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.

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 107     Digital Systems & Equipment I
GRC 176     Photoshop I
GRC 276     Photoshop II

Associate in Science Degree Requirements
<table>
<thead>
<tr>
<th>Semester I</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCA 152</td>
<td>Integrated Software Applications 3</td>
</tr>
<tr>
<td>CPT 147</td>
<td>Introduction to PC Repair/OS 3</td>
</tr>
<tr>
<td>ENG 101*</td>
<td>College Writing or ENG 105 College Writing Seminar (4)</td>
</tr>
<tr>
<td>MAT 102</td>
<td>Numbers and Logic 3</td>
</tr>
<tr>
<td>CPT 201</td>
<td>Linux 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester II</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 130</td>
<td>Introduction to Visual BASIC 3</td>
</tr>
<tr>
<td>CPT 235</td>
<td>Introduction to Networking 3</td>
</tr>
<tr>
<td>ENG 201</td>
<td>Technical Writing 3</td>
</tr>
<tr>
<td>MAT 122</td>
<td>College Algebra or MAT 125 Finite Mathematics 3</td>
</tr>
<tr>
<td>PHI 101</td>
<td>Critical Thinking 3</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester III</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 225</td>
<td>Advanced PC Repair 3</td>
</tr>
<tr>
<td>CPT 266</td>
<td>Server Administration 3</td>
</tr>
<tr>
<td>CPT 271</td>
<td>Introduction to Network Security 3</td>
</tr>
<tr>
<td>INS 101</td>
<td>Technology and Society 3</td>
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<tr>
<td>MAT 135</td>
<td>Statistics 3</td>
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<table>
<thead>
<tr>
<th>Semester IV</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCA 246</td>
<td>Database Management or CPT 166 Fundamentals of Structured Query Language (3)</td>
</tr>
<tr>
<td>COM 101</td>
<td>Interpersonal Communication or COM 121 Group Process 3</td>
</tr>
<tr>
<td>CPT 298</td>
<td>Capstone 3</td>
</tr>
<tr>
<td></td>
<td>Elective: CPT (choose from list) 3</td>
</tr>
<tr>
<td></td>
<td>Elective: Other (CPT recommended) 3</td>
</tr>
</tbody>
</table>

Total Credit Hour Requirements 60

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

Students must earn a grade of C or higher in ENG 101 College Writing or ENG 105 College Writing Seminar, MAT 122 College Algebra/MAT 125 Finite Math, COM 101 Interpersonal Communication/COM 121 Group Process and all CPT core courses in order to meet the degree requirements of this 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.
Program Description
The Advanced Certificates in Computer Technology 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.

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 the graduate will be able to:
1. Address security issues on a network.
2. Administer a computer network.
3. 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.

Students 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

<table>
<thead>
<tr>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 235</td>
</tr>
<tr>
<td>CPT 266</td>
</tr>
<tr>
<td>CPT 201</td>
</tr>
<tr>
<td>CPT 261</td>
</tr>
<tr>
<td>CPT 271</td>
</tr>
<tr>
<td>Elective: choose one</td>
</tr>
<tr>
<td>CRJ 101</td>
</tr>
<tr>
<td>CPT 239</td>
</tr>
<tr>
<td>CPT 202</td>
</tr>
<tr>
<td>PHI 111</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
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</tbody>
</table>

Advanced Network Administration (CNA-X) Certificate Requirements

<table>
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<tr>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
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<td>CPT 235</td>
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<tr>
<td>CPT 266</td>
</tr>
<tr>
<td>CPT 201</td>
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<tr>
<td>CPT 271</td>
</tr>
<tr>
<td>CPT 239</td>
</tr>
<tr>
<td>CPT 227</td>
</tr>
<tr>
<td>CPT 281</td>
</tr>
<tr>
<td>CPT 202</td>
</tr>
<tr>
<td>PHI 111</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
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</tbody>
</table>

Advanced Server Administration (CSA-X) Certificate Requirements

<table>
<thead>
<tr>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 235</td>
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<tr>
<td>CPT 266</td>
</tr>
<tr>
<td>CPT 201</td>
</tr>
<tr>
<td>CPT 239</td>
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<tr>
<td>CPT 202</td>
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<tr>
<td>CPT 272</td>
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<tr>
<td>CPT 227</td>
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<tr>
<td>CPT 271</td>
</tr>
<tr>
<td>CPT 298</td>
</tr>
<tr>
<td>PHI 111</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
</tr>
</tbody>
</table>

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.
Criminal Justice (CRJ)

Program Description
The Associate in Applied Science 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, and jail transport officers.

Program Educational Outcomes
Upon completion 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.

The Criminal Justice program is available online. The priority enrollment deadline for the online program is May 15, which means the application and requirements such as placement scores, transcripts from previously attended schools, tuition deposit must be received, and online orientation completed.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>CRJ 101</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENG 101*</td>
<td>College Writing or ENG 105 College Writing Seminar</td>
<td>3 or (4)</td>
</tr>
<tr>
<td></td>
<td>COM 101</td>
<td>Interpersonal Communication or COM 100 Public Speaking</td>
<td>3</td>
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<tr>
<td></td>
<td>MAT ___</td>
<td>Elective: 100 or higher</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CRJ 122</td>
<td>Criminal Law and Report Writing I</td>
<td>3</td>
</tr>
<tr>
<td>II</td>
<td>CRJ ___</td>
<td>Advising Pathway course</td>
<td>3</td>
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<tr>
<td></td>
<td>CRJ 212</td>
<td>Criminal Investigation and Report Writing II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PHI 101</td>
<td>Critical Thinking</td>
<td>3</td>
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<td></td>
<td>BIO 101</td>
<td>General Biology Lecture</td>
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<td></td>
<td>BIO 102</td>
<td>General Biology Lab</td>
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<tr>
<td></td>
<td>POS 150</td>
<td>American Politics or POS 151 American State and Local Government</td>
<td>3 or (3)</td>
</tr>
<tr>
<td>III</td>
<td>CRJ ___</td>
<td>Advising Pathway course</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CRJ ___</td>
<td>Advising Pathway course</td>
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<td></td>
<td>CRJ 245</td>
<td>Criminology</td>
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</tr>
<tr>
<td></td>
<td>___ ___</td>
<td>PSY or SOC course</td>
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<tr>
<td>IV</td>
<td>CRJ 201</td>
<td>Civil Liberties</td>
<td>3</td>
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<td>CRJ ___</td>
<td>Advising Pathway course</td>
<td>3</td>
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<td></td>
<td>CRJ ___</td>
<td>Advising Pathway course</td>
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<td>CRJ 297</td>
<td>Externship or Advising Pathway course</td>
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</table>

Total Credit Hour Requirements 61

*Course placement determined by assessment test scores and/or prior college coursework
Criminal Justice (CJF)  
Computer Forensics

**Associate in Applied Science  
Degree Requirements**

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>ENG 101**</td>
<td>College Writing or ENG 105 College Writing Seminar (4)</td>
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<tr>
<td>CRJ 101</td>
<td>Introduction to Criminal Justice 3</td>
</tr>
<tr>
<td>COM 101</td>
<td>Interpersonal Communication 3</td>
</tr>
<tr>
<td>MAT 100*</td>
<td>Intermediate Algebra or MAT 102 Numbers and Logic or MAT 135** Statistics</td>
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<tr>
<td>CPT 147</td>
<td>Intro to PC Repair/Operating Systems 3</td>
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<table>
<thead>
<tr>
<th>Semester II</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>BIO 101</td>
<td>General Biology Lecture or BIO 115 Anatomy and Physiology I Lecture 3</td>
</tr>
<tr>
<td>BIO 102</td>
<td>General Biology Lab or BIO 116 Anatomy and Physiology I Lab 1</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology 3</td>
</tr>
<tr>
<td>CRJ 110</td>
<td>Introduction to Corrections 3</td>
</tr>
<tr>
<td>CPT 235</td>
<td>Introduction to Networking 3</td>
</tr>
<tr>
<td>CPT 261</td>
<td>Introduction to Computer Forensics 3</td>
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<table>
<thead>
<tr>
<th>Semester III</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CRJ 122</td>
<td>Criminal Law 3</td>
</tr>
<tr>
<td>PHI 111</td>
<td>Ethics 3</td>
</tr>
<tr>
<td>CRJ 212</td>
<td>Criminal Investigation and Report Writing 3</td>
</tr>
<tr>
<td>CRJ 220</td>
<td>Police Operations 3</td>
</tr>
<tr>
<td>CPT/CRJ</td>
<td>Elective: Restrictive 3</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Semester IV</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CRJ 201</td>
<td>Civil Liberties 3</td>
</tr>
<tr>
<td>CRJ 225</td>
<td>Race and Ethnicity Issues in Law Enforcement 3</td>
</tr>
<tr>
<td>CRJ 250</td>
<td>Criminalistics 3</td>
</tr>
<tr>
<td>CPT 271</td>
<td>Network Security or CPT 239 Advanced Networking 3</td>
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<tr>
<td>CPT/CRJ</td>
<td>Elective: Restricted 3</td>
</tr>
<tr>
<td>__ __ ___</td>
<td>Elective: Humanities/Science 3</td>
</tr>
</tbody>
</table>

Total Credit Hour Requirements 64

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

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

Certificate Requirements

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ENG 101*</td>
<td>College Writing or ENG 105 College Writing Seminar 3 (4)</td>
</tr>
<tr>
<td>MAT 100*</td>
<td>Intermediate Algebra 3</td>
</tr>
<tr>
<td>CRJ 101**</td>
<td>Introduction to Criminal Justice 3</td>
</tr>
<tr>
<td>CRJ 122**</td>
<td>Criminal Law 3</td>
</tr>
<tr>
<td>BIO 101</td>
<td>Introduction to Biology Lecture 3</td>
</tr>
<tr>
<td>BIO 102</td>
<td>Introduction to Biology Lab 1</td>
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</table>

<table>
<thead>
<tr>
<th>Semester II</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 105</td>
<td>Essentials of Anatomy and Physiology 3</td>
</tr>
<tr>
<td>CRJ 227</td>
<td>Crime Scene Photography 3</td>
</tr>
<tr>
<td>CRJ 231</td>
<td>Death Investigations 3</td>
</tr>
<tr>
<td>CRJ 250</td>
<td>Criminalistics 3</td>
</tr>
<tr>
<td>CRJ 275</td>
<td>Crime Scene Management 3</td>
</tr>
</tbody>
</table>

Total Credit Hour Requirements 31-32

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

** Waived for students who can provide proof of completion of the 18-week Basic Law Enforcement Training Program through the Maine Criminal Justice Academy.
Program Description
The Police Operations Advanced Certificate is intended to provide upper-level law enforcement skills and preparatory training for students entering the field of law enforcement. Students will enhance their skills and understanding of police practice, building upon the foundation set forth in a previously completed degree in Criminal Justice or related field.

Student Learning Outcomes
Upon completion the graduate will be able to:
1. Demonstrate acceptable tolerance of stressful situations and apply stress reduction techniques.
2. Demonstrate working knowledge of Maine law enforcement agencies and related organizations.
3. Exhibit knowledge of police operations and procedures.
4. Demonstrate effective defensive tactics and de-escalation techniques.
5. Demonstrate knowledge of criminal court proceedings and relevant case law.

Admission Criteria: The Advanced Certificate in Police Operations is a selective admission program. Admission prerequisites are: an earned (or expected) associate degree or higher with a cumulative GPA of 2.5 on a 4.0 scale in criminal justice or related field as determined by the Department Chair; a criminal background check, physical screening, and oral board interview with departmental faculty. Screenings and interviews are based on those required to meet the minimum standards of entrance into the MCJA. Completed applications, including fees and transcripts, will be accepted until April 1st each year.

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 or conduct prohibits a person from being certified or licensed as a police officer in the State of Maine.

Advanced Certificate Requirements

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>CRJ 291 Fitness Training for Law Enforcement</td>
<td>6</td>
</tr>
<tr>
<td>CRJ 292 Advanced Police Operations</td>
<td>6</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester II</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 293 Defensive Tactics</td>
<td>6</td>
</tr>
<tr>
<td>CRJ 294 Field Practical</td>
<td>6</td>
</tr>
</tbody>
</table>

Total Credit Hour Requirements 24

Prior Learning Assessment: The Advanced Certificate in Police Operations includes an essential prior learning assessment (PLA) component designed to provide students with a clear path to accelerated program completion and employment. PLA findings learned as a result of the Maine is IT Trade Adjustment Act Community College Career Training (TAACCCT) grant’s PLA initiative indicate that the grade point averages, persistence and graduation rates of students with PLA are 2.5 times higher than students without prior learning. Students will be eligible to receive prior learning credit based on successful completion and documentation of the LEPS or BLETP program. Up to 6 credits can be earned toward the Advanced Certificate in Police Operations, accelerating time to degree and helping meet the growing needs of the workforce.
Culinary Arts (CUA)

Program Description
The Certificate in Culinary Arts 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 emphasis 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 Certificate have the ability to transfer all their earned credits to the Restaurant Management Associate in Applied Science Degree. In order to transfer, students must have C (not C-) or better in ENG 101 College Writing or ENG 105 College Writing Seminar. 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 a Sous chef in restaurants, schools, hospitals and nursing homes.

Program Educational Outcomes
Upon completion 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 though 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

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

Total Credit Hour Requirements 31

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

The Associate in Applied Science Degree in Restaurant Management is for those who have an interest in pursuing a career in the restaurant management 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.

Program Educational Outcomes

Upon completion 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.

<table>
<thead>
<tr>
<th>Associate in Applied Science Degree Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester I</td>
</tr>
<tr>
<td>Credit Hours</td>
</tr>
<tr>
<td>CUA 100 Introduction to Culinary Arts</td>
</tr>
<tr>
<td>CUA 110 Techniques of Cooking</td>
</tr>
<tr>
<td>CUA 105 Fundamentals of Baking</td>
</tr>
<tr>
<td>CUA 115 Baking Principles and Presentation</td>
</tr>
<tr>
<td>CUA 121 Food Preparation</td>
</tr>
<tr>
<td>ENG 101* College Writing or</td>
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<tr>
<td>ENG 105 College Writing Seminar</td>
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<td>Elective: Humanities/Social Science</td>
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<td>Semester II</td>
</tr>
<tr>
<td>Credit Hours</td>
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<tr>
<td>CUA 150 Introduction to a La Carte</td>
</tr>
<tr>
<td>CUA 152 Specialty Foods</td>
</tr>
<tr>
<td>CUA 171 Nutrition and Food Quality</td>
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<tr>
<td>MAT 101* Business Mathematics</td>
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<tr>
<td>CUA 155 Artisan Bread and Pastries</td>
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<td>CUA 160 Contemporary Desserts</td>
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<tr>
<td>Semester III</td>
</tr>
<tr>
<td>Credit Hours</td>
</tr>
<tr>
<td>ACC 208 Accounting Concepts</td>
</tr>
<tr>
<td>BCA 120 Introduction to Computer Applications</td>
</tr>
<tr>
<td>BUS 110 Principles of Supervision</td>
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<tr>
<td>COM 100 Public Speaking</td>
</tr>
<tr>
<td>MAT 122 College Algebra</td>
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<td>Semester IV</td>
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<tr>
<td>Credit Hours</td>
</tr>
<tr>
<td>BUS 150 Effective Customer Relations</td>
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<tr>
<td>BUS 270 Hospitality Management</td>
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<tr>
<td>ENG 220 Business Communication**</td>
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<tr>
<td>Elective: Humanities/Social Science</td>
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<tr>
<td>CUA 297 Internship</td>
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<td>Total Credit Hour Requirements</td>
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</table>

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

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

Program Description

The Associate in Applied Science Degree in Early Childhood Education 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.

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).

Students will be required to have a record of SBI (State Bureau of Identification) and a child protective report on file with Central Maine Community College. 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.

<table>
<thead>
<tr>
<th>Early Childhood Education Electives</th>
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</thead>
<tbody>
<tr>
<td>ECE 203</td>
</tr>
<tr>
<td>ECE 204</td>
</tr>
<tr>
<td>ECE 208</td>
</tr>
<tr>
<td>ECE 250</td>
</tr>
<tr>
<td>ECE 296</td>
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<table>
<thead>
<tr>
<th>Students interested in becoming a teacher in the State of Maine can take several courses through the General Studies degree.</th>
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<tbody>
<tr>
<td>EDU 101</td>
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<tr>
<td>EDU 150</td>
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<td>EDU 185</td>
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<tr>
<td>EDU 220</td>
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<td>EDU 222</td>
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<td>EDU 296</td>
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<thead>
<tr>
<th>Associate in Applied Science Degree Requirements</th>
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<tbody>
<tr>
<td>Semester I</td>
</tr>
<tr>
<td>ECE 100</td>
</tr>
<tr>
<td>ENG 101*</td>
</tr>
<tr>
<td>PSY 114</td>
</tr>
<tr>
<td>SOC 220</td>
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<tr>
<td>Elective: Math - select one of the following: MAT 100, 101, 102, 122, or 135 3</td>
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<tr>
<td>Semester II</td>
</tr>
<tr>
<td>ECE 105</td>
</tr>
<tr>
<td>ECE 147</td>
</tr>
<tr>
<td>ECE 150</td>
</tr>
<tr>
<td>PSY 101</td>
</tr>
<tr>
<td>COM 100</td>
</tr>
<tr>
<td>Semester III</td>
</tr>
<tr>
<td>ECE 113</td>
</tr>
<tr>
<td>ECE 297</td>
</tr>
<tr>
<td>ECE 205</td>
</tr>
<tr>
<td>Lab Science Elective: BIO 101/102 or BIO 115/116 or CHY 101/102 4</td>
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<tr>
<td>Elective: Psychology - select one of the following: PSY 111 or PSY 210 3</td>
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<td>Semester IV</td>
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<tr>
<td>Elective: ECE or EDU 3</td>
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<tr>
<td>ECE 298</td>
</tr>
<tr>
<td>Elective: Open 3</td>
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<tr>
<td>Elective: ECE 3</td>
</tr>
</tbody>
</table>

Total Credit Hour Requirements 61

*Course placement determined by assessment test scores and/or prior college coursework
**Program Educational Outcomes**

Upon completion 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 Central Maine Community College 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.

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

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**Certificate Requirements**

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 100 Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101* College Writing or ENG 105 College Writing Seminar</td>
<td>3 or (4)</td>
</tr>
<tr>
<td>PSY 114 Child Development</td>
<td>3</td>
</tr>
<tr>
<td>Elective: Math - select one of the following: MAT 100, 101 or 102</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester II</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 105 Infant and Toddler Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>ECE 147 Infant and Toddler Field Work &amp; Prep</td>
<td>3</td>
</tr>
<tr>
<td>ECE 150 Language and Literacy for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>Elective:</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester III</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 113 Curriculum &amp; Environments for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE 297 Pre-School Field Experience</td>
<td>3</td>
</tr>
<tr>
<td>SOC 220 Sociology of the Family</td>
<td>3</td>
</tr>
<tr>
<td>COM 100 Public Speaking or COM 101 Interpersonal Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hour Requirements** 36

*Early Childhood Education majors must obtain a minimum grade of C in each Early Childhood Education course.*
Education (EDU)
Advanced Certificate in Education

Program Description
The Advanced Certificate in Education degree will provide students with an education program consisting of upper-level courses, beyond the Associate in Science in Education, to enter the education workforce to gain a position as a K-12 Education Technician III or educational professional. This advanced certificate is way for current practitioners to improve their credentials, raise their salaries, and offers a step toward tackling the issue of projected education professional, early childhood educators and teacher shortages in Maine.

Program Educational Outcomes
Upon completion the graduate will be prepared to:
1. Observe, document and assess young children and use systematic observations, documentation, and other effective assessment strategies in a responsible way, in partnership with families and other professionals, to positively influence children's development.
2. Build and value diverse family and community relationships and support by demonstrating their understanding of the importance and complex characteristics of children's families and communities.
3. Use a wide array of developmentally effective approaches by understanding and articulating and using strategies and tools to positively influence children’s development and learning.
4. Define occupational resiliency in the educating profession and the skills necessary to build a supportive organizational network.
5. Realize that increased well-being, and a positive learning environment impacts the care teachers give to students and their families.
6. Design, implement, and evaluate relevant, challenging, and responsive curriculum that promotes comprehensive developmental and learning outcomes for young children of all cultures implement physical activity and nutrition activities across the curriculum and in all content areas.
7. Identify, explain, and apply appropriate guidance techniques and theories as an important classroom management tool.
8. Connect with children and families by knowing, understanding, and using positive relationships and supportive interactions as the foundation for their work with young children.

Advanced Certificate Requirements

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 280</td>
<td>Mindfulness for Student, Family and Self</td>
</tr>
<tr>
<td>EDU 282</td>
<td>Adverse Early Childhood Experiences &amp; Resilience</td>
</tr>
<tr>
<td>PSY 202</td>
<td>Development Disabilities and Psychosocial Rehabilitation</td>
</tr>
<tr>
<td>EDU 284</td>
<td>Guidance and Self-Regulation</td>
</tr>
<tr>
<td>EDU 220</td>
<td>Physical Activity and Nutrition for Students in K-12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester II</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 222</td>
<td>Social Justice and Diversity in the Classroom</td>
</tr>
<tr>
<td>PSY 200 or SOC 200 level</td>
<td>3</td>
</tr>
<tr>
<td>EDU 286</td>
<td>Nutrition, Gardening and Cooking with Students</td>
</tr>
<tr>
<td>EDU 288</td>
<td>Self Care and Thriving</td>
</tr>
<tr>
<td>EDU 290</td>
<td>Strategies, Styles and Habits of Mind</td>
</tr>
</tbody>
</table>

Total Credit Hour Requirements 30

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

Admission Criteria: Students who have earned an associate degree or higher in the field of education, early childhood education, human services, or another field as approved by the program chairperson may be admitted to the program.
Electromechanical Technology (ELT)

Program Description

The Associate in Applied Science Degree in Electromechanical Technology 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)

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELT 101</td>
<td>Electricity I</td>
</tr>
<tr>
<td>ELT 123</td>
<td>Electrical Controls I</td>
</tr>
<tr>
<td>ELT 153</td>
<td>Digital Logic</td>
</tr>
<tr>
<td>MAT 100 *</td>
<td>Intermediate Algebra <strong>or</strong> MAT 122 College Algebra</td>
</tr>
<tr>
<td></td>
<td>Elective: Humanities/Social Science</td>
</tr>
</tbody>
</table>

**Semester II**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELT 115</td>
<td>Electricity II</td>
</tr>
<tr>
<td>ELT 145</td>
<td>Electronic Devices I</td>
</tr>
<tr>
<td>ENG 101*</td>
<td>College Writing <strong>or</strong> ENG 105 College Writing Seminar (4)</td>
</tr>
<tr>
<td>ELT 201</td>
<td>Communication Electronics</td>
</tr>
<tr>
<td></td>
<td>Elective: (MAT 105 or higher)</td>
</tr>
<tr>
<td></td>
<td>Elective: Humanities/Social Science</td>
</tr>
</tbody>
</table>

**Semester III**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELT 221</td>
<td>Industrial Controls</td>
</tr>
<tr>
<td>ELT 231</td>
<td>Process Measurement</td>
</tr>
<tr>
<td>ELT 245</td>
<td>Electronic Devices II</td>
</tr>
<tr>
<td>ELT 271</td>
<td>Industrial Robotics</td>
</tr>
<tr>
<td></td>
<td>Elective: Mathematics and Physical Sciences</td>
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</table>

**Semester IV**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELT 222</td>
<td>Programmable Controls</td>
</tr>
<tr>
<td>ELT 232</td>
<td>Process Control</td>
</tr>
<tr>
<td>ELT 246</td>
<td>Linear Integrated Electronics</td>
</tr>
<tr>
<td>ELT 276</td>
<td>Automation Systems</td>
</tr>
<tr>
<td>ENG 201</td>
<td>Technical Writing</td>
</tr>
<tr>
<td></td>
<td>Elective: Humanities/Social Science</td>
</tr>
</tbody>
</table>

**Total Credit Hour Requirements**: 65-66

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

ELT 100 and 200 labs are corequisites with all ELT courses, except ELT 117. Labs are required, scheduled environments that allow students to complete experiments, demonstrations, and projects assigned in ELT courses. The open lab concept requires students to manage their lab time to available equipment and instructor assistance.
**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.
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**

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 100* Intermediate Algebra or</td>
<td>3</td>
</tr>
<tr>
<td>MAT 122 College Algebra</td>
<td></td>
</tr>
<tr>
<td>BCA 120 Introduction to Computer Algebra</td>
<td>3</td>
</tr>
<tr>
<td>ELT 101 Electricity I</td>
<td>3</td>
</tr>
<tr>
<td>ELT 123 Electrical Controls I</td>
<td>3</td>
</tr>
<tr>
<td>ELT 153 Digital Logic</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester II</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101* College Writing or</td>
<td>3</td>
</tr>
<tr>
<td>ENG 105 College Writing Seminar</td>
<td>(4)</td>
</tr>
<tr>
<td>ELT 115 Electricity II</td>
<td>3</td>
</tr>
<tr>
<td>ELT 145 Electronic Devices I</td>
<td>3</td>
</tr>
<tr>
<td>ELT 201 Communication Electronics</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Core Credit Requirements** 27

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

**ELT 100 and 200 labs are corequisites with all ELT courses, except ELT 117. Labs are required, scheduled environments that allow students to complete experiments, demonstrations, and projects assigned in ELT courses. The open lab concept requires students to manage their lab time to available equipment and instructor assistance.**
General Studies (GEN)

Program Description
The Associate in Arts Degree in General Studies 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 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.

The General Studies program is available online. The priority enrollment deadline for the online program is May 15, which means the application and requirements such as placement scores, transcripts from previously attended schools, tuition deposit must be received, and online orientation completed.
Graphic Communications (GRC)

Program Description
The Associate in Applied Science Degree in Graphic Communications 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 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 communications 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

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101* College Writing or ENG 105 College Writing Seminar (4)</td>
<td></td>
</tr>
<tr>
<td>MAT 101* Business Mathematics</td>
<td></td>
</tr>
<tr>
<td>GRC 103 Digital Page Layout I</td>
<td></td>
</tr>
<tr>
<td>GRC 176 Photoshop I</td>
<td></td>
</tr>
<tr>
<td>GRC 102 Graphic Design I</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester II</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>GRC 106 Vector Illustration I</td>
<td></td>
</tr>
<tr>
<td>GRC 119 Web Media I</td>
<td></td>
</tr>
<tr>
<td>GRC 107 Digital Systems &amp; Equipment I</td>
<td></td>
</tr>
<tr>
<td>Elective: Communication - select one of the following: COM 100, COM 101 or ENG 201</td>
<td></td>
</tr>
<tr>
<td>Elective: Humanities/Social Science</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester III</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective Math/Science</td>
<td></td>
</tr>
<tr>
<td>Elective: GRC (choose from below)</td>
<td></td>
</tr>
<tr>
<td>Elective: Humanities/Social Science</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester IV</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective: GRC (choose from below)</td>
<td></td>
</tr>
<tr>
<td>Elective: Humanities/Social Science</td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hour Requirements 60-61

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

Graphic Communications Electives

<table>
<thead>
<tr>
<th>ART 101 Intro to 2-D Design</th>
<th>ART 103 Drawing I</th>
<th>GRC 118 Intro to Digital Photography</th>
<th>GRC 152 Portfolio Design &amp; Development</th>
<th>GRC 153 Intro to Screen Printing</th>
<th>GRC 204 Vector Illustration II</th>
<th>GRC 210 Digital Page Layout II</th>
<th>GRC 220 Web Media II</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRC 249 Digital Photo Editing</td>
<td>GRC 250 Graphic Design II</td>
<td>GRC 252 Advanced Screen Printing</td>
<td>GRC 254 Digital Imaging &amp; Wrap Installation</td>
<td>GRC 276 Photoshop II</td>
<td>GRC 296 Special Topics</td>
<td>GRC 297 Internship Experience</td>
<td>GRC 298 Production Experience</td>
</tr>
</tbody>
</table>
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 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. A physical exam performed by a qualified health care professional
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. Professional liability insurance is required.
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 Department Chairperson for the purpose of reviewing the program and selecting the appropriate course of study.

The Human Services program is available online. The priority enrollment deadline for the online program is May 15, which means the application and requirements such as placement scores, transcripts from previously attended schools, tuition deposit must be received, and online orientation completed.
Human Services (HUS)

**Associate in Applied Science Degree Requirements**

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 101</td>
<td>General Biology Lecture 3</td>
</tr>
<tr>
<td>BIO 102</td>
<td>General Biology Lab or higher 1</td>
</tr>
<tr>
<td>ENG 101**</td>
<td>College Writing or 3</td>
</tr>
<tr>
<td>HUS 112*</td>
<td>Introduction to Community Mental Health (4)</td>
</tr>
<tr>
<td>SOC 200*</td>
<td>Issues in Diversity 3</td>
</tr>
<tr>
<td>PSY 111</td>
<td>Developmental Psychology 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester II</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 151*</td>
<td>Interviewing and Counseling 3</td>
</tr>
<tr>
<td>PSY 212*</td>
<td>Abuse, Trauma and Recovery 3</td>
</tr>
<tr>
<td>PSY 202*</td>
<td>Development Disabilities and Psychosocial Rehabilitation 3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology 3</td>
</tr>
<tr>
<td>SOC 220</td>
<td>Sociology of Family 3</td>
</tr>
<tr>
<td>MAT ____**</td>
<td>Elective - 100 level or above 3</td>
</tr>
<tr>
<td></td>
<td>(MAT 100 strongly recommended as this is a prereq for MAT 135)</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Semester III</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 204</td>
<td>Voc. Aspects of Disability and Voc. Rehabilitation Counseling 3</td>
</tr>
<tr>
<td>HUS 155</td>
<td>Case Management 3</td>
</tr>
<tr>
<td>PHI 101</td>
<td>Critical Thinking 3</td>
</tr>
<tr>
<td>MAT 135**</td>
<td>Statistics 3</td>
</tr>
<tr>
<td>HUS 241</td>
<td>Human Services Practicum I 4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester IV</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 201</td>
<td>Sociology of Aging 3</td>
</tr>
<tr>
<td>HUS 153</td>
<td>Substance Abuse 3</td>
</tr>
<tr>
<td>COM 100</td>
<td>Public Speaking or COM 101 Interpersonal Communications 3</td>
</tr>
<tr>
<td>HUS 251</td>
<td>Human Services Practicum II 4</td>
</tr>
<tr>
<td>__ __</td>
<td>Elective 3</td>
</tr>
</tbody>
</table>

Total Credit Hour Requirements 66-67

*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.**
**Program Description**

The Associate in Arts Degree in Liberal Studies 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 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**

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

*Course placement determined by assessment test scores and/or prior college course work.*
Life Sciences (LIF)

Program Description
The Associate in Science Degree in Life Sciences is designed 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 Science 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 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.

Associate in Science Degree Requirements

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 131 Biology I Lecture</td>
<td>3</td>
</tr>
<tr>
<td>BIO 132 Biology I Lab</td>
<td>1</td>
</tr>
<tr>
<td>CHY 121 General Chemistry I Lecture</td>
<td>3</td>
</tr>
<tr>
<td>CHY 122 General Chemistry I Lab</td>
<td>1</td>
</tr>
<tr>
<td>ENG 101* College Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENG 105 College Writing Seminar</td>
<td>(4)</td>
</tr>
<tr>
<td>MAT 122* College Algebra</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester II</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 133 Biology II Lecture</td>
<td>3</td>
</tr>
<tr>
<td>BIO 134 Biology II Lab</td>
<td>1</td>
</tr>
<tr>
<td>CHY 123 General Chemistry II Lecture</td>
<td>3</td>
</tr>
<tr>
<td>CHY 124 General Chemistry II Lab</td>
<td>1</td>
</tr>
<tr>
<td>COM 100 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Elective: Humanities/Social Science</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester III</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 115 Anatomy &amp; Physiology I Lecture</td>
<td>3</td>
</tr>
<tr>
<td>BIO 116 Anatomy &amp; Physiology I Lab</td>
<td>1</td>
</tr>
<tr>
<td>CHY 221 Organic Chemistry I Lecture</td>
<td>3</td>
</tr>
<tr>
<td>CHY 222 Organic Chemistry I Lab</td>
<td>2</td>
</tr>
<tr>
<td>PHI 111 Introduction to Ethics</td>
<td>3</td>
</tr>
<tr>
<td>MAT 132 Pre-Calculus</td>
<td>3</td>
</tr>
<tr>
<td>Elective: General Education</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester IV</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 117 Anatomy &amp; Physiology II Lecture</td>
<td>3</td>
</tr>
<tr>
<td>BIO 118 Anatomy &amp; Physiology II Lab</td>
<td>1</td>
</tr>
<tr>
<td>CHY 251 Organic Chemistry II Lecture</td>
<td>3</td>
</tr>
<tr>
<td>CHY 252 Organic Chemistry II Lab</td>
<td>2</td>
</tr>
<tr>
<td>MAT 283 Calculus I or</td>
<td>4</td>
</tr>
<tr>
<td>MAT 135 Statistics</td>
<td>(3)</td>
</tr>
<tr>
<td>Elective: Humanities/Social Science</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hour Requirements 61-63

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

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 Central Maine Community College. Students should contact their advisor for course selection assistance.
Management Information Systems (MIS)

Program Description
The Associate in Applied Science Degree in Management Information Systems 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 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.

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCA 120 Introduction to Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>BUS 122 Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BUS 100 Understanding Business</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101* College Writing or ENG 105 College Writing Seminar</td>
<td>3 (4)</td>
</tr>
<tr>
<td>MAT 101* Business Math</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester II</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCA 241 Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>ACC 210 Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>CPT 130 Introduction to Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>ENG 220 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>MAT 122* College Algebra or MAT 125* Finite Math or MAT 135* Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester III</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCA 246 Database Management</td>
<td>3</td>
</tr>
<tr>
<td>COM 100 Public Speaking or COM 101 Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>CPT 166 Fundamentals of Structured Query Language</td>
<td>3</td>
</tr>
<tr>
<td>BUS 215 Priniciples of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>CPT 235 Introduction to Networking</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester IV</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 298 Capstone or BUS 297 Externship</td>
<td>3</td>
</tr>
<tr>
<td>ECO 201 Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>CPT 252 Web Development</td>
<td>3</td>
</tr>
<tr>
<td>CPT 266 Server Administrator</td>
<td>3</td>
</tr>
<tr>
<td>PSY 120 Psychology in the Workplace</td>
<td>3</td>
</tr>
</tbody>
</table>

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 Assistant 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 MEA, MET, BIO, MAT, BUS courses and BCA 120, a cumulative GPA of 2.0 or better, completion of the 1st and 2nd 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 graduate is prepared to:
1. 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 MEA majors must follow the prescribed course sequence.
# Medical Assistant (MEA)

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 150</td>
<td>Effective Customer Relations 3</td>
</tr>
<tr>
<td>BCA 120</td>
<td>Introduction to Computer Applications 3</td>
</tr>
<tr>
<td>BIO ___</td>
<td>Biology - select one of the following:</td>
</tr>
<tr>
<td></td>
<td>BIO 101 General Biology Lecture 3</td>
</tr>
<tr>
<td></td>
<td>BIO 102 General Biology Lab or 1</td>
</tr>
<tr>
<td></td>
<td>BIO 115 Anatomy &amp; Physiology I Lecture (3)</td>
</tr>
<tr>
<td></td>
<td>BIO 116 Anatomy &amp; Physiology I Lab (1)</td>
</tr>
<tr>
<td>MAT 101**</td>
<td>Business Math 3</td>
</tr>
<tr>
<td>MET 111</td>
<td>Medical Terminology I 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester II</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO ___</td>
<td>Biology - select one of the following:</td>
</tr>
<tr>
<td></td>
<td>BIO 105 Essentials of Anatomy and Physiology or 3</td>
</tr>
<tr>
<td></td>
<td>BIO 117 Anatomy and Physiology II Lecture (3)</td>
</tr>
<tr>
<td></td>
<td>BIO 118 Anatomy and Physiology II Lab (1)</td>
</tr>
<tr>
<td>ENG 101*</td>
<td>College Writing or 3</td>
</tr>
<tr>
<td></td>
<td>ENG 105 College Writing Seminar (4)</td>
</tr>
<tr>
<td>COM 100</td>
<td>Public Speaking 3</td>
</tr>
<tr>
<td>MEA 165</td>
<td>Medical Ethics and Law 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester III</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MEA 205</td>
<td>Medical Office Administration &amp; Elec Health Records 3</td>
</tr>
<tr>
<td>MEA 221</td>
<td>Medical Clinical Procedures I Lab 2</td>
</tr>
<tr>
<td>MEA 222</td>
<td>Medical Clinical Procedures I Lecture 3</td>
</tr>
<tr>
<td>MEA 240</td>
<td>Essentials of Pharmacology for Medical Assistants 3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology 3</td>
</tr>
<tr>
<td>___ ___</td>
<td>Elective: Humanities/Social Science 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester IV</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MEA 210</td>
<td>Insurance Coding/Claims Processing 3</td>
</tr>
<tr>
<td>MEA 230</td>
<td>Advanced Medical Clinical Procedures II Lecture 3</td>
</tr>
<tr>
<td>MEA 231</td>
<td>Advanced Medical Clinical Procedures II Lab 2</td>
</tr>
<tr>
<td>MEA 266</td>
<td>Medical Assistant Externship (240 hrs) 6</td>
</tr>
<tr>
<td>___ ___</td>
<td>Elective: Humanities/Social Science 3</td>
</tr>
</tbody>
</table>

Total Credit Hour Requirements 62-64

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

The BIO 115-118 series is the recommended choice for transfer to a bachelor degree program. Please note course prerequisites.
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 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

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MET 111 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 101 Intro to General Biology Lecture or</td>
<td>3</td>
</tr>
<tr>
<td>BIO 102 Intro to General Biology Lab or</td>
<td>1</td>
</tr>
<tr>
<td>BIO 115 Anatomy &amp; Physiology I Lecture</td>
<td>(3)</td>
</tr>
<tr>
<td>BIO 116 Anatomy &amp; Physiology I Lab</td>
<td>(1)</td>
</tr>
<tr>
<td>ENG 101* College Writing or</td>
<td>3</td>
</tr>
<tr>
<td>ENG 105 College Writing Seminar</td>
<td>(3)</td>
</tr>
<tr>
<td>MEA 210 Insurance Coding/Claim Processing</td>
<td>3</td>
</tr>
<tr>
<td>MCO 121 ICD Coding</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester II</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCA 120 Introduction to Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>MCO 150 Medical Specialties &amp; Pathophysiology</td>
<td>4</td>
</tr>
<tr>
<td>MCO 125 CPT Coding</td>
<td>3</td>
</tr>
<tr>
<td>MAT 101* Business Math</td>
<td>3</td>
</tr>
<tr>
<td>BIO 105* Essentials of Anatomy &amp; Physiology or</td>
<td>3</td>
</tr>
<tr>
<td>BIO 117 Anatomy &amp; Physiology II Lecture</td>
<td>(3)</td>
</tr>
<tr>
<td>and</td>
<td></td>
</tr>
<tr>
<td>BIO 118 Anatomy &amp; Physiology II Lab</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Credit Hour Requirements: 32-33

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

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 Degree in Medical Coding and Electronic Health Records 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 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 degree 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.

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

Associate in Applied Science Degree Requirements

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 101</td>
<td>Intro to General Biology</td>
</tr>
<tr>
<td>BIO 102</td>
<td>Intro to General Biology Lab or BIO 115 Anatomy &amp; Physiology I Lecture &amp; BIO 116 Anatomy &amp; Physiology I Lab</td>
</tr>
<tr>
<td>MET 111</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>ENG 101*</td>
<td>College Writing or ENG 105 College Writing Seminar</td>
</tr>
<tr>
<td>MCO 110</td>
<td>Health Information Technology I</td>
</tr>
<tr>
<td>COM 101</td>
<td>Interpersonal Communications</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester II</th>
<th>Credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 105</td>
<td>Essentials of Anatomy &amp; Physiology or BIO 117 Anatomy &amp; Physiology II Lecture &amp; BIO 118 Anatomy &amp; Physiology II Lab</td>
</tr>
<tr>
<td>ENG 220</td>
<td>Business Communications</td>
</tr>
<tr>
<td>MAT 101*</td>
<td>Business Math</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
</tr>
<tr>
<td>MCO 113</td>
<td>Health Information Technology II</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester III</th>
<th>Credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCO125</td>
<td>CPT Coding</td>
</tr>
<tr>
<td>MCO 115</td>
<td>Health Information Technology III</td>
</tr>
<tr>
<td>MCO 121</td>
<td>ICD Coding</td>
</tr>
<tr>
<td>PSY 120</td>
<td>Psychology in the Workplace</td>
</tr>
<tr>
<td>____ ____</td>
<td>Elective: Humanities/Social Science</td>
</tr>
<tr>
<td>BUS 110</td>
<td>Principles of Supervision</td>
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</table>

<table>
<thead>
<tr>
<th>Semester IV</th>
<th>Credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCO 134</td>
<td>Intermediate ICD Coding</td>
</tr>
<tr>
<td>MCO 150</td>
<td>Medical Specialties &amp; Pathology</td>
</tr>
<tr>
<td>MCO 116</td>
<td>Health Care Statistics</td>
</tr>
<tr>
<td>MCO 136</td>
<td>Intermediate CPT Coding</td>
</tr>
<tr>
<td>MCO 299</td>
<td>Practicum</td>
</tr>
</tbody>
</table>

Total Credit Requirements 62-63

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

**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.
Program Description

The Associate Degree in Science Degree in Nursing prepares the student to become a registered nurse. 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 standardized admissions test (HESI).
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. Three months prior to the start of the first nursing course, the applicant must submit proof to the Nursing Program of the following:

   • 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.

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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 - health care provider level) prior to the start of the first nursing course. This certification must be current throughout 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.

**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.

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

**Special Requirement**

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

<table>
<thead>
<tr>
<th>Semester II</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 117</td>
<td>Anatomy and Physiology II Lecture 3</td>
</tr>
<tr>
<td>BIO 118</td>
<td>Anatomy and Physiology II Lab 1</td>
</tr>
<tr>
<td>NUR 121</td>
<td>Nursing Across the Life Span I 10</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester III</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 211</td>
<td>Microbiology Lecture 3</td>
</tr>
<tr>
<td>BIO 212</td>
<td>Microbiology Lab 1</td>
</tr>
<tr>
<td>NUR 212</td>
<td>Nursing Across the Life Span II 9</td>
</tr>
<tr>
<td>PSY 111</td>
<td>Developmental Psychology 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester IV</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 213</td>
<td>Nursing Across the Life Span III 9</td>
</tr>
<tr>
<td>COM 100</td>
<td>Public Speaking 3</td>
</tr>
<tr>
<td>MAT 100</td>
<td>Intermediate Algebra or higher (excluding MAT 101, 102) 3</td>
</tr>
</tbody>
</table>

**Total Credit Hour Requirements** 68

_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_
Program Description

The Associate in Applied Science Degree in Physical Fitness Specialist 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.

Career Opportunities

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.

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 the graduate 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

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 College Writing or ENG 105 College Writing Seminar</td>
<td>3</td>
</tr>
<tr>
<td>BIO 101 Intro to General Biology or BIO 115 Anatomy and Physiology I (Lec.)</td>
<td>3</td>
</tr>
<tr>
<td>BIO 102 Intro to General Biology Lab or BIO 116 Anatomy and Physiology I (Lab)</td>
<td>1</td>
</tr>
<tr>
<td>PSY 101 Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>BUS 101 Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>PHF __ Elective: PHF activity class</td>
<td>1</td>
</tr>
</tbody>
</table>

| Semester II | |
| ENG 220 Business Communication | 3 |
| BIO 105 Essentials of Anatomy & Physiology or BIO 117 Anatomy and Physiology II (Lec.) | 3 |
| BIO 121 Nutrition | 3 |
| MAT 100* Intermediate Algebra or MAT 101 Business Math | 3 |
| 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 Introduction 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

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

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 Associate in Applied Science Degree in Precision Machining Technology 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.

**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 AAS the graduate is prepared to:

1. Demonstrate entry level skills utilizing conventional and computer numerical control equipment in a modern manufacturing setting.
2. Interpret engineering drawings utilizing current standards set by ANSI.
3. Produce a part that meets print specifications utilizing the appropriate measuring and gauging instruments to insure quality control.
5. Integrate all learning experiences gained from general education courses to the practice of the precision manufacturing machine tool trade.
6. 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**

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101*</td>
<td>College Writing or ENG 105 College Writing Seminar (4)</td>
</tr>
<tr>
<td>MAT 100*</td>
<td>Intermediate Algebra</td>
</tr>
<tr>
<td>PMT 103</td>
<td>Print Reading and Sketching</td>
</tr>
<tr>
<td>PMT 111</td>
<td>Introduction to Lathes</td>
</tr>
<tr>
<td>PMT 112</td>
<td>Introduction to Manual Milling</td>
</tr>
<tr>
<td>PMT 118</td>
<td>Introduction to CNC Milling</td>
</tr>
<tr>
<td>PMT 119</td>
<td>Introduction to CNC Lathes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester II</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 201</td>
<td>Technical Writing</td>
</tr>
<tr>
<td>MAT 105</td>
<td>Geometry and Trigonometry</td>
</tr>
<tr>
<td>PMT 121</td>
<td>Introduction to Threading Processes</td>
</tr>
<tr>
<td>PMT 122</td>
<td>Work Holding Methods for Milling</td>
</tr>
<tr>
<td>PMT 124</td>
<td>Applied Computer Numerical Control</td>
</tr>
<tr>
<td>PMT 125</td>
<td>CNC Turning Methods</td>
</tr>
<tr>
<td>OHS 102</td>
<td>OHS for General Industry</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester III</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PMT 209</td>
<td>Geometric Dimensioning and Tolerancing</td>
</tr>
<tr>
<td>PMT 240</td>
<td>2-D Cam Programming</td>
</tr>
<tr>
<td>PMT 211</td>
<td>Advanced Threading Processes</td>
</tr>
<tr>
<td>PMT 212</td>
<td>Circular CNC Milling Processes</td>
</tr>
<tr>
<td>PMT 214</td>
<td>Advanced Computer Numerical Control</td>
</tr>
<tr>
<td>PMT 228</td>
<td>Metallurgy</td>
</tr>
<tr>
<td>Elective: Humanities/Social Science</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester IV</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PMT 217</td>
<td>Introduction to Toolmaking</td>
</tr>
<tr>
<td>PMT 221</td>
<td>Advanced CNC Turning Processes</td>
</tr>
<tr>
<td>PMT 229</td>
<td>Advanced CNC Part II</td>
</tr>
<tr>
<td>PMT 230</td>
<td>Introduction to CMM's</td>
</tr>
<tr>
<td>Elective: Humanities/Social Science</td>
<td>3</td>
</tr>
<tr>
<td>Elective: Humanities/Social Science</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hour Requirements** 62-63

*Course placement determined by assessment test scores and/or prior college course work.
Precision Machining Technology (PMT)

<table>
<thead>
<tr>
<th>Certificate Requirements</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Semester I</strong></td>
<td></td>
</tr>
<tr>
<td>MAT 100* Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>PMT 103 Print Reading and Sketching</td>
<td>3</td>
</tr>
<tr>
<td>PMT 111 Introduction to Lathes</td>
<td>2</td>
</tr>
<tr>
<td>PMT 112 Introduction to Manual Milling</td>
<td>2</td>
</tr>
<tr>
<td>PMT 118 Introduction to CNC Milling</td>
<td>2</td>
</tr>
<tr>
<td><strong>Semester II</strong></td>
<td></td>
</tr>
<tr>
<td>BCA 120 Introduction to Computer Applications or PMT 240 2-D Cam Programming</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101* College Writing or ENG 105 College Writing Seminar</td>
<td>(2)</td>
</tr>
<tr>
<td>PMT 121 Introduction to Threading Processes</td>
<td>2</td>
</tr>
<tr>
<td>PMT 124 Applied Computer Numerical Control</td>
<td>2</td>
</tr>
<tr>
<td>PMT 125 CNC Turning Methods</td>
<td>2</td>
</tr>
<tr>
<td>OHS 102 OHS for General Industry</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Credit Hour Requirements</strong></td>
<td><strong>25</strong></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester I</td>
<td>PMT 270</td>
<td>Intro to Solidworks</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PMT 272</td>
<td>Advanced Inspection Methods</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>PMT 274</td>
<td>Advanced Cutting Tools</td>
<td>1</td>
</tr>
<tr>
<td>Semester II</td>
<td>PMT 276</td>
<td>Advanced Cam Programming</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>PMT 278</td>
<td>Live Tooling CNC Lathes</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>PMT 280</td>
<td>3-D CNC Milling</td>
<td>2</td>
</tr>
<tr>
<td>Semester III</td>
<td>PMT 282</td>
<td>Multi Axis Cam Programming</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>PMT 284</td>
<td>Multi Y-Axis CNC Milling</td>
<td>2</td>
</tr>
<tr>
<td>Total Credit Hour Requirements</td>
<td></td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>
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).

### ACC 240 Intermediate Accounting I

<table>
<thead>
<tr>
<th>Credits</th>
<th>Clock Hours per Week</th>
<th>Clock Hours by Credit Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>3 (Lecture)</td>
<td>3 Hrs/wk (3 Hrs. Lecture)</td>
</tr>
</tbody>
</table>

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 or Faculty approval.

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**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..."


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

**Corequisite:** any course which must be taken during the same semester.
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.

**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 number system, basic sentence patterns of ASL, correct use of idioms, receptive and expressive language activities; and Deaf/deaf culture in North 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.
Course Descriptions

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. This course is an introduction to the strength of materials by determining internal stresses of basic structural members and the computation of reactions and bending moments. Emphasis is on the design and selection of statically determinate structural steel members. 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 Central Maine Community College Assessment Tests, Knowledge of basic computer skills, Corequisites: CAD 110.

ACET21 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 Corequisite: 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 131 Surveying I
3 Credits (1 Lecture 2 Lab 0 Shop) 5 hrs/wk (1 Hr. Lecture 4 Hrs. Lab) *15 wks. This course is an introduction to surveying fundamentals. The course will cover the history, principles, applications, equipment and use, computations, field and office practice. Various methods for collecting field measurements related to boundary, topographical and construction related data will be utilized. Students will integrate the use of CAD related software and methods of presentation with field data towards the creation of industry standard documents. This is a studio/field lab course. Prerequisites: MAT 105, ACE 234.

ACE 132 Surveying II
3 Credits (1 Lecture 2 Lab 0 Shop) 5 hrs/wk (1 Hr. Lecture 4 Hrs. Lab) *15 wks. This course is a continuation of ACE 131. Students will expand their knowledge and use of various types of equipment, methods, and applications. Methods of measurement and computation will be introduced to solve; distance, area, volume, and interpolations. Students will integrate related field and office practices. Data will be developed to create presentations for boundaries, ROW/easements, highway curves, topographic plans, grading and contour modeling. This is a studio/field lab course. Prerequisites: ACE 131, ACE 234, MAT 105. Corequisites: ACE 135.

ACE 155 Residential Site Design
3 Credits (3 Lecture 0 Lab 0 Shop) 3 hrs/wk (3 Hrs. Lecture) *15 wks. This course introduces plumbing, heating, air conditioning and electrical systems for building applications. 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 113, ACE 122, and MAT 105 OR MAT 132 OR MAT 283.

ACE 165 Commercial 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. Corequisites: 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
Course Descriptions

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, 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 234 Legal Aspects of Surveying  
3 Credits (1 Lecture 2 Lab 0 Shop)  
5 hrs/wk (1 Hr. Lecture 4 Hrs. Lab) *15 wks  
This course introduces the student to the legal system as it relates to the field of surveying, boundary law, land use regulations, terms and definitions, deeds research and analysis. Students will expand their use of CAD and integrate office practices. They will also develop various subdivisions, parcel land type plans and related deed documents. This is a studio/field lab course. Co-requisites: ACE 131.

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. Prerequisite: MAT 105 or MAT 122.

ACE 247 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 scheduling/estimating projects. Prerequisite: ACE 204.

ACE 285 Civil Site Engineering  
3 Credits (1 Lecture 2 Lab 0 Shop)  
5 hrs/wk(1 Hr. Lecture 4 Hrs. Lab) *15 wks  
This is an advanced level CAD course utilizing surveying field data within Carlson Surv CE. Students will create surveying industry standard related site, parcel, topographic and construction layout plans and related documents. This is a studio/field lab course. Prerequisites: ACE 131, ACE 234. Corequisite: ACE 132.

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

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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. Prerequisite: Senior standing for semester IV.

### Anthropology (ANT)

**ANT 101 Introduction to Cultural Anthropology**  
3 Credits (3 Lecture 0 Lab 0 Shop)  
5 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.

**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 Hr. 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 Hr. Lecture) *15 wks  
This course covers fundamentals of astronomy. Topics include the solar system and earth’s place in it, stars, galaxies, and concepts of the universe. Also covered are telescopes, spacecraft, and other tools used to study distant objects. While there is no math prerequisite, math concepts are used in describing models, and students will be expected to solve problems using arithmetic and simple algebra concepts.
Course Descriptions

Automotive Technology (AUT)
Automotive Technology core includes AUT 110, AUT 120, AUT 150, AUT 170 and AUT 200.

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 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 Hr. 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, reassamble and reinstall a functional engine. Corequisite: 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 151 Engine Repair II
5 Credits (2 Lecture 0 Lab 3 Shop)
20 Hrs/Wk (4 Hrs. Lecture 0 Lab 16 Hrs Shop) *15 wks
This course teaches the basic construction of modern automotive engines. The theory, operation, identification and location of all engine system components will be studied. Prerequisites: AUT Core, ENG 101 OR ENG 105 and MAT 100.

AUT 152 Engine Repair I
5 Credits (2 Lecture 0 Lab 3 Shop)
20 Hrs/Wk (4 Hrs. Lecture 0 Lab 16 Hrs Shop) *15 wks
This course teaches the basic construction of modern automotive engines. The theory, operation, identification and location of all engine system components will be studied. Prerequisites: AUT Core, ENG 101 OR ENG 105 and MAT 100.

AUT 153 Engine Repair III
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 154 Engine Repair IV
5 Credits (3 Lecture 0 Lab 2 Shop)
9 Hrs/Wk (3 Lecture 6 Hrs. Shop) *15 wks
This course teaches the basic construction of modern automotive engines. The theory, operation, identification and location of all engine system components will be studied. Prerequisites: AUT Core, ENG 101 OR ENG 105 and MAT 100.

AUT 155 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 156 Engine Repair V
5 Credits (3 Lecture 0 Lab 2 Shop)
9 Hrs/Wk (3 Lecture 6 Hrs. Shop) *15 wks
This course teaches the basic construction of modern automotive engines. The theory, operation, identification and location of all engine system components will be studied. Prerequisites: AUT Core, ENG 101 OR ENG 105 and MAT 100.

AUT 157 Engine Repair VI
5 Credits (3 Lecture 0 Lab 2 Shop)
9 Hrs/Wk (3 Lecture 6 Hrs. Shop) *15 wks
This course teaches the basic construction of modern automotive engines. The theory, operation, identification and location of all engine system components will be studied. Prerequisites: AUT Core, ENG 101 OR ENG 105 and MAT 100.

AUT 158 Engine Repair VII
5 Credits (3 Lecture 0 Lab 2 Shop)
9 Hrs/Wk (3 Lecture 6 Hrs. Shop) *15 wks
This course teaches the basic construction of modern automotive engines. The theory, operation, identification and location of all engine system components will be studied. Prerequisites: AUT Core, ENG 101 OR ENG 105 and MAT 100.

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 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 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
Course Descriptions

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 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.

**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. 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 244 Advanced Engine Performance**
5 Credits (3 Lecture 0 Lab 2 Shop)
20 Hrs/Wk (6 Hrs. Lecture 0 Hrs. Lab 14 Hrs Shop)
This course 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 leading to tests and repairs to trade standards of time and accuracy. **Prerequisite:** AUT 170.

**AUT 252 Manual Transmission & Driveline**
5 Credits (3 Lecture 0 Lab 2 Shop)
20 Hrs/Wk (6 Hrs. Lecture 0 Hrs. Lab 14 Hrs Shop)
This course will cover transmission theory and power flow from the engine to the drive axle. Including noise and vibration diagnosis and repair, diagnosis and repair of clutch, transmission, transaxle, drive shaft, ring/pinion, axle shaft, differential case, and four-wheel drive components. **Prerequisites:** AUT Core.

**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 276 Advanced Systems Diagnosis**
3 Credits (2 Lecture 0 Lab 1 Shop)
20 Hrs/Wk (8 Hrs. Lecture 0 Hrs. Lab 12 Hrs Shop) 4 wks
This course will cover alternative powertrains including diesel, propane, natural gas, hydrogen, hybrid, and electric vehicles. Diagnosis of these systems as well as all computerized vehicle systems including vehicle communication networks. **Prerequisite:** AUT 244.

**AUT 292 Computerized Chassis Controls**
3 Credits (1 Lecture 0 Lab 2 Shop)
20 Hrs/Wk (5 Hrs. Lecture 0 Hrs. Lab 15 Hrs Shop) 4 wks
This course will involve a comprehensive study of electronic and computerized brake, traction, suspension, steering, and alignment systems 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 Core

**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.
Course Descriptions

**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 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. **Corequisite: 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. **Prerequisite: 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-Life Sciences and 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 elate 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**
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 111 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 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. Corequisite: BIO 116.**
Course Descriptions

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 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. Corequisite: 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. Corequisite: BIO 118.

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. Corequisite: 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. Corequisite: 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. Corequisite 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. Corequisite: 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 in disease and immunology. Prerequisites: A grade of C or better in one of the following Life Science 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. Corequisite: BIO 211.
Course Descriptions

**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 Bio 101 and 102, General Bio with Lab, or Bio 115 and 116 Anatomy and Physiology I with Lab 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 successfull 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. Corequisite: BIO 222.

**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 Science courses: BIO 101/102 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.

**BIO 105 OR BIO 131/132. Corequisite: BIO 256.**

**BIO 105 Forensic Science**
1 Credits (0 Lecture 1 Lab 0 Shop)
2 Hrs/Wk (2 Hr. Lab) *15 wks
This course 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 Science courses: BIO 101/102 OR BIO 115/116 OR BIO 105 OR BIO 131/132. Corequisite: BIO 255.

**BCT 142 Building Concepts I**
3 Credits (.5 Lecture 0 Lab 2.5 Shop)
7 Hrs/Wk (1 Hr. Lecture, 6 Hrs. Shop) *15 wks
This is the first in a series of courses designed to teach the student the fundamental principles of residential and light commercial construction and are designed to teach. 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 Hr. 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 or Department Chair approval.

**BCT 144 Building Concepts III**
3 Credits (.5 Lecture 0 Lab 2.5 Shop)
6 Hrs/Wk (1 Hr. 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 or Department Chair approval.
Course Descriptions

BCT 145 Building Concepts IV
3 Credits (.5 Lecture 0 Lab 2.5 Shop)
6 Hrs/Wk (1 Hr. Lecture, 5 Hrs. Shop) *7.5 wks
This course builds upon BCT 144 Building 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 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 197 Internship in Building Construction Department
3 Credits *15 wks
Total hour commitment varies from 45 to 135 hours 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 as an intern during her/his second year lead some 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: BCT 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 cabinet, 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 stair incorporating skills to properly rout a housed skirt board and install an open balustrade. Prerequisite: BCT 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
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.

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 124 Legal Environment of Business
3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks
This course exposes students to the United States legal environment in which companies, large and small, operate. Students will explore such topics as: the legal system, alternative dispute resolution, business ethics, constitutional law, torts, product liability, intellectual property, contracts, business organizations, the regulatory process, antitrust, consumer and environmental issues, and criminal law.

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)
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)
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 110, BUS 12x, BUS 215, COM 10X, ENG 101 or ENG 105, ENG 220, MAT 101.

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**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. **Prerequisite:** 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
Course Descriptions

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.

Career Studies (CAS)

CAS 199 Prior Learning Assessment
Variable credit (max 18 hours)
This listing reflects the 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; Corequisite: 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. Corequisite: 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/Corequisite: 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. Corequisite: 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. Corequisite: 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
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, and the role of perception, emotions, and 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.

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. Course focus is divided into three main segments. The first is to introduce CAD. The second is to introduce factors in pre-design for the building and site as it relates 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.
Course Descriptions

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 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. Prerequisite: 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 the use of advanced features found in the 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 introductory course that covers all 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. 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 as DNS, DHCP, Web, Mail, servers, routers, firewalls and file and print servers. Prerequisite: 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 analyzing network functions from a troubleshooting perspective. Students will learn techniques required to support and troubleshoot networks on a daily basis. This course also introduces 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 when possible. Equipment used will include servers, hubs, switches, and routers. Prerequisite: 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. 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 compiling 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.
Course Descriptions

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 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. Prerequisite: 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 include lecture, seminar format and working groups. 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 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 260 Introduction to Game Programming
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, email investigations, image and file recovery, witness requirements and report writing. A criminal background check will be processed on students who register for this course. Prerequisite: CPT 235.

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. Prerequisite: 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
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, the 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 American, 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. Students must earn a C or higher in order to continue to other CRJ courses which have a prerequisite of CRJ 101.

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.
Course Descriptions

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 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 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 with a grade of C or higher.

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. The course 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 with a grade of C or higher. 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 with a grade of C or higher.

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 with a grade of C or higher.

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 with a grade of C or higher.

**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 affected by crime. **Prerequisite:** CRJ 101 with a grade of C or higher.

**CRJ 238 Resilience in Law Enforcement**
3 Credits (3 Lecture 0 Lab 0 Shop)  
3 Hrs/Wk (3 Hrs. Lecture) *15 wks  
This course introduces students to strategies for maintaining professionalism and resilience in highly stressful and demanding criminal justice occupations. Preserving one’s mental health and stability is crucial and often underemphasized in training for the daily stresses of “the job.” Topics of discussion include appropriate relations in paramilitary organizations, strategies for managing uncooperative people, and emotional survival in law enforcement settings.

**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 with a grade of C or higher.

**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 and basic evidence collection techniques. Once potential evidence has been identified at a crime scene it must be secured, documented and properly collected. 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 to the challenges that “special victims” present to investigators.

**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:** CRJ 101 with a grade of C or higher.

**CRJ 275 Crime Scene Management**
3 Credits (3 Lecture 0 Lab 0 Shop)  
3 Hrs/Wk (3 Hrs. Lecture) *15 wks  
This course examines the expanded role of the crime scene investigator with regards to collecting and preserving evidence, both on a small and larger scale. Inter-agency cooperation and multi-jurisdictional considerations will be explored as well as changing techniques and trends in the forensic disciplines.

**CRJ 291 Fitness Training for Law Enforcement**
6 Credits (6 Lecture 0 Lab 0 Shop)  
6 Hrs/Wk (6 Hrs. Lecture) *15 wks  
This course consists of an intensive physical regimen designed to prepare students for the Physical Fitness Test (PFT) administered by the Maine Criminal Justice Academy. Topics that will be covered include develop healthy lifestyles around shift work, stress management, mental agility, personal safety, burnout, and nutrition for optimal performance in police work. Students will maintain a fitness and nutrition journal to help develop positive lifestyle habits.

**CRJ 292 Advanced Police Operations**
6 Credits (6 Lecture 0 Lab 0 Shop)  
6 Hrs/Wk (6 Hrs. Lecture) *15 wks  
This multi-disciplinary course will explore the paramilitary structure of law enforcement agencies and disciplines critical to police operations including; criminal law, ethics, crime scene management, interviewing and interrogation techniques, the incident command system and inter-agency cooperation.

**CRJ 293 Defensive Tactics**
6 Credits (6 Lecture 0 Lab 0 Shop)  
6 Hrs/Wk (6 Hrs. Lecture) *15 wks  
This course provides an overview of the basic Defense Tactics used in law enforcement today. The course will present real world techniques used in present day situations that officers will most likely encounter in their everyday performance of duties. Along with the physical techniques taught will be a fundamental understanding of state laws pertaining to the use of force.
as well an essential need for physical and mental fitness necessary to be prepared for Use of Force situations.

CRJ 294 Field Practical
6 Credits (6 Lecture 0 Lab 0 Shop)
6 Hrs/Wk (6 Hrs. Lecture) *15 wks
Students will utilize the knowledge base of criminal law, tactical patrol skills, police report writing, crime scene management, and interview and interrogation techniques, and put these concepts into practice in real-world practical settings. This course builds upon the skills and principles learned in Advanced Police Operations.

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 Central Maine Community College. 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 to 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 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 serfsafe 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.
Course Descriptions

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 152 and 160.

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.

CUA 297 Restaurant Management Internship
3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks
The students in this course will be placed in the restaurant industry and will be supervised by an internship coordinator. To participate in the internship, students must have completed at least two semesters and be in their second year at Central Maine Community College. Students must have a minimum 2.0 grade point average. Prerequisites: CUA 152 and 160.

Early Childhood Education (ECE)

ECE 100 Introduction to Early Care and Education
3 Credits (3 Lecture 0 Lab 0 Field Exp.)
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 Exp.)
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; Corequisite: ECE 147.

ECE 113 Curriculum and Environments for Young Children
3 Credits (3 Lecture 0 Lab 0 Field Exp.)
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, and students will participate in hands-on experiences and assignments throughout the course. Prerequisites: ECE 100 and PSY 114; Corequisite: ECE 297.

ECE 147 Infant and Toddler Field Work & Prep
3 Credit ( 1 Lecture 0 Lab 2 Field Work)
3 Hrs/Wk (3 Hrs. Field Work) *15wks
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; Corequisite: 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 develop 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 though NAEC, 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 Maine Early Learning Developmental Standards 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 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 NAEC, NCTM, and the State of Maine Learning Guidelines. Prerequisites: Completion of a Level 100 Math course.

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. Corequisite: ECE 113.

ECE 298 Capstone in Early Childhood Education
6 Credits (2 Lecture 0 Lab 4 Field Experience)
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.

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 161 Technology in Education
3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks
This survey course will expose students to the increasing role of technology in education. It will explore application of technology in the teaching/learning process and the appropriateness of applied methodologies. Topical areas to be covered include adaptive equipment, distance learning and Internet support of academic outcomes.

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 200 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.

EDU 280 Mindfulness for Student, Family and Self
3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks
Mindfulness is the ability to be aware of what is going on inside of you and the world around you. Students will learn about mindfulness and how it can help them as a professional. Students will learn how to teach children about mindful and brain knowledge techniques through their curriculum, and ways to communicate with parents about the positive effects of mindful practices at home.

EDU 282 Adverse Early Childhood Experiences 7 Resilience
3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks
Students learn about the research related to the knowledge that adverse early childhood experiences can negatively impact health. They will learn strategies to support resilience building. They will
Course Descriptions

use this knowledge to help them better understand themselves, students and parents. They will participate in ways to use this knowledge to help children and families.

EDU 284 Guidance and Self-Regulation
3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks
Students will learn and practice a variety of techniques to help children learn self-regulation through evidenced-informed guidance and mindful, respectful discipline. Students need to be working with a child or classroom of children.

EDU 286 Nutrition, Gardening and Cooking with Students
3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks
Students will learn about the USDA standards surrounding food served in schools and centers. Participants will explore the ideas of teaching nutrition, through preparation of food in a school garden/learning environment with children.

EDU 288 Self Care and Thriving
3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks
This course will enable students to identify the signs of “teacher/caregiver burn out”, which is an occupational hazard of educators; and use research and resources to identify ways to increase personal resiliency and build organizational networks of support.

EDU 290 Strategies, Styles and Habits of Mind
3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks
Students will be introduced to research proven strategies, as a way to enhance student learning outcomes in their classrooms. Learning styles and multi intelligences will be discussed as a way to be mindful of all the ways our students learn, and how teachers can provide many opportunities for learning. The habits of mind, are ways in which students approach areas of knowledge and methods of inquiry, and will be introduced to the students with ideas on how to practice these areas with their students. See admission requirement.

Electromechanical Technology (ELT)

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. Corequisite: 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 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 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 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 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 into physical installations. Students will convert electrical plans into physical installations. Corequisite: MAT 100 or MAT 122.

ELT 105 Commercial Wiring and Transformers
2 Credits (1 Lecture 1 Lab 0 Shop)
3 Hrs/Wk (1 Lecture 1 Lab 0 Shop) 15 wks
This course is a study of the functioning 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 Thévenin’s theorems used in analyzing and simplifying electronic circuits. Particular emphasis will be placed on semiconductor theory, rectification, filters, limiters, clamps, transistor current sources and switches. The course will provide a foundation for future studies in the electrical and electronics areas. Prerequisite: 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 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 troubleshooting. 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 111.

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. Prerequisite: ELT 123.

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. Corequisite: 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 course is a study of semiconductor theory, PN diodes, and Bipolar transistors. These devices are analyzed by the use of $y$ 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, limitors, clampsers, and Zener voltage regulation. Bipolar transistor applications include current sources, transistor switches, and an introduction to CE amplifier. Corequisite 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. Corequisite: 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 moderning 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; Corequisite: ELT 145.

ELT 211 Control Systems
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. Corequisites: 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
Course Descriptions

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; 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. Prerequisite: ELT 221.

ELT 276 Automation Systems
2 credits (1 Lecture 1 Lab 0 Shop)
3 Hrs/Wk (1 Hr. Lecture 2 Hrs. Lab) 15 wks
This course focuses on advanced applications of robotics and automation in industry. Students will write programs to control industrial robots and robotic controller I/Os using native languages and Visual BASIC.NET. They will also use digital and analog Programmable Logic Controllers in conjunction with robot I/O to form complete workcells. Man Machine Interface (MMI) and Object Interface Terminal (OIT) 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 ELT 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 or completion of ENG 090 with a B or higher.

ENG 105 College Writing Seminar
3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 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.

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 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 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 concentrate 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)
1 Hr/Wk (1 Hr. 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.

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

Course Descriptions
 Course Descriptions

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 Central Maine Community College’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 Central Maine Community College’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 Central Maine Community College’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 Central Maine Community College’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.

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 Cr. (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.
Course Descriptions

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 231.

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 engine control strategies. Also covered will be Ford's EEC V System and engine drive-ability 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.

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
This course will cover the fundamentals of 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 102 Graphic Design I
3 Credit (3 Lecture 0 Lab 0 Shop)
3 Hr/Wk (3 Hr. Lecture) *15 wks
This introductory course will help students develop a foundation in graphic design. Through the creation of projects, students will learn to apply the basic principles and elements of graphic design. The skills acquired in this course will allow students to create effective pieces for their portfolios. Graphic Design I offers students a unique, project-based, creatively challenging course. Projects such as designing and publishing a font will familiarize students with the basic visual principles and design techniques needed when entering the workforce. Additionally, students will gain experience assessing their work through collaborative critique sessions.

GRC 103 Digital Page Layout I
3 Credit (3 Lecture 0 Lab 0 Shop)
3 Hr/Wk (3 Hr. Lecture) *15 wks
This course will introduce students to Adobe InDesign and typographic principles as they apply to digital page layout. Students will learn to design, layout, impose and print various documents, including business cards, note pads and brochures. Students will learn about leading, kerning, tracking, typing on paths, in-line graphics, step-and-repeat and much more, while creating projects in a hands-on environment. Assignments will consist of a mix of in class activities and independent, outside of class, assignments.

GRC 106 Vector Illustration I
3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks
This course will introduce students to Adobe Illustrator and the creation of vector graphics. While exploring Illustrator’s tools, students will learn to work with spot colors to create multi-color vinyl decals. Other topics include creating and rendering 3D objects. Students will be expected to complete assignments in a hands-on, lab environment and in independent, outside of class, assignments.

GRC 107 Digital Systems & Equipment I
3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks
This course will introduce students to the Macintosh operating system and to the operation of peripheral equipment including flatbed scanners, laser printers, copiers, wide format printers and vinyl cutters. Students will learn proper file management techniques while learning to utilize the GRC server. Students will also learn safe work practices while working with the digital paper cutter and folding and padding equipment. Other topics include creating digital portfolios and interactive documents with Adobe Acrobat Pro.

GRC 118 Introduction to Digital Photography
3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks
This introductory course will guide students in the operation of digital cameras. Students will learn to correct exposure within the camera, apply various camera modes to achieve desired results, and to save digital images for printing and web. Other topics will include setting up a photoshoot and color correcting photos. Students must have access to a digital camera that allows use in manual mode and takes and saves photos in RAW format.

GRC 119 Web Media I
3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks
This course introduces the student to the process of planning, defining and developing an interactive website. Adobe Dreamweaver, a program for web application and development, will be the primary software used to create the web sites. Adobe Flash, Photoshop and Illustrator will also be used in the creation of web site elements.

GRC 152 Portfolio Design & Development
3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks
This course will take students through the process of designing and building both traditional and digital portfolios. Each student will create a resume, which will contain links to their portfolios. Students will learn how to post their portfolios on YouTube and other social media sites such as Facebook and LinkedIn. Digital portfolios will be formatted for smart devices, email, and traditional computers. Students will practice interview skills while presenting their portfolios in class.

GRC 153 Introduction to Screen Printing
3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks
In this hands-on, fast-paced environment, students will learn to screen print single and multi-color designs. Students will use their own designs in the production of T-shirts, while learning to output positives, prep, coat and image screens, and print garments utilizing state of the art screen printing equipment.

GRC 176 Photoshop I
3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks
An introduction to Adobe Photoshop Creative Cloud, presented in a project based format. Students will utilize selection tools, layers, retouching tools, colorization techniques, content aware and actions in the correction and manipulation of photographs. Students are expected to
complete assignments in a hands-on, lab environment and in independent, outside of class, assignments.

GRC 204 Vector Illustration II
3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks
In this advanced course, students will enhance their skills using Adobe Illustrator to create vector graphics. Students 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 sound design practices. Students will be expected to complete assignments in a hands-on, lab environment and in independent, outside of class, assignments. **Prerequisite:** GRC 106.

GRC 210 Digital Page Layout II
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 potential of Adobe InDesign, an industry standard page layout program. After reviewing the fundamentals, students study multiple page setup, master pages, style sheets, text editing, and preflighting. Students will be expected to complete lab assignments in a hands-on, lab environment and in independent, outside of class, assignments. **Prerequisite:** GRC 103.

GRC 220 Web Media II
3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks
Students will enhance their web design skills by creating web sites, which will include links to social media sites such as LinkedIn, Facebook, and Twitter. Students will also be exposed to various web development applications such as WordPress, EverWeb and Adobe’s Max and Edge Reflow. Students will also have the opportunity to enhance their existing Dreamweaver skills. **Prerequisite:** GRC 119.

GRC 249 Digital Photo Editing
3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks
Students will explore industry standard software such as Lightroom and Photoshopped for digital photo editing. Photo manipulation techniques will include: correcting for color casts, adjusting tonal values and contrast and improving out of focus shots. Calibrating displays and output devices will be covered in addition to preparing photographs for web and print output. Students will learn how to adjust and edit photos in RAW format. Students will also learn to import, organize, and output their images. Students must have access to a digital SLR camera that allows use in manual mode and takes and saves photos in RAW format. **Prerequisite:** GRC 118.

GRC 250 Graphic Design II
3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks
In this second level course, students will enhance their design skills while tackling various design challenges. In this project-based course, students will manage type and images to create meaningful messages aimed at their target audience. Students will utilize their creativity and problem solving skills to develop effective designs. Designing pieces for a variety of production methods such as packaging, digital printing, vinyl cut signage and more will be covered in this course. **Prerequisite:** GRC 102.

GRC 252 Advanced Screen Printing
3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks
In this advanced course, students will learn to print full color photographs using traditional CMYK methods, simulated process and digital imaging techniques. Students will retension Newman Roller frames, create and print underbases and experience specialty inks such as discharge ink. Students will gain extensive experience in creating and printing halftone images in this course. **Prerequisite:** GRC 153

GRC 254 Digital Imaging and Wrap Installations
3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks
In this hands-on course, students will learn to create and prepare files for a variety of digital output devices. Students will design files to print directly onto phone cases, golf balls and other irregular shaped items, using a flatbed UV printer. The wide format vinyl printer/cutter will be used to teach t-shirt transfer, vinyl graphics, and vehicle wrap techniques. Wall graphics and their installation will also be covered. **Prerequisites:** GRC 102, 103, 106, 107, 119, 176.

GRC 276 Photoshop II
3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Wk (3 Hrs. Lecture) *15 wks
In this advanced course, students will learn to improve low quality images, manipulate photographs and create original artwork while learning to use Photoshop in conjunction with the rest of the Creative Suite. In-depth work with layer masks, actions, paths and blending modes are just a few of topics covered in this course. **Prerequisite:** GRC 176.

GRC 297 Internship Experience
Variable credit * 45 hrs per credit
This course provides further skill development and refinement through work experience in the graphic arts industry. The student must complete a 15-week block of successful employment at an approved work site within the industry. Students are required to submit weekly work reports and two evaluations from their supervisor.

GRC 298 Production Experience
3 credits (1 Lecture 2 Lab)
4 Hrs/Wk (1 Hr. Lecture/4 Hrs. Lab)
In this hands-on course, students will polish their existing skills while producing documents and products for non-profit organizations. Students will utilize the Adobe Creative Suite and equipment throughout the GRC labs, while producing professional quality products. **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, Western 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.

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 political, military, economic and social stresses of the Cold War era from the end of World War II until 1989. Emphasis will be placed on the Cold War psyche, political discourse in 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
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.

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.
Course Descriptions

complete CPR/First Aid and Blood Bourne Pathogens Certification.

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. Corerequisites: 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. Corequisites: COM 100 and SOC 220, with a "C" or better, and permission of the Department Chair.

Interdisciplinary Studies (INS)

INS 101 Technology and Society
3 Credits (3 Lecture 0 Lab 0 Shop)
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 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.
Course Descriptions

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 is designed to provide information and the opportunity for students to become self-advocates and embrace the responsibilities for success at Central Maine Community College. Through classroom exercises and guest lecturers on topics such as time management, academic goal development, career development, financial literacy, and learning style inventories students develop understanding of self and the requirements for being a successful student. Throughout the course students are required to write reflection papers and assemble a portfolio of work that is turned in on the last day of class. This course is required of all General Studies Associate of Arts students and open to all others.

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 and Algebra Accuplacer score of 41 or higher and 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) 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) ways of counting, sequences, combinations and permutations; (6) 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.
Course Descriptions

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 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.

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 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 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 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 I) 3 Credits (3 Lecture, 0 Lab 0 Shop) 3 Hrs/Wk (3 Hrs. Lecture) *15 wks
An introduction to the Life Sciences and 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 101 or BIO 117 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...
Course Descriptions

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
This course provides hands on exposure in the field of coding and electronic health records. Students are required to complete 135 hours of 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 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 in the course; write and speak coherently about jazz, using appropriate 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 students to further utilize the nursing process and provide

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; Corequisites: 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 students. It focuses on the safety and accura-
124

Course Descriptions

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; NUR 112.

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; Corequisites: 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; Corequisites: COM 100, Humanities Elective, Gen. Ed. Elective.

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.
Course Descriptions

OHS 102 Introduction to Occupational Health and Safety
3 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)

PSM 100 Parts & 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 & 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.
Course Descriptions

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. Corequisite: 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 better, and HS Physics Corequisites: 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). Corequisite: 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; Corequisite: 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. Corequisite: 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). Corequisite: 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. Corequisite: BIO 105 or BIO 115 and 116.

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. Prerequisite: BIO 105 or BIO 115 and 116.
PHF 197 Field Experience  
2 Credits (1 Lecture 0 Lab 0 Shop 2 Field Experience)  
3Hrs/Wk (1 Lecture 2 Field Exp.) *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. Prereq: 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 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. (At students’ expense and the students’ responsibility to schedule on their own).

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 and 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 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. 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, 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: federalism, 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 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)
4 Hrs/Wk (.5 Hr. Lecture 2 Hrs. Lab 1.5 Hrs. Shop) *15 wks
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 112 Introduction to Manual 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 a basic understanding of vertical milling machines. Emphasis will be on nomenclature, basic functions, and safety.
Course Descriptions

PMT 118 Introduction to 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 with the fundamentals to program, setup and operate Computer Numerical Control(CNC) Milling Centers.

PMT 119 Introduction to CNC 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 the fundamentals to program, setup and operate Computer Numerical Control(CNC) Turning Centers.

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 123 Applied 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 with 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. Prerequisite: PMT 115 and 117.

PMT 209 Geometric Dimensioning and Tolerancing
3 Credits (3 Lecture 0 Lab 0 Shop)
3 Hrs/Week (3 Hrs. Lecture)
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. Students will also be provided the opportunity to learn the theory and application of gaging. Prerequisites: PMT 103 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 of faculty approval.

PMT 212 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 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 218 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 227 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 of 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.
Course Descriptions

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 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 230 Introduction to CMM's
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 the opportunity to learn about modern 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 Cam Programming
2 Credits (2 Lecture 0 Lab 0 Shop)
2 Hrs/Wk (2 Hrs. Lecture) *15 wks
This course is designed to introduce the 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 276 Advanced Cam 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 about modern CNC cutting tools. Emphasis will be placed on tool selection, insert identification, carbide grade selection, and the theory behind cutting tools.

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 Cam 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 about reading multiple level blueprints and interpret the blueprints to determine and carry out the inspection process.

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.

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...
Course Descriptions

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 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 vocation/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.
Course Descriptions

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  
Students in this course will analyze selected topics focused on various individual and social patterns in contemporary psychology. The special topic analyzed is not a regular course offering of the social sciences department. Topics covered are frequently changed, so students should seek further information from the instructor before registering. 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.

Religion (REL)  
REL 101 Comparative Religion  
Are religious beliefs vastly different from one another? Are they a major cause of strife or a source of peace? What are the similarities? Can science and religion coexist? Does God even exist? The course seeks answers by examining the major religious traditions of the world. From the West – Christianity, Judaism, Islam. From the East – Hinduism, Buddhism, Taoism. In addition, lesser known beliefs such as Paganism, Wicca, Scientology, and those of Native Americans may be explored. A textbook, primary sources, and religious documents will enable 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)  
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 problems confronting the elderly 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. 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.

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  
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.
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 (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.
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LaBonte Financial Services

Ronald Lebel, Esq.
Skelton, Taintor & Abbott

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Ray Martel, President
Spiller’s

Chip Morrison, Business Development Specialist
Androscoggin Bank

Chip Roche, President
Newfab, Inc.

Carl Sheline, Manager
Center Street Dental

James Simones, Owner
Simones’ Inc.

Bruce Tisdale, President
Mountain Machine Works

Michele Tribou, Owner
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Doug Boyd
Edward Cormier
Diane Marquis Monaghan
Jane Norris
Richard Roy
Theresa Samson
Roland Sutton

Roger Philippon
Executive Director & Clerk
Administration and Faculty

Alexander, Donna, Retention & Transfer Coordinator
TRIO
A.S., Central Maine Community College; B.S., University of Maine Augusta

Arienti, Rosalie, Department Chairperson
Life Sciences and 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, Student Services 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, Department Chairperson
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, Department Chairperson
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

Brewer, Margaret, Instructor
Business Administration and Management
B.S., St. Joseph's College; M.S., Southern New Hampshire University

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 Physical Sciences
B.S., Bridgewater State College; M.S., University of New Hampshire.

Carbone, Susan E., Instructor
Mathematics and Physical Sciences
A.S., Bristol Community College; B.S., M.S., University of New Hampshire

Charlton, Terry, Director
TRIO
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
Administration
B.S., Bentley College

Daigle, Tina, Instructional Designer, TAACCCT Round 3 Maine is IT! Student Services
B.A., SUNY Potsdam; M.S. College of Saint Rose M.S. Ed.D., University of Phoenix

Daye, Dawn, Financial Aid Representative
Student Services
B.A., University of Southern Maine

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, TAACCCT Round 3 Maine is IT!
Center for Testing & Assessment
B.A., Baptist Bible College; M. Div. Grand Rapids Theological Seminary

Durr, Jannie, Academic and Transfer Advisor
TRIO
B.A., Bates College; M.S. Assumption College

FitzGerald, Alyssa, Resident Director
Student Services
A.A.S., Central Maine Community College

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, TAACCCT Round 3 Maine is IT!
Student Services
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, Grant Project Manager, TAACCCT Round 3 Maine is IT!
Student Services
A.A.S., Central Maine Community College; B.S., M.S., University of Southern Maine

Hayes, A. Ashley, Department Chairperson
Computer Technology
B.S., University of Southern Maine; M.S., Thomas College.

Heidtman, Keely, Instructor
Mathematics and Physical Sciences
B.A., Assumption College; M.S., University of California at San Diego

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
B.S. and B.A., University of Southern Maine; MBA, University of Southern New Hampshire.

Iadonisi, Carmin, Instructor
Life Sciences and 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

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
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Department</th>
<th>Education</th>
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</thead>
<tbody>
<tr>
<td>Meader, Eric</td>
<td>Learning and Advising Specialist</td>
<td>Student Services</td>
<td>A.A.S., Central Maine Community College; B.A., University of Maine Augusta</td>
</tr>
<tr>
<td>Miller, Peter</td>
<td>Instructor</td>
<td>Nursing</td>
<td>M.S., University of Southern Maine</td>
</tr>
<tr>
<td>Millett-Cordwell, Chyanna</td>
<td>Admissions Representative</td>
<td>Student Services</td>
<td>A.A.S., Central Maine Community College</td>
</tr>
<tr>
<td>Montegut, Kathleen</td>
<td>Instructor</td>
<td>Nursing</td>
<td>B.S., Salve Regina University; M.S.N, University of Maine</td>
</tr>
<tr>
<td>Moreno, Daniel C.</td>
<td>Instructor</td>
<td>Architectural and Civil Engineering Technology</td>
<td>A.A.S., Central Maine Community College; Registered/Licensed Architect, ME</td>
</tr>
<tr>
<td>Moreno, Judith L.</td>
<td>Public Service Librarian</td>
<td>Library Services</td>
<td>B.A., St. Michael’s College; M.L.I.S., University of South Carolina; C.A.S. University of Southern Maine</td>
</tr>
<tr>
<td>Morong, Andrew</td>
<td>Director of Admissions</td>
<td>Student Services</td>
<td>B.A., University of Maine</td>
</tr>
<tr>
<td>Morris, Jesse</td>
<td>Department Chairperson</td>
<td>Human Services</td>
<td>B.A., Shepherd College; M.S., Duquesne University; Ph.D., Walden University</td>
</tr>
<tr>
<td>Nadeau, Maurice J.</td>
<td>Department Chairperson</td>
<td>Electromechanical and Telecommunications Programs</td>
<td>A.A.S., Central Maine Community College; B.S., University of Southern Maine; Licensed Journeyman Electrician, State of Maine</td>
</tr>
<tr>
<td>Oken, Elizabeth</td>
<td>Director of Placement and Transfer Services</td>
<td>Student Services</td>
<td>B.A., Regis College; M.Ed., American International College</td>
</tr>
<tr>
<td>Ordway, Lester</td>
<td>Instructor</td>
<td>Automotive Technology - Ford ASSET</td>
<td>A.S.E. Master Certified, Automotive, L1 Advanced Engine Performance; EPA Automotive Emission Trainer; A.S.E. Air Conditioning Certification; FMC Master Technical</td>
</tr>
<tr>
<td>Owen, Barbara</td>
<td>Dean of Human Resources &amp; Chief of Staff to the President</td>
<td>Administration</td>
<td>A.A., Thomas Edison State College; B.A., University of Maine at Augusta H.R. Certification, University of Maine Augusta</td>
</tr>
<tr>
<td>Paradis, Christopher</td>
<td>Corporate Training Coordinator</td>
<td>Corporate and Community Services</td>
<td>B.S., University of Maine; M.S., Husson University</td>
</tr>
</tbody>
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<thead>
<tr>
<th>Name</th>
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<th>Department</th>
<th>Education</th>
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</thead>
<tbody>
<tr>
<td>Perreault, Austin</td>
<td>Department Chairperson</td>
<td>Culinary Arts</td>
<td>B.A., Le Cordon Bleu College of Culinary Arts</td>
</tr>
<tr>
<td>Philippon, Roger G.</td>
<td>Dean of Planning and Public Affairs</td>
<td>Administration</td>
<td>B.S., University of Maine; M.S. Ed., University of Southern Maine</td>
</tr>
<tr>
<td>Ramsey, Michelle</td>
<td>Instructor</td>
<td>Nursing</td>
<td>A.S., New Hampshire Community Technical College; B.S.N., University of New England; M.S.N., University of Southern Maine; Registered Nurse; FNP</td>
</tr>
<tr>
<td>Rattray, Gary</td>
<td>Instructor</td>
<td>Mathematics and Physical Sciences</td>
<td>B.A., University of Maine; M.S., Air Force Institute of Technology</td>
</tr>
<tr>
<td>Rayburn, Casey</td>
<td>Instructor</td>
<td>Automotive</td>
<td>A.A.S. Central Maine Community College</td>
</tr>
<tr>
<td>Record, Bradley A.</td>
<td>Instructor</td>
<td>Precision Machining Technology</td>
<td>Diploma, Central Maine Community College</td>
</tr>
<tr>
<td>Remieres-Morin, Pamela</td>
<td>Dean of Finance &amp; General Services</td>
<td>Finance</td>
<td>B.S., M.B.A; Thomas College</td>
</tr>
<tr>
<td>Roberts-Sherman, June</td>
<td>Instructor</td>
<td>Graphic Communications</td>
<td>A.A.S., Central Maine Community College; B.A., University of Southern Maine</td>
</tr>
<tr>
<td>Salois, Paul</td>
<td>Department Chair</td>
<td>Graphic Communications</td>
<td>B.S., Fitchburg State College</td>
</tr>
<tr>
<td>Sampson, Sonya</td>
<td>Director of Registration &amp; Records</td>
<td>Administration</td>
<td>A.A., Central Maine Community College; B.S., University of Southern Maine; M.A., University of Southern Maine</td>
</tr>
<tr>
<td>Seymour, Heather</td>
<td>Director of Communications</td>
<td>B.S., University of Maine</td>
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<tr>
<td>Smith, Jessica</td>
<td>Instructor</td>
<td>Humanities</td>
<td>B.A. SUNY Fredonia; M.F.A. Minnesota State University at Mankato</td>
</tr>
<tr>
<td>Soohey, Laura</td>
<td>Admissions Representative</td>
<td>A.A., Central Maine Community College; B.S., Rochester College</td>
<td></td>
</tr>
<tr>
<td>Steck, Eileen</td>
<td>Department Chairperson</td>
<td>Early Childhood Education</td>
<td>B.S., Austin Peay State University; M.S., Walden University</td>
</tr>
<tr>
<td>St. Pierre, Anne</td>
<td>Associate Dean of Academic Affairs</td>
<td>Academic Affairs</td>
<td>B.A., University of Southern Maine; M.S., University of Southern Maine</td>
</tr>
<tr>
<td>Tifft, Kristen</td>
<td>Instructor</td>
<td>Nursing</td>
<td>B.S., University of Southern Maine</td>
</tr>
</tbody>
</table>
Administration and Faculty, and Adjunct Faculty

**Tifft, Matthew, Department Chairperson**  
Criminal Justice  
M.P.P.M, Muskie School of Public Services

**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

**Wallace, Bryan, Corporate Training Coordinator**  
Corporate and Community Services  
B.S., Quinnipiac; M.B.A., Southern New Hampshire University

**Wallace, John, Department Chairperson**  
Mathematics and Physical Sciences  
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**  
Student Services  
A.A.S. Southern Maine Community College; B.S. University of Southern Maine

**Watson, Devin, Instructor**  
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, Fiscal and Administrative Officer, TAACCCT**  
Maine is IT!  
Student Services  
B.A., University of Maine Augusta

---

**Adjunct Faculty**  
(Adjunct appointments for three or more semesters during the past three academic years)

**Antell, Janie**  
Social Science  
B.A., University of Maine Presque Isle; M.A., University of Northern Colorado; PhD., Southwest University

**Antell, Mark**  
Mathematics and Physical Sciences  
M.A., Central Michigan University

**Armandi, Gregory**  
Social Science. B.S., M.S., University of Southern Maine

**Ball, Charles**  
Mathematics and Physical Sciences  
B.S., Northern University, M.A., Naval War College; M.S., George Washington University

**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

**Barlett, Jennifer**  
Graphic Communications  
B.A., University of Maine Farmington; M.S. Ed, University of New England

**Beam, Christopher**  
Social Science  
B.A., Williams College; Ph.D., University of Illinois at Urbana Champaign

**Berta, Daphne**  
Social Science  
B.A., Elmhurst College; M.S., California State University

**Blake, Susan**  
Life Sciences and Allied Health  
A.S., Andover College; B.S., St. Joseph’s College

**Blanchard, Michael**  
Building Construction Technology

**Bolstridge, Darcie Ann**  
Mathematics and Physical Sciences  
B.S., University of Maine at Farmington

**Born, Robyn**  
Life Sciences and Allied Health  
International Yoga Alliance, Kripalu Center for Yoga and Health, Aerobics & Fitness Association of America

**Brainerd, Robert**  
Life Sciences and Allied Health and Life Sciences  
B.S., University of Maine Orono

**Bretons, Amy**  
Humanities  
B.A., University of Maine Farmington; M.A., University of Connecticut; M.A., Bangor Theological Seminary

**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
Adjunct Faculty

Brubaker, John
Humanities
B.A., M.A., Fairleigh Dickinson University

Bryant, Scott
Mathematics and Physical Sciences
M.B.A., The Ohio State University

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

Camire, Dennis
Humanities
M.F.A. Wichita State University

Cates, Albert
Precision Machining Technology
CMVTI

Catevenis, Martha
Business Administration and Management

Ciampa, Scott
Mathematics and Physical Sciences
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 Physical Sciences
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

Costello, John
Human Services
B.S. University of Maine Augusta

Cote, Laurie
Nursing
B.S.N., University of Southern Maine; R.N.

Croteau, Norman
Business Administration and Management/Criminal Justice
J.D. Law, University of Maine Law School; B.A., College of the Holy Cross

Deshais, Scott
Computer Technology
B.S., M.S., University of Phoenix

Downs, Philip
Business Administration and Management
B.A., M.A., University of Maine; Ph.D., Vanderbilt University

DuBois, Richard A.
Mathematics and Physical Sciences
B.A., University of Maine

Duffy, Mary-Therese
Social Science
M.A., Lesley University

Duplisea, Nancy
Humanities
M.E., University of Southern Maine

Dupuis, Diane
Humanities
B.A., Hampshire College; M.S., 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
Life Sciences and Allied Health
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
Adjunct Faculty

Fitzsimmons, Robert  
Criminal Justice  
Maine Criminal Justice Academy

Fletcher, Sandra D.  
Life Sciences and Allied Health  
B.S.N., University of Maine; Registered Nurse

Forgione, Ernie  
Mathematics and Physical Sciences  
A.S., University of New Hampshire; B.S., Johnson State University

Frayer, Denise  
Humanities  
B.S., University of Southern Maine

Frayer, William  
Humanities  
B.A., Brown University; M.S., University of Southern Maine

French, Gregory  
Mathematics and Physical Sciences  
B.S., University of Maine Fort Kent; M.S., Lesley University

French, Jennifer  
Mathematics and Physical Sciences  
M.S., Thomas College

Gagne, Dominique  
Electromechanical Technology  
A.A.S., Central Maine Community College

Gagnon, Carol  
Humanities  
B.S., University of Southern Maine

Giammarco, Elizabeth  
Social Science  
Ph.D., Capella University

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

Green, Bonnie  
Humanities  
B.A., University of Rhode Island; M.S., University of Southern Maine

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 and Physical Sciences  
B.S., M.S., Husson College

Hamlin, Lauren  
Humanities  
B.A., Boston College; M.F.A., University of Montana

Hanish, Martin  
Mathematics and Physical Sciences  
B.A., Brooklyn College; M.P.A., Bernard Baruch College; M.B.A., Thomas College

Hanson, Thomas  
Mathematics and Physical Sciences  
B.S., University of Maine Orono; M.S., University of Southern Maine

Harriman, Philip  
Criminal Justice  
B.S., Husson University

Hawley, John  
Business Administration and Management  
A.A.S., Central Maine Community College

Hopkinson, Richard  
Mathematics and Physical Sciences  
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

Jamo, Sherrill  
Humanities  
B.S., Southern Connecticut State University; M.S., University of Connecticut

Johnston, David  
Building Construction Technology  
A.A.S., SMVTI; B.S., University of Southern Maine

Katz, Elaine  
Life Sciences and Allied Health  
B.S., State University of New York at Buffalo; M.S., University of Minnesota
Adjunct Faculty

Kavanagh, Eugene  
Criminal Justice  
B.S., Northeastern University

Klippert, David  
Social Science  
B.A., M.S., University of Southern Maine

Knauer, Charles  
Mathematics and Physical Sciences  
M.S., Farmington State College

Lane, Theodore  
Life Sciences and Allied Health  
B.S., Tufts University; M.S., Ph.D., Purdue University

LeBlanc, Christina  
Humanities  
B.A., St. Anselm College; M.A., University of Maine

Lebron-Tricoche, Denise  
Life Sciences and Allied Health  
B.S., Pontifícia Catholic University; M.I.S., EDP College

Lefebvre, Julien  
Automotive Technology  
A.A.S., Central Maine Community 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 Physical Sciences  
B.A., University of Southern Maine; M.E., Plymouth State College

Marcus, Libby  
Humanities  
M.A., Emerson College

Martin, James  
Mathematics and Physical Sciences  
M.S., University of New Hampshire

Masonheimer, Patricia  
Early Childhood Education and Social Science  
B.A., M.A., Ph.D., University of California

McCuckian, Celia  
Humanities  
B.A., University of Southern Maine; M.A., University of Richmond

McShane, Cynthia  
Humanities  
B.A., University of Maine Farmington; M.F.A., Chatham University

Michaud, Gilman  
Culinary Arts  
A.A.S., University of Maine at Fort Kent

Misner, Sashie  
Architectural & Civil Engineering  
B.S., SUNY Stoney Brook; M.L.A., SUNY FSF

Missler, Stephen  
Life Sciences and Allied Health  
A.A.S., Central Maine Community College

Mitchell, Monica  
Humanities  
M.A., Carnegie Mellon University

Murphy, Jeb  
Humanities  
B.A., Long Island University; M.A., Rowan University

Nener-Plante, Derek  
Mathematics and Physical Sciences  
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 and Physical Sciences  
B.S., Gorham State Teacher’s College; M.S., Central Connecticut State University

Post, John  
Humanities  
B.A., Gallaudet University
Adjunct Faculty

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

Rasmussen, Tove
Business Administration and Management
B.A., University of Toronto; M.B.A., Richard Ivey School of Business

Ricker, Denise
Early Childhood Education
B.S., University of Maine at Farmington; M.Ed., University of Maine

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

Russo-Ladd, Anne
Life Sciences and 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

Samson, Laurel
Social Science
B.S.W., University of Maine Orono; M.S.W., University of New England

Sarton, Edward Jr.
Mathematics and Physical Sciences
B.S.E, Princeton University; M.S.E., University of Southern California

Selig, Iris
Social Science
B.A., Boston University; M.A., Beacon College; M.A., Brandeis University

Shattuck, John
Social Science
B.A., M.S., New York University

Scheckart, George
Social Science
B.S., Morgan State University, M.A., Towson University; Ph.D., University of Maryland

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 and Physical Sciences
B.S.M.T., Fitchburg State College; M.S. University of Southern Maine

Snow, Brian
Computer Technology
M.S., University of Maine

Starks, Tammi
Business Administration and Management
B.S., M.B.A., University of Augusta

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

Suckow, Patricia
Mathematics and Physical Sciences
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 and Physical Sciences
M.S., Thomas College
Adjunct Faculty

Thomas, Mitchell Clyde
Humanities
B.A., University of Maine at Farmington; M.P.A., University of Maine

Viens, David
Building Construction Technology

Vitti, Joseph
Humanities
B.A., Assumption College; M.A., Fairfield University

Volock, Margaret
Mathematics and Physical Sciences
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 and Physical Sciences
B.A., Dakota Wesleyan University; M.Ed., University of Maine

White, Richard
Mathematics and Physical Sciences
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 and Physical Sciences
B.S., University of South Carolina; M.Ed., University of Southern Maine

Zack, Carol
Life Sciences and Allied Health
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

(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); Celette 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 Coté, 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

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

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

Johnson, Kathy, Administrative Specialist II
Business Office

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

Prescot, Robert, Information System Support Specialist II
Information Technology Services

Rose, Kendrick, Facilities Maintenance Specialist I
Maintenance Department

Roy, Philip, Facilities Maintenance Specialist I
Maintenance Department

Towle, Lacey, Food Service Worker
Food Service Department

Tasker, Graham, Information System Support Specialist I
Information Technology Services

Trefsger, Robert, Technician
Central Services

Whalen, Richard D., Cook II
Food Service Department
## Index

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbreviations and Titles</td>
<td>31</td>
</tr>
<tr>
<td>About Central Maine Community College</td>
<td>2</td>
</tr>
<tr>
<td>Academic Calendar 2016-2017</td>
<td>II</td>
</tr>
<tr>
<td>Academic Conflict Resolution/Grievance Procedures</td>
<td>20</td>
</tr>
<tr>
<td>Academic Credit for Prior Learning</td>
<td>18</td>
</tr>
<tr>
<td>Academic Honors</td>
<td>27</td>
</tr>
<tr>
<td>Academic Integrity</td>
<td>16</td>
</tr>
<tr>
<td>Academic Policies and Procedures</td>
<td>16</td>
</tr>
<tr>
<td>Academic Policies and Procedures</td>
<td>18</td>
</tr>
<tr>
<td>Academic Policies and Procedures</td>
<td>20</td>
</tr>
<tr>
<td>Academic Policies and Procedures</td>
<td>22</td>
</tr>
<tr>
<td>Academic Policies and Procedures</td>
<td>24</td>
</tr>
<tr>
<td>Academic Policies and Procedures</td>
<td>26</td>
</tr>
<tr>
<td>Academic Record Changes</td>
<td>27</td>
</tr>
<tr>
<td>Academic Support</td>
<td>24</td>
</tr>
<tr>
<td>Accounting (ACC)</td>
<td>33</td>
</tr>
<tr>
<td>Accreditation</td>
<td>1</td>
</tr>
<tr>
<td>Accreditation and Program Certifications</td>
<td>3</td>
</tr>
<tr>
<td>Add/Withdrawal Policies for Catalog Courses</td>
<td>16</td>
</tr>
<tr>
<td>Add/Withdrawal Procedures</td>
<td>17</td>
</tr>
<tr>
<td>Adjunct Faculty</td>
<td>140</td>
</tr>
<tr>
<td>Adjunct Faculty</td>
<td>141</td>
</tr>
<tr>
<td>Administration and Faculty</td>
<td>137</td>
</tr>
<tr>
<td>Admission Categories</td>
<td>6</td>
</tr>
<tr>
<td>Admissions</td>
<td>5</td>
</tr>
<tr>
<td>Admissions Prerequisites</td>
<td>5</td>
</tr>
<tr>
<td>Admissions Process</td>
<td>5</td>
</tr>
<tr>
<td>Advanced Certificate in Police Operations</td>
<td>54</td>
</tr>
<tr>
<td>AdvantageU Program</td>
<td>25</td>
</tr>
<tr>
<td>Advising</td>
<td>24</td>
</tr>
<tr>
<td>Affiliated Faculty</td>
<td>146</td>
</tr>
<tr>
<td>After Acceptance to the College</td>
<td>7</td>
</tr>
<tr>
<td>A Message from the President</td>
<td>1</td>
</tr>
<tr>
<td>Applying for Financial Aid</td>
<td>11</td>
</tr>
<tr>
<td>Architectural and Civil Engineering (ACE)</td>
<td>34</td>
</tr>
<tr>
<td>Architectural and Civil Engineering (ACE)</td>
<td>35</td>
</tr>
<tr>
<td>Athletics</td>
<td>14</td>
</tr>
<tr>
<td>Attendance Policy</td>
<td>16</td>
</tr>
<tr>
<td>Auditing Courses</td>
<td>16</td>
</tr>
<tr>
<td>Automotive Technology (AUT)</td>
<td>36</td>
</tr>
<tr>
<td>Board of Trustees</td>
<td>135</td>
</tr>
<tr>
<td>Building Construction Technology (BCT)</td>
<td>41</td>
</tr>
<tr>
<td>Business Administration and Management (BUS)</td>
<td>43</td>
</tr>
<tr>
<td>Business Administration and Management Transfer (BUS)</td>
<td>45</td>
</tr>
<tr>
<td>Campus Growth</td>
<td>3</td>
</tr>
<tr>
<td>Career Planning and Transfer Services</td>
<td>14</td>
</tr>
<tr>
<td>Career Studies (CAS)</td>
<td>46</td>
</tr>
<tr>
<td>Change of Award</td>
<td>14</td>
</tr>
<tr>
<td>Changing Major Programs of Study</td>
<td>17</td>
</tr>
<tr>
<td>CM Education Foundation and Education Advisory Council</td>
<td>2</td>
</tr>
<tr>
<td>College Facilities</td>
<td>4</td>
</tr>
<tr>
<td>College Store</td>
<td>13</td>
</tr>
<tr>
<td>College Support Staff</td>
<td>147</td>
</tr>
<tr>
<td>Comprehensive Fees</td>
<td>9</td>
</tr>
<tr>
<td>Computer Forensics</td>
<td>52</td>
</tr>
<tr>
<td>Computer Technology (CPT A.A.S.)</td>
<td>48</td>
</tr>
<tr>
<td>Computer Technology (CPT A.S.)</td>
<td>49</td>
</tr>
<tr>
<td>Confidentiality Policy and Release of Student Information</td>
<td>14</td>
</tr>
<tr>
<td>Contacting the Office of Financial Aid</td>
<td>12</td>
</tr>
<tr>
<td>Corporate &amp; Community Services Division</td>
<td>4</td>
</tr>
<tr>
<td>Costs, 2016-2017</td>
<td>9</td>
</tr>
<tr>
<td>Costs of Books and Tools</td>
<td>9</td>
</tr>
<tr>
<td>Course Availability</td>
<td>17</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>80</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>82</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>84</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>86</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>88</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>90</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>92</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>94</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>96</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>98</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>100</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>102</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>104</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>106</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>108</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>110</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>112</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>114</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>116</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>118</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>120</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>122</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>124</td>
</tr>
</tbody>
</table>
Index

Course Descriptions .......................................................... 126
Course Descriptions .......................................................... 128
Course Descriptions .......................................................... 130
Course Descriptions .......................................................... 132
Course Descriptions .......................................................... 134
Course Fees ........................................................................ 9
Course Numbering ............................................................ 20
Course Registration/Enrollment ....................................... 5
Credential Descriptions ..................................................... 30
Criminal Justice (CRJ) ......................................................... 51
Criteria for Academic Credentials .................................... 30
Culinary Arts (CUA) ............................................................. 55
Degrees ............................................................................ 27
Developmental Courses ..................................................... 24
Directions to the College ................................................... 151
Disabilities Grievance Procedure ....................................... 23
Disability Service Procedure and Documentation .............. 21
Disability Services ............................................................. 21
Early Childhood Education (ECE) ....................................... 57
Electromechanical Technology (ELT) ................................. 60
ESL Information ................................................................. 28
ESL Placement ................................................................... 28
Evaluations ....................................................................... 20
Explanation of Course Description Codes .......................... 80
Final Grade Appeals .......................................................... 20
Financial Aid .................................................................... 11
Financial Aid Programs ...................................................... 11
Food Service ..................................................................... 13
Ford ASSET (FOA) .............................................................. 38
Forensic Investigation ......................................................... 53
Foundation Board of Directors and Executive Advisory Committee ................................................................. 136
Fundamentals of Surveying Certificate .............................. 35
General .......................................................................... 16
General Education Core Curriculum ................................. 32
General Education Elective Courses by Abbreviation ........ 32
General Information ........................................................ 1
General Studies (GEN) ....................................................... 62
Governance ..................................................................... 2
Grade Reports ................................................................... 27
Graduation ........................................................................ 27
Graduation Procedure ....................................................... 27
Graduation Requirements .................................................. 27
Graphic Communications (GRC) ........................................ 63
History and Growth of Central Maine Community College .... 2
Housing .......................................................................... 13
Human Services (HUS) ....................................................... 64
Index ............................................................................. 148
Index ............................................................................. 150
Insurance ......................................................................... 13
International Students ....................................................... 6
Introduction ...................................................................... 22
Learning and Advising Center .......................................... 24
Liberal Studies (LIB) .......................................................... 66
Library ........................................................................... 24
Life Sciences (LIF) ............................................................ 67
Location .......................................................................... 3
L Policy .......................................................................... 16
MAINE COMMUNITY COLLEGE SYSTEM .......................... 135
Management Information Systems (MIS) ......................... 68
Medical Assistant (MEA) .................................................. 69
Medical Assistant (MEA) .................................................. 70
Medical Coding and Electronic Health Records (MCO) ....... 71
Mission .......................................................................... 2
Motor Vehicles .................................................................. 14
Network Security/Computer Forensics (CNS) ..................... 47
New England Regional Student Program ......................... 9
New England Student Regional Program - Non-Resident Applicants ................................................................. 6
Non-Academic Conflict Resolution/Grievance Procedures .... 15
Non-Matriculated .............................................................. 20
Notes ............................................................................ 10
Nursing (NUR) ................................................................ 73
Off-Campus Locations ....................................................... 3
Other Transfer Agreements .............................................. 25
Parts and Service Management (PSM) ............................... 39
Payment of Bills ................................................................ 10
Physical Fitness Specialist (PHF) ....................................... 75
Placement and Prerequisites .............................................. 28
Policy and Procedures for Substitution/Waiver of Program Course Requirements for Students with Disabilities .... 22
Precision Machining Technology ....................................... 78
Precision Machining Technology (PMT) .............................. 76
Procedure for Substitution/Waiver .................................... 22
Program Advisory Committees ........................................ 2
Program Outcomes .......................................................... 36
Programs and Course ....................................................... 31
Programs of Study .......................................................... 32
Refund Policy - Matriculated Students .............................. 10
Refund Policy -
Non-Matriculated Students ......................................................... 10
Refunds of Room and Board Charges ........................................ 10
Residency .................................................................................. 27
Rules Governing Residence ....................................................... 6
Satisfactory Academic Progress (SAP) ........................................ 25
Service Animal Guidelines ......................................................... 24
Student Activities ...................................................................... 13
Student Counseling .................................................................... 14
Student Health Services ............................................................. 13
Students Called to Military Service ........................................... 15
Student Services ........................................................................ 13
Student Services Fee ................................................................. 9
Tech Prep Courses and Program Prerequisites ............................. 7
Testing Services .......................................................................... 5
The ESL Curriculum ..................................................................... 29
The Writing Center ..................................................................... 24
Tobacco-Free Policy .................................................................... 13
Tour and Campus Interviews .................................................... 6
Transcript of the Permanent Academic Record .......................... 20
Transfer Agreements ................................................................... 25
Transfer Credit Policy and Procedure ......................................... 17
Transfer Programs and Agreements ............................................. 2
Transferring Credit from Central Maine Community College to
Other Colleges and Universities ............................................... 15
Transferring from Central Maine Community College ............... 25
Transfer Students ....................................................................... 6
TRiO Student Support Services/ Success Center ......................... 25
Tuition and Fees ......................................................................... 9
Tuition Refunds* ......................................................................... 10
Upon Acceptance to the College ................................................ 7
Veterans Education Benefit Programs ........................................ 12
Waitlist Procedure ...................................................................... 17
Withdrawal from the College .................................................... 17
Withdrawal from the College (Financial Aid) ............................. 12
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.