2021/2022 COLLEGE CATALOG

YORK COUNTY COMMUNITY COLLEGE

HOME OF THE YORK COUNTY HAWKS

nondiscrimination notice

York County Community College (YCCC) does not discriminate as proscribed by federal and/or state law on the basis of race, color, religion, national origin, sex, sexual orientation, including gender identity or expression, age, genetic information, disability, marital, parental or Vietnam era veteran status in specified programs and activities. Inquiries about the College's compliance with, and policies that prohibit discrimination on, these bases may be directed to:

Affirmative Action Officer
York County Community College
112 College Drive, Wells, ME 04090
Telephone: 207–216–4435
Maine Relay Service: 800–457–1220
Fax: 207–641–0837
E–mail: yjarey@yccc.edu
Website: https://www.yccc.edu

and/or

United States Department of Education
Office for Civil Rights 33 Arch Street, Suite 900, Boston, MA 02110
Telephone: 617–289–0111
TTY/TDD: 617–289–0063
Fax: 617–289–0150
E–mail: OCR.Boston@ed.gov
Website: https:/www.ed.gov/about/offices/list/ocr/index.html?src=oc

and/or

Maine Human Rights Commission (MHRC)
51 State House Station, Augusta, ME 04333–0051
Telephone: 207–624–6050
TTY/TDD: 207–624–6064
Fax: 207–624–6063
Website: https://www.state.me.us/mhrc/index.shtml

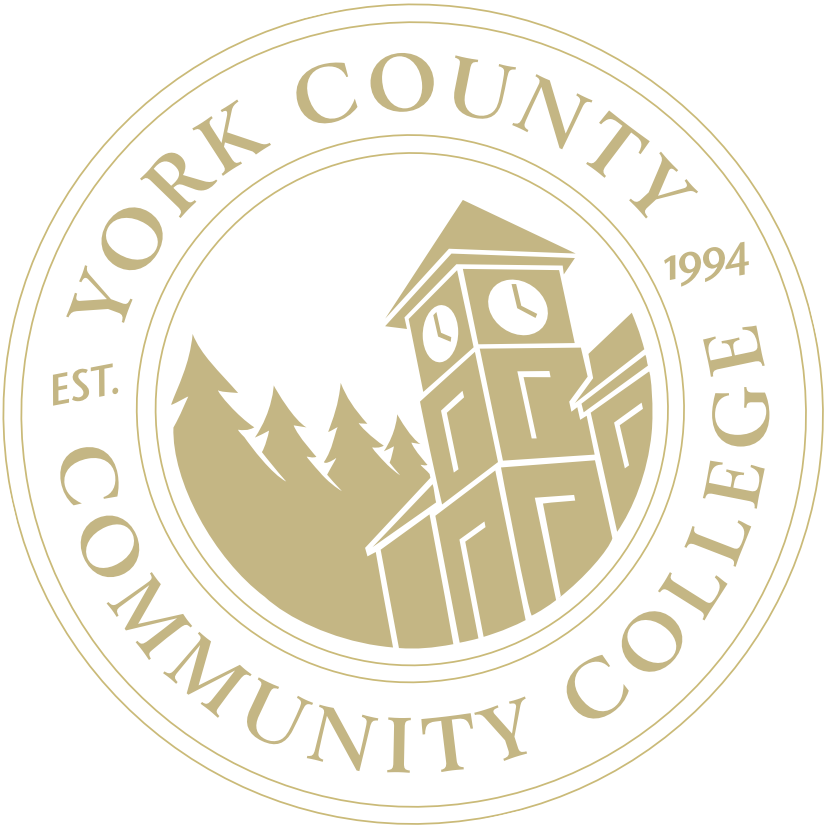
and/or

Equal Employment Opportunity Commission
475 Government Center, Boston, MA 02203
Telephone: 617–565–3200 1–800–669–4000
TTY: 617–565–3204 1–800–669–6820
Fax: 617–565–3196
Website: https://www.eeoc.gov/

and/or

Title IX Coordinator
Jennifer Laney, Ph.D., *Acting Dean of Students*
York County Community College
112 College Drive, Wells Maine 04090
207.216.4399
Email: jlaney@yccc.edu

The College procedure for Discrimination, Harassment, Sexual Harassment and Affirmative Action Complaints may be found in the College Catalog, Student Handbook, Employee Handbook and on the first floor Staff Lounge bulletin board.



COLLEGE CATALOG

2021/2022

www.yccc.edu

112 College Drive, Wells, Maine 04090–5341

TOLL–FREE: 800.580.3820 PHONE: 207.646.9282 FAX: 207.641.0837

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accreditation statement

York County Community College is accredited by the New England Commission of Higher Education (formerly 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 the 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:

New England Commission of Higher Education
3 Burlington Woods Drive, Suite 100,
Burlington, MA 01803-4514
781-425-7785
E-Mail: info@neche.org
Website: https://www.neche.org

academic calendar

FALL SEMESTER 2021

Full Fall Semester & 7 Week Term I Classes Begin	9/13
Last Day To Add 7 Week Term I Classes	09/14
Last Day To Drop 7 Week Term I Classes	09/20
Last Day To Add & Drop Full Semester Classes	09/20
Indigenous People Day No Classes	10/11
Last Day To Withdraw From 7 Week Term I Classes	10/14
End Of 7 Week Term I Classes	10/30
7 Week Term II Classes Begin	11/01
Last Day To Add 7 Week Term II Classes	11/02
Last Day To Drop 7 Week Term II Classes	11/08
Veteran's Day No Classes	**11/11**
Last Day To Withdraw From Full Semester Courses	11/12
No Classes After 3:45 PM	11/24
Thanksgiving Holiday No Classes	11/25–26
Last Day To Withdraw From 7 Week Term II Classes	12/02
ALL CLASSES END	**12/18**

SPRING SEMESTER 2022

Full Spring Semester & 7 Week Term I Classes Begin	01/18
Last Day To Add 7 Week Term I Classes	01/19
Last Day To Drop 7 Week Term I Classes	01/25
Last Day To Add & Drop Full Semester Classes	01/25
Last Day To Withdraw From 7 Week Term I Classes	02/17
President's Day No Classes	**2/21**
End Of 7 Week Term I Classes	3/5
Spring Break – No Classes	**3/6–13**
7 Week Term II Classes Begin	3/14
Last Day To Add Term II Classes	03/15
Last Day To Drop Term II Classes	03/21
Last Day To Withdraw From Full Semester Classes	03/25
Last Day To Withdraw From Term II Classes	04/14
Patriots Day No Classes	4/18
ALL CLASSES END	**04/30**
GRADUATION -TO BE DETERMINED (TDB)	TBD

SUMMER SESSION 2022

Full Summer Semester & 7 Week Term I Classes Begin	5/16
Last Day To Add 7 Week Term I Classes	05/17
Last Day To Drop 7 Week Term I Classes	05/23
Last Day To Add & Drop Full Semester Classes	05/23
Last Day To Withdraw From 7 Week Term I Classes	06/16
Session I Classes End	07/2
Independence Day Observed No Classes	**07/4**
7 Week Term II Classes Begin	07/5
Last Day To Add 7 Week Term II Classes	07/06
Last Day To Drop7 Week Term II Classes	07/12
Last Day To Withdraw From Full Semester Classes	07/15
Last Day To Withdraw From 7 Week Term II Classes	08/04
ALL CLASSES END	**8/20**

welcome

Dear Student,

Welcome to the 2021-2022 academic year! For over 25 years, York County Community College has been dedicated to helping students, like yourself, achieve their goals; this has not and will not change! As you imagine your future, we have been working tirelessly to reimagine how we can better serve you!

Our faculty and staff have worked tirelessly on behalf of our students and the communities we serve. We have streamlined our admission process by removing unnecessary barriers. We have restructured our Student Success Commons to provide integrated and seamless support for our students. We have created countless workforce development programs to help individuals gain the skills needed to support local business and industry. At the heart of everything we have done, and everything we will continue to do, is YOU!

As you embark on this academic year, I encourage you to stay connected with the College. If you have questions or concerns about your classes, reach out to the faculty member that is teaching the course. If you need advice on how to navigate your college journey, or if you are stressed or need help with your studies or classes, please connect with a Student Success Coach. Our dedicated faculty and staff are committed to YOUR success. WE are here to help you! Remember, the greatness of YCCC is not our buildings, as beautiful as they are. Our greatness is our community and the faculty, staff, and students that are a part of it.

In determining how we can best serve you, we will remain committed to providing you with an education that will be...

Accessible – Many of our students are the first in their family to attend college. Others are adults attending college for the first time or returning after years away. Most of our students work while attending class; as such, we provide pathways that are convenient to their schedules.

Affordable – While YCCC offers the lowest tuition in New England, we provide you with a 1st class education taught by dedicated, respected, and knowledgeable faculty.

Relevant – Our classes are small, and our professors will know you by name. Our programs are reviewed and updated to ensure that you are getting an education that matters now and in the future.

Thank you for choosing YCCC. We are proud to play a part in your journey. I wish you the best of luck this year, and I am looking forward to meeting you in the near future.

Best wishes for a bright and prosperous future.

Michael Fischer

Michael Fischer, Ed.D.

President

general information

Our Purpose

Our purpose is to inspire and empower our students and communities to thrive.

Our Mission

Our mission is to re-imagine the educational experience so that it works better for everyone. We're committed to working in partnership with our communities and in lockstep with our students to design the most relevant, flexible, and life-enhancing experience possible.

Our Vision

Our vision is to be a game-changer for our students and a growth engine for our community.

We succeed when our students succeed because they have the life skills necessary to improve their quality of life and contribute to the vitality of our community.

Our Values

Accountability We take responsibility for the betterment of our community.

Innovation We unleash curiosity to reimagine what's possible.

Cooperation We know we're better when we work together.

Empowerment We believe everyone deserves the opportunity to fulfill their potential.

History

1991–In 1991, the 115th Maine Legislature established a commission to study the need for a technical college in York County. In subsequent studies, including the one conducted in 1994 by the Department of Labor of 4,300 employers, the need was confirmed for a better trained workforce. Studies also revealed that Wells was the most central location for the main campus.

1994–Established in 1994 by the 116th Maine Legislature, York County Community College (originally known as York County Technical College) was a grassroots initiative by Dr. John Fitzsimmons, the President of the Maine Technical College System) and a group of business leaders who identified a need for a technical college in York County, one of Maine's fastest–growing counties.

1995–In August 1995, College administrative offices were set up at the old train station in Kennebunk and then, on September 5, 1995, YCTC opened its doors in a leased facility in Wells, at Village by the Sea, with 156 students and a very small staff. The College offered three associate degrees and two certificates. In December, 1995, YCTC received candidacy accreditation status from the New England Association of Schools and Colleges (NEASC) and in 1999 the College was awarded full accreditation status.

1996–In February 1996, the U.S. Department of Education granted approval for YCTC to offer Federal Financial Aid which was essential in making affordable education an option for those serviced by YCTC. In May, 1996, YCTC graduated its first class with seven students receiving certificates.

1997–In February, 1997, ground was broken on a permanent 51,000 sq. ft. building and on November 3, 1997, classes begin in this new building with over 500 students enrolled in 15 programs. It should be noted that as part of the cost for this building, the fledgling college assumed a 20–year mortgage (a mortgage which will be retired in 2017).

1999–In November 1999, the College received 4.3 million dollars from a bond to expand college facilities. In October, 2000, ground is broken on a 26,000 sq. ft. addition to its original building (C–wing) and this additional space allowed for a redesign of the College's first floor layout.

2001–In October 2001, the College officially opens its new addition to the building and the expanded facility was now 77,000 sq. ft. and

meant to accommodate 1100 students. The College student body was 1006 by 2007 and had grown to 1398 by fall 2009.

2003–In July 2003, YCTC becomes York County Community College, as the state's technical colleges expand into the seven–college Maine Community College system.

2016–YCCC moves and expands to a 20,000 sq. ft. leased space in Sanford and opens the doors of the new Sanford Instructional Site in August. In May, YCCC broke ground on its 2nd academic building on the Wells campus.

2017–In fall of 2017 YCCC opens the new Pratt & Whitney Academic Building on the Wells campus.

2017–YCCC purchased 60 Community Drive in Sanford, ME from the Industrial Development Corporation of Sanford (IDC) which was established as a local non-profit corporation in 1959 by a group of area business, banking and professional people. Although YCCC had a presence in rental space in Sanford since 2012, the College now has a permanent location to grow its manufacturing-related programs and training.

TODAY–YCCC has over 1600 credit students enrolled in Wells, Sanford, at area high schools, and online. Plus, hundreds of non–credit/workforce students, and a large South Coast Senior College.

The Campus

Main Campus
The main campus of YCCC is located at 112 College Drive in Wells, Maine. The Wells campus is accessible from Route 1, Route 109 and the Maine Turnpike, Exit 19. College Drive is located off of Chapel Road.

Sanford Instructional Site
The Sanford Instructional Site is located at 60 Community Drive in neighboring Sanford, Maine. It is accessible from Route 109 and the Maine Turnpike, Exit 19, 60 Community Drive is located off Route 109.

Nondiscrimination, Equal Opportunity and Affirmative Action Statement

The Maine Community College System provides equal opportunity regardless of race, creed, color, national origin, religion, sex, sexual orientation, including gender identity or expression, age, genetic information or Vietnam era veteran status pursuant to Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Executive Order 11246 as amended by Executive Order 11375; the Age Discrimination in Employment Act of 1975; the Vietnam Era Veterans Readjustment Assistance Act of 1974; the Immigration Reform and Control Act of 1986; the Genetic Information Nondiscrimination Act of 2008; and the Maine Human Rights Act (5 M.R.S.A., §4551, et. seq.). In addition, pursuant to the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the Maine Human Rights Act, the Maine Community College System does not discriminate on the basis of disability in its programs and activities. This policy affects employment policies and actions, as well as the delivery of educational services, at all levels and facilities of the Maine Community College System. Further, the Maine Community College System objective of equal opportunity will be met by taking affirmative action, i.e., making goal–oriented efforts to increase the numbers of women and minority groups in positions where their representation has been less than proportionate to their availability.

Sexual Harassment and Sexual Assault

Sexual harassment and/or assault of employees or students is a violation of state and federal law and a violation of this policy. Any employee or student who violates this policy or those laws will be subject to disciplinary action. Sexual advances, requests for sexual favors, and other verbal or physical conduct or assaults of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or educational benefits;

2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive employment, educational or living environment; and
4. A person of reasonable sensibilities would clearly have understood that the behavior or conduct was unwelcome, harmful or offensive.

It is the policy of the Maine Community College System to provide fair and impartial investigations, consistent with related MCCS procedures and guidance, that will protect the rights of the person(s) filing sexual harassment complaints, the person(s) complained against, and the Maine Community College System. College presidents are directed to take appropriate steps to distribute this policy statement and to inform students and employees of procedures for making complaints. Individuals who believe that they have been victims of sexual harassment or have been accused of sexual harassment must contact their institution's Non–Discrimination Officer for information on their college's sexual harassment guidance procedure. Additionally, these individuals may also file a sexual harassment complaint with the Maine Human Rights Commission within 300 days of the alleged incident. Further information is available from the Maine Human Rights Commission at State House Station 51, Augusta, Maine 04333, (207) 287–2326, and/or from the United States Department of Education, Office for Civil Rights, 33 Arch Street, Suite 900, Boston, Massachusetts 02110, tel. 617–289–0111, TTY/TTD 617–289–0063, and fax 617–289–0150.

Consensual Sexual Relations

Sexual relationships between employees and students or between certain employees within the MCCS that begin consensually can end acrimoniously. Such endings can and do subsequently lead to claims of unprofessional conduct, sexual harassment in violation of this policy, and/or a conflict of interest in violation of MCCS policy. Such claims, even if ultimately determined to be without merit, are often expensive and time–consuming for the MCCS, and difficult for the individuals involved. Accordingly, the MCCS prohibits consensual romantic or sexual relationships between employees when one employee supervises or otherwise has authority over the other employee, and between an employee and a student when the employee instructs, advises or otherwise has authority over the student. Employees who violate these prohibitions are subject to counseling and/or disciplinary action.

In addition, consensual romantic or sexual relationships between an employee and a student located on the same campus, even when the employee does not instruct, advise or otherwise have authority over the student, can give rise to the same claims described above. Consequently, the MCCS strongly discourages such relationships between an employee and a student located on the same campus.

Procedure for Discrimination, Harassment, Sexual Harassment and Affirmative Action Complaints

I. Introduction

Harassment, including sexual harassment, (hereinafter collectively called "harassment") and discrimination (including retaliation, intimidation and coercion) on the basis of race, color, national origin, age, ancestry, genetic information, sex, religion, veteran status, sexual orientation, including gender identity or expression, familial status and disability (hereinafter called "discrimination") are a violation of certain federal and/or state laws, as well as certain Maine Community College System ("MCCS") and College policies. In addition, federal and/or state law require in some, and permit in other, instances the MCCS and Colleges to engage in affirmative action in its educational and employment activities.

Except as otherwise provided, this document establishes the procedure for each College in receiving and investigating complaints brought by a student, employee, applicant or any other person (hereinafter the "complainant") that allege harassment or discrimination by a College student, employee, contractor or other agent (hereinafter the "respondent"). This Procedure also applies to complaints regarding the College's use of affirmative action which, for purposes of this procedure, shall be processed in the same manner as a complaint alleging discrimination.

This procedure does not apply to allegations of sexual assault against a College student. MCCS Procedure 501.1 establishes the procedure for each College in receiving and investigating complaints that allege sexual assault by a College student.

II. Publication of this Procedure

This procedure must be available to all employees in a location clearly designated by the College; included in the College's Student Handbook; and posted on each College's website. Notice of the College's non–discrimination statement and contact information of the College's Non–Discrimination/Affirmative Action Officer (ND/AA Officer) and ADA compliance officers must also be posted in conspicuous locations on campus.

III. Reporting Discrimination and/or Harassment

A. Where to Report. Any person who believes that he or she has been discriminated against or harassed ("complainant") must make a timely report to the College's ND/AA Officer as set forth herein.
If the ND/AA Officer is the person alleged to have discriminated against or harassed, the complainant should report the complaint to the College President. The College President will then assign a person other than the ND/AA Officer to investigate the complaint.

If the College President is the person alleged to have discriminated against or harassed, the role of the College President in this procedure will be executed by the MCCS Director of Human Resources, who may be contacted at 323 State Street, Augusta, Maine, 04330; ph: 207–629–4000, or that Director's designee.

B. When to Report. A complainant should report their complaint as soon as possible after the first date of the alleged discrimination or harassment, and must report, if at all, not later than 180 calendar days after the last date of the alleged discrimination or harassment.

C. How to Report A complaint may be made orally or in writing, and it must be particular. It must disclose the identity of the person(s) alleged to have engaged in discrimination or harassment ("respondent"), and the location(s), date(s) and description of the alleged acts. If a complainant discusses a complaint with an employee of the College, that employee should promptly refer the complainant to the ND/AA Officer and inform that Officer of that employee's knowledge of that complaint.

The College cannot take complaints "off the record." Once the College receives such information, it has a duty to investigate and possibly take action even if, at the time of the complaint, the complainant does not want the College to do either. Unless the complainant signs a written statement specifying withdrawal of the complaint, the complainant may not be deemed to have withdrawn her or his complaint.

A report filed under this procedure will not be deemed to be a "grievance" under any applicable collective bargaining agreement. If a complainant seeks to file a collective bargaining–based grievance, the complainant must do so in addition to complying with this procedure.

D. Disability Accommodation Complaints A person whose discrimination complaint relates to a disability accommodation must first comply with the College's ADA or Disability Services policy and procedure, and present any such concerns to the College's ADA or Disability Coordinator prior to reporting a complaint to the ND/AA Officer.

IV. Investigation of Complaints

The following procedures apply to the investigation of discrimination and harassment complaints. In some instances, the College President or MCCS Director of Human Resources may authorize a qualified person other than the ND/AA Officer to conduct the investigation and/or act upon its findings, which person shall then assume the ND/AA's duties as designated.

A. Informal Procedure The ND/AA Officer will attempt to resolve a complaint of discrimination or harassment as informally as possible by seeking information and cooperation from both the complainant and respondent.

If the parties agree to use this informal procedure, such procedure will be completed within 20 working days of the ND/AA Officer's receipt of the complaint. This timeframe may be extended by the ND/AA Officer as the Officer deems reasonably necessary, provided that any such extension does not impose undue delay, and provided further that the ND/AA Officer documents the dates of, and reasons for, each delay.
If either the complainant or respondent declines to use the Informal Procedure, or such informal procedure is not otherwise successful, the ND/ AA Officer will use the following formal procedure.

B. Formal Procedure The formal procedure, if used, will be completed within 60 calendar days of the ND/AA Officer receipt of a complaint under this Procedure.

1. Within 10 working days of receiving the complaint, the ND/AA Officer will:

a. meet with the complainant to discuss the complaint;

b. provide to the respondent that notice of the complaint as may be required by either the Student Code of Conduct or the collective bargaining agreement;

c. begin to collect evidence and arrange interviews of witnesses; and

d. interview the respondent.

2. Within 5 working days of completing the investigation. An investigation is complete when the pertinent supervisor (e.g., Associate Dean of Students, College President) and ND/AA Officer determine that no additional fact finding is required. Within 5 working days of completing the investigation, the College will decide upon its response to the complaint and so inform the complainant and respondent of the nature of that response. Personnel privacy obligations may prevent the College from disclosing to the complainant the details of the specific action that the College will take.

3. Extension and Coordination of Above Timeframes. The timeframes specified above may be extended by the ND/AA Officer as the Officer deems reasonably necessary, provided that any such extension does not impose undue delay, and provided further that the ND/AA Officer documents the dates of, and reasons for, each delay.

In addition, this formal procedure must be applied as consistently as possible with the related procedures set forth in the MCCS Student Code of Conduct and MCCS collective bargaining agreements. When a timeframe specified in this

formal procedure conflicts with a specific timeframe set forth in the Student Code of Conduct or collective bargaining agreement, the timeframe in the Code and agreements shall control, provided that such control shall not unduly delay the completion of the College's investigation under this Procedure.

C. Interim Steps. While a complaint is under review, the ND/AA Officer may recommend to the appropriate supervising authority at the College that such authority take, consistent with the applicable procedures and standards set forth in the College's Student Code of Conduct and/or any employment policy or agreement, any appropriate or necessary interim action such as removing the complainant from contact with the respondent.

D. Limit on Confidentiality. The College may need, as part of its investigation, to disclose the complainant's name, statements and allegations to certain relevant other persons, including the alleged discriminator or harasser.

V. Action Upon Findings from the Investigation

If the College determines that it will take disciplinary or other responsive action as a result of its investigation, that action will be taken without undue delay as follows.

A. Action Against a Student. To implement discipline or other action in response to complaints against a student, the College will use the MCCS Student Code of Conduct.

B. Action Against an Employee. To implement discipline or other action in response to complaints against an employee, the College will use the applicable collective bargaining agreement or other pertinent employment policy.

C. Action Against Others. To implement discipline or other action in response to complaints against a contractor or other party, the College will consult with the College President.

D. Action to Address Disability Accommodations. To address the College's provision of disability accommodation, the College will follow its pertinent ADA or Disability Services protocol.

VI. Appeals of College Response to Complaint

Any appeals from action taken under *Section V* above shall be taken pursuant to the applicable Code, collective bargaining agreement or employment policy. Only if those sources do not provide an appeal process to an affected party, then the following appeal process shall apply. Within 10 working days of receiving the report of the investigation, a party to the complaint who is aggrieved by the decision may appeal ("appellant") to the College President (or to the MCCS Director of Human Resources if the College President is the respondent to the complaint; see Section III.A.). Within 10 working days of receipt of the appeal, the College President will meet with the appellant to discuss the appeal. Within 10 working days after the meeting, the College President will inform the appellant and other party(s) to the complaint of the College President's decision on the appeal. Such timeframes may be extended by the College President as the President deems reasonably necessary, provided any such extension does not impose undue delay, and provided further that the College President documents the dates of, and reasons for, each delay.

VII. External Complaint Procedures

In addition to, or in place of, filing a complaint through this procedure, a complainant has the right to file a private lawsuit or a complaint with outside agencies. For example, a complaint alleging discrimination in the College's education programs and/or activities under Title VI of the Civil Rights Act of 1964 (race, color, national origin), the Age Discrimination Act of 1975 (age), Title IX of the Education Amendments of 1972 (sex), Section 504 of the Rehabilitation Act of 1973 (disability), and/or Title II of the Americans with Disabilities Act of 1990 (disability) may be filed with the United States Department of Education, Office for Civil Rights, 33 Arch Street, Suite 900,

Boston, MA 02110, telephone 617.289.0111, TTY/TDD 617.289.0063, fax 617.289.0150, e–mail OCR.Boston@ed.gov, internet http://www.ed.gov/about/offices/list/ocr/index.html?src=oc. The Federal government agency that has the responsibility for enforcing anti–discrimination laws in regard to employment is the United States Equal Employment Opportunity Commission, which may be contacted at 475 Government Center, Boston, MA 02203, telephone 617.565.3200 or 1.800.669.4000, TTY 617.565.3204 or 1.800.669.6820, fax 617.565.3196, internet http://www.eeoc.gov/. The State agency in Maine that has the responsibility for enforcing anti–discrimination laws is the Maine Human Rights Commission, which may be contacted at 51 State House Station, Augusta, ME 04333–0051, telephone 207.624.6050, TTY/TDD 207.624.6064, fax 207.624.6063, internet http://www.state.me.us/mhrc/index.shtml.

VIII. Retaliation, Intimidation and Coercion

Retaliation, intimidation and/or coercion against any person who in good faith either files a discrimination or harassment complaint or otherwise participates in the complaint process is a violation of law and MCCS policy. Complaints alleging retaliation of any kind shall be reported immediately to the ND/AA Officer as set forth in Section III of this Procedure.

IX. Other Provisions

A. Communication with Disabled Persons In implementing this procedure, the College must communicate with a complainant who has a disability in a format accessible to the complainant.

B. Record Retention Unless otherwise directed by the MCCS Human Resources Director or MCCS General Counsel, the AA/ND will retain a record of all information, complaints, decisions, appeals and responses handled under this Procedure for at least three (3) years.

C. Interpretation of this Procedure This Procedure intends to make as clear and consistent as practical the College's best practices in complying with state and federal laws. This procedure is not intended, and shall not be construed, to create or expand substantive or procedural rights under any law.

List of Responsible Individuals for Academic Year 2021/2022

COLLEGE PRESIDENT
Michael Fischer, Ed.D., President
207-216–4311 | mfischer@yccc.edu

AFFIRMATIVE ACTION OFFICER AND TITLE IX COORDINATOR
Jennifer Laney, Ph.D., *Acting Dean of Students*
207-216–4399 | jlaney@yccc.edu

STUDENT DISCIPLINARY OFFICER
Jennifer Laney, Ph.D., *Acting Dean of Students*
207-216–4399 | jlaney@yccc.edu

ADA COMPLIANCE COORDINATOR
Jennifer Laney, Ph.D., *Acting Dean of Students*
207-216–4399 | jlaney@yccc.edu

MCCS HUMAN RESOURCES DIRECTOR
Robert Nadeau, *Director of Human Resources*
207/629–4009 | rnadeau@mccs.me.edu

MCCS GENERAL COUNSEL
Amy Homans, *MCCS Legal Counsel*
207/767–0116 | ahomans@mccs.me.edu

admissions

Admissions Policy

YCCC is a modified open admissions institution and maintains a "rolling admissions" policy. This rolling admissions policy allows candidates to apply and be considered for acceptance for the Fall, Spring, or Summer semester. Although students may begin their degree or certificate at different times of the year, the completion time may be subject to the sequencing of required courses. Applicants are advised to apply early because of competition for programs and in order to ensure sufficient time to apply for federal/state financial aid and college/private scholarships.

Degree Study

YCCC requires that applicants, in order to be accepted into any of its degree or certificate programs, have earned a high school diploma or a state high school equivalency diploma (GED or HiSET), or be on track to graduate prior to the semester start date.

The Admissions Office is available to help applicants learn more about degree and certificate programs at YCCC. To arrange an interview or campus tour, contact the Admissions Office or visit the College's website: www.yccc.edu

Certificate Programs

One year qualifying Certificate Programs requires YCCC to disclose federal gainful employment information which can be found in the Consumer Information section of the www.yccc.edu website.

Non-Degree Study

Individuals interested in pursuing a credit course(s) without formal acceptance to the College may register without application, as long as they can provide evidence of their ability to perform work at the level required for the course. This proof may be in the form of one of the following:

1. SAT, ACT, Next Gen Accuplacer, AP, CLEP or Dantes scores or
2. Previous college credit that shows proof of prerequisite for the course or
3. Other evidence determined to be acceptable by a Department Chair or Director of Registration and Records.

Application Procedures

Applications for admission to our degree and certificate programs may be submitted beginning one year prior to the start date of the semester. Each prospective student is strongly encouraged to discuss his/her academic plan with a member of the YCCC Admissions staff prior to enrollment. This can be done in person, on the telephone, via Zoom or via email.

To apply:

- Submit an online application form located on the www.yccc.edu home page.

As part of the admissions process, students must provide one of the following documents indicating their high school completion status:

- A copy of a high school diploma
- A copy of a final, official high school transcript showing graduation date and stamped with the official high school seal. This document can be either hand delivered in a sealed envelope or electronically sent to YCCC directly by the awarding high school. ** Current high school students can be granted "pending acceptance" status with an unofficial transcript sent prior to graduation. It is the students' responsibility to make sure an official high school transcript is sent after graduation.*

- A copy of a General Educational Development (GED) or High School Equivalency Test (HiSET) certificate or transcript sent from the awarding institution directly to the Admissions Office.
- A copy of the "secondary school leaving certificate" or similar document from the proper government agency for students who completed secondary school in a foreign country. For assistance in obtaining documentation of their secondary school education completion, applicants may contact the foreign high school, the Ministry of Education or that country's consulate in the United States. There may be rare cases where it is impossible for a refugee, an asylee, or a victim of human trafficking to obtain documentation of his or her completion of a secondary school education in a foreign country. Therefore, in these rare cases, applicants must submit to the institution:
  1. Proof of their attempt to obtain documentation of their completion of a secondary school education in a foreign country, i.e., a copy of an e-mail or letter, including proof of mailing;
  2. A signed and dated statement that indicates that the applicant completed his or her secondary school education in a foreign country, the name and address of the foreign high school where the applicant completed the secondary school education and the date when the foreign high school diploma was awarded.
- A copy of the entry status documentation that identifies the applicant's current or prior status as a refugee, an asylee, or as a victim of human trafficking and who entered the United States after the age of 15.
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree at any participating school.
- A certified transcript documenting the completion of the student's home-schooled program, provided by one of Maine's certifying organizations.

When documentation of high school completion is unavailable—e.g., the school is closed and no information is available from another source such as the school district or state department of education, or the parent or guardian who home–schooled the student is deceased, the College may accept alternative documentation. Contact YCCC Admissions Office for more information on alternative documentation. Please note, a student's self-certification is not an acceptable form of documentation except in rare instances such as for refugees, asylum seekers, and victims of human trafficking.

Students who have already earned an Associates or Bachelor's degree do not need to submit an official high school transcript to be accepted into YCCC.

Credit by Examination

College Level Examination Program (CLEP)

Credit for CLEP General Exams and selected subject exams will be granted in applicable subject area. A minimum acceptable score of "50" is recognized, as recommended by the American Council on Education (ACE), on all exams.

DANTES Subject Standardized Test (DSST)

DSSTs are credit-by-examination tests originated by the United States Department of Defense, but open to all learners. For transfer of an applicable course, a minimum acceptable score of "400" is recognized based on the DSST score scale developed in 2008.

Advanced Placement (AP)

For AP credit, a student will have taken recognized AP examinations during their high school career. Credit is granted for AP exams completed with scores of "3" or higher for which there are comparable courses at YCCC.

International Baccalaureate (IB) Higher Level

At high schools offering an IB program, IB courses culminate in a corresponding IB exam. YCCC recognizes IB achievement by awarding credit in applicable courses to students who score a "5" or above on Higher Level IB exams. The College does not grant credit for Standard Level IB Tests.

Contact the Admissions Office to review other prior learning transfer credits.

Transfer Students

Official transcript(s) from any college(s) attended, sent by the college(s) directly to the Admissions Office will be reviewed for transfer credit upon an applicant's acceptance. Students who wish to transfer credits from another college or university must meet all of the admissions requirements as outlined above in the section "Application Procedures."

In–State/Out–of–State Residency

At the time of their admission to YCCC, students receive either in-state resident or out-of-state resident status. There are several factors that will be considered in determining residency for in–state tuition purposes. Students without Maine residency status will be charged out–of–state tuition. No one factor can be used to establish domicile; rather, all factors and circumstances must be considered on a case–by– case basis.

Out-of-state students may be eligible for in-state status if they can prove they have been living in the state for at least one year immediately prior to next registration period. If out-of-state students are enrolled full–time, the College will assume that they are in Maine for educational purposes and that they are not in Maine as permanent residents. The burden of proof thus remains with students. The domicile of students who are claimed as dependents for tax purposes follows that of the parents or legal guardians.

Out-of-state resident students who marry in-state residents and claim the establishment of a permanent residence in Maine will be considered in-state residents for the next registration period. In general, members of the Armed Forces and their dependents are considered residents during their period of active duty.

Home–Schooled Students

YCCC welcomes applications from students who have been schooled in the home. All applications from home–schooled students will be evaluated once the Admissions Office has received the following:

- A completed online application form located on the www.yccc.edu home page.

Please supply one of the following:

- A certified transcript documenting the completion of the student's home–schooled program, provided by one of Maine's certifying organizations:
  - North Atlantic Regional School, 800–869–2051, www.narsonline.com
  - Royal Academy, 207–657–2800, www.homeeducator.com/HEFS/royalacademy.htm
  - The New School, 207–985–3745, Kennebunk, ME
  - Official GED/HiSET scores sent directly to the Admissions Office from the awarding institution.
  - A parental home–school transcript accompanied by SAT or ACT test scores,
  - Official transcript(s) from any college attended, sent directly to the Admissions Office.

NOTE: Students who provide a certified transcript vs. a high school diploma or GED must also meet federal Ability to Benefit standards on the college's placement assessment test in order to

receive federal financial aid. Please contact the College's Director of Admissions or Director of Financial Aid for more details.

International Students

YCCC welcomes applications from students who have citizenship outside the United States. Accepted students will attend YCCC on an F–1 student visa and must study full–time in their degree program. All applications from international students will be evaluated once the Admissions Office has received the following:

- A completed online application form located on the www.yccc.edu home page.
- Eligible non–citizens who have graduated high school in a foreign country must provide proof that the foreign country's diploma is equivalent to a U.S. high school diploma. This requires documentation from that foreign country's government or an approved U.S. accrediting agency outlining what constitutes the U.S. high school equivalency. The YCCC Admissions Office will provide a list of required foreign country graduation requirements that the student must obtain in order to be accepted at YCCC as well as a list of approved U.S. document evaluation agencies.
- An official, (certified English translation, if applicable) transcript documenting the completion of the student's secondary level education program.
- For prospective students with a native language other than English: results of the Test of English as a Foreign Language (TOEFL) which are not more than two years old, administered by the Educational Testing Service. Necessary scores for admission are:
  - 173 or more on the computer– based TOEFL exam or
  - 61 or higher on the internet–based exam (79+ is the college English level), or
  - 500 or more on the paper–based TOEFL exam.
  - An IELTS score of "6" will also confirm English proficiency.

  For information on dates and locations for the test, visit the TOEFL website at www.toefl.org. If a student is residing in Maine, he or she may take the Next Gen Accuplacer placement test to confirm English proficiency.
- Official transcript(s) from any college(s) attended, sent by the college directly to the Admissions Office. International students who need to have a foreign high school or college transcript translated and certified may contact World Education Services at www.wes.org or Center for Educational Documentation at www.cedevaluations.com.
- Provide a Declaration of Finance form with supporting materials, which includes an affidavit of support or notarized letter from a sponsor documenting that he/she will be responsible for the student's educational and living expenses for one year and/or an official bank statement showing sufficient funds in a bank account to cover total education and living expenses for one year. This amount must be a minimum of $14,000 in U.S. dollars. International students use the I–20 form to apply to Immigration and Naturalization Services (INS) for a F–1 student visa.

Placement Tests

York County Community College (YCCC) will use multiple measures which will include transcripts, college-level experience, and available test scores to make placement decisions. Based upon a multiple measures review, the College may prescribe developmental courses or limit a student's enrollment in an effort to enhance that student's ability to succeed.

YCCC highly encourages that all new students to provide recent SAT or ACT scores not more than five years old for English or three years old for Math, sent directly from Educational Testing Service or the high school to the Admissions Office. Applicants without recent SAT or ACT scores may be encouraged to take the NextGen Accuplacer placement test in the YCCC admissions office,

if necessary. Individual academic programs of study (such as nursing) may, however, have specific entrance requirements contact the college admissions office and/or website for specific program entrance requirements.

The SAT, ACT and NextGen Accuplacer test scores below in reading, writing, and mathematics are recommended for appropriate course placement in a student's first semester catalog schedule.

Upon Acceptance

Upon acceptance, all new students will be asked to:

- Provide documentation of prior success (grade of C or better) in a college–level English or math course at a 100 level or higher, taken at an accredited institution. Please note that if a student's college math credits are over 3 years old, the transfer credits will be accepted, but the student will be required to take the math portion of the Next Gen Accuplacer placement test if further math courses are required in his or her major.
- Complete a YCCC Immunization Form. Maine State Law requires YCCC to certify that all formally accepted students have been immunized against Measles, Mumps, Rubella, and Diphtheria/Tetanus. Students with questions about their immunization history should contact the Director of Registration and Records. Students born before January 1, 1957 are exempt from providing proof of MMR.
- Submit final high school transcript with date of graduation to the Admissions Office as soon as possible. Final acceptance for high school seniors is contingent upon satisfactory completion of high school courses or any other current program of study.
- A student with a prior college degree can be accepted with an official college transcript.
- If applicable, students with a documented learning or physical disability must register with the College's Coordinator of Student Disabilities Services in order to discuss potential accommodations.
- Failure to provide the official high school transcript with graduation date (or official college transcript with graduation date if using a prior degree for acceptance) by the start of classes will result in a registration hold until it is received by the Admissions Office.

Special Conditions of Admission, Enrollment and Participation

Introduction

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

Definitions

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

1. "Applicant" means a person who seeks to attend, but is not yet admitted to, or enrolled in, a college; "Student" means a person who has been admitted or enrolled; and "Individual" means both an applicant and a student.
2. "Admission" means entry into a college, off-campus site, program or course; "Enrollment" includes registration in online and on campus courses, regardless of location of course delivery; and "Participation" means involvement in any college service or activity including, for example, access to housing, financial aid, athletics or extra-curricular activities, as well as a general freedom of movement around campus.

3. "Circumstances warranting special conditions" or "special circumstances" mean those acts that raise reasonable concerns for community safety and community order. They typically involve prior personal misconduct that demonstrates a diminished reliability to comply with the reasonable rules and regulations of the college, and/or a greater likelihood of risk of harm to self, others or property. Such circumstances often include, but are not limited to, a:
    a. Criminal conviction;
    b. Condition of bail, probation, restraining order or other judicial or administrative order;
    c. Pending arrest, indictment or other criminal charge;
    d. Report or recommendation of a law enforcement, probation or parole officer that relates to the risks of harm or disruption that an individual may present;
    e. Report or recommendation of a mental health professional that relates to the risks of harm or disruption that an individual may present;
    f. Civil litigation whose allegations raise like concerns for a college; or
    g. Lack of evidence of an individual's ability to succeed academically or other evidence that the individual is unlikely to succeed. Such evidence includes but is not limited to the individual's prior performance at other educational institutions.
4. A "condition" can include either exclusion, restriction or both.

Completed vs. Evolving Matters

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

Authority to Exclude or Limit

A college may exclude or limit an individual's admission, enrollment or participation to the extent that an individual's special circumstance diminishes the individual's:

1. Likelihood of success in a program of academic study, particularly one for which admission is competitive;
2. Ability to be placed in a required internship or clinical experience;
3. Ability to qualify for a professional license after graduation;
4. Ability to qualify for financial aid, especially federal financial aid if there is a drug-related conviction;
5. Compatibility for placement in a college residence hall;
6. Trustworthiness for on-campus employment;
7. Reliability to comply with the reasonable rules and regulations of the college; and
8. Reliability not to present a greater likelihood of risk of harm to self, others or property.

Determining Whether to Exclude or Limit a Student

In determining whether to apply any conditions to an individual with a special circumstance, a college should:

1. Identify the specific nature of the individual's special circumstance. For example, a college should consider the following:

a. Whether the conduct underlying the special circumstance was admitted or proven, or is not yet admitted or proven;

b. When and how recently the conduct was committed or alleged to be committed, and whether the individual was a juvenile or adult at the time;

c. Whether the conduct was against a person or property; violent or passive; and intentional, reckless, negligent or grossly negligent;

d. Whether the harm actually or allegedly caused was minor and temporary or serious and permanent;

e. Whether the individual acknowledged the individual's responsibility by plea, or contested by trial and/or appeal;

f. What punishment, if any, was imposed on the individual; whether that punishment was satisfactorily completed; whether the individual is on bail, probation or parole, and, if so, the terms and conditions thereof; and the perceived degree to which the individual has been rehabilitated; and

g. Any other factor that is relevant and material.

2. Consult, as appropriate, with the MCCS General Counsel;

3. Weigh the individual's circumstances against the college's interests in, for example, those issues addressed in Section D above and determine the rational relationship between the facts of an individual's particular case and the college's interests in excluding or limiting the individual; and

4. Impose those conditions that by amount, scope and duration are reasonable under the particular circumstances.

Procedures

1. Admission. On questions of whether an applicant's special circumstances shall affect an applicant's admission to a college, the college Director of Admissions, Associate Dean of Students or designee shall make that determination consistent with the provisions of this policy and impose any special terms and conditions necessary to address the applicant's circumstances

2. Post-Admission. The Associate Dean of Students or his designee may impose special terms and conditions after admission for special circumstances that existed at the time of admission but were not known to the college until after the applicant was admitted.

3. Violation. Violation of a special term or condition imposed under this policy shall be subject to the MCCS Student Code of Conduct.

financial aid

While students and their family share the primary responsibility for financing a post–secondary education, a number of federal, state and institutional financial aid programs are available to supplement the family contribution where need exists. Within the limits of its resources, YCCC will award financial assistance to students with need in the form of federal, state and institutional grants, scholarships funded through charitable gifts, federal work–study, and loans. Students will be offered financial aid subject to the availability of funds and course enrollment. All application materials may be obtained from the Financial Aid Office and/or on the Financial Aid page of the YCCC website https://my.yccc.edu/ICS/Campus_Services/Financial_Aid/. New students reapply through the web each year after October 1. www.fafsa.gov

Eligibility for Financial Aid

To be eligible for financial aid from federal, state or institutional sources, students must meet the following criteria:

- Be accepted into a YCCC degree or certificate program;
- Be a United States citizen, permanent resident of the United States or other eligible non–citizen;
- Maintain satisfactory academic progress;
- Not be in default on any federal loan program;
- Not owe a refund on a federal grant;
- Have a social security number;
- Be able to demonstrate financial need.

Determination of Financial Need

The Cost of Attendance at YCCC is comprised of the following estimated student expenses based on full–time attendance of a dependent student living off campus (based on full time students who average 15 credits per Fall & Spring semester), during 2021-22.

	In-State	Non-Resident*
Tuition	$2,880.00	$4,320.00
Course Fees	$986.00	$986.00
Room and Board	$8,056.00	$8,056.00
Books and Supplies	$1,400.00	$1,400.00
Travel	$2,196.00	$2,196.00
Personal/Medical	$3,532.00	$3,532.00
TOTAL	**$19,050.00**	**$20,490.00**

** This rate is available to out-of-state and New England Regional students.*

The costs listed are for a dependent student living off campus (YCCC does not provide residential housing), NOT at his or her parents' home. Dependent students living with their parents will have a lower total Cost of Attendance than listed above and likewise, an Independent student will have a higher total Cost of Attendance. Exact figures are available in the YCCC Financial Aid Office.

The Expected Family Contribution (EFC) is the amount of money you and your family are expected to pay toward your education. The EFC is calculated using the information provided by you on the Free Application for Federal Student Aid (FAFSA). The calculation is based on a federal formula that has been passed into law by Congress.

Required Forms and Documents

Free Application for Federal Student Aid (FAFSA): For priority consideration, the FAFSA should be submitted so that it is received by the Central Processing System (CPS) for processing by May 1st each year. A student will need to indicate in the Releases and Signatures Section of the FAFSA the Federal School code number for YCCC – 031229. Students are encouraged to complete the web FAFSA by going to www.fafsa.gov. Questions about FAFSA on the Web may be directed to (800) 433–3243, or by using the online help tools in the FAFSA.

Once a student has filed a FAFSA, he/she may inquire about the status of their YCCC financial aid record via the Financial Aid web page. First–time matriculated (fully accepted) students will be mailed a YCCC personal identification number and other useful information on how to access the web financial aid portal called Netpartner. In addition to viewing Netpartner for important financial aid information, students are also encouraged to access their YCCC e–mail account on a weekly basis regarding future notification of changes made to their individual financial aid record. You may also see financial aid information in your "MyYCCC" portal.

Verification

YCCC is required to review federally selected students' Financial Aid Applications who have submitted a FAFSA. This process is called Verification. Verification requires the student to prove the information reported on the FAFSA to be correct. The selection is made by the Federal Government Central Processing Center that administers the FAFSA. The selection is random.

The YCCC Financial Aid Office will notify the student if the application has been selected for Verification. YCCC will send a letter that lists all documents required for Verification. They may request a student and/or parent IRS tax transcript from: www.irs.gov and the Verification Worksheet. As a recommended option, students and/or parents are encouraged to utilize the IRS Data Retrieval process in the FAFSA to automatically load IRS tax information into the FAFSA form. All requested documents and the completed Verification Worksheet should be returned to the YCCC Financial Aid Office within 14 days of the date of the letter UNLESS other arrangements have been made with the YCCC Financial Aid Office. Financial Aid applications will not be reviewed until the Verification process is completed. Corrections made to a student's FAFSA information as a result of Verification will be made electronically with the United States Department of Education by the YCCC Financial Aid Office. Notification of corrections resulting in an adjustment to a student's financial aid award will be made through the student's YCCC e–mail account. Students will be directed to the YCCC Financial Aid page where they may view changes to their financial aid record through their Netpartner portal. This and other required forms are available on the YCCC web site at www.YCCC.edu on the Financial Aid page.

Fraud Referrals: If YCCC suspects that a student, employee, or other individual has misreported information and/or altered documentation to increase student aid eligibility or to fraudulently obtain federal funds, it must report those suspicions and provide any evidence to ED's Office of Inspector General (OIG). Please refer to the Financial Aid Office for more details on the policy and procedures.

Award Notification

All new and continuing students will be emailed his/her award once the Financial Aid Office has determined eligibility during the award year. The email will also be followed up with a text message. Students are asked to read its contents carefully and follow any special instructions provided in the email. Students will also be notified via the student's YCCC student e–mail account of any subsequent changes or updates made to their financial aid status/award during the award year, and will then be directed to the secure Netpartner web module to view those changes and/or updates.

Types of Financial Aid

Listed below are the various federal, state and institutional programs from which an eligible student may receive assistance. For further information about the federal financial aid programs published by the United States Department of Education visit www.studentaid.ed.gov. Copies of this publication are available on the Financial Aid page of our web site.

Federal Pell Grants

The Federal Pell Grant does not require repayment. Students with prior baccalaureate degrees are ineligible. The Federal Pell Grant is based on financial need. The maximum grant for 2021-22 is $6,495.00. The amount awarded is credited directly to the student's tuition account (after the final "drop" period) in the Business Office each semester. The student may receive a Pell Grant for up to 6 academic years (12 full–time semesters).

Federal Supplemental Educational Opportunity Grants (Federal SEOG)

The Federal SEOG is for students without a prior baccalaureate degree and requires no repayment. This grant is for students with exceptional financial need and priority consideration is given to the neediest Federal Pell Grant recipients that are considered Independent. Awards generally range from $100 to $500. The amount awarded is credited directly to the student's tuition account (after the final "drop" period) in the Business Office each semester. Priority is provided to students with a "0" zero Expected Family Contribution (EFC).

Federal Work Study (FWS)

The FWS Program provides on–campus and community service employment opportunities for students who qualify based on need. Wages are paid directly to the student. The FWS Program is a unique employment opportunity in that wages are considered financial aid and do NOT count as income when applying for financial assistance for the next academic year. Generally, awards range from $500.00 to $2,500.00 in any award year. As part of the FWS program, the America Reads program allows YCCC students to add to their professional growth and personal fulfillment by possibly reading to children in a classroom setting. Information is available in the Financial Aid Office or by visiting www.ed.gov/americareads.

Federal Direct Subsidized Stafford Loans

Federal Direct Subsidized Stafford Loans are loans for which the federal government subsidizes the interest while the student is in school, in grace period or in certain types of deferment contact hours. Fixed interest rates for subsidized loans processed on or after July 1, 2020 will be 2.75%. These loans are available through the federal government. Federal Subsidized Stafford Loans are insured by the federal government. There is a 1.057% processing fee for these loans with first disbursement dates on or after October 1, 2020 and before October 1, 2021. Students must demonstrate financial need in order to qualify.

Federal Direct Unsubsidized Stafford Loans

Federal Direct Unsubsidized Stafford Loans are available to students without regard to financial need. Fixed interest rates for unsubsidized loans processed on or after July 1, 2020 will be 2.75%. These loans are made through the federal government. A student interested in borrowing from this program needs to complete the FAFSA first and then obtain an application from one of the previously mentioned lending organizations or the YCCC Financial Aid Office or web site. The student submitting a paper application should complete the borrower section of the loan application, and forward it to the YCCC Financial Aid Office for certification. There is a 1.057% processing fee for these loans with first disbursement dates on or after October 1, 2020, and before October 1, 2021.

Eligible students may borrow up to a combined subsidized/unsubsidized maximum amount as determined by YCCC based on their year in school and financial need. Possible maximum amounts are: $5,500 for eligible dependent freshmen and $6,500 for eligible dependent sophomores.

Independent students are possibly eligible for an additional $4,000 as a freshman, and an additional $4,000 as a sophomore.

REGARDLESS OF WHETHER A STUDENT IS DEPENDENT OR INDEPENDENT, STUDENTS MAY NOT BORROW MORE THAN THE COST OF ATTENDANCE LESS FINANCIAL AID.

Once deemed eligible by the YCCC Financial Aid Office (FAO), instructions on (1) conducting an online Student Loan Entrance Interview, (2) and how to sign your Direct Loan Master Promissory Note (MPN) will be provided, if required. (3) A short paper Stafford Loan application, that is part of your award notification packet, must be submitted to the FAO for processing. (4) The students will create a Igrad account as this tool will assist in loan repayment. An FAO staff person will notify you in writing once your application has been processed and you will be provided with general information in regards to anticipated disbursement dates, amounts and cancellation procedures. Normally, your loan funds will be received by the school via Electronic Funds Transfer (EFT) and credited to your student account in the Business Office after the "drop" period of each semester. Any remaining credit balances will be mailed to the student borrower. Students generally have up to ten years to repay these loans and begin making payments 6 months after they cease to be enrolled at half–time (6 credits). Monthly payment amounts are based on the total amount borrowed, interest rate, and the borrower's past history with the program. However, the minimum monthly payment amount is $50.00.

NOTE: As a reminder to graduating seniors, if you received Stafford Loan funds while attending YCCC, you will be required to attend a mandatory Exit Loan Counseling session with the Financial Aid Office prior to picking up your regalia. As part of the student loan default prevention program, the FAO recommends that monthly student loan payments not exceed 15% of anticipated monthly gross income and further recommend student loan borrowing maximums depending on the student's academic program. See the FAO for more information. To view your student loans, go to www.nslds.ed.gov.

Federal Parent Loans for Undergraduate Students (Federal Direct PLUS Loan)

This loan enables parents who have a good credit rating to borrow on behalf of their dependent student enrolled in a degree or certificate program. The student must be enrolled on a half time basis (or more). A parent may borrow an amount equal to the student's cost of education minus any financial aid received by the student. The interest rate on Federal PLUS Loans made on or after July 1, 2020 is set annually, not to exceed 5.30%. The processing fees for a PLUS loan is 4.228% with a first disbursement on or after October 1, 2020, and before October 1, 2021. Repayment begins after the last disbursement of the loan. Borrowers have up to ten years to repay. Applications for the Federal PLUS Loan may be obtained by a participating lender and must be submitted to the YCCC Financial Aid Office for further processing. Federal PLUS proceeds will be received at the College half each semester, via check or EFT. The College will notify the borrower of the loan's receipt. Since Federal PLUS checks are made co–payable to the parent borrower and the College, they will be mailed to the parent for the first endorsement. Once the signed check is returned, it will be credited to the student's account in the Business Office. If the Federal PLUS loan causes a credit balance on the student's account, a check will be issued to the parent borrower.

State Grants

Many states offer financial aid programs to assist residents with college costs. For the New England states, Alaska, Delaware, Maryland, Pennsylvania and Washington D.C. this grant is portable and may be received at YCCC if the student is from one of these states. Grant amounts vary from state to state, and each state program has its own formula and deadline. States determine their own recipients and notify both the selected students and the applicable colleges of the grant determinations. The state awards are often made separate from the YCCC award letter and, as a result, revisions to the financial aid package may be required. The 2021-22 State of Maine Grant Program Scholarship (SMGP) for an eligible Maine student with an Expected Family Contribution (EFC) from the (FAF SA) of $7,000.00 or less, may be eligible for a $2,500.00 scholarship for full-

time attendance (12 credits), and $1250.00 for part-time attendance (6-11 credits). Visit www.famemaine.com under "Education" for other state grant/scholarship opportunities.

The Bernard Osher Scholarship (Osher I & III)

ADMINISTERED BY THE FINANCIAL AID OFFICE

The Bernard Osher scholarships are awarded by YCCC to full–time matriculated associate degree students (priority given to high school graduating seniors) with demonstrated financial need. To qualify, a student must carry at least 12 credit hours each consecutive semester and be matriculated in an associate degree program. A student must be a Maine resident, as defined by the YCCC policy on residency. To maintain the scholarship, students must achieve by the end of the first semester and/or maintain a minimum cumulative grade point average of 2.5. Priority consideration will be given to students whose FAFSA results (Student Aid Reports) have been received by May 1st.

Osher Scholarship for Associate in Arts Students (Osher II & V)

Sponsored by the Bernard Osher Foundation The Osher II Scholarships will be targeted to matriculated students who have earned less than 24 credits, either full–time or part–time, in the Associate in Arts in Liberal Studies degree program. Applicants must meet the following requirements:

- Must not be concurrently matriculated at any higher education institution(s).
- Must be residents of Maine, for at least one year immediately prior to registration for the term for which resident status is claimed.
- Scholarship offers eligible students two core courses tuition–free. Students are responsible for fees and books associated with these courses. Students eligible for this scholarship will
- Be identified during their admissions process, and awarded the scholarship upon their formal acceptance. Please forward all inquiries about this scholarship to the Financial Aid Office.

Osher V:

- The student must be a Maine resident.
- Must be enrolled full or part–time in a degree program.
- Must be a resident.
- Must be in good academic standing.
- The value of this scholarship is up to $1,000.00.

YCCC Foundation

Annually, the York County Community College Foundation makes available privately supported scholarships. These scholarships are the direct result of the Foundation's fundraising efforts. These scholarships are administered by the Financial Aid Office according to the donor's restrictions.

Other Sources of Scholarships and Grants

The YCCC Financial Aid Office will make every effort to notify students of additional scholarship and grant opportunities of which we become aware. Most scholarship applications will be available on the Financial Aid page of the YCCC web site.

Child Care Financial Assistance

YCCC, through Carl D. Perkins program, and the Rural Initiative Childcare scholarship program, has limited funds available to students who have childcare needs and would like to apply for assistance under this program. Please visit the Financial Aid web page under the current year scholarships to print the application. (Assistance contingent on availability of funds).

Outside Resources

Students who receive funding from outside resources such as community scholarships, employer paid tuition, education–related veteran's benefits, or a third party payer must forward a copy of their award to the Financial Aid Office directly within two weeks of receiving their notification.

Veterans' Educational Assistance Benefits

Veterans and other eligible persons are able to use their educational benefits for degree and certificate programs that have been approved by the Maine State Approving Agency for Veterans Education Programs. Students who plan to receive veteran's benefits must see YCCC's Financial Aid Office in the Student Affairs Office to initiate paper work.

For more information about this and other VA educational benefits at YCCC, go to the VA Benefits part of the YCCC web site or call 207.216.4410. David Daigle, School Certifying Official

VA Tuition Assistance Return of Unearned Funds

Return of Tuition Assistance Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded.

To comply with the new Department of Defense policy, York County Community College will return any unearned TA funds on a prorated basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. These funds are returned to the military Service branch.

Instances when a Service member stops attending due to a military service obligation, the educational institution will work with the affected Service member to identify solutions that will not result in student debt for the returned portion.

Bold type identifies the 60% completion point.

14-Week Course Withdraw Period	
Before or during weeks 1	100% return
During weeks 2-4	90% return
During weeks 5-6	75% return
During weeks 7-8	50% return
During weeks 9	**40% return (60% of course is completed)**
During weeks 10-15	0% return

7-Week Course Withdraw Period	
Before or During Week 1	100% Return
During Week 2	72% Return
During weeks 3	50% return
During week 4-5	**40% return (60% of course is completed)**
During weeks 6-7	0% return

2-week Course Withdraw Period,	
Day 1	100% return
Day 2 and 3	70% return
Day 4	60% return
Day 5	50% return
Day 6	**40% return (60% of course is completed)**
Day 7	0% return
Day 8	0% return
Day 9	0% return
Day 10	0% return

Note: The educational institution's week of instruction is counted as 5 days.

Late Fees:

YCCC will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

YCCC will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Native American Tuition Waiver

YCCC offers a tuition waiver to Native American students that is applicable to the expenses associated with the cost of tuition for up to an associate degree credential. Native American students are responsible for paying all other costs associated with attendance, including all fees, books, supplies and personal expenditures. This program is available to:

- Students whose names are included on the current tribal census, or who have at least one parent or grandparent included on the current tribal census, of the Passamaquoddy Tribe, the Penobscot Nation, the Houlton Band of Maliseet, the Aroostook Band of Micmac, or a state, federal, or provincial North American Indian Tribe, or held a band number of the Maliseet or Micmac Tribes AND who provide the college with official proof (original document) directly from the tribe, Nation or band in a sealed envelope.
- Students who provide a statement of support identifying all financial assistance provided by the tribe, Nation, or bank. This must be official documentation provided by the Tribal office responsible for assisting students with their cost of education.
- Students who complete the FAFSA process, and who meet YCCC's Satisfactory Academic Progress (SAP) policy requirements.

Please visit the YCCC Financial Aid page to view the procedures, and to print the application.

Satisfactory Academic Progress

YCCC believes that students are responsible for their own academic progress and for seeking assistance when experiencing academic difficulty. The College requires that all financial aid recipients make satisfactory academic progress toward a degree, or certificate to remain in good standing. Additionally, federal and state laws require that recipients of federal or state financial aid (including grants, loans, and work study employment) meet the minimum satisfactory academic progress measures to remain eligible for financial aid. Satisfactory academic progress (SAP) also applies to institutional aid awarded to students. The following two SAP standards are required of all financial aid recipients.

Part 1. SAP Qualitative Measure of Progress (GPA)

A student's academic standing is part of the student's SAP process. As part of measuring the federal Qualitative measure, the College utilizes its Academic Standing policy found in the

Academic Information part of the college catalog. A student is considered to have met the qualitative measure if he/she is NOT on Academic Dismissal. A student meeting YCCC's minimal GPA standards, or on Academic Probation, is considered to have met the qualitative measure. A student who receives a grade of "P" or Pass is considered to having completed the course with "C" grade level work or better.

Total Number of Attempted Credits	Required cumulative GPA
1–11	1.51
12–23	1.75
24–35	1.91
36+	2.0

For more information about the "Academic Standing" requirements for this calculation, please refer to the Academic Information section of the College Catalog

Part 2. SAP Quantitative Measure of Progress

C. Required Completion Percentage

Financial aid recipients are required to complete a minimum of 67% of their cumulative/ attempted credits. Students who meet the 67% cumulative completion percentage will be deemed to have met this measure. For the purposes of this measure, "attempted credits" include: Credits attained as a result of Assessment of Prior Learning Options (in College Catalog), consortium credits, transfer–in credits, remedial credits, repeated credits, credits with letter grade of A, A–, B+, B, B–, C+, C, C–, D+, D, D–, P, F, AF, W, I, and NP. Audited courses (AU) are not counted in this measure. These are included in the calculation of cumulative credit completion percentage. First–time students with less than 11 attempted credits are not negatively impacted by this measure. Example: A first– time student who attempts 9 credits and only completes 6 credits is considered to have met this measure.

D. B. Maximum Time Frame

Financial Aid recipients are expected to complete their degree, or certificate within an acceptable time frame. Funding will only be granted for up to 150% of the published credit length of the student's program major. Examples: A 2 year degree program with a 60–credit requirement would have, at most, 90 attempted credits covered by financial aid. An 18–credit certificate program would have, at most, 27 attempted credits covered by financial aid.

Part 3. SAP Evaluation Period

The financial aid awarding cycle follows a fall 14–week term, spring 15–week term, and summer up to 14–week term in the academic year. The Financial Aid Office evaluates Satisfactory Academic Progress at the end of each fall, and spring term; the ensuing summer is evaluated at the end of next fall term.

Part 4. Failure to Meet SAP Standards

A. Maximum Time Frame

If at the end of the term a student has exceeded the standard for measurement of maximum time frame (equal to 150% of their program length), the student will be placed on financial aid suspension.

B. Financial Aid Warning

A student who fails to meet both the Qualitative and Quantitative measures at the end of a given term will be placed on financial aid warning for the subsequent term of attendance. The student may receive financial aid for that subsequent term.

C. Financial Aid Suspension for Students on Warning Status

If a student that is on financial aid warning status has not met both the Qualitative and Quantitative measures by the end of the term of warning, he/she will be placed on financial aid suspension, and will not be eligible for financial aid for subsequent terms.

D. Financial Aid Probation for Students on Suspension Status

If a student is placed on financial aid suspension and is successfully granted an appeal (see appeals process below), he/she will be placed on financial aid probation for the subsequent term of attendance and may receive financial aid for that subsequent term; however, as part of the approval, some conditions of reinstatement may be imposed. If the student doesn't meet the conditions of the probation, he/she may be placed on financial aid suspension, and lose financial aid eligibility.

E. Regaining Eligibility For Financial Aid

Removal from financial aid does not prevent students from enrolling without financial aid, so long as other acceptable payment arrangements are made with the College. Until such time that the student meets both Qualitative and Quantitative measures, financial aid will remain suspended. Financial aid reinstatement may be considered if the student can prove that he/she has passed 9 credits with a grade of C or better, so long as the credits relate to the degree or certificate. The student must consult the Financial Aid Office for consideration/review.

F. Notification

The College will notify a student in writing any time they are placed on a warning or probationary status. If a student is suspended, he or she will be mailed a certified letter with information on how to appeal the suspension status.

Part 5. Appeals

A student who is suspended has the right to appeal. Appeals are based on unusual or extenuating circumstances such as:

- Illness or injury to the student or close relative.
- Death of an immediate family member or close associate.
- Other unusual mitigating circumstances.

All appeals must be submitted in writing, and have documentation. The appeals form can be printed from the Financial Aid section of our web site under "Financial Aid Policies" and must be submitted within 10 business days of the notification of Financial Aid Suspension. The Associate Dean of Students will review appeals weekly or as demand necessitates, and appeals will be emailed to the student immediately following a decision. This decision is final. If, granted an appeal, the student may not use the same reason for additional appeals. As part of granting an appeal, the student must agree to following an academic plan, and meeting with his/her academic advisor to set up, and following that plan. The student should see the Financial Aid Office for further information.

Part 6. Additional elements to previously mentioned topics

Repeated Courses: A student may receive financial aid for repeating courses. However, if retaking a previously passed course (D– or better), financial aid can only be used for one repeat course. Students may continue receiving aid for a repeated failed course or withdrawn course until a passing grade is earned. **The Financial Aid Office may have to adjust your enrollment status once the term has already started (after add/drop period has ended), thereby changing your eligibility.**

A. Remedial Courses

A student may receive financial aid for remedial courses that will directly assist them attain their current degree or certificate. These courses are also referred to as developmental courses or pre–college courses.

B. Consortium Credits

A student may only receive financial aid from one institution during a specific term. YCCC financial aid recipients may receive financial aid for a course held at another institution if said course is directly transferred into the YCCC degree, or certificate program. A form is available in Student Affairs for this process as it should be completed 30 days prior to the start of the off–campus course.

C. Academic Forgiveness Credits

All previously attempted credit or clock hours and grades for the student's academic progress must be included in all components of the SAP calculation for federal financial aid purposes, regardless of whether those hours or grades are later forgiven by the college.

D. Limits For Terms On Financial Aid

Students receiving financial aid are allowed 150% of "normal" time to complete academic certificates, diplomas or degrees. "Normal" time is one year for most certificate and diploma programs and two years for associate degree programs, as outlined in the school catalog. YCCC figures the 150% by computing one and a half times the number of credits needed for the degree or certificate. For example, if a student is pursuing an Associate Degree which requires 60 credits to complete, he/she can accrue 90 credits before running out of aid. The amount of credits is computed on the current degree program attempted, so switching degree/certificate programs will change the number of credits a student has before running out of financial aid. If a student graduates from one degree/certificate program and enrolls in another, YCCC will compute the number of credits from the first program that will transfer into the second, and allow financial aid for only those courses needed for the second program from that point on. Since a student has 150% of the remaining credits in the second program

Please visit YCCC's Financial Aid page for more details on the most currently revised SAP policy.

Financial Aid Refund Policy (Return of Title IV Funds)

The Higher Education Amendments of 1998 changed the formula for calculating the amount of aid a student and school can retain when the student totally withdraws from all classes. Students who withdraw from all classes prior to completing more than 60% of an enrollment term will have their eligibility for aid recalculated based on the percent of the term completed. For example, a student who withdraws completing only 30% of the term will have "earned" only 30% of any Title IV aid received. The school and/or the student must return the remaining 70%. The Financial Aid Office encourages you to read this policy very carefully. If you are thinking about withdrawing from all classes PRIOR to completing up to and including 60% of the semester, you should contact the Financial Aid Office to see how your withdrawal will affect your financial aid.

◊ **The policy shall apply to all students who withdraw or stop attending York County Community College (YCCC) without notification and receive financial aid from Title IV funds:**

- The term "Title IV Funds" refers to the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs that are available at YCCC: Direct Unsubsidized Federal Stafford Loans, Direct Subsidized Federal Stafford Loans, Federal Parent Direct (Plus) Loans, Federal Pell Grants, Federal Academic Competitiveness Grant (ACG), and Federal Supplemental Equal Opportunity Grants (FSEOG).

- A student's withdrawal date is:

  The date the student began the institution's withdrawal process or officially notifies the institution of intent to withdraw. This is accomplished by notifying the Records & Retention Office and completing the "Withdrawal Form,"

  –OR–

  The midpoint of the period for a student who leaves without notifying the institution,

  –OR–

  The student's last date of attendance at a documented academically related activity. The Financial Aid Office will consider the last date of attending classes, taking an exam, computer assisted instruction, academic counseling or advisement, or turning in an assignment.

◊ **Title IV aid is earned in a prorated manner on a per diem basis up to and including the 60% point in the semester. Title IV aid and all other aid is viewed as 100% earned after that point in time.**

- The percentage of Title IV aid earned shall be calculated as follows:

  Number of days completed by student divided by the total number of days in term*
  =
  Percent of term completed**

  ** The total number of calendar days in a term of enrollment shall exclude any scheduled breaks of more than five days.*

  ***The percent of term completed shall be the percentage of Title IV aid earned by the student.*

- The percentage of Title IV aid unearned (i.e., to be returned to the appropriate Title IV program) shall be 100% minus the percent earned.
- Unearned aid shall be returned by YCCC from the student's account calculated as follows:
  - Total institutional charges times percent of unearned aid = amount returned to program(s)
  - Unearned Title IV aid shall be returned to the following programs in the following order:
    - Unsubsidized Stafford Loan
    - Subsidized Stafford Loan
    - Parent Loans to Undergraduate Students (PLUS)
    - Federal Pell Grant
    - Federal SEOG
    - Other Title IV grant programs

  Exception: No program can receive a refund if the student did not receive aid from that program. When the total amount of unearned aid is greater than the amount returned by YCCC from the student's account, YCCC will return (on behalf of the student) unearned aid to the appropriate program(s) as follows:

  - Unsubsidized Stafford Loan
  - Subsidized Stafford Loan
  - Parent Loans to Undergraduate Students (PLUS)
  - Federal Pell Grant
  - Federal SEOG
  - Other Title IV grant programs

** Loan amounts are returned with the terms of the promissory note. No further action is required other than notification to the holder of the loan of the student's withdrawal date.*

*** Amounts to be returned on the student's behalf to federal grant programs will receive a 50% discount.*

◊ **Refunds and adjusted bills will be sent to the student's home address (PLUS refunds will be returned to the parent's address on file) on file in the Business Office following withdrawal. Students are responsible for making arrangements with the Business Office on any portion of their institutional charges that are left outstanding after the Title IV funds are returned. If a student has extenuating circumstances in regards to their withdrawal, and it relates to the student's outstanding institutional charges, the student may address those issues by meeting with the Associate Dean of Students.**

◊ **Institutional and student responsibilities in regard to the return of Title IV funds:**

- YCCC's responsibilities in regard to the Title IV funds include:
  - providing each student with the information given in this policy;
  - identifying students who are affected by this policy and completing the Return of Title IV Funds calculation for those students;
  - returning any Title IV funds that are due the Title IV programs.
- The student's responsibilities in regard to the return of Title IV funds include:
  - becoming familiar with the Return of Title IV policy;
  - knowledge of how complete withdrawal affects eligibility for Title IV aid.

◊ **The procedures and policies listed above supersede those published previously and are subject to change. Any notification of a withdrawal or cancellation of classes should be in writing and addressed to the Director of Registration and Records in Student Affairs.**

◊ **Once the Director of Registration and Records has established a student's withdrawal date, that date will be forwarded and utilized by the Financial Aid Office for all Title IV recalculations.**

American Opportunity/Lifetime Learning Credit/Other Education Credits

The American opportunity credit and the lifetime learning credit. Please visit https://www.irs.gov/credits-deductions-for-invididuals

1098–T

For the 2021 tax year, YCCC will provide every student, who attended credit courses during the year, with an IRS Form 1098–T by February 1, 2022 reflecting the following information:

- Amounts paid for qualified tuition
- Scholarships or grants
- Name, Address, and Social Security Number of the student
- Name, Address, Contact Name and Telephone Number, and Employer ID of the College
- Indication whether the student attended more or less than half time during the year the same information will also be provided to the IRS by March 1, 2022.

For more information about these and other education credits, see IRS Publication 970, Tax Benefits for Higher Education, which is also available at www.irs.gov.

Rules That Apply to Employees and Students Under the Drug Free Workplace Act

In November of 1988, the United States Congress enacted the Anti–Drug Abuse Act which contains a section called "Drug Free Workplace Act of 1988." The law requires employers who

receive federal funds to notify employees that drug abuse is prohibited in the workplace; establish a drug free aware- ness program; require each employee to notify the college of any criminal conviction for violations occurring in the work place; and impose sanctions or remedial actions for convicted employees.

In addition, a court may suspend or terminate an individual's eligibility for federal benefits, including student financial assistance, if that individual is convicted of certain drug offenses.

◊ Please refer to the college's Alcohol and Drug brochure for more information, and visit the FAFSA website "drug question" at www.fafsa.gov

Data Security & What Students And Parents Can Do

In an effort to prevent the possibility of identity theft, and breaches of student/parent data. YCCC continues to work with staff and faculty to ensure we are safeguarding customer Personally Identifiable Information (PII).

Students and parents can assist in this effort. PII, such as social security numbers, student ID numbers, dates-of-birth, drivers license, etc., in combination or alone, should be safeguarded prior to sending it to us. EMAILING information with PII should be password protected. Go to www.yccc.edu , click on, "My YCCC", "Campus Services", "Financial Aid", "Financial Aid Forms", and "How to password protect your documents". PLEASE do not email us PII if it is not password protected. FAXING information should only be sent to 207.216.4403 attn. Financial Aid. MAILING information should be sent to: York County Community College, Attn. Financial Aid, 112 College Drive, Wells, ME 04090.

tuition and fees

Students incur an obligation to pay at the time of registration. The charges include, but are not limited to tuition, lab or lecture fees, comprehensive fees, activity fees and an accident insurance fee. All financial obligations for matriculated students should be satisfied twenty (20) business days prior to the start date of the semester or term. All non-matriculated students must pay all financial obligations at the time of registration. Failure to make full payment to the Business Office for any and all charges may result in grades and academic transcripts being withheld, removal from a course, or possible dismissal from the college. Students who have any outstanding obligations for a prior period at the time of registration will be required to make payment in full prior to the new registration being accepted or processed.

Credit Course Tuition

Tuition is assessed at a rate of $96* per credit hour for in-state students

Tuition is assessed at a rate of $144 (reduced from $192 for this academic year) per credit hour for out-of state students.

Persons applying under the New England Regional Student Program (APPLE BOOK) will be assessed a tuition rate of $144* per credit hour.

Rate is subject to change.

Fees

Students are assessed fees for various services.

Comprehensive and Course Fee Comprehensive and course fees are assessed based on the equipment, facilities, and consumable supplies required for the course. Course fees are assessed on the number of credit hours per course as follows:

- Comprehensive fee: $9.60 per credit
- Courses in lab format: $19.20 per credit hour
- Courses in lecture format: $9.60 per credit hour

*** Please note that on-line courses are charged at the same rate as those offered on campus.*

- Other Fees
  - Culinary Art Fee: $50.00 per semester (CUL)
  - Precision Machining Technology Fee: $50.00 per semester (PMT & ADM)
  - OSHA Certification: $40.00 (Required for PMT)
  - Stratasys Certification: $99.00 (Required for ADM)

Installment Payment Plan Fee A $50 installment payment plan fee must be paid each semester at the time that a plan is activated. This fee will accompany payment of the first installment due.

Late Payment Fee A $50 late payment fee will be assessed on any delinquent accounts, less aid forthcoming.

Student Accident Insurance All students with the exception of Dual Enrollment/Concurrent student (students in high school) will be charged a yearly fee of $16 for coverage. See Student Accident Insurance Program handout for specifics.

Return Check Fee Students will be assessed a $30 service charge for all checks returned to the Business Office which have not been cleared by the designated bank.

Student Service/Activity Fee All students registered for credit courses are assessed a student activity fee of $9.60 per credit hour. This fee includes cost of application, registration, graduation, and provides students with specialized programs and activities, as well as, contributing to the student government activities.

Supply Cost Supplies may be required for classes in specialized courses. The cost of these supplies is the responsibility of the student and must be purchased by the student. The cost of these supplies is not included in the tuition or course fee.

Transcript Fee Academic transcripts are available upon receipt of an online request. Charges are as follows:

- Unofficial transcripts: no charge
- Official transcripts: $6

Student Responsibilities

The College expects students to be financially responsible. All accounts are carried in the names of students and all bills and statements are mailed to students. Students must recognize that an obligation to pay is made at the time a registration is processed and that refunds for all courses will be based on either the Refund Policy mandated by the Federal Government for Title IVAid Recipients, and/or the MCCS Accounting Policy No. 402. Students accept responsibility for completing official documents when adding or dropping a course and when officially withdrawing from the college.

Billing

Students incur a financial obligation at the time of registration. Matriculated students who preregister may receive a bill through the mail after registration. However, payment is due whether or not a bill is received. Full payment of the charges within the time prescribed is a prerequisite to future registration. Cash, checks, Visa, MasterCard, and Discover are accepted.

Installment Payment Plan

YCCC offers an installment payment plan to matriculated students registered for a minimum of three (3) credit hours in any semester. To initiate a plan, a promissory note must be completed and a $50 installment payment plan fee must be paid at least twenty business days prior to the start of the semester. Interested persons must apply to the Business Office. To qualify for the installment payment plan, students must be:

- Registered for a minimum of 3 credit hours;
- Matriculated in a degree or certificate program;
- 18 years of age (or have a guarantee by a person over 18 years of age).

Terms of installment payment plan include:

- Duration of Course: Semester (15 or more weeks)
- Number of Installments: monthly for 4 months
- Amount Due for Each Installment: 25% of all tuition/fees

Failure to fulfill all terms and conditions of plan will void the agreement, requiring immediate payment of all amounts unpaid.

Refund Policy for Credit Courses

Courses Canceled by YCCC 100% of tuition & all fees.

Student Withdrawals accompanied by a completed Registration – Add/Drop/Withdraw form will result in the following refunds:

- Before the start of the semester – 100% tuition and fees.

Semester Courses (15 or more weeks)

- Within 1-5 working days after the start of the semester – 100% tuition and fees.
- Within 6-10 working days after the start of the semester – 50% tuition and fees.
- No refund after the 10th working day of the start of the semester.

Term Courses (less than 15 weeks)

- Within 1-5 working days after the start of the term – 100% tuition and fees.
- No refund after the 5th working day of the start of the term.

Summer Session Courses (7 weeks)

- Within 1-5 working days after the start of the term – 100% tuition and fees.
- No refund after the 5th working day of the start of the session.

Statement of Financial Responsibility

YCCC adheres to all policies set forth by the MCCS, including policy #709: Student Debts, Student Emergency Loans and Student Activity Funds. To read the full policy please visit www.mccs.me.edu.

registration

The registration process includes advisement, selection of courses, completion of proper forms, and payment of college charges.

Continuing matriculated students are offered an early preferred registration period in advance of other students thereby providing maximum opportunity to access courses necessary for the achievement of their academic goals. Eligible students who fail to register in advance may jeopardize their ability to access desired courses. Registration for non–matriculated students will commence following the restricted early registration period for matriculated students.

Full–Time and Part–Time Student Status

Students who are registered for at least 12 credit hours of instruction in an academic semester are considered full–time students. The College considers those students who are registered for fewer than 12 credit hours of course work to be part–time students.

Course Cancellation

YCCC reserves the right to change course dates and instructor selection without prior notice and reserves the right to cancel courses. It is the student's responsibility to check the YCCC website (www.yccc.edu) for course cancellation prior to the first day of classes. A full refund will be made if YCCC exercises its right to cancel a course or if a course is full at the time a registration is received.

Add/Drop Period

A student may make changes to their schedule by adding and dropping courses during the published add/drop period. All students should refer to YCCC's Academic Calendar for specific add/drop dates, as these dates will change each year and vary in length each term. Any changes to a matriculated student's schedule must be made online through the student's MyYCCC portal account. Any changes to a non–matriculated student's schedule must be made through the Office of Registration and Records.

Administrative Drop

In accordance with MCCS policy section 709, YCCC reserves the right to administratively drop students from courses that are not paid in full by the due date. YCCC also reserves the right to drop students who have not attended and/or participated in their courses after the published add/drop period has ended.

Withdrawal Period

A student may withdraw from a course up to the point where two–thirds of the class has met, and receive a grade of "W". The "W" grade will be recorded on the student's transcript and will not affect the GPA. It is the student's responsibility to check the academic calendar each semester to determine the exact dates of the withdrawal period. Students who do not officially withdraw will receive a letter grade as determined by the instructor. This letter grade will be calculated into the GPA. All withdrawals must be made through the Success Coach or Registration and Records Department, as students do not have access to withdraw from classes online.

Withdrawal Due to Military Activation

Students who have been called to active military service may withdraw from a course or courses, with a grade of "W" regardless of the date, through Registration and Records with a copy of their official orders. For questions regarding refunds and billing, contact the Business Office.

Withdrawal Under Extraordinary Circumstances

When an extraordinary circumstance prevents a student from meeting course requirements, the student may request a withdrawal. In this situation, the withdrawal request would be considered only when the circumstances include the most extraordinary events , such as a serious illness or

family death. The withdrawal may be from one or more courses at the College. The request for withdrawal under special circumstances requires the student to complete a form available from Registration and Records and provide detailed documentation about the nature of the serious illness or family death. The form and documentation should be submitted to the Director of Registration and Records as soon as possible after it is determined that the student can no longer fulfill his/her course requirement(s). Upon reviewing the information, the Director of Registration and Records will render a decision along with any terms or conditions in a written response. A student dissatisfied with this decision may appeal to the Associate Dean of Students. This appeal must be submitted in writing and the decision of the Associate Dean of Students is final.

Maximum Allowable Credits

Students may register for a maximum of 18 credits over one full–term semester (14–16 weeks) without approval from the Dean of Academic Affairs. Students may register for a maximum of two courses in any accelerated mini–term of 7 weeks or less without approval from the Dean of Academic Affairs.

Prerequisites

Department Chairs may, on an individual student basis, waive a prerequisite for a course offered by their department. Students who register for a course and do not pass, nor have permission to waive the prerequisite, are expected to drop the course. If they do not, the college may administratively withdraw them from the course. In the absence of Department Chairs the Director of Registration and Records will review the request to waive a prerequisite and may grant or deny permission or wait for the Department Chair to be available.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), which is also called the Buckley Amendment, is a federal law requiring that colleges and universities maintain the privacy of students' education records. The law states that no academic, personal, or personally identifiable information about students will be released without their permission to persons other than those college employees who have legitimate educational interests in those records.

Unless a student withholds consent, a college may disclose educational records without prior written consent under the FERPA exception for directory information. For a full description of directory information as well as a full list of circumstances where YCCC can disclose records without prior written consent, please visit the FERPA page located on the student tab of the https://my.yccc.edu student portal.

academic information and policies

Grading System

Semester grades indicate levels of achievement and appear as letters with plus or minus options. Letter grades represent the following categories.

Letter Grade	*Grade Points*	*Grade Scale*
A	4.00	95–100
A–	3.67	90–94
B+	3.33	87–89
B	3.00	83–86
B–	2.67	80–82
C+	2.33	77–79
C	2.00	73–76
C–	1.67	70–72
D+	1.33	67–69
D	1.00	63–66
D–	0.67	60–62
F	0.00	Below 60

P (Pass) Used to signify that a student has successfully passed an "ungraded" course and may progress to the next course level. It is not calculated in grade point average (GPA), but credit hours may be applicable toward graduation requirements.

AU (Audit) Utilized when a student is permitted to attend class for audit purposes only.

W (Withdrawal) Assigned to students who officially withdraw during the withdrawal period.

I (Incomplete) May be awarded to a student after the withdrawal period under extreme circumstances that prevent the student from completing the coursework within the prescribed time period. An Incomplete Grade Contract must be filled out by both the instructor and the student and approved by the Dean of Academic Affairs before the end of the semester. This decision cannot be appealed by the student. The student must meet the following requirements: the student's work to date is passing, the student has met the attendance requirements for the course prior to the event causing the request, and the student's unfinished work can reasonably be completed within 30 calendar days from the last scheduled day of class for that semester. If the student fails to complete the work within this time period, the incomplete grade will automatically default to "F".

TR (Transfer) Credits have been accepted from an institution other than YCCC.

AF (Administrative Failure) Assigned to students who stop attending a course during the withdrawal period without officially dropping or withdrawing. The AF grade will hold the same grade points as an F.

COVID-19 Grading Options –Spring Semester 2020 Only

We recognize that students may face unexpected personal and academic challenges during the COVID19 Pandemic. For that reason, students in most courses during the pandemic will be provided the option of converting a letter grade to one of the following grading options:

P - Pass grade will be awarded for a letter grade of C or better. Credits will be counted toward degree completion, will NOT be used in computing cumulative grade point average, and will count for prerequisites that require a letter grade of C or above.

LP - Low Pass grade will be assigned for a grade of D+ through D-. Credits will be counted toward degree completion for most programs but will NOT be used in computing cumulative grade point average.

NP - No Pass grade will substitute for a grade below D-. During the COVID 19 Pandemic time period only, the NP grade will not impact the student's cumulative grade point average (GPA).

Once a student has chosen a pass/fail option, the grade cannot be converted to a letter grade at a later date. Although the college typically limits the total number of courses a student may take Pass/Fail, course(s) assigned one of the COVID-19 grading options will not count against the total number of Pass/Fail courses the college typically allows.

Grade Point Average

The Grade Point Average (GPA) is determined by multiplying the grade point value (0.00 to 4.00) for each letter grade for YCCC courses 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. The Cumulative Grade Point Average (CGPA) is determined by summing the grade points for all semesters and dividing by the total number of credit hours attempted in all semesters (total grade points divided by total credit hours = CGPA).

Note: Pass/No Pass courses and credits granted through examinations, work experiences, or transfer credits will not be considered when computing grade point averages. Only YCCC credit courses are used to determine grade point averages.

Credits (Cr)

A unit of credit shall be defined in the following manner consistent with the guidelines recommended by the American Council on Education:

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.

For calculating "quarter" hours into "semester" hours, the general practice is to equate two semester credit hours with three quarter credit hours.

Criteria for 100-level courses

- Survey or introductory course; or
- Basic course taken in the first year of a program; or
- Basic foundation for students to build upon.

Criteria for 200-level courses

- Requires 100-level prerequisite and
- Builds upon knowledge or skills learned in prerequisite course; or
- Require more advanced competencies; or
- Increase in complexity.

Grade Appeal

When a student believes there is a discrepancy between the grade earned and the grade received in a course, the student is encouraged to seek an acceptable resolution. The steps for an appeal are the following:

- The student must contact the instructor of the course as soon as possible. If a satisfactory resolution is not reached, the student may initiate a formal appeal.
- A formal appeal requires the student to complete a Request for Review of grade form, available online. The form must be submitted to the Department Chair of the course with all supporting documentation, including assignments and other class materials, no later the 30 calendar days after the semester end date in which the course was taken.
- The Department Chair will discuss/forward the appeal to the faculty member for evaluation.
- After reviewing the student's material and the faculty member's evaluation, the Department Chair will make a decision regarding the appeal and inform the student of the decision in writing within 30 days of receipt of the appeal. If the Department Chair does not respond within 30 days, the student may appeal directly to the Dean of Academic Affairs.
- The Request for Review of Grade form and all supporting documentation will be forwarded to the Office of Registration and Records.
- If the student is not satisfied with the resolution, he or she may then appeal the decision to the Dean of Academic Affairs by writing a short letter of appeal within 30 days of their notification from the Department Chair.
- The Dean of Academic Affairs will review the student's original appeal and make a final binding decision.

** Department Chair includes Acting or designated Department Chairs during sabbaticals and summer session.*

Repeating a Course

Students may repeat a course to attempt to improve their grade point average. The grade received for the repeated course will replace the earlier grade(s) in calculating the GPA, even if the most recent grade is lower. The initial grade remains on the transcript with a notation.

Students forfeit any credit they may have received in the previous class; that is, they will receive credit for the class only once. Students must pay all associated tuition and fees to repeat a course. Courses attempted more than twice will require consultation with the Success Coach or Director of Registration and Records or designee before registration.

Audit

An audited course is one in which a student is enrolled, has paid all tuition and fees, but may not be obligated to prepare assignments or take examinations. Faculty are not obligated to grade work presented by students who are auditing. Audited courses yield no academic credit. A student enrolled in a course for credit may switch to "audit" status at any time before the end of the withdrawal period by completing a Registration Form and submitting the form to the Success Coach or Registration and Records. Audited courses do not meet prerequisite requirements. Courses taken by Audit are noted on the transcript with a grade of AU and are not calculated in the GPA.

Attendance and Absences

Students must formally register prior to attending any course offered at YCCC. Students are expected to attend their courses regularly and punctually and will receive additional attendance requirements in writing, as established by each instructor. Each student is responsible for all classwork missed regardless of the reason(s) for the absence. Students who register for a course, and fail to attend or log in during the add/drop period will be administratively dropped from the Course.

English and Math Advisement

All matriculated part-time and full-time students who assess into developmental courses are required to take those courses in their first semester at YCCC. Developmental courses are identified with a course number below 100-level. Students should consult with their academic advisor when planning course selection.

Recommended Course/Program Sequence

YCCC has outlined an ideal sequence of coursework for full-time students who begin in a traditional fall semester. Please note that some courses will only be offered in either the fall or the spring semester, as indicated in the outlines, but not in both. Part-time students and students who enter a degree program during the spring or summer semesters will usually need more than four semesters to complete their degrees, and should work carefully with their advisors to take into consideration the sequence of course offerings and course prerequisites.

Academic Misconduct

The College promotes and maintains high ethical standards of academic conduct. It is College policy to discourage academic misconduct via appropriate administrative penalties. Academic misconduct includes but is not limited to: cheating or dishonesty of any kind in performing academic work; plagiarism, whether intentional or unintentional; and receiving, or attempting to receive, academic credit under false pretenses; submitting the same work in more than one course, without prior permission of the instructor of the second course, or assisting anyone engaged in academic misconduct.

The instructor has the authority to review instances of academic misconduct and to determine the consequences, which may consist of grade penalties up to and including assigning the offender a failing grade for the course. If the instructor determines that the offense is serious enough, he or she may refer the matter to the Associate Dean of Students for action up to and including dismissal from the College.

Academic Forgiveness

Matriculated students who have previously attended YCCC may have the opportunity to have previous grades excluded from their GPA when they resume work on their degree after an extended absence. Grades received prior to the student's re-enrollment will not be used in calculating the student's GPA and only credits for courses with a grade of C or better will count toward degree requirements. Once granted, academic forgiveness is not reversible. Therefore, students may prefer to repeat a previous course to earn a higher grade, instead of invoking the overall Academic Forgiveness policy.

Conditions

- The student has experienced a lapse in enrollment in credit-based courses at YCCC for minimum of three consecutive years prior to readmission at YCCC.
- The student did not earn a degree or certificate based on any prior YCCC credits.
- The student had previously attempted fewer than 30 credits at YCCC upon readmission.
- The student's cumulative GPA must have been less than 2.0 prior to readmission.
- The student may apply for academic forgiveness after the successful completion of 12 credit hours, if their cumulative GPA since readmission is at least 2.0 and they have been accepted into a degree program.
- Forgiven courses will appear on the transcript with the original grade and a notation that Academic Forgiveness has been applied.
- Academic Forgiveness may only be granted once and is not reversible.

Advising Note: If courses are forgiven at YCCC and then transferred to another college/university, the receiving institution may not disregard the original grades earned.

Financial Aid Note: Students that are granted academic forgiveness and requesting federal financial aid consideration are still required to meet the standards of the Satisfactory Academic Progress (SAP) policy.

Instructor Absences

When an instructor will not be in class, notices will be posted on the classroom doors or students may be notified by an email sent to their YCCC email account.

Internships

An academic internship is a curriculum-based practical work experience in a particular field of study that enhances student learning, and for which a matriculated student is enrolled for college credit. It is a form of sponsored experiential education guided by learning objectives and supervised by a YCCC faculty member from the chosen field/discipline and a qualified site supervisor in partnership with an approved work site.

Criteria for Internships

- Academic internships at YCCC are semester experiences that require at least 135 work-site hours of experiential learning for a 3 credit internship. Credits are earned through a combination of the work-site hours/experiences and academic work assigned.
- If a student wishes to participate in an internship with an organization they are already affiliated with, the internship must be a substantially different experience with significantly different duties than would have been part of the original duties/responsibilities.
- Students may be paid for an internship experience if the work site provides this benefit.
- The student cannot designate a family member as a site supervisor nor can the faculty sponsor and site supervisor be the same person.
- Students will be charged tuition based on the number of registered credits; no course fees will be assessed.
- Credit for internship experience will not be given retroactively.
- Internships are graded as A through F, depending on how the course has been approved by YCCC's Curriculum Committee. Grading information for the course can be found in the course description or by inquiring with the appropriate department prior to registration.
- Prerequisites for internships will at a minimum include a cumulative GPA of 3.0, with at least 30 credits earned in the program of study and permission of the instructor. The prerequisites for each program of study may include more rigorous or additional requirements, students must meet the prerequisites for their program of study.
- Students must be matriculated into a degree program.
- Internships must begin and end within the standard YCCC Academic Calendar.
- Payment and registration for credit internships follows YCCC policies and procedures outlined in the Catalog.
- YCCC does not offer international internships.

Independent Study

An Independent Study is designed to be an extension of an existing course for matriculated students who wish to explore areas beyond the scope of the curriculum. It may not be done in lieu of an existing course in YCCC's catalog and will count as elective credit. A maximum of 3 credits from an independent study can be applied toward any degree.

Eligible students must have a minimum cumulative GPA of 3.5 and have completed 30 credits toward their program. Students must have a well thought-out plan for a study project and a YCCC faculty member willing to supervise and evaluate their work. Written proposals must be approved by the Department Chair and sponsoring faculty member prior to the first day of classes. Proposals should assume a minimum of 135 hours of student work for 3 credit hours, and must be completed by the end of the approved academic term. The final approval rests with the Dean of Academic Affairs, or designee.

Notes: Credits received from Independent Study are generally not transferable to most other colleges. Tuition and fees will be charged in accordance with YCCC policy.

Directed Study

Directed Study courses are used as a substitute for a required course of a degree program. The material covered is essentially the same as the traditional course, and must follow the approved course outline. A maximum of one course completed through directed study can be applied toward any degree. Applications must be approved by the Department Chair and sponsoring faculty member prior to the first day of classes. The final approval rests with the Dean of Academic Affairs, or designee.

Eligible students must have a minimum GPA of 3.0 and a minimum of 30 earned credits toward their program.

Directed studies courses must meet one of the following conditions:

1. The course is not offered that semester, has not run in the past academic year and is not projected to run prior to the student's graduation; or
2. The course is running as scheduled, but extraordinary circumstances make a Directed Study the only feasible alternative for completing the required course.

Notes: Directed Study courses cannot be used to repeat a YCCC course. Tuition and fees will be charged in accordance with YCCC policy.

Course Waivers

Students who already have mastered the skills and competencies outlined for a particular course in their program may request a course waiver from the appropriate Department Chair. The department chair conducts an assessment of the student's skills to decide if a course waiver is appropriate. If appropriate, the department chair recommends a course substitution. The student completes the substituted course in place of the waived course to enhance his/her academic program. Students do not receive credit for courses that are waived.

Transcripts

The transcript of the academic record is that document which, at the request of the student or former student, is forwarded to persons or agencies for their use in reviewing the academic performance of the student. The permanent academic records are maintained by the Registration and Records Office. The college, in accordance with the Family Educational Rights and Privacy Act, will release YCCC transcripts upon written request from the student.

No official transcript will be issued until all financial obligations have been met at YCCC. Fees for transcripts are listed under the Tuition and Fees section of the catalog. Official transcripts bear the college seal and signature of a certifying official and are not generally issued to students. Unofficial transcripts are given to students but do not bear the seal of YCCC nor a signature. Official transcripts can be requested through Parchment or the Office of Registration and Records.

Grade Reports

One week after the end of each semester, student grades are posted online through their MyYCCC portal account. It is the student's responsibility to log into their portal account to view their grades

at the end of each semester. The ability to view grades online will be temporarily disabled for students who have holds on their account.

Grade Change Policy

Any changes to a student's grade must be completed within one semester of the completion of the course.

Change of Major/Program

Enrolled students wishing to change majors must complete a "Change of Major" form available online. This form must be completed in its entirety. This form must be turned into Registration and Records for processing including the assignment of an advisor. Students must meet the prerequisites and graduation requirements of the program of study and catalog year in which they are requesting the change.

Effective Catalog for Graduation Requirements

A new student must satisfy the graduation requirements set out in the catalog in effect at the time of his/her matriculation (admittance) into a program. Students who change their major will need to meet the graduation requirements of the current or upcoming catalog. If a student does not enroll in course for a full academic year, he/she is obligated to reapply to the College and meet any new course curriculum requirements in effect at that time.

Curriculum Change Policy

Without prior notice, the College may at any time replace or update curricula and courses. Students should meet with their advisors to discuss any changes in their course of study.

Course Substitutions

Specific course requirements for each degree program are published in the Program Description section. To maintain the academic integrity of our degree programs, course substitutions will be granted only in special circumstances and are limited to two course substitutions per degree program.

What are the special circumstances that would allow course substitutions?

- A required course is no longer offered at the College.
- A student is on track to graduate at the end of the semester and a required course for which they were scheduled, has been canceled.
- The requested substitution matches an approved and/or pending curriculum change.
- The requested substitution is a higher level and appropriate course in the same discipline or Core area.
- There is a compelling and unavoidable reason (e.g. work- or health-related) that requires a substitution.

Requests for course substitutions must be submitted on the appropriate form and must be signed by the student's Department Chair for their program/major. Course substitutions are subject to approval by the Department Chair, Director of Registration and Records and/or Associate Dean of Academic Affairs.

Commencement and Graduation Requirements

Candidates for graduation must submit an Intent-to-Graduate form to the Office of Registration and Records by November 15th of the academic year they will plan to complete their program requirements. Students who meet the November 15th deadline, and whose degree audit shows that they will have met their graduation requirements or will be within one college-level course of completing their graduation requirements after the end of the withdrawal period, may participate

in the Commencement Ceremony (all remedial level work must be completed). Students who participate in the Commencement Ceremony that have one college-level course remaining will have one year to complete their last requirement. A student may not participate in more than one Commencement Ceremony for the same degree.

YCCC will grant degrees or certificates to those matriculated students whose degree audit has verified that they have:

1. Met all conditions of acceptance;
2. Only applied courses numbered as 100 or 200 level towards graduation;
3. Passed all prescribed courses and attained a minimum cumulative GPA of 2.00;
4. Paid all outstanding bills to YCCC, including the graduation fee whether or not the candidate attends commencement exercises;
5. Returned all library materials and other YCCC property and paid any fines.

Note: Graduating seniors who have received Stafford Loan funds while attending YCCC are required to complete an Exit Loan Counseling session with the Financial Aid Office prior to picking up their regalia.

Academic Standing

President's List President's List status is awarded to full-time students who have earned a term grade point average of 4.0. The President notifies those students who qualify and the college announces the list.

Dean's List Dean's List status is awarded to full-time students who have earned term grade point averages of 3.5-3.99. To be eligible for this honor, students must earn at least 12 term credits with no course grade below a C (2.0) and have no Incompletes assigned in the term in which the honor will be awarded. The Dean of Academic Affairs notifies those students who qualify and the college announces the list.

Part-time Dean's List Part-time Dean's List status is awarded to part-time students who have earned a total of 12 cumulative credits at YCCC and who have earned a minimum term GPA of 3.5. To be eligible for this honor, students must earn at least 6 term credits with no course grade below a C (2.0) and have no Incompletes assigned in the term in which the honor will be awarded. The Dean of Academic Affairs notifies those students who qualify and the college announces the list.

Academic Probation Academic probation is a means of alerting students who are in academic jeopardy and must show academic improvement in order to avoid academic dismissal. Students will be sent notification of probationary status. Probationary status is removed once students earn grades of good standing. Students are placed on academic probation if their cumulative grade point average falls into one of the following ranges:

Cumulative grade point average of:

- No probationary status assigned for 1-11 credit hours;
- GPA of 1.51 to 1.74 for 12 to 23 attempted credit hours;
- GPA of 1.75 to 1.90 for 24 to 35 attempted credit hours; or
- GPA of 1.91 to 1.99 for 36 or more attempted credit hours.

Academic Suspension

Students will be suspended for failure to earn the minimum acceptable cumulative grade point average, as follows:

- 1.50 or less for 12 to 23 attempted credit hours;
- 1.74 or less for 24 to 35 attempted credit hours;

- 1.90 or less for 36 to 47 attempted credit hours; and
- 1.99 or less for 48 attempted credit hours to end of program.

Suspended students will receive notification in writing from the Division of Academic Affairs. Suspension requires students be disenrolled for a minimum of one semester. Students may appeal the suspension decision through the Appeals Process.

Readmission After Suspension

Students who have been suspended from York County Community College for academic reasons, will not be readmitted any sooner than one full academic semester (fall or spring) from the date of suspension. Academically suspended students will be removed from registered courses during the semester of suspension, summer enrollment is excluded from the suspension process. After the semester of suspension has passed students may continue their studies at YCCC and are encouraged to seek the counsel of an Academic Advisor.

Students may appeal their suspended status in writing to the Academic Appeals Committee following the timeline notated in the Suspension Notification Letter. Appeals of Academic Suspension will be reviewed by the Committee the week prior to the semester start with the exception of Fast Track Appeals that show the most recent fall or spring semester GPA was 2.5 or higher. Fast Track Appeals will be reviewed throughout the summer and winter break by the Dean of Academic Affairs Office.

The Academic Appeals Committee or the Dean of Academic Affairs Office, for Fast Track Appeals, may allow the dismissal decision to stand, reverse the decision, or readmit students under specific conditions. All appealed decisions are final.

Assessment of Prior Learning Options

Academic Residency Requirement All associate degree and certificate programs require that students satisfactorily complete a minimum of the program requirements directly from YCCC courses. All students must complete at least 25% of the program credit hours directly through the College.

Credits received for all prior learning, including challenge and standardized exams, portfolios, apprenticeship and work experience, articulation agreements and transfer credit will not count towards meeting the academic residency requirement.

Academic Credit for Prior Learning YCCC recognizes several procedures for the assessment of prior learning. Students are encouraged to explore all of the options available to them. It is possible to earn credit by transferring courses from other regionally accredited institutions of higher education, standardized examinations (e.g. CLEP, DANTES), YCCC course challenge examinations, or by submitting a portfolio to document college-level learning gained through paid or unpaid employment, self-directed study, or through vocational talents and skills.

Students who seek credit for prior learning must be formally admitted (matriculated) into a YCCC program. In addition, students must meet the minimum program residency requirement in order to be awarded a degree of the College. Students should also realize that college credit earned through these options may count toward Degree/Certificate requirements, but that the credit and grades will not be included in computing the grade point average. The final decision regarding the acceptance of all prior learning credit(s) rests with YCCC.

Transfer Credit It is the student's responsibility to request official transcripts from previously attended post-secondary institutions. Transcripts from other institutions submitted to YCCC will become the property of the college and will not be reproduced and/or mailed to other institutions. A student's GPA at YCCC will not reflect grades in courses transferred for other institutions.

Note: Students requesting Veteran's Educational Assistance are required to have all previous postsecondary educational experience evaluated for possible transfer credit in order to be eligible for benefits. Students transferring courses within YCCC may transfer any course applicable to the new program of study along with grades earned. Undergraduate

coursework completed at other institutions of higher education will be evaluated for transfer credit on the basis of the following:

- YCCC accepts credits for transfer from regionally accredited colleges and universities.
- Transfer courses will be accepted with a grade of "C" (not "C-") or better.
- It is the responsibility of the student to provide YCCC with the information requested to evaluate transcripts under consideration for transfer. This information includes an official copy of each originating college transcript mailed directly from the college to YCCC. Upon request, it may be necessary for the student to obtain a copy of the college catalog or official course description from the institution of course origination.
- International credit may be evaluated through a YCCC approved professional credential evaluation service at the student's expense.
- Any student submitting transcripts in a language other than English must provide a copy translated into English by a certified translator.
- There is no statute of limitations on the validity of coursework for transfer credit as long as it can be reasonably determined that the content of the course has not become obsolete; all collegiate courses taken more than ten years in the past are subject to review. In some cases, course content may be outdated and, therefore, not acceptable for transfer or other credit, this determination will be made by the Department Chair or program advisor for the specific course.

Military Service Experience YCCC awards some credit based on the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services. Interested students must provide evidence of prior education and training, preferably in the form of a transcript issued by the Community College of the Air Force, the Navy and Marines (SMARTS), or the Army (A ARTS).

American Council on Education (ACE) YCCC awards credit for exams, courses and programs offered by non-collegiate organizations based on current ACE recommendations.

CLEP Examination (College Level Examination Program) The College Board's College-Level Examination Program (CLEP) allows students to demonstrate their mastery of introductory college-level material and earn college credit. The student must make their own arrangements to take the exam(s) and have the scores sent directly to the Office of Admissions. These standardized exams are conducted several times throughout the year at university locations in Maine and across the country.

Challenge Examinations Students at YCCC who believe they have mastered college-level course content may petition to satisfy course requirements through the Challenge Exam option for a course with an approved YCCC Challenge Exam. Challenge Exams will not be offered for courses that have a national standardized exam that is accepted for YCCC prior learning credit. Challenge Exams will not be computed into the students' Grade Point Average. The following conditions apply:

- Credit will only be awarded for grades of C or better. The letter grade will be designated on the transcript with a credit type notation of CE.
- A student may not retake a Challenge Exam.
- A student must have met any prerequisites to the course petitioned to be challenged.
- A $100 non-refundable fee must be paid in advance.
- Challenge Exam credits will not count towards the residency requirement.
- Challenge Exams must be taken and results will be given before the end of the add period.

DANTES (Defense Activity for Non-Traditional Education Support) DANTES Subject Standardized Tests (DSSTs) are a nationally recognized testing program made available by The Chauncey Group International, in trust for the United States Department of Defense. Designed originally for the military, DSSTs are now available to civilian students as well. The DANTES Subject Standardized Tests are a series of tests in a wide range of introductory college level academic, vocational/technical and business subjects. To initiate consideration for this option, students should arrange for scores earned through DANTES to be sent to the Office of Admissions.

Advanced Placement (AP) YCCC participates in the Advanced Placement Program of the College Board. AP exams are given in secondary schools. For credit consideration an official AP transcript and a minimum score of 3 are required. Official AP transcripts should be sent directly to the Office of Admissions.

Professional Certification Examinations Credits may be awarded to a student who receives a satisfactory score, per YCCC guidelines, on an approved Professional Certification Examination. The student must make their own arrangements to take the exam(s) and have an official copy of the scores and/or certification sent directly to the Office of Admissions.

Articulation Agreements with High Schools YCCC has established articulation agreements with some Maine high schools and vocational/technical centers for the purpose of awarding academic credit for prior learning which is equivalent to selected YCCC course work.

Portfolio Credit The assessment of Prior Learning through a Portfolio provides a process for evaluating and when appropriate, awarding academic credit for learning acquired outside of the traditional college environment. In order to receive Portfolio Credit, students must provide evidence that their prior learning is equivalent to college-level learning. Students may earn non-residency program credits for written documentation of college-level learning acquired through work, educational, or personal/social experiences not attainable through other YCCC approved Prior Learning options. A student's portfolio will be evaluated on a course-by-course basis to determine comparability of competencies to required or elective course learning outcomes.

Based on content and presentation criteria being met at a C level, the credit awarded is transcripted as 'Pass'. Any student seeking to submit a portfolio must contact the Portfolio Advisor to file their intent to seek portfolio credit. Students will need to periodically consult with this advisor during portfolio development. Upon completion, portfolios must be submitted to the advisor to begin the process of portfolio review.

The following conditions apply:

- Students requesting portfolio credit must be matriculated into a degree program and have completed or currently enrolled in ENG 101 College Composition or the equivalency.
- Credits earned through portfolio assessment do not count towards residency requirement.
- Each portfolio will be reviewed only once, resubmissions will not be accepted unless minor revisions are requested, and credit determination is final.
- Portfolios received by October 1 will be evaluated before the start of the January semester and those received by March 1 will be evaluated before the start of the September semester.

Note: Portfolio credits, in general, are not transferable to most colleges.

Academic Services

Articulation Agreements with Postsecondary Institutions Articulation agreements are formal academic partnerships between institutions to accept credits in transfer toward a specific academic program. Agreements can be very detailed down to the course-by-course or be more general by accepting a maximum number of credits. For students to take advantage of an agreement, they must graduate with their Associate degree before transfer, meet grade requirements for each

course, and often maintain a minimum GPA (see individual agreements for details which can be found on the MyYCCC portal). It is important to be in contact with your potential transfer colleges as early in your academic career as possible.

Research on Student Learning YCCC is dedicated to seeking improvement in how students learn, how they progress in the curriculum, and how prepared they are for jobs, careers, and/or transfer to another college or university. In order to learn more about how well this takes place, and how the college is performing, faculty and staff will on occasion conduct an "assessment project." Such projects entail looking at scores on exams, papers, classroom presentations, etc. In all cases, when such material is reviewed, the identity of the student is protected; no names are identified in this type of research. The findings of assessment projects are reviewed by faculty and staff in the context of revising course outlines, syllabi, development of new courses, upgrading of textbooks, faculty training, and/or curriculum revisions. If you would like to know more about specific assessment projects at YCCC, please contact the office of Academic Affairs.

Online Courses YCCC offers online courses to students as an alternative to the regular classroom. Online courses are interactive in nature, with students using an Internet-based system to participate in electronic discussions, receive and post assignments, and receive feedback from the instructor. As with campus-based classes, online classes follow a schedule with a beginning date and an ending date and regular deadlines for completing course assignments and activities. Learning is asynchronous, meaning that students can participate in their class at times most convenient for their schedule. Courses available online are listed under the link "Course Schedule" on the college web site. Online courses are suited best for independent learners able to benefit from reading and writing based instruction. The most successful online learners are those who can schedule their course participation on a regular basis. For more information on online course offerings, visit the college website at www.yccc.edu.

Student Success Commons The Student Success Commons is an integrated, active space that includes the Library, tutoring services, a writing center and the Office of Student Disability Services. The SSC offers the resources and guidance students need to enhance learning outside of the classroom and support to reach academic and personal goals.

The Library As part of the Student Success Commons, the library serves as a student-friendly center for research and study. The library provides students and faculty with a strong collection of current materials selected by professional librarians to support academic programs at YCCC. In addition to print books and access to magazine, journal and newspaper articles online, the library offers interlibrary loan with library collections throughout Maine. The library is staffed by an expert team of professional librarians who are dedicated to empowering students to become independent researchers who are proficient and comfortable with the use of library tools and resources.

Tutoring Services The Student Success Commons provides free tutoring to all YCCC students in writing for any subject, math, science and more. The Student Success Commons also helps students adapt to the online learning environment and provides support for the academic adjustment to college by offering assistance in such areas as time management, organization and procrastination. The SSC offers student-centered learning assistance designed to teach, develop, and enhance the overall academic skills necessary for college and career advancement. The Student Success Commons is committed to offering a positive academic experience that fosters student success and growth.

Disability Services YCCC is committed to providing equal educational opportunities and access for individuals with disabilities. In conjunction with the ADA (Americans with Disabilities Act) and Section 504, the College accepts and provides reasonable accommodations for qualified students with disabilities. Click here to get more information about registering with the Office of Student Disability Services: https://my.yccc.edu/ICS/Campus_Services/Disability_Services/

General Education Core Areas and Outcomes

General Education at YCCC The mission of the General Education component of each degree program at YCCC is integral to the educational and professional development of students. Students undertake General Education studies in a variety of disciplines and fields, including communications, arts and humanities, social and behavioral studies, natural sciences, and mathematics, in order to:

- Seek self-fulfillment;
- Pursue lifelong learning;
- Develop awareness of their communities, region, and world;
- Succeed in the workplace.

General Education courses also provide students opportunities to develop competencies identified by employers, educators, and students as critical for success across a range of personal, professional, and technical endeavors. Skills and competencies that students develop through core courses are integrated and reinforced in other general education and technical courses across the curriculum.

General Education Core Areas

All degree programs at YCCC include a minimum of 15 credits common core in general education courses designed to assure that students have the opportunity to attain the skills, knowledge, qualities, and goals outlined in the four core areas of Communications, Humanities, Social Sciences, and Mathematics and Science. These credits are included in the minimum number of general education credits required for your degree program. Each academic degree program has been designed to include 15 credits from the following four Core categories.

Course Codes The courses coded in the General Education Core Areas with either a "CA" Creative Arts requirement or a "D" Diversity requirement will fulfill the requirements for students completing the Transfer Block between the University of Maine System and the Maine Community College System.

Core I. Communications - 6 Credits required in all programs

Courses in Core I: Communications focus on developing communication skills in writing and speaking. All courses include explicit instruction in writing and/or oral communication. Some courses provide instruction in research skills; all include activities or assignments that require research.

ENG 101	College Composition	3 Credits
ENG 211	Technical Writing	3 Credits
ENG 212	Business Communications	3 Credits
SPE 101	Oral Communications	3 Credits

Core II. Arts and Humanities - 3 Credits required in all programs

Studying the arts and humanities helps students to develop critical and analytical skills. Core II courses also enable students to gain appreciation for aesthetics and the diversity of human experience. Courses in this category are intended to expose students to varied forms of expression in foreign languages and the humanities (fine arts, literature, philosophy). Core II courses also develop student skills in research, problem solving, and communication through a variety of writing, research and presentation activities, and assignments.

ART 110	Art Appreciation	3 Credits
ART 120	Drawing - CA	3 Credits
ART 122	Drawing for Animation - CA	3 Credits
ART 123	Introduction to Painting - CA	3 Credits
ART 126	Foundations of Design - CA	3 Credits
ART 131	Introduction to Sculpture - CA	3 Credits
ART 132	Introduction to Illustration - CA	3 Credits
ART 136	Digital Photography - CA	3 Credits
ENG 112	Literature and Writing	3 Credits
COM 110	Introduction to Filmmaking - CA	3 Credits
ENG 201	Creative Writing - CA	3 Credits
ENG 205	Creative Non-Fiction - CA	3 Credits
ENG 220	Topics in Literature	3 Credits
HIS 101	Western Civilization I	3 Credits
HIS 102	Western Civilization II	3 Credits
HIS 105	Topics in History	3 Credits
HIS 106	Topics in American History	3 Credits
HIS 108	Women in U.S. History	3 Credits
HIS 110	United States History to 1877	3 Credits
HIS 120	United States History II 1877-present	3 Credits
HIS 125	U.S. Civil Rights - D	3 Credits
HUM 101	Introduction to Humanities	3 Credits
HUM 105	Introduction to American Studies	3 Credits
HUM 110	World Religions - D	3 Credits
HUM 135	Arts in America	3 Credits
HUM 201	Multicultural America - D	3 Credits
MUS 101	Music Appreciation	3 Credits
MUS 120	YCCC Chorale - CA	3 Credits
PHI 102	Ethics and Contemporary Society	3 Credits
THE 123	Introduction to Theater - CA	3 Credits
THE 130	Introduction to Acting - CA	3 Credits

Core III. Social Sciences - 3 Credits required in all programs

In Core III courses, students examine theories of human development, behavior, and interaction. Attention is paid to forces (psychological, social, technological, economic, historical, and political) that define us as individuals, communities, and nations. These courses, thus, help students to develop an appreciation for human diversity and an enhanced global perspective. A variety of assignments, activities, and projects develop student skills in writing, speaking, research, teamwork, and problem solving.

ANT 102	Cultural Anthropology - D	3 Credits
ECO 110	Macroeconomics	3 Credits
ECO 120	Microeconomics	3 Credits
POS 101	American Government	3 Credits
POS 105	Introduction to International Relations - D	3 Credits
POS 115	Topics in Political Science	3 Credits
PSY 101	Introduction to Psychology	3 Credits
PSY 200	Topics in Psychology	3 Credits
PSY 202	Social Psychology	3 Credits
PSY 206	Human Sexuality	3 Credits
PSY 210	Psychology Across the Lifespan	3 Credits
PSY 212	Psychology of Aging	3 Credits
PSY 214	Child Development	3 Credits
PSY 220	Health Psychology	3 Credits
PSY 226	Forensic Psychology	3 Credits
PSY 228	Addiction and Substance Abuse	3 Credits
PSY 230	Abnormal Psychology	3 Credits
PSY 232	Introduction to Counseling	3 Credits
PSY 234	Trauma and Recovery	3 Credits
PSY 235	Introduction to Art Therapy	3 Credits
PSY 244	Psychosocial Rehabilitation	3 Credits
PSY 252	Mental Health and Aging	3 Credits
PSY 280	Positive Psychology	3 Credits
SOC 101	Introduction to Sociology	3 Credits
SOC 136	Race, Gender, Class and Ethnicity - D	3 Credits
SOC 201	Sociology of the Family - D	3 Credits
SOC 210	Social Problems - D	3 Credits
SOC 212	Sociology of Aging	3 Credits
SOC 232	Death and Dying	3 Credits

Core IV. Mathematics and Science - 3 Credits in mathematics required in all programs

Courses in Core IV help to provide students the mathematical, scientific, analytical, and critical thinking skills they will need in their programs of study and in everyday living. Core IV courses also help students to work independently and collaboratively to solve quantitative and open-ended problems.

BIO 100	Topics in Biology	3 Credits
BIO 101	Introduction to Biology	4 Credits
BIO 104	Overview of Human Anatomy and Physiology	3 Credits
BIO 105	Marine Biology w/Lab	4 Credits
BIO 106 & BIO 107	General Biology I w/Lab	4 Credits
BIO 116 & BIO 117	General Biology II w/Lab	4 Credits
BIO 119	Sustainable Eating	3 Credits
BIO 120	Human Nutrition	3 Credits
BIO 124 & BIO 125	Animal Anatomy and Physiology I w/Lab	4 Credits
BIO 126 & BIO 127	Human Anatomy and Physiology I w/Lab	4 Credits
BIO 134 & BIO 135	Animal Anatomy and Physiology II w/Lab	4 Credits
BIO 136 & BIO 137	Human Anatomy and Physiology II w/Lab	4 Credits
BIO 230 & BIO 231	Microbiology w/Lab	4 Credits
BIO 250	Human Pathophysiology	3 Credits
CHM 104	Chemistry for the Health Sciences	3 Credits
CHM 106 & CHM 107	General Chemistry I w/Lab	4 Credits
CHM 116 & CHM 117	General Chemistry II w/Lab	4 Credits
MAT 102	Topics in Math	3 Credits
MAT 118	Quantitative Reasoning	3 Credits
MAT 124	Statistics	3 Credits
MAT 126	Trigonometry	3 Credits
MAT 127	College Algebra	3 Credits
MAT 222	Discrete Math	3 Credits
MAT 227	Pre-Calculus	3 Credits
MAT 251	Calculus I	4 Credits
PHY 151	General Physics I w/Lab	4 Credits
SCI 100	Topics in Science	3 Credits
SCI 101	Introduction to Environmental Science	3 Credits

programs of study

Accounting

Associate in Applied Science

The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two years to complete the program (unless in the accelerated program).

Program Description The Accounting Program leading to an Associate in Applied Science Degree is designed to provide students with a realistic and practical foundation in general accounting practices. Graduates will have mastered a wide variety of accounting functions essential to modern business and non-profit offices. The graduate will possess knowledge of accounting functions, automated systems, as well as an understanding of overall business processes. The skills gained in the program prepare individuals for initial entry into, and advancement within, the accounting departments of organizations of any size. Graduates are also prepared for transfer to 4-year colleges or universities should they seek a CPA career track. Areas of study in addition to the general education requirements include accounting practices, quality customer service, budgeting, fund accounting, human resource management and supervision, business finance, and computer applications.

Program Learning Outcomes Students who successfully complete the Associate in Applied Science degree in Accounting will be able to:

- Analyze contemporary business and financial issues, using critical thinking skills.
- Effectively demonstrate oral and written communication skills to convey essential business concepts.
- Demonstrate the ability to work both independently and as a team member in collaborative projects.
- Identify and describe principles of personal and community engagement appropriate for members of the business community.
- Describe and explain appropriate ethical behavior relevant to a variety of business environments.
- Demonstrate a recognition of the value of diversity in opinions, values, abilities and cultures in all business environments.
- Analyze, articulate and communicate business information using appropriate information technology.
- Define, measure, classify and report all major elements of the basic financial statements.
- Demonstrate the ability to record, analyze, interpret, and communicate accounting data for decision making and compliance with regulatory/governmental agencies.
- Describe and explain the relevant political, economic, regulatory, legal and ethical environment that governs the accounting profession.environment that governs the accounting profession.

Accounting Curriculum Requirements - 60 Credits

Required Program Courses	***Cr***	***Required General Education***	***Cr***
ACC 111 Accounting I	3	ENG 101 College Composition	3
ACC 112 Accounting II	3	MAT 118 Quantitative Reasoning	3
ACC 150 Income Tax Accounting	3	MAT 124 Statistics	3
ACC 151 Accounting Software Applications	3	PHI 102 Ethics and Contemporary Society	3
ACC 201 Intermediate Accounting I	3	PSY 101 Introduction to Psychology or SOC 101 Introduction to Sociology	3
ACC 202 Intermediate Accounting II	3		
ACC 204 Managerial Accounting	3	SPE 101 Oral Communications	3
ACC 205 Governmental Accounting	3		
BUS 110 Introduction to Business	3	**Open Elective**	**3**
BUS 280 Business Capstone	3		**21**
CIS 115 Software Applications	3		
ECO 110 Macroeconomics or ECO 120 Microeconomics	3		
	36		
Program Electives *Choose one of the following:*	**3**		
BUS 113 Introduction to Personal Finance			
BUS 260 Small Business Management			
FIN 110 Principles of Finance			
FIN 120 Introduction to Money & Banking			

Career Opportunities Graduates from the program will be prepared to assume positions as (but are not limited to) management trainees, accounting clerks, assistant customer service representatives, documentation control clerks, accounts payable/receivable clerks, personnel coordinators, tellers, purchasing assistants, credit managers, warehouse managers, bookkeepers, and other positions requiring strong skills in accounting practices operations. Additionally, students from this program can transfer credits into a 4-year baccalaureate accounting or other business program.program.

Accounting Program Sequencing The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two years to complete the program (unless in the accelerated program).

Curriculum Requirements: 60 Credits	*Cr*	*Grade*	*Semester*
First Year, Fall Semester (15 credits)			
ACC 111 Accounting I	3		
BUS 110 Introduction to Business	3		
CIS 115 Software Applications	3		
ENG 101 College Composition	3		
MAT 118 Quantitative Reasoning	3		
First Year, Spring Semester (15 credits)			
ACC 112 Accounting II	3		
ACC 150 Income Tax Accounting	3		
ECO 110 Macroeconomics or ECO 120 Microeconomics	3		
PHI 102 Ethics and Contemporary Society	3		
Program Elective	3		
Second Year, Fall Semester (15 credits)			
ACC 151 Accounting Software Applications	3		
ACC 201 Intermediate Accounting I	3		
ACC 204 Managerial Accounting	3		
MAT 124 Statistics	3		
SPE 101 Oral Communications	3		
Second Year, Spring Semester (15 credits)			
ACC 202 Intermediate Accounting II	3		
ACC 205 Governmental Accounting	3		
BUS 280 Business Capstone	3		
PSY 101 Introduction to Psychology or SOC 101 Introduction to Sociology	3		
Open Elective	3		
Program Elective List (Choose One)			
BUS 113 Introduction to Personal Finance			
BUS 260 Small Business Management			
FIN 110 Principles of Finance			
FIN 120 Introduction to Money and Banking			

Associate in Applied Science Accounting - Accelerated Degree Plan This is a sample plan of courses for the accelerated 7-week schedule. It is not advised that you take more than 6 credits (2 courses) each 7 weeks if you work and have a family. Summer courses are in this plan if you wish to take more or less you can adjust per your need. Adjustments can be made based on your schedule outside of class, amount of transfer credits, and your experience in the field of study.

Curriculum Requirements: 60 Credits	*Cr*	*Grade*	*Semester*
First Year, Fall Term I (6 credits)			
BUS 110 Introduction to Business	3		
ENG 101 College Composition	3		
First Year, Fall Term II (6 credits)			
ACC 111 Accounting I	3		
CIS 115 Software Applications	3		
First Year, Spring Term I (6 credits)			
ACC 112 Accounting II	3		
MAT 118 Quantitative Reasoning	3		
First Year, Spring Term II (6 credits)			
ACC 150 Income Tax Accounting	3		
PHI 102 Ethics and Contemporary Society	3		
First Year, Summer Term I (3 credits)			
ECO 110 Macroeconomics or ECO 120 Microeconomics	3		
First Year, Summer Term II (3 credits)			
Program Elective	3		
Second Year, Fall Term I (6 credits)			
ACC 151 Accounting Software Applications	3		
SPE 101 Oral Communications	3		
Second Year, Fall Term II (6 credits)			
ACC 201 Intermediate Accounting I	3		
PSY 101 Introduction to Psychology or SOC 101 Introduction to Sociology	3		
Second Year, Spring Term I (6 credits)			
ACC 204 Managerial Accounting	3		
Open Elective	3		
Second Year, Spring Term II (6 credits)			
ACC 205 Governmental Accounting	3		
BUS 280 Business Capstone	3		
Second Year, Summer Term I (3 credits)			
MAT 124 Statistics	3		
Second Year, Summer Term II (3 credits)			
ACC 202 Intermediate Accounting II	3		
Program Elective List (Choose One)			
BUS 113 Introduction to Personal Finance			
BUS 260 Small Business Management			
FIN 110 Principles of Finance			
FIN 120 Introduction to Money and Banking			

Animal Care and Management

Associate in Applied Science

The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two years to complete the program.

Program Description The Animal Care and Management Associate in Applied Science Degree is designed to provide students with a foundational knowledge of related terminology, biology, husbandry and career opportunities. Graduates of this program will have solid skills to support movement into pet care services management. The graduate will possess knowledge of appropriate care of many species of animals useful in pet retail businesses, pet grooming facilities, pet daycare facilities, pet boarding facilities, animal shelters, support positions in veterinary clinics. Areas of study in addition to the general education requirements include an introduction to animal science, animal anatomy and physiology, animal nutrition, introduction to business as well as other opportunities.

Program Learning Outcomes Students who successfully complete the Associates in Applied Science degree in Animal Care and Management will be able to:

- Demonstrate knowledge of the history and development of the animal science industry.
- Demonstrate knowledge of animal science terminology including terminology related to animal anatomy and physiology.
- Analyze animal care facilities efficiency using critical thinking skills.
- Demonstrate oral and written communication skills to convey animal care standards and care protocols.
- Demonstrate understanding of husbandry standards and nutritional requirements for various animal species.
- Develop animal care protocols for animal related businesses.
- Demonstrate the ability to work both independently and as a team member in various animal care team environments.
- Demonstrate knowledge of animal species and breeds.
- Identify breeding patterns and techniques for various small animal and livestock species.
- Identify innate behaviors in various species as well as problem behaviors and various conditioning and training theories and methods.
- Describe the human/animal bond and the importance of that relationship.
- Describe and explain appropriate professional and ethical behavior relevant to animal care business environments.
- Demonstrate understand of business management concepts and the ability to apply those concepts to animal business environments.
- Analyze, articulate and communicate business information using appropriate information technology.
- Demonstrate a recognition of the value of diversity in opinions, values, abilities and cultures in small animal business environments.
- Analyze, articulate and communicate animal care information in formats including verbal communication, in legible written form as well as using various technological forms of documentation.
- Describe and explain the relevant regulatory, legal and ethical environment relevant to animal shelters, pet retail businesses and small animal care businesses.

Animal Care and Management Curriculum Requirements - 61 Credits

Required Program Courses		*Cr*	*Required General Education*		*Cr*
ACC 111	Accounting I	3	BIO 124/125	Animal & Anatomy & Physiology I w/Lab	4
ACM 101	Introduction to Animal Care & Management	3	BIO 134/135	Animal Anatomy & Physiology II w/Lab	4
ACM 110	Animal Business Concepts	3	ENG 101	College Composition	3
ACM 200	Animal Breeds and Behavior	3	ENG 212	Business Communications	3
ACM 210	Human/Animal Bond	3	PHI 102	Ethics and Contemporary Society	3
ACM 250	Animal Care & Management Practicum	3	PSY 101	Introduction to Psychology	3
BUS 110	Introduction to Business	3	SPE 101	Oral Communications	3
CIS 115 CIS 118	Software Applications *or* Information Technology Fundamentals	3		General Education Core III - Social Sciences	3
			MAT 118	Quantitative Reasoning	3
VET 110	Animal Nutrition	2			**29**
	Program Electives	6			
		32			
Program Electives					
BUS 260	Small Business Management				
CJS 101	CJS 101 Introduction to Criminal Justice				
PSY 280	Positive Psychology				
	Any ACM or VET course				

Career Opportunities Graduates from the program will be prepared to assume positions in (but are not limited to) pet retail stores, pet grooming facilities, pet daycare facilities, pet boarding facilities and animal shelter facilities. Through their practicum experience, students can develop a focus on any of the previously listed opportunities or gain experience in equine boarding facilities, livestock facilities, wildlife rescue and rehabilitation facilities, zoos and exotic animal care facilities and animal based research facilities to build their skills for those job opportunities as well. Students may also be interested in transferring to a four-year program in animal science.

Animal Care and Management Program Sequencing The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two years to complete the program.

Curriculum Requirements: 61 Credits	*Cr*	*Grade*	*Semester*
First Year, Fall Semester (16 credits)			
ACM 101 Introduction to Animal Care & Management	3		
BIO 124/125 Animal Anatomy and Physiology I w/Lab	4		
ENG 101 College Composition	3		
MAT 118 Quantitative Reasoning	3		
PSY 101 Introduction to Psychology	3		
First Year, Spring Semester (15 credits)			
BIO 134/135 Animal Anatomy and Physiology II w/Lab	4		
BUS 110 Introduction to Business	3		
CIS 115 Software Applications or CIS 118 Information Technology Fundamentals	3		
SPE 101 Oral Communications	3		
VET 110 Animal Nutrition	2		
Second Year, Fall Semester (15 credits)			
ACM 110 Animal Business Concepts	3		
ACC 111 Accounting I	3		
ENG 212 Business Communication	3		
PHI 102 Ethics and Contemporary Society	3		
General Education Core III- Social Sciences	3		
Second Year, Spring Semester (15 credits)			
ACM 200 Animal Breeds and Behavior	3		
ACM 210 Human Animal Bond	3		
ACM 250 Animal Care and Management Practicum	3		
Program Electives			
BUS 260 Small Business Management			
CJS 101 Introduction to Criminal Justice			
PSY 280 Positive Psychology			
Any ACM or VET Course			

Architectural and Engineering Design

Associate in Applied Science

The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two years to complete the program.

Program Description The Architectural and Engineering Design Degree curriculum provides a broad-based education for employment in a variety of design disciplines. Students learn Computer Aided Design (CAD) and 3D printing, engineering standards and design concepts, fabrication and construction processes, structural mechanics and material properties, and measurements and mathematics as they relate to the design process. Courses are designed to develop problem solving, critical thinking, communication and technical skills. The program prepares students for advanced CAD applications emerging in the fields of architecture, engineering, graphics, and design.

Program Learning Outcomes Students who successfully complete the Architectural and Engineering Design Associates in Applied Science degree will be able to:

- Illustrate a creative vision in the development of technical drawings and architectural plans.
- Create and manipulate models and plans using CAD software.
- Describe and explain the relationship between spatial design, culture and technology.
- Create and present technical drawings that comply with industry standards and building codes.
- Translate vision and ideas through the use of quantitative data and visual aids such as technical drawings and 2D and 3D models.
- Investigate contemporary societal and environmental issues in designing and building structures in an ethical manner.
- Operate both independently and as a team member in collaborative projects

Architectural and Engineering Design – Curriculum Requirements - 61 Credits

Required Program Courses		***Cr***	***Required General Education***		***Cr***
ARC 106	Introduction to Architecture	3	ENG 101	College Composition	3
ARC 107	Introduction to Sustainable Design	3	MAT 126	Trigonometry	3
ARC 202	Building Information Modeling	3	PHY 151	General Physics	4
ARC 204	Energy Systems	3		General Education Core I	3
ARC 207	Construction Documents	3		General Education Core II	3
CAD 251	3D Presentation	3		General Education Core III	3
CAD 102	Introduction to CAD	3		General Education Core I-IV	3
CAD 107	Solid Modeling I	3			**22**
CAD 115	Blueprint Reading	*3*			
CAD 210	Computer Aided Drafting II	3		**Open Electives**	3
		30			
Program Electives		***6***			
	(any ARC, CAD, or PMT prefix)				

Career Opportunities The Architectural and Engineering Design degree prepares students for positions as a CAD designer or drafter in a variety of design professions with architectural, engineering, and manufacturing firms. The program utilizes the latest Autodesk and SolidWorks CAD software, allowing students to graduate with leading edge skills. Graduates develop skills that

can be applied in building and construction, manufacturing and fabrication, woodworking, and mechanical design industries

Architectural and Engineering Design Program Sequencing The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two years to complete the program.

Curriculum Requirements: 61 credits	*Cr*	*Grade*	*Semester*
First Year, Fall Semester (15 credits)			
ARC 106 Introduction Architecture	3		
CAD 102 Introduction to CAD	3		
CAD 115 Blueprint Reading	3		
ENG 101 College Composition	3		
MAT 126 Trigonometry	3		
First Year, Spring Semester (16 credits)			
ARC 107 Introduction to Sustainable Design	3		
ARC 202 Building Information Modeling	3		
CAD 210 Computer Aided Drafting II	3		
PHY 151 General Physics	4		
General Education Core I	3		
Second Year, Fall Semester (15 credits)			
ARC 204 Energy Systems	3		
CAD 107 Solid Modeling I	3		
General Education Core II	3		
General Education Core III	3		
Program Elective	3		
Second Year, Spring Semester (15 credits)			
ARC 207 Construction Documents	3		
CAD 251 3D Presentation	3		
General Education Core I-IV	3		
Program Elective	3		
Open Elective	3		
Program Electives			
Any ARC, CAD, PMT prefix			

Behavioral Health Studies

Associate in Applied Science

The sequencing of courses in this program begins in the fall or spring semesters. Students entering in the summer will likely take longer than two years to complete the program.

Program Description The Associate in Applied Science Behavioral Health Studies program is designed to prepare students with the necessary knowledge and skills to pursue a position in the mental health field or continue their studies at the Baccalaureate level. Areas of study include trauma, vocational rehabilitation, substance abuse issues, human development, cultural awareness, counseling theories, victim advocacy and the role of mental health providers. Graduates of the associate degree program are eligible to receive their Mental Health Rehabilitation Technician Community Certification (MHRT/C) by virtue of their degree. This certificate represents the minimum licensing qualifications necessary for working in the mental health field in Maine and is required for all positions funded by the Maine Department of Health and Human Services. They will also be eligible for certification, at the provisional level, as a Victim Advocate by the National Advocate Credentialing Program. Graduates of this program will obtain a marketable degree with two embedded certifications which will allow them to work with multiple populations including individuals confronting mental illness, developmental delays, substance abuse, and other behavioral health conditions.

Program Learning Outcomes Students who successfully complete the Behavioral Health Studies Associates in Applied Science degree will be able to:

- Articulate an understanding of the ethical principles involved in the human service field and how situational factors might impact the interpretation of those principles.
- Engage in assessment and collaborative service planning with clients, their families, and professionals while acknowledging the potential barriers clients may face in accessing resources.
- Communicate the importance of inclusion, cross-cultural sensitivity and diversity.
- Demonstrate an awareness of personal and professional development in order to remain effective and promote optimal functioning for the self and clients.
- Develop skills to effectively communicate, listen, and evaluate information with the goal of providing client services aligned with best practices.

Behavioral Health Curriculum Requirements - 61 Credits

Required Program Courses		*Cr*	*Required General Education*		*Cr*
*HUS 101	Introduction to Human Services	3	ENG 101	College Composition	3
*PSY 210	Psychology Across the Lifespan	3		Gen Ed Core IV, Lab Science (BIO106/107 General Biology recommended)	4
PSY 228	Addiction and Substance Abuse	3			
*PSY 230	Abnormal Psychology	3			
*PSY 232	Introduction to Counseling	3	MAT 124	Statistics	3
*PSY 234	Trauma and Recovery	3	PHI 102	Ethics and Contemporary Society	3
*PSY 244	Psychosocial Rehabilitation	3	PSY 101	Introduction to Psychology	3
*SOC 210	Social Problems	3	SOC 101	Introduction to Sociology	3
SOC 136	Race, Gender, Class and Ethnicity	3	SPE 101	Oral Communications	3
SWO 110	Introduction to Victim Advocacy	3		Open Elective	3
	Program Electives	6			**25**
		36			
Program Electives		**6**			
	Any BHS, CJS, EDU, GRN, HUS, PSY, SOC or SWO course				
ECO 110	Macroeconomics				
ECO 120	Microeconomics				
HUM 201	Multicultural America				
POS 101	US Government				

***** *Indicates courses that must be taken at York County Community College in order to be eligible to apply for the MHRT/C certificate.*

Career Opportunities Qualified graduates of the Behavioral Health program will be eligible for entry level employment at community health centers, hospitals, schools, social service and mental health programs, and child care settings. Specific jobs may include, but are not limited to, Community Support Worker, Residential Service Worker, Rehabilitation Technician, Youth and Family Counselor, Education Technician II, Case Manager, Direct Support Professional, Life Skills Coach, Victim Advocate, and In-home Support Worker.

Behavioral Health Studies Program Sequencing The sequencing of courses in this program begins in the fall or spring semesters. Students entering in the summer will likely take longer than two years to complete the program.

** Indicates courses that must be taken at York County Community College in order to be eligible to apply for the MHRT/C certificate.*

Curriculum Requirements: 61 Credits	***Cr***	***Grade***	***Semester***
First Year, Fall Semester (15 credits)			
ENG 101 College Composition	3		
HUS 101 Introduction to Human Services*	3		
MAT 124 Statistics	3		
PSY 101 Introduction to Psychology	3		
SOC 101 Introduction to Sociology	3		
First Year, Spring Semester (15 credits)			
PHI 102 Ethics and Contemporary Society	3		
PSY 210 Psychology Across the Lifespan*	3		
PSY 228 Addiction and Substance Abuse	3		
PSY 230 Abnormal Psychology*	3		
SPE 101 Oral Communications	3		
Second Year, Fall Semester (16 credits)			
General Education Core IV - Lab Science (BIO 106/107 General Biology Recommended)	4		
PSY 232 Introduction to Counseling*	3		
PSY 234 Trauma and Recovery*	3		
SOC 210 Social Problems*	3		
Open Elective	3		
Second Year, Spring Semester (15 credits)			
PSY 244 Psychosocial Rehabilitation*	3		
SOC 136 Race, Gender, Class and Ethnicity	3		
SWO 110 Introduction to Victim Advocacy	3		
Program Electives	6		
Program Elective List			
Any BHS, CJS, EDU, GRN, HUS, PSY, SOC or SWO course			
ECO 110 Macroeconomics			
EC0 120 Microeconomics			
HUM 201 Multicultural America			
POS 101 US Government			

Curriculum Requirements: 61 Credits - Part-Time Schedule

** Indicates courses that must be taken at York County Community College in order to be eligible to apply for the MHRT/C certificate.*

Curriculum Requirements: 61 Credits	*Cr*	*Grade*	*Semester*
First Year, Fall Semester (9)			
ENG 101 College Composition	3		
HUS 101 Intro Human Services*	3		
PSY 101 Introduction to Psychology	3		
First Year, Spring Semester (6)			
MAT 124 Statistics	3		
SOC 101 Introduction to Sociology	3		
Second Year, Fall Semester (9)			
PHI 102 Ethics and Contemporary Society	3		
SOC 210 Social Problems*	3		
Program Elective	3		
Second Year, Spring Semester (6)			
PSY 210 Psychology Across the Lifespan*	3		
PSY 230 Abnormal Psychology*	3		
Third Year, Fall Semester (7)			
PSY 234 Trauma and Recovery*	3		
General Education Core IV - Lab Science (BIO 106/107 General Biology recommended)	4		
Third Year, Spring Semester (9)			
PSY 244 Psychosocial Rehabilitation*	3		
SWO 110 Introduction to Victim Advocacy	3		
PSY 228 Addictions and Substance Abuse	3		
Fourth Year, Fall Semester (9)			
PSY 232 Introduction to Counseling	3		
Program Elective	3		
Open Elective	3		
Fourth Year, Spring Semester (6)			
SPE 101 Oral Communications	3		
SOC 136 Race, Gender, Class and Ethnicity	3		
Program Elective List			
Any BHS, CJS, EDU, GRN, HUS, PSY, SOC or SWO Course			
ECO 110 Macroeconomics			
ECO 120 Microeconomics			
HUM 201 Multicultural America			
POS 101 US Government			

Business Administration

Associate in Applied Science

The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two years to complete the program (unless in the accelerated program).

Program Description The Associate in Applied Science Business Administration program provides graduates with the necessary skills to succeed in today's business world. Areas of study include accounting, economics, finance, international business, human resource management and supervision, sales and marketing, basic computer operations and business law. Graduates from the program are prepared to pursue supervisory and managerial positions in financial institutions, government, transportation, public utilities, manufacturing, insurance and retailing. Business Administration not only makes graduates more employable, it also provides transfer opportunities for those who wish to transfer to 4-year colleges or universities. The program provides graduates with both entrepreneurial skills for those who prefer to run their own businesses, and organizational skills for those who wish to work in larger corporate organizations.

Program Learning Outcomes Students who successfully complete the Associate in Applied Science degree in Business Administration will be able to:

- Analyze contemporary business and financial issues, using critical thinking skills.
- Effectively demonstrate oral and written communication skills to convey essential business concepts.
- Demonstrate the ability to work both independently and as a team member in collaborative projects.
- Identify and describe principles of personal and community engagement appropriate for members of the business community.
- Describe and explain appropriate ethical behavior relevant to a variety of business environments.
- Demonstrate a recognition of the value of diversity in opinions, values, abilities and cultures in all business environments.
- Analyze, articulate and communicate business information using appropriate information technology.
- Apply basic accounting and financial concepts to business problems.
- Apply quantitative analysis to the study of a wide variety of business problems.
- Describe and explain the essential legal, regulatory, cultural and organizational framework of the global business environment.

Business Administration - Curriculum Requirements - 60 Credits

Required Program Courses		*Cr*	*Required General Education*		*Cr*
ACC 111	Accounting I	3	ENG 101	College Composition	3
ACC 112	Accounting II	3	SPE 101	Oral Communications	3
BUS 110	Introduction to Business	3	MAT 118	Quantitative Reasoning	3
BUS 113 FIN 110	Introduction to Personal Finance or Principles of Finance	3	MAT 124	Statistics	3
			PHI 102	Ethics & Contemporary Society	3
BUS 115	Management of Project Management	3	PSY 101 SOC 101	Introduction to Psychology or Introduction to Sociology	3
BUS 210	Fundamentals of Project Management	3			
BUS 230	Principles of Marketing	3	HUM 101	Introduction to Humanities	3
BUS 244	Business Law	3			
BUS 260	Small Business Management	3	Open Elective		3
BUS 280	Business Capstone	3			**24**
CIS 115	Software Applications	3			
ECO 110 ECO 120	Macroeconomics or Microeconomics	3			
		36			

Career Opportunities Graduates with an A.A.S. in Business Administration expect to pursue opportunities in a variety of occupations in all sectors of the economy, business, government and nonprofits. Business administration is a generalist degree-preparing students to work in junior and mid-level management and supervisory jobs. Students with this degree work in a broad variety of industries from retailing to manufacturing to social services. Students considering more specific career goals in Office Management or Finance may wish to consider concentrations in those fields of study.

Business Administration – Program Sequencing The sequencing of courses in this program begin in the fall and spring semesters. Students entering in the summer will likely take longer than two years to complete the program (unless in the accelerated program.)

Curriculum Requirements: 60 Credits	***Cr***	***Grade***	***Semester***
First Year, Fall Semester (15 credits)			
ACC 111 Accounting I	3		
BUS 110 Introduction to Business	3		
CIS 115 Software Applications	3		
ENG 101 College Composition	3		
MAT 118 Quantitative Reasoning	3		
First Year, Spring Semester (15 credits)			
ACC 112 Accounting II	3		
BUS 115 Management I	3		
ECO 110 Macroeconomics or ECO 120 Microeconomics	3		
PHI 102 Ethics and Contemporary Society	3		
PSY 101 Introduction to Psychology or SOC 101 Introduction to Sociology	3		
Second Year, Fall Semester (15 credits)			
BUS 113 Personal Finance or FIN 110 Principles of Finance	3		
BUS 210 Fundamentals of Project Management	3		
BUS 230 Principles of Marketing	3		
BUS 260 Small Business Management	3		
MAT 124 Statistics	3		
Second Year, Spring Semester (15 credits)			
BUS 244 Business Law	3		
BUS 280 Business Capstone	3		
HUM 101 Introduction to Humanities	3		
SPE 101 Oral Communications	3		
Open Elective	3		

Associate in Business Administration – Accelerated Degree Sequencing

This is a sample plan of courses for the accelerated 7-week schedule. It is not advised that you take more than 6 credits (2 courses) each 7 weeks if you work and have a family. Summer courses are in this plan if you wish to take more, or less, you can adjust per your need. Adjustments can be made based on your schedule outside of class, amount of transfer credits, and your experience in the field of study.

Curriculum Requirements: 60 Credits	*Cr*	*Grade*	*Semester*
First Year, Fall Term I (6 credits)			
BUS 110 Introduction to Business	3		
ENG 101 College Composition	3		
First Year, Fall Term II (6 credits)			
ACC 111 Accounting I	3		
CIS 115 Computer Applications	3		
First Year, Spring Term I (6 credits)			
BUS 115 Management I	3		
MAT 118 Quantitative Reasoning	3		
First Year, Spring Term II (6 credits)			
ACC 112 Accounting II	3		
PHI 102 Ethics and Contemporary Society	3		
First Year, Summer Term I (3 credits)			
ECO 110 Macroeconomics or ECO 120 Microeconomics	3		
First Year, Summer Term II (3 credits)			
BUS 230 Principles of Marketing	3		
Second Year, Fall Term I (6 credits)			
BUS 260 Small Business Management	3		
SPE 101 Oral Communications	3		
Second Year, Fall Term II (6 credits)			
BUS 210 Foundations of Project Management	3		
PSY 101 Introduction to Psychology or SOC 101 Introduction to Sociology	3		
Second Year, Spring Term I (6 credits)			
HUM 101 Introduction to Humanities	3		
BUS 224 Business Law	3		
Second Year, Spring Term II (6 credits)			
BUS 280 Business Capstone	3		
Open Elective	3		
Second Year, Summer Term I (3 credits)			
MAT 124 Statistics	3		
Second Year, Summer Term II (3 credits)			
BUS 113 Personal Finance or FIN 110 Principles of Finance	3		

Business Administration – Finance Option

Associate in Applied Science

The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two years to complete the program (unless in the accelerated program).

Program Description The concentration is suitable for the financially oriented Business major. Finance Concentration majors master cash-flow analysis, principles of corporate finance, banking and securities operations and a variety of other skills essential to careers in the financial services industry. Finance Concentration students will be prepared for financial-services jobs in banking, insurance and securities; financial planning, bank branch management, insurance agency sales and management. Students already employed in the financial services industry will find the Finance Concentration program useful in advancing their careers. The program also offers transfer opportunities for those who wish to continue their education at 4-year colleges or universities.

Business Administration - Finance Option Curriculum Requirements - 60 Credits

Required Program Courses		***Cr***	***Required General Education***		***Cr***
ACC 111	Accounting I	3	CIS 115	Software Applications	3
ACC 151	Accounting Software Applications	3	ENG 101	College Composition	3
BUS 110	Introduction to Business	3	HUM 101	Introduction to Humanities	3
BUS 113	Introduction to Personal Finance	3	MAT 118	Quantitative Reasoning	3
BUS 115	Management I	3	MAT 124	Statistics	3
BUS 210	Foundations of Project Management	3	PHI 102	Ethics and Contemporary Society	3
BUS 280	Business Capstone	3	PSY 101 SOC 101	Introduction to Psychology or Introduction to Sociology	3
ECO 110 ECO 120	Macroeconomics or Microeconomics	3	SPE 101	Oral Communications	3
FIN 110	Principles of Finance	3	Open Elective		3
FIN 115	Introduction to Financial Markets	3			**27**
FIN 120	Introduction to Money and Banking	3			
		33			

Career Opportunities Students with an A.A.S. in Business Administration; Finance Option, expect to work in the financial services industry. Representative jobs in that field include: loan officer, branch manager, customer relations representative, mortgage originator, insurance agent, stockbroker in smaller or regional brokerage firms and back-office administration and management for financial institutions. Students will graduate with more skills specifically related to the financial services industry, as well as the broader business skills offered by the more general Business Administration A.A.S. The objective of the program is to provide students with the knowledge, training, skills, and credentials, which will lead toward a career path in finance-related businesses.

Business Administration – Finance Option Program Sequencing The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two years to complete the program (unless in the accelerated program.)

Curriculum Requirements: 60 credits	*Cr*	*Grade*	*Semester*
First Year, Fall Semester (15 credits)			
ACC 111 Accounting I	3		
BUS 110 Introduction to Business	3		
CIS 115 Software Applications	3		
ENG 101 College Composition	3		
MAT 118 Quantitative Reasoning	3		
First Year, Spring Semester (15 credits)			
BUS 115 Management I	3		
ECO 110 Macroeconomics *or* ECO 120 Microeconomics	3		
FIN 110 Principles of Finance	3		
PHI 102 Ethics and Contemporary Society	3		
PSY 101 Introduction to Psychology *or* SOC 101 Introduction to Sociology	3		
Second Year, Fall Semester (15 credits)			
ACC 151 Accounting Software	3		
BUS 113 Personal Finance	3		
BUS 210 Foundations of Project Management	3		
MAT 124 Statistics	3		
SPE 101 Oral Communications	3		
Second Year, Spring Semester (15 credits)			
BUS 280 Business Capstone	3		
FIN 115 Financial Markets	3		
FIN 120 Money and Banking	3		
HUM 101 Introduction to Humanities	3		
Open Elective	3		

Associate in Business Administration – Finance Option Accelerated Degree Sequencing

This is a sample plan of courses for the accelerated 7-week schedule. It is not advised that you take more than 6 credits (2 courses) each 7 weeks if you work and have a family. Summer courses are in this plan if you wish to take more, or less, you can adjust per your need. Adjustments can be made based on your schedule outside of class, amount of transfer credits, and your experience in the field of study.

Curriculum Requirements: 60 Credits	*Cr*	*Grade*	*Semester*
First Year, Fall Term I (6 credits)			
BUS 110 Introduction to Business	3		
ENG 101 College Composition	3		
First Year, Fall Term II (6 credits)			
ACC 111 Accounting I	3		
CIS 115 Computer Applications	3		
First Year, Spring Term I (6 credits)			
BUS 115 Management I	3		
MAT 118 Quantitative Reasoning	3		
First Year, Spring Term II (6 credits)			
FIN 110 Principles of Finance	3		
PHI 102 Ethics and Contemporary Society	3		
First Year, Summer Term I (3 credits)			
ECO 110 Macroeconomics or ECO 120 Microeconomics	3		
First Year, Summer Term II (3 credits)			
BUS 210 Foundations of Project Management	3		
Second Year, Fall Term I (6 credits)			
ACC 151 Accounting Software Applications	3		
SPE 101 Oral Communications	3		
Second Year, Fall Term II (6 credits)			
FIN 120 Money and Banking	3		
PSY 101 Introduction to Psychology or SOC 101 Introduction to Sociology	3		
Second Year, Spring Term I (6 credits)			
FIN 115 Financial Markets	3		
HUM 101 Introduction to Humanities	3		
Second Year, Spring Term II (6 credits)			
BUS 280 Business Capstone	3		
Open Elective	3		
Second Year, Summer Term I (3 credits)			
MAT 124 Statistics	3		
Second Year, Summer Term II (3 credits)			
BUS 113 Personal Finance	3		

Career Studies

Associate in Applied Science

Program Description This program provides highly individualized and flexible programming to meet the needs of students with significant work and learning experiences whose education and/or occupational goals cannot be met by the other technical programs of the college. Objectives of this program are to recognize significant work and/or learning experiences in a broad range of technical and specialized career fields; enhance education opportunities for those students who already possess significant bases of skill and/or learning; and assist individuals to advance in their chosen field. This program is designed to prepare students for various careers and is built on a foundation of general education courses.

Program Learning Outcomes Students who successfully complete the Associate in Applied Science in Career Studies will be able to:

- Recognize and apply appropriate terminology within the chosen area of specialization
- Describe ethical and responsible behavior relative to the chosen career field
- Recognize the value of diversity in opinions, values, abilities, and cultures of colleagues and customers in a professional workplace.
- Apply problem-solving skills and quantitative analysis using technology relative to the area of specialization.
- Utilize appropriate information resources to gather and disseminate technical information within the chosen career field.
- Demonstrate effective written and verbal communication skills in a variety of professional settings.

Career Studies – Curriculum Requirements - 60 Credits

Required Program Courses		*Cr*	*Required General Education*		*Cr*
ENG 101	College Composition	3		Career Related Cluster*	24
	General Education Core I	3		Computer Literacy**	3
	General Education Core II	3			
	General Education Core III	3		Open Electives	12
	General Education Core IV - Lab Science	3			
	General Education Core I-IV	3			
MAT 118	Quantitative Reasoning	3			
		21			

** Selected courses from college catalog if prerequisites are met, and the Advisor Approved Education Plan*

*** CIS 115 Software Applications or CIS 118 Information Technology Fundamentals recommended*

Career Opportunities Studies continue to show the value of post-secondary education to a person's career opportunities and earning potential. Many employers look upon the Associate Degree as a minimum requirement for skilled occupations. This degree can serve as a platform of accomplishment for pursuing additional education at a four-year institution; for exploring a field in an area of technology; or for attaining personal or career goals.

Computer Science

Associate in Science

The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two years to complete the program.

Program Description The Computer Science program provides students with a solid foundation in both theoretical and practical topics in computer science, emphasizing the concepts that underlie fundamental computer design and development, programming languages, data analytics, and artificial intelligence systems. The program provides the foundational courses typically encountered in the first two years of study in most baccalaureate programs. Core courses comprise of a diverse mixture of problem-solving and programming, data exploration and structure, discrete math, computer architecture, and Artificial Intelligence (AI). Selected courses in the liberal arts and humanities support and enhance this central core. The curriculum is designed to develop problem-solving and critical-thinking skills and to prepare students for rewarding and challenging careers.

Program Learning Outcomes Upon completion of the Computer Science Associate in Science program, graduates will be able to:

- Evaluate technical information and present it clearly, both in writing and orally, to a wide range of audiences.
- Develop programs using both structured programming and object-oriented programming in a team setting.
- Describe the global impact of recent computing advances on individuals, organizations, and society.
- Analyze the temporal and spatial efficiency of algorithms and data structures in a program design.
- Use professional and scholarly sources to apply new ideas in programming languages, algorithms, platforms, and data structures when solving programing problems.
- Demonstrate competency with one programing language, and a familiarity in two other programming languages.
- Demonstrate strong interpersonal skills effectively in a variety of given scenarios and professional contexts.
- Discuss the impact of diversity on the computing profession.

Career Opportunities Opportunities for computer science graduates occur in a wide variety of settings including large or small software and computer services companies, private industry, government, banking, healthcare and many more. Graduates may also choose to continue their education at a four-year institution in Computer Science or a related field.

Computer Science – Curriculum Requirements - 62 Credits

Required Program Courses		*Cr*	*Required General Education*		*Cr*
CIS 131	Visual Programming I	3		General Education Core IV - Lab Science (CHM 106/107 recommended)	4
CIS 170	Problem Solving and Programming	4		General Education Core IV - Lab Science (CHM 116/117 recommended)	4
CIS 174	Algorithms in Programming	4	ENG 101	College Composition	3
CIS 256	Artificial Intelligence and Machine Learning	4	HUM 101	Introduction to Humanities	3
CIS 264	Intro to Data Analytics	3	MAT 127	College Algebra	3
CIS 272	Data Structures	3	MAT 222	Discrete Math	3
CIS 275	Systems Programming	3	MAT 227	Precalculus	3
CIS 284	Interoperability for Smart Systems	3	PHI 102	Ethics and Contemporary Society	3
CIS 298	Computer Science Capstone Project	3	PSY 101	Introduction to Psychology	3
		30	SPE 101	Oral Communications	3
					32

Computer Science - Program Sequencing The sequencing of courses in this program begins in the fall or spring semesters. Students entering in the summer will likely take longer than two years to complete the program.

Curriculum Requirements: 62 credits	***Cr***	***Grade***	***Semester***
First Year, Fall Semester (14 credits)			
General Education Core IV - Lab Science (CHM 106/107 recommended)	4		
CIS 170 Problem Solving and Programming	4		
ENG 101 College Composition	3		
MAT 127 College Algebra	3		
First Year, Spring Semester (17 credits)			
General Education Core IV - Lab Science (CHM 116/117 recommended)	4		
CIS 131 Visual Programming I	3		
CIS 174 Algorithms in Programming	4		
MAT 222 Discrete Math	3		
PSY 101 Introduction to Psychology	3		
Second Year, Fall Semester (16 credits)			
CIS 256 Artificial Intelligence and Machine Learning	4		
CIS 264 Introduction to Data Analytics	3		
CIS 272 Data Structures	3		
MAT 227 Pre-Calculus	3		
SPE 101 Oral Communications	3		
Second Year, Spring Semester (15 credits)			
CIS 275 Systems Programming	3		
CIS 284 Interoperability for Smart Systems	3		
CIS 298 Computer Science Capstone Project	3		
HUM 101 Introduction to Humanities	3		
PHI 102 Ethics and Contemporary Society	3		

** Students planning on transferring to a four-year Computer Science program are advised to determine if they will need to complete a two-course sequence in a lab science, for example Chemistry I and Chemistry II.*

Criminal Justice

Associate in Applied Science

Program Description The Criminal Justice Associate Degree program focuses on the criminal justice system, its organizational components and processes and its legal and public policy contexts. The program includes instruction in criminal law and policy, law enforcement and correctional organizations, the administration of justice and the judiciary, victim advocacy, and public attitudes regarding criminal justice issues.

Program Learning Outcomes Students who successfully complete the Criminal Justice Associates in Applied Science degree will be able to:

- Identify the functions and roles of all major aspects of the United States criminal justice system.
- Describe the institutions, laws and theories that make up the legal system.
- Explain the constitutional constraints under which police and prosecutors must operate in a free society and the reasoning behind these limitations.
- Discuss the importance and application of basic ethical behavior in the exercise of public trust and discretionary authority.
- Demonstrate effective written, oral and electronic-based communication skills in a professional workplace.

Criminal Justice Curriculum Requirements – 60 Credits

Required Program Courses		***Cr***	***Required General Education***		***Cr***
CJS 101	Introduction to Criminal Justice	3	ENG 101	College Composition	3
CJS 102	Ethics and Leadership in CJ	3	MAT 118	Quantitative Reasoning or	
CJS 110	Victim Advocacy	3	MAT 124	Statistics	3
CJS 120	Criminology	3	PSY 101	Introduction to Psychology	3
CJS 125	Criminal Law	3	SOC 101	Introduction to Psychology	3
CJS 160	Contemporary Corrections	3	SOC 210	Social Problems	3
CJS 170	Case Preparation	3	SPE 101	Oral Communication	3
CJS 205	Police Organizations	3		General Education Core II	3
		24		General Education Core IV - Lab Science	3
					24
	Program Electives	*12*			
	(9 credits must be CJS)				
Program Elective List					
	Any CJS course				
PSY 226	Forensic Psychology				
PSY 228	Addiction and Substance Abuse				
PSY 230	Abnormal Psychology				

Career Opportunities The Criminal Justice degree is designed to prepare students for entry level careers in law enforcement, corrections, emergency dispatch, victim advocacy and security in addition to serving as the basis to transfer on to complete a baccalaureate degree.

Criminal Justice Program Sequencing The sequencing of courses in this program begins in the fall semester for live courses. Students entering in the spring or summer, or that take fewer than 5 classes each semester, will likely take longer than two years to complete the program.

Live On-Campus Courses

Curriculum Requirements: 60 Credits	*Cr*	*Grade*	*Semester*
First Year, Fall Semester (15 credits)			
CJS 101 Introduction to Criminal Justice	3		
CJS 102 Ethics and Leadership in CJ	3		
CJS 125 Criminal Law	3		
ENG 101 College Composition	3		
MAT 118 Quantitative Reasoning or MAT 124 Statistics	3		
First Year, Spring Semester (15 credits)			
CJS 120 Criminology	3		
CJS 170 Case Preparation	3		
SOC 101 Introduction to Sociology	3		
SPE 101 Oral Communications	3		
Choose 3 credits from Program Elective List*	3		
Second Year, Fall Semester (15 credits)			
CJS 110 Victim Advocacy	3		
CJS 160 Contemporary Corrections	3		
CJS 205 Police Organizations	3		
PSY 101 Introduction to Psychology	3		
Choose 3 credits from Program Elective List*	3		
Second Year, Spring Semester (15 credits)			
General Education Core II	3		
General Education Core IV - Lab Science	3		
Choose 3 credits from Program Elective List*	3		
Choose 3 credits from Program Elective List*	3		
SOC 210 Social Problems	3		
Program Elective List			
Any CJS Course			
PSY 226 Forensic Psychology			
PSY 228 Addiction and Substance Abuse			
PSY 230 Abnormal Psychology			

** Advising note: Three program electives (9 credits) must have a CJS prefix.*

Criminal Justice Program Sequencing The sequencing of courses in this program begins in the fall semester for online courses. Students entering in the spring or summer, or that take fewer than 5 classes each semester, will likely take longer than two years to complete the program.

Online Courses

Curriculum Requirements: 60 Credits	*Cr*	*Grade*	*Semester*
First Year, Fall Semester (15 credits)			
CJS 101 Introduction to Criminal Justice	3		
CJS 120 Criminology	3		
ENG 101 College Composition	3		
MAT 118 Quantitative Reasoning or MAT 124 Statistics	3		
Choose 3 credits from Program Elective List*	3		
First Year, Spring Semester (15 credits)			
CJS 102 Ethics and Leadership in CJ	3		
CJS 110 Victim Advocacy	3		
CJS 125 Criminal Law	3		
SOC 101 Introduction to Sociology	3		
SPE 101 Oral Communications	3		
Second Year, Fall Semester (15 credits)			
CJS 170 Case Preparation	3		
PSY 101 Introduction to Psychology	3		
General Education Core II	3		
Choose 3 credits from Program Elective List*	3		
Choose 3 credits from Program Elective List*	3		
Second Year, Spring Semester (15 credits)			
CJS 160 Contemporary Corrections	3		
CJS 205 Police Organizations	3		
General Education Core IV - Lab Science	3		
SOC 210 Social Problems	3		
Choose 3 credits from Program Elective List*	3		
Program Elective List			
Any CJS Course			
PSY 226 Forensic Psychology			
PSY 228 Addiction and Substance Abuse			
PSY 230 Abnormal Psychology			

*** Advising note: Three program electives (9 credits) MUST have a CJS prefix.*

Criminal Justice Program Sequencing The sequencing of courses in this program begins in the fall semester for online courses. This sequencing is designed for students pursuing the degree part-time, taking more classes during any semester will shorten the amount of time it takes to complete the program.

Online Courses Part-Time Scheduling

Curriculum Requirements: 60 Credits	*Cr*	*Grade*	*Semester*
First Year, Fall Semester (6 credits)			
CJS 101 Introduction to Criminal Justice	3		
ENG 101 College Composition	3		
First Year, Spring Semester (6 credits)			
CJS 102 Ethics and Leadership in CJ	3		
CJS 125 Criminal Law	3		
First Year, Summer Semester (6 credits)			
SOC 101 Introduction to Sociology	3		
SPE 101 Oral Communications	3		
Second Year, Fall Semester (6 credits)			
CJS 120 Criminology	3		
MAT 118 Quantitative Reasoning or MAT 124 Statistics	3		
Second Year, Spring Semester (6 credits)			
CJS 160 Contemporary Corrections	3		
CJS 205 Police Organizations	3		
Second Year, Summer Semester (6 credits)			
PSY 101 Introduction to Psychology	3		
General Education Core II	3		
Third Year, Fall Semester (6 credits)			
CJS 170 Case Preparation	3		
Choose 3 credits from Program Elective List*	3		
Third Year, Spring Semester (6 credits)			
CJS 110 Victim Advocacy	3		
Choose 3 credits from Program Elective List*	3		
Third Year, Summer Semester (6 credits)			
SOC 210 Social Problems	3		
Core IV (any math or science)	3		
Fourth Year, Fall Semester (6 credits)			
Choose 3 credits from Program Elective List*	3		
Choose 3 credits from Program Elective List*	3		
Program Elective List			
Any CJS Course			
PSY 226 Forensic Psychology			
PSY 228 Addiction and Substance Abuse			
PSY 230 Abnormal Psychology			

** Advising note: Three program electives (9 credits) must have a CJS prefix.*

Culinary Arts

Associate in Applied Science

The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two years to complete the program.

Program Description The Culinary Arts curriculum focuses on classical and nouvelle French cooking techniques with hands-on classes that encompass knife-skills, stocks and sauces, Garde-Manger, and International and American Regional Cuisine. The Culinary Arts program encourages students to be creative and artistic as part of the development of the full set of classical skills. Students will learn to prepare food with attention to balance of flavors, aroma and presentation.

Routine practice of fundamental techniques and procedures ensures our students every opportunity to be successful in any culinary endeavor. We cook, taste, and talk about food everyday in our cooking labs. We focus on using fresh, local ingredients, with an emphasis on seasonality and sustainable resources. In addition to building culinary expertise, we also focus on the management concepts necessary to be a successful Executive Chef, food service manager or culinary business owner. Personnel and financial management as well as menu design, inventory and cost control are all important parts of the training required to be a professional in the culinary arts.

Notice about Essential Abilities The objective of the Culinary Arts Program is to prepare students for employment in the culinary arts field. Successful careers in kitchen-based positions in the culinary arts requires certain abilities, and successful completion of the laboratory portion of the Program's curriculum requires many of those same abilities.

The following abilities are considered essential to the program:

- Move culinary equipment and supplies in a timely and effective manner
- Maintain mobility for extended periods of time
- Withstand high and low temperature environments
- Understand and effectively respond to equipment signals and gauges
- Safely use knives and other potentially dangerous equipment
- Perform certain math calculations common in food service
- Comply with instructions and designated safety standards
- Tolerate exposure to allergens, dyes and chemicals common in a kitchen
- Function effectively in a team environment

Consistent with the requirements of state and federal law, the College provides reasonable accommodations for students with documented disabilities. If you have a disability for which you believe you may need an accommodations, including any required to perform the above described abilities, please contact the College's Coordinator for Students with Disabilities at 207.216.4412.

Program Learning Outcomes Upon successful completion of the Associate of Applied Science Degree in Culinary Arts, graduates will be able to:

- Create dishes using the classical cooking and baking techniques that form the foundation of the professional kitchen.
- Identify the techniques, science and artistry behind the preparation of dishes in a professional kitchen.

- Describe and recognize the cultural and historical influences on different world cuisines.
- Research, design and prepare dishes and menus for a diversity of cultural preferences and needs.
- Research, design and prepare dishes and menus for a diversity of contemporary issues and concerns including specific health and dietary needs.
- Describe and apply techniques to ensure the safe handling and storage of food and kitchen equipment.
- Plan and create recipes and menus that match the scale and finances of various commercial/ professional institutions.
- Analyze contemporary business and financial issues of a professional kitchen.
- Recognize the value of diversity in opinions, values, abilities and cultures in a professional kitchen environment.
- Operate both independently and as a team member in a professional kitchen environment.
- Develop and communicate policies designed to achieve the financial goals of a professional kitchen.

Culinary Arts Curriculum Requirements – 62 Credits

Required Program Courses		***Cr***	***Required General Education***		***Cr***
CUL 102	Introduction to Culinary Arts	3	BIO 119	Sustainable Eating	3
CUL 104	Food Service Sanitation	3	ENG 101	College Composition	3
CUL 106	Foundational Culinary Techniques	4	MAT 118	Quantitative Reasoning	3
CUL 108	Principles of Nutrition	3		General Education Core I	3
CUL 131	Culinary Operations I	3		General Education Core II	3
CUL 146	Garde Manger	3		General Education Core III	3
CUL 221	Baking, Pastry, and Desserts	4		General Education Core I-IV	3
CUL 226	Advanced Culinary Arts	3			**21**
CUL 231	Culinary Operations II	3			
CUL 262	Old World Cuisine ***or***		CIS 115	Software Applications	*3*
CUL 264	New World Cuisine	3			
BUS 115	Management I	3			
		35			
Program Electives		**3**			
	Any CUL course				

Career Opportunities This program is designed to prepare students for careers in fine dining restaurants, in food and beverage management and as restaurant or culinary business owners. Upon graduation students will be prepared for progressive culinary positions including Garde-Mangers, sauté or pastry chefs and progressing to Sous-Chefs and Executive Chefs. Those wishing to look beyond the kitchen will have the knowledge and skills to pursue careers in the dining room and develop the experience to become a Food and Beverage Manager.

Culinary Arts Program Sequencing The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two years to complete the program.

Curriculum Requirements: 62 credits	*Cr*	*Grade*	*Semester*
First Year, Fall Semester (16 credits)			
CUL 102 Introduction to Culinary Arts	3		
CUL 104 Food Service and Sanitation	3		
CUL 106 Foundational Culinary Techniques	4		
ENG 101 College Composition	3		
MAT 118 Quantitative Reasoning	3		
First Year, Spring Semester (16 credits)			
CUL 108 Principles of Nutrition	3		
CUL 131 Culinary Operations I	3		
CUL 221 Baking, Pastry, and Desserts	4		
CIS 115 Software Applications	3		
General Education Core II (Recommended ART 136 Foundation of Design)	3		
Second Year, Fall Semester (15 credits)			
CUL 146 Garde Manger	3		
CUL 226 Advanced Culinary Arts	3		
CUL 231 Culinary Operations II	3		
BUS 115 Management I	3		
General Education Core I (Recommended ENG 212 Business Communications or SPE 101 Oral Communications)	3		
Second Year, Spring Semester (15 credits)			
BIO 119 Sustainable Eating	3		
CUL 262 Old World Cuisine or CUL 264 New World Cuisine	3		
Program Elective - (Any CUL course)	3		
General Education Core III (Recommended ECO 120 Microeconomics)	3		
General Education Core I - IV (Recommended PHI 102 Ethics and Contemporary Society)	3		

Culinary Arts Program Sequencing – Part Time Sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than four years to complete the program.

Curriculum Requirements: 62 Credits	*Cr*	*Grade*	*Semester*
First Year, Fall Semester (10 credits)			
CUL 104 Food Service Sanitation	3		
CUL 106 Foundational Culinary Techniques	4		
ENG 101 English Composition	3		
First Year, Spring Semester (10 credits)			
CUL 131 Culinary Operations I	3		
CUL 221 Baking, Pastry and Desserts	4		
MAT 118 Quantitative Reasoning	3		
Second Year, Fall Semester (9 credits)			
CUL 102 Introduction to Culinary Arts	3		
CUL 146 Garde Manger	3		
CUL 231 Culinary Operations II	3		
Second Year, Spring Semester (9 credits)			
BUS 115 Management I	3		
CUL 108 Principles of Nutrition	3		
General Education Core I (Recommended ENG 212 Business Communications or SPE 101 Oral Communications)	3		
Third Year, Fall Semester (9 credits)			
CIS 115 Software Applications	3		
CUL 226 Advanced Culinary Arts	3		
General Education Core II (Recomended ART 126 Foundations of Design)			
Third Year, Spring Semester (9 credits)			
BIO 119 Sustainable Eating	3		
CUL 262 Old World Cuisine or CUL 264 New World Cuisine	3		
General Education Core III (Recommended ECO 120 Microeconomics)			
Fourth Year, Fall Semester (6 credits)			
Program Elective (Any CUL course)	3		
General Education Core I - IV (Recommended PHI 102 Ethics and Contemporary Society)	3		

Culinary Arts Baking and Pastry Option

Associate in Applied Science

The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two years to complete the program.

Program Description Building from a foundation in Culinary Arts, the Baking & Pastry Option encourages students to expand their full set of classical skills. Routine practice of fundamental techniques and procedures, as well as creative and artistic culinary creations in the cooking and baking labs, will develop proficiencies in a broader range of culinary endeavors. In addition to building expertise in the kitchen, the program also focuses on the management concepts necessary to be a successful pastry chef, dessert chef or bakery business owner. Coursework such as personnel and financial management as well as menu design, inventory and cost control will prepare students in the culinary and baking arts profession.

Program Learning Outcome Upon successful completion of the Associate of Applied Science degree in Culinary Arts, Baking and Pastry Option graduates will be able to:

- Create dishes using the classical cooking and baking techniques that form the foundation of the professional kitchen and be able to identify those techniques, as well as the science and artistry behind the preparation of those dishes.
- Recognize and describe the cultural and historical influences on different world cuisines and apply that knowledge to the design and preparation of dishes and menus for a diversity of cultural preferences and needs.
- Research, design and prepare dishes and menus for a diversity of contemporary issues and concerns including specific health and dietary needs.
- Describe and apply techniques to ensure the safe handling and storage of food and kitchen equipment.
- Analyze and manage the business and financial issues of a professional kitchen, including the ability to lead a team of professionals, communicate policies to achieve financial goals, create recipes and menus to match financial goals, and develop the marketing necessary to reach those goals.
- Operate both independently and as a team member in a professional kitchen environment, recognizing the value of diversity in opinions, values, abilities and culture.

Culinary Arts Baking and Pastry Option Curriculum Requirements – 62 Credits

Required Program Courses		***Cr***	***Required General Education***		***Cr***
CUL 102	Introduction to Culinary Arts	3	BIO 119	Sustainable Eating	3
CUL 104	Food Service Sanitation	3	ENG 101	College Composition	3
CUL 106	Foundational Culinary Techniques	4	MAT 118	Quantitative Reasoning	3
CUL 108	Principles of Nutrition	3		General Education Core I (Recommended: ENG 212 Business Communications SPE 101 Oral Communications)	3
CUL 131	Culinary Operations I	3		General Education Core II	3
CUL 143	Artisan Breads	3		General Education Core III	3
CUL 221	Baking, Pastry, and Desserts	4		General Education Core I-IV	3
CUL 231	Culinary Operations II	3			**21**
CUL 241	European Pastry	3			
CUL 223 CUL 233	Specialty Cakes or Chocolates and Confections	3	CIS 115	Software Applications	3
BUS 115	Management I	3			
		35			
Program Electives		*3*			
	Any CUL course				

Career Opportunities Graduates will be prepared for careers in fine dining restaurants, as members of pastry and baking teams and as bakery or small business owners as well as progressive culinary positions including pastry chefs, dessert chefs and baker. Those wishing to look beyond

the kitchen will have the knowledge and skills to pursue careers in the dining room and develop the experience to become a bakery manager.

Culinary Arts Baking and Pastry Option Full-Time Sequencing The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two years to complete the program.

Curriculum Requirements: 62 credits	*Credits*	*Grade*	*Semester*
First Year, Fall Semester (16 credits)			
CUL 102 Introduction to Culinary Arts	3		
CUL 104 Food Service Sanitation	3		
CUL 106 Foundational Culinary Techniques	4		
ENG 101 College Composition	3		
MAT 118 Quantitative Reasoning	3		
First Year, Spring Semester (16 credits)			
CIS 115 Software Applications	3		
CUL 108 Principles of Nutrition	3		
CUL 131 Culinary Operations I	3		
CUL 221 Baking, Pastry and Desserts	4		
General Education Core II (Recommended ART 126 Foundations of Design)	3		
Second Year, Fall Semester (15 credits)			
BUS 115 Management I	3		
CUL 143 Artisan Breads	3		
CUL 231 Culinary Operations II	3		
CUL 241 European Pastry	3		
General Education Core I (Recommended ENG 212 Business Communications or SPE 101 Oral Communications)	3		
Second Year, Spring Semester (15 credits)			
CUL 223 Specialty Cakes or CUL 233 Chocolates and Confections	3		
General Education Core III (Recommended ECO 120)	3		
BIO 119 Sustainable Eating	3		
General Education Core I-IV (Recommended PHI 102 Ethics and Contemporary Society)	3		
Program Elective (Any CUL Course)	3		

Culinary Arts Baking and Pastry Option Program Sequencing – Part Time Sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than four years to complete the program.

Curriculum Requirements: 62 Credits	*Cr*	*Grade*	*Semester*
First Year, Fall Semester (10 credits)			
CUL 104 Food Service Sanitation	3		
CUL 106 Foundational Culinary Techniques	4		
ENG 101 English Composition	3		
First Year, Spring Semester (10 credits)			
CUL 131 Culinary Operations I	3		
CUL 221 Baking, Pastry and Desserts	4		
MAT 118 Quantitative Reasoning	3		
Second Year, Fall Semester (9 credits)			
CUL 102 Introduction to Culinary Arts	3		
CUL 143 Artisan Breads	3		
CUL 231 Culinary Operations II	3		
Second Year, Spring Semester (9 credits)			
CUL 108 Principles of Nutrition	3		
CIS 115 Software Applications	3		
General Education Core I (Recommended ENG 212 Business Communications or SPE 101 Oral Communications)	3		
Third Year, Fall Semester (9 credits)			
BUS 115 Management I	3		
CUL 241 European Pastry	3		
General Education Core II (Recomended ART 126 Foundations of Design)			
Third Year, Spring Semester (9 credits)			
BIO 119 Sustainable Eating	3		
CUL 223 Specialty Cakes or CUL 233 Chocolates and Confections	3		
General Education Core III (Recommended ECO 120 Microeconomics)			
Fourth Year, Fall Semester (6 credits)			
General Education Core I - IV (Recommended PHI 102 Ethics and Contemporary Society)	3		
Program Elective (any CUL course)	3		

Digital Media

Associate in Applied Science

The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two years to complete the program.

Program Description The Associate of Applied Science Degree prepares individuals to apply technical knowledge and skills to creation and manipulation of computer graphics. Students use computer applications and related visual techniques to manipulate images and information originating as videos, still photographs, and digital copy in order to communicate messages simulating real-world content. The program includes instruction in specialized computer software and applications to specific commercial, industrial, and entertainment needs. Students gain knowledge and develop skills to work in the areas of interactive multimedia including web development, print & digital design, CD-ROM production, and 2D/3D computer animation production.

Program Learning Outcomes Upon successful completion of the Associate of Applied Science Degree in Digital Media graduates will be able to:

- Demonstrate mastery of technical skills in traditional and digital media, applying principles of design to their work.
- Demonstrate broad knowledge of software applications related to digital media.
- Develop media content that displays both current technical knowledge and traditional design principles.
- Collaborate as a team in the development of media content from concept to production.
- Communicate effectively with clients and colleagues in bringing ideas from concept to production
- Research design trends to choose appropriate fonts, imagery, and colors for an array of design projects.
- Analyze the appropriate demographic influences on design trends and product development.

Digital Media Curriculum Requirements – 60 Credits

Required Program Courses		***Cr***	***Required General Education***		***Cr***
MUL 110	Digital Imaging	3	ART 120	Introduction to Drawing	3
MUL 125	Intermediate Graphic Design	3	ART 126	Foundations of Design	3
MUL 130	Motion Graphics	3	ART 136	Digital Photography or	3
MUL 175	Texture & Lighting	3	COM 110	Introduction to Digital Filmmaking	
MUL 210	Advanced Digital Imaging	3	ENG 101	College Composition	3
MUL 225	3D Modeling & Character Animation	3		General Education Core I	3
WEB 131	Web Development I	3		General Education Core III	3
		21		General Education Core IV - Lab Science	3
			MAT 118	Quantitive Reasoning	3
200-Lvl	**Program Elective**	**3**			**24**
Program Electives		**9**			
ART 131	Introduction to Sculpture		**Open Elective**		**3**
BUS 110	Introduction to Business				
BUS 230	Principles of Marketing				
	Any ADM, CAD, MUL or WEB prefix				
CIS 131	Visual Programming				

Career Opportunities The growing field of Digital Media is for those who are creative, interested in the visual arts, comfortable with working in computer environments, enjoy working with people, and are looking for new challenges every day. Qualified graduates of Digital Media can expect to find entry level positions in businesses ranging from gaming and animation to traditional design companies; including TV stations, film production companies and architectural firms; media boutiques, special effects houses, corporate communication centers, web design, forensic and government agencies.

Digital Media Program Sequencing The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two years to complete the program.

Curriculum Requirements: 60 credits	*Cr*	*Grade*	*Semester*
First Year, Fall Semester (15 credits)			
ART 120 Introduction to Drawing	3		
ART 126 Foundations of Design	3		
ENG 101 College Composition	3		
MUL 110 Digital Imaging	3		
MAT 118 Quantitative Reasoning	3		
First Year, Spring Semester (15 credits)			
ART 136 Digital Photography or COM 110 Introduction to Digital Filmmaking	3		
MUL 125 Intermediate Graphic Design	3		
MUL 130 Motion Graphics	3		
Program Elective	3		
General Education Core IV - Lab Science	3		
Second Year, Fall Semester (15 credits)			
MUL 225 3D Modeling & Character Animation	3		
WEB 131 Web Development I	3		
200-Level Program Elective	3		
Program Elective	3		
General Education Core I	3		
Second Year, Spring Semester (15 credits)			
MUL 175 Texture & Lighting	3		
MUL 210 Advanced Digital Imaging	3		
Program Elective	3		
General Education Core III	3		
Open Elective	3		
Program Elective:			
Any ADM, CAD, MUL, WEB			

Digital Media - Animation Option

Associate in Applied Science – Animation Option

The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two years to complete the program.

Program Description The Associate of Applied Science Degree Animation Option prepares individuals to apply technical knowledge and skills to the creation and manipulation of content for computer animation. Students use computer applications and related foundational techniques to develop conceptual content into usable electronic resources for animating, and creating animations with those resources. The program includes instruction in specialized computer software and applications to specific commercial, industrial, and entertainment needs of animation. Students gain knowledge and develop skills to work in the areas of interactive multimedia including: storyboarding, 2D animation, basic game design, 3D object and character design, texturing & lighting, animating, special effects, and rendering final output to a demo reel.

Program Learning Outcomes Upon successful completion of the Associate of Applied Science Degree in Digital Media with an Option in Animation, graduates will be able to:

- Demonstrate mastery of technical skills in traditional and digital media, applying principles of design to their work.
- Demonstrate broad knowledge of software applications related to digital media.
- Develop media content that displays both current technical knowledge and traditional design principles.
- Collaborate as a team in the development of media content from concept to production.
- Communicate effectively with clients and colleagues in bringing ideas from concept to production
- Research design trends to choose appropriate fonts, imagery, and colors for an array of design projects.
- Analyze the appropriate demographic influences on design trends and product development.

Digital Media - Animation Option Curriculum Requirements – 60 Credits

Required Program Courses		***Cr***	***Required General Education***		***Cr***
MUL 110	Digital Imaging	3	ART 120	Introduction to Drawing	3
MUL 130	Motion Graphics	3	ART 122	Drawing for Animation	3
MUL 175	Texture & Lighting	3	ART 126	Foundations of Design	3
MUL 210	Advanced Digital Imaging	3	ART 136	Digital Photography or	3
MUL 225	3D Modeling & Character Animation	3	COM 110	Introduction to Digital Filmmaking	
MUL 265	Advanced Computer Animation	3	ENG 101	College Composition	3
MUL 230	Computer Animation	3		General Education Core I	3
WEB 131	Web Development I	3		General Education Core III	3
		24		General Education Core IV - Lab Science	3
			MAT 118	Quantitative Reasoning	3
Program Electives		**6**			**27**
ART 131	Introduction to Sculpture				
BUS 110	Introduction to Business		**Open Elective**		**3**
BUS 230	Principles of Marketing				
CIS 131	Visual Programming I				
	Any ADM, CAD, MUL, WEB				

Career Opportunities The Digital Media Animation option is designed to prepare students for careers that include: Production Designer, Concept Artist, Character Designer, Effects Designer, Storyboard Artist, Pre-Vis Artists, Modeler, Texture Artist, Texture Painter, Rigger, Animator, Character Animator, Junior Animator, Production Assistant, Renderer, and Editing Assistant.

Digital Media - Animation Option Program Sequencing The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two years to complete the program.

Curriculum Requirements: 60 credits	*Cr*	*Grade*	*Semester*
First Year, Fall Semester (15 credits)			
ART 120 Introduction to Drawing	3		
ART 126 Foundations of Design	3		
ENG 101 College Composition	3		
MUL 110 Digital Imaging	3		
MAT 118 Quantitative Reasoning	3		
First Year, Spring Semester (15 credits)			
ART 122 Drawing for Animation	3		
ART 136 Digital Photography or COM 110 Introduction to Digital Filmmaking	3		
MUL 130 Motion Graphics	3		
Program Elective	3		
General Education Core IV - Lab Science	3		
Second Year, Fall Semester (15 credits)			
MUL 225 3D Modeling & Character Animation	3		
MUL 230 Computer Animation	3		
WEB 131 Web Development I	3		
Program Elective	3		
General Education Core I	3		
Second Year, Spring Semester (15 credits)			
MUL 175 Texture & Lighting	3		
MUL 210 Advanced Digital Imaging	3		
MUL 265 Advanced Computer Animation	3		
General Education Core III	3		
Open Elective	3		
Program Electives:			
Any ADM, CAD, MUL, WEB			

Digital Media - Graphic Design Option

Associate in Applied Science

The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two years to complete the program.

Program Description The Associate of Applied Science Degree –Graphic Design Option prepares individuals to apply technical knowledge and skills to the layout and design of electronic graphic and textual products. Students use computer applications and related visual techniques to manipulate images and information originating as artwork, digital photography, and digital copy in order to communicate messages simulating real-world Graphic Design. The program includes instruction in specialized computer software and applications to specific commercial, industrial, and entertainment needs of design. Students gain knowledge and develop skills to work in the areas of Graphic Design including web, print media, illustration, and managing resources for final outsourcing.

Program Learning Outcomes Successful graduates will be able to:

- Demonstrate mastery of technical skills in traditional and digital media, applying principles of design to their work.
- Demonstrate broad knowledge of software applications related to digital media.
- Develop media content that displays both current technical knowledge and traditional design principles.
- Collaborate as a team in the development of media content from concept to production.
- Communicate effectively with clients and colleagues in bringing ideas from concept to production
- Research design trends to choose appropriate fonts, imagery, and colors for an array of design projects.
- Analyze the appropriate demographic influences on design trends and product development.

Digital Media - Graphic Design Option Curriculum Requirements – 60 Credits

Required Program Courses		***Cr***	***Required General Education***		***Cr***
CAD 251	3D Presentations	3	ART 120	Introduction to Drawing	3
MUL 110	Digital Imaging	3	ART 126	Foundations of Design	3
MUL 125	Intermediate Graphic Design	3	ART 132	Introduction to Illustration	3
MUL 126	Typography	3	ART 136	Digital Photography or	3
MUL 130	Motion Graphics	3	COM 110	Introduction to Digital Filmmaking	
MUL 175	Texture and Lighting	3	ENG 101	College Composition	3
MUL 210	Advanced Digital Imaging	3		General Education Core I	3
WEB 131	Web Development I	3		General Education Core III	3
		24		General Education Core IV - Lab Science	3
			MAT 118	Quantitative Reasoning	3
Program Electives		**6**			**27**
ART 131	Introduction to Sculpture				
BUS 110	Introduction to Business		**Open Elective**		**3**
BUS 230	Principles of Marketing				
CIS 131	Visual Programming I				
	Any ADM, CAD, MUL or WEB prefix				

Career Opportunities Industries that hire graduates of the Graphic Design Option in Digital Media includes, but is not limited to: Internet, mobile/wireless, online marketing, web design/ development, and traditional print. Potential jobs in those industries include: Production Designer, Graphic Designer, Illustrator, Digital Photo Editor, Desktop Publisher, Graphic Artist, Web Designer, Production Web Designer, Multimedia Designer, Interactive Media Designer,

Digital Media - Graphic Design Option Program Sequencing The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two years to complete the program.

Curriculum Requirements: 60 credits	***Cr***	***Grade***	***Semester***
First Year, Fall Semester (15 credits)			
ART 120 Introduction to Drawing	3		
ART 126 Foundations of Design	3		
ENG 101 College Composition	3		
MUL 110 Digital Imaging	3		
MAT 118 Quantitative Reasoning	3		
First Year, Spring Semester (15 credits)			
ART 136 Digital Photography or COM 110 Introduction to Digital Filmmaking	3		
MUL 125 Intermediate Graphic Design	3		
MUL 130 Motion Graphics	3		
Program Elective	3		
General Education Core IV - Lab Science	3		
Second Year, Fall Semester (15 credits)			
ART 132 Introduction to Illustration	3		
MUL 126 Typography	3		
WEB 131 Web Development I	3		
Program Elective	3		
General Education Core I	3		
Second Year, Spring Semester (15 credits)			
MUL 175 Texture & Lighting	3		
MUL 210 Advanced Digital Imaging	3		
CAD 251 3D Presentations	3		
General Education Core III	3		
Open Elective	3		
Program Electives:			
Any ADM, CAD, MUL or WEB			

Education

Associate in Science Degree

The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two years to complete the program.

Program Description This Associate in Science degree in Education offers students both a theoretical and practical foundation of study toward careers in teaching, social services and other education-based careers. This program is designed to allow students to tailor their course-work to their immediate or long-term education related career interests and the appropriate baccalaureate transfer option. Students planning to transfer should select electives consistent with their desired transfer program and work closely with a transfer counselor and an academic advisor for course selection.

Fieldwork Requirement There is a fieldwork requirement in many of the required education courses. A Criminal History Record Check (CHRC) and fingerprinting from a Maine Department of Education approved site is required before enrolling in any education course that has a field work requirement.

Program Learning Outcomes Upon successful completion of this program, graduates will:

- Discuss the history and philosophy of education in the United States and its influence on current law and policy.
- Apply strategies in curriculum development, instruction, methodology, and assessment to the development of a positive learning environment.
- Analyze the instructional needs of a diverse population of learners.
- Plan instructional activities that engage all learners in problem solving, critical thinking, and natural inquiry.
- Use clear communication skills to collaborate with learners, families, colleagues, and other key figures in the community.
- Determine the ethical behaviors required of professional educators in classrooms, schools, and local communities.
- Use reliable information resources to find current research on education policy and practice.
- Describe the physical, cognitive, and emotional aspects of child and adolescent development within a social and cultural context. Accurately calculate learner grades based on a developmentally appropriate and theory-driven grading scheme.

Education Curriculum Requirements - 61 Credits

Required Program Courses		***Cr***	***Required General Education***		***Cr***
EDU 102	Introduction to Teaching	3	ENG 101	College Composition	3
EDU 105	Introduction to Exceptionality	3	MAT 118	Quantitative Reasoning	3
EDU 206	Instructional Strategies	3	PHI 102	Ethics and Contemporary Society	3
EDU 215	Classroom and Behavior Management	3	PSY 101	Introduction to Psychology	3
PSY 210 PSY 214	Lifespan Psychology or Child Development	3	SPE 101	Oral Communications	3
				General Education Core IV, Lab Science	4
		15		General Education Core II	3
				General Education Core I-IV	3
Program Electives		**12**		General Education Core IV, Lab Science	6
	Any ECE prefix course				**31**
	Any EDU prefix course				
	General Education I-IV		**Open Elective**		**3**

Career Opportunities Upon completion of this degree graduates may apply learned skills involving knowledge of development, teaching methods, classroom strategies and professional collaboration to a wide variety of workplace environments including meeting the requirements to work as a paraprofessional/educational technician II. This program of courses may aid current teachers with refreshing or upgrading their skills while working with their students in the classroom or offer teachers an avenue for recertification credits for a current teaching certificate. Teachers seeking current certificate recertification course approval need to inquire about specific courses with the Maine Department of Education.

Education Program Sequencing The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two years to complete the program.

Curriculum Requirements: 61 credits	***Cr***	***Grade***	***wSemester***
First Year, Fall Semester (15 credits)			
EDU 102 Introduction to Teaching	3		
ENG 101 College Composition	3		
MAT 118 Quantitative Reasoning	3		
PSY 101 Introduction to Psychology	3		
Program Elective	3		
First Year, Spring Semester (15 credits)			
EDU 105 Introduction to Exceptionality	3		
PSY 210 Lifespan Psychology or PSY 214 Child Development	3		
SPE 101 Oral Communication	3		
General Education Core IV - Lab Science	3		
Program Elective	3		
Second Year, Fall Semester (16 credits)			
EDU 215 Classroom and Behavior Management	3		
PHI 102 Ethics and Contemporary Society	3		
General Education Core II	3		
General Education Core IV - Lab Science	4		
Program Elective	3		
Second Year, Spring Semester (15 credits)			
EDU 206 Instructional Strategies	3		
General Education Core I-IV	3		
General Education Core IV - Lab Science	3		
Program Elective	3		
Open Elective	3		
Program Electives:			
Any ECE			
Any EDU			
General Education, Core I-IV			

Education Program Sequencing - Part Time The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two years to complete the program.

Curriculum Requirements: 61 credits	*Cr*	*Grade*	*wSemester*
First Year, Fall Semester (9 credits)			
EDU 102 Introduction to Teaching	3		
ENG 101 College Composition	3		
PSY 101 Introduction to Psychology	3		
First Year, Spring Semester (6 credits)			
MAT 118 Quantitative Reasoning	3		
PSY 210 Lifespan Psychology or PSY 214 Child Development	3		
Second Year, Fall Semester (9 credits)			
SPE 101 Oral Communication	3		
General Education Core IV - Lab Science	3		
Program Elective	3		
Second Year, Spring Semester (7 credits)			
EDU 105 Introduction to Exceptionality	3		
General Education Core IV - Lab Science	4		
Third Year, Fall Semester (9 credits)			
EDU 215 Classroom and Behavior Management	3		
PHI 102 Ethics and Contemporary Society	3		
Program Elective	3		
Third Year, Spring Semester (6 credits)			
EDU 206 Instructional Strategies	3		
Program Elective	3		
Fourth Year, Fall Semester (9 credits)			
General Education Core II	3		
General Education Core IV - Lab Science	3		
Program Elective	3		
Fourth Year, Spring Semester (6 credits)			
General Education Core I-IV	3		
Open Elective	3		
Program Electives:			
Any ECE			
Any EDU			
General Education Core I-IV			

Forensic Social Work

Associates in Applied Science

The sequencing of courses in this program begins in the first seven-week fall semester online. Students entering the program in the spring or summer may take longer than two years to complete the degree.

Program Description The Associates in Applied Science Forensic Social Work is an interdisciplinary program which prepares students for careers focused on the intersection between the human service and legal systems. Areas of study include crisis intervention, cross-cultural competency, advocacy, court mandated treatment, community relations, legal systems, social justice, and trauma-informed service provision. The National Advocate Credentialing Program (NACP) certificate is embedded into the degree requirements.

Program Learning Outcomes Upon successful completion of the Forensic Social Work Associate in Applied Science degree graduates will be able to:

- Demonstrate awareness of, and respect for, diverse populations and develop a culturally responsive communication style.
- Engage in treatment service provision including crisis intervention, evaluation, diagnosis, and referral.
- Articulate an understanding of the role and function of both the criminal and civil court systems.
- Utilize skills that will assist in consultation, support, and collaboration with professionals in both the human service and criminal justice fields.
- Provide advocacy services across a range of domains related to both criminal and civil issues.

Career Opportunities Graduates of this program may pursue careers related to corrections, advocacy, child protection, probation, arbitration, and mediation. The program also provides a strong foundation for students who wish to pursue a bachelor's degree.

Forensic Social Work Curriculum Requirements – 61 Credits

Required Program Courses		***Cr***	***Required General Education***		***Cr***
CJS 101	Introduction to Criminal Justice	3	ENG 101	College Composition	3
CJS 102	Ethics and Leadership in CJ	3	MAT 124	Statistics	3
CJS 120	Criminology	3	PSY 101	Introduction to Psychology	3
CJS 125	Criminal Law	3	SPE 101	Oral Communications	3
CJS 160	Contemporary Corrections	3		General Education Core II	3
CJS 230	Police Community Relations	3		General Education Core IV - Lab Science	3
FSW 280	Forensic Social Work Capstone	1			**18**
HUS 101	Introduction to Human Services	3			
PSY 228	Addiction and Substance Abuse	3			
PSY 230	Abnormal Psychology	3			
PSY 232	Introduction to Counseling	3			
PSY 234	Trauma and Recovery	3			
SOC 136	Race, Gender, Class and Ethnicity	3			
SWO 110 or CJS 110	Victim Advocacy	3			
SWO 150	Introduction to Social Work	3			
		43			

Forensic Social Work Program Accelerated Sequencing The sequencing of courses in this program begins in the first seven-week fall semester online. Students entering the program in the spring or summer may take longer than two years to complete the degree. This is a splan of courses for the accelerated 7-week schedule. It is not advised that you take more than 6 credits (2 courses) each 7 weeks if you work and have a family. Summer courses are in this plan if you wish to take more, or less, you can adjust per your need.

Curriculum Requirements: 61 credits	*Cr*	*Grade*	*Semester*
First Year, Fall Term I (6 credits)			
CJS 101 Introduction to Criminal Justice	3		
ENG 101 College Composition	3		
First Year, Fall Term II (6 credits)			
HUS 101 Introduction to Human Services	3		
PSY 101 Introduction to Psychology	3		
First Year, Spring Term I (6 credits)			
CJS 125 Criminal Law	3		
PSY 230 Abnormal Psychology	3		
First Year, Spring Term II (6 credits)			
MAT 124 Statistics	3		
PSY 234 Trauma and Recovery	3		
First Year, Summer Term I (6 credits)			
General Education Core IV - Lab Science	3		
SPE 101 Oral Communication	3		
First Year, Summer Term II (6 credits)			
General Education Core II	3		
PSY 228 Addiction and Substance Abuse	3		
Second Year, Fall Term I (6 credits)			
CJS 120 Criminology	3		
SWO 150 Introduction to Social Work	3		
Second Year, Fall Term II (6 credits)			
PSY 232 Introduction to Counseling	3		
SOC 136 Race, Gender, Class and Ethnicity	3		
Second Year, Spring Term I (6 credits)			
CJS 102 Ethics and Leadership in CJ	3		
CJS 110 or SWO 110 Victim Advocacy	3		
Second Year, Spring Term II (7 credits)			
CJS 160 Contemporary Corrections	3		
CJS 230 Police Community Relations	3		
FSW 280 Forensic Social Work Capstone	1		

Gerontology

Associates in Applied Science

The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two years to complete the program.

Program Description The Associate in Applied Science in Gerontology prepares students to develop careers in aging, or further trains those already employed or active in gerontology or related fields. Core courses provide an interdisciplinary background in the aging process and end-of-life issues. Program electives are designed to offer students the flexibility to focus on health, business, social services, policy or other topics related to older adults and the aging process. Graduates of this program will have the skills and knowledge needed to work in a variety of growing services related to gerontology and end-of-life care as well as a strong base of general education courses to build upon for students wishing to transfer to a bachelor's degree program.

Program Learning Outcome Upon successful completion of this program, graduates will be able to:

- Describe a lifespan perspective of development and aging in social and historical contexts.
- Identify and explain research methodologies used in the study of aging.
- Apply psychological science and theories to understand how individuals adapt, change and respond to the process.
- Apply biological science and theories of aging to understand normal aging and disease processes associated with aging.
- Relate social theories and science of aging to understand the diversity of older populations.
- Identify the skills, practices and adaptations of individuals who age optimally.
- Apply ethical standards and professional practices in work with older persons.
- Evaluate the use of appropriate forms of evidence-based interventions and technologies for older adults, their families and caregivers.
- Use clear and effective communication with older adults, professional peers and the community.

A.A.S. Degree in Gerontology - 60 Credits

Required Program Courses		***Cr***	***Required General Education***		***Cr***
HUS 101	Introduction to Human Services	3	ENG 101	College Composition	3
PSY 212	Psychology of Aging	3	SPE 101	Oral Communications	3
PSY 280	Positive Psychology	3	PHI 102	Ethics and Contemporary Society	3
PSY 210	Psychology Across the Lifespan	3	PSY 101	Introduction to Psychology	3
SOC 210	Social Problems	3	SOC 101	Introduction to Sociology	3
SOC 212	Sociology of Aging	3	BIO 104	Overview of Human Anatomy & Physiology	3
SOC 232	Death and Dying	3	MAT 124	Statistics	3
		21			**21**
Program Electives: Choose 12 credits		**12**			
	Any BUS, ECO, GRN, HUS, MAS, PSY, SOC or SWO course			Computer Literacy (CIS 115 Software Applications or CIS 118 Information Technology Fundamentals)	3
	Any General Education Core IV - Lab Science		**Open Elective**		**3**
ALH 101	Dynamics of Health Care				
ANT 102	Cultural Anthropology				
HUM 201	Multicultural America				
POS 101	American Government				

Career Opportunities

The associate degree program in Gerontology will prepare students for careers working with senior populations in direct care positions, such as personal care aids, elderly companions, and recreation planners and facilitators, wellness coaches and volunteer organizers. Career opportunities include employment in nonprofit senior centers, retirement communities in service or entry-level administrative positions, nursing homes, assisted living communities, physical therapy clinics, home health care settings or with senior volunteer groups. The program has also been designed to allow graduates a pathway to transfer into a bachelor's degree program in gerontology, or sociology, psychology, health care, or recreational therapy, with an emphasis in gerontology.

A.A.S. Degree in Gerontology Program Sequencing

The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two years to complete the program.

Curriculum Requirements: 60 credits	*Cr*	*Grade*	*Semester*
First Year, Fall Semester (15 credits)			
ENG 101 College Composition	3		
HUS 101 Introduction to Human Services	3		
MAT 124 Statistics	3		
PSY 101 Intro to Psychology	3		
SOC 101 Intro to Sociology	3		
First Year, Spring Semester (15 credits)			
BIO 104 Overview of Human A & P	3		
Computer Literacy (CIS 115 Software Applications or CIS118 Information Technology Fundamentals)	3		
PHI 102 Ethics and Contemporary Society	3		
SOC 212 Sociology of Aging	3		
PSY 210 Psychology Across the Lifespan	3		
Second Year, Fall Semester (15 credits)			
SPE 101 Oral Communications	3		
PSY 280 Positive Psychology	3		
PSY 212 Psychology of Aging	3		
Choose 6 credits from program elective list	6		
Second Year, Spring Semester (15 credits)			
SOC 232 Death and Dying	3		
SOC 210 Social Problems	3		
Choose 6 credits from program elective list	6		
Open Elective	3		
Program Elective List: Choose 12 Credits			
Any BUS, ECO, GRN, HUS, MAS, PSY, SOC or SWO course			
Any Core IV course			
ALH 101 Dynamics of Health Care			
ANT 102 Cultural Anthropology			
HUM 201 Multicultural America			
POS 101 American Government			

Health Studies

Associate in Science

The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two years to complete the program.

Program Description The Health Studies program provides a broad-based curriculum with an emphasis on preparation for continued study in the health science field that includes an exploration of health careers, as well as the basic science courses necessary for many health occupation programs. The program is designed for students seeking one of three academic and career paths: a) to prepare for transfer into a specialized associate degree health program; or b) to continue their studies at the Baccalaureate level; or c) a mid-level position in the health-care field. Students planning to transfer should select electives consistent with their desired transfer program and work closely with an academic advisor for course selection.

Program Learning Outcomes Upon successful completion of the Associate of Science Degree in Health Studies, graduates will be able to:

- Discuss the cultural and historical context of the U.S. health care system.
- Communicate effectively within the healthcare system using medical language and abbreviations.
- Explain the importance and application of basic ethical behavior in the exercise of confidentiality in health care.
- Recognize the value of diversity in opinions, values, abilities and cultures in the science and health care fields.
- Collect, analyze, and present quantitative and qualitative information using appropriate data and technology.
- Perform and effectively communicate the results of scientific investigations, and explain how research is done in science.

Health Studies Curriculum Requirements - 60 Credits

Required Program Courses		***Cr***	***Required General Education***		***Cr***
ALH 101	Dynamics of Health Care	3	ENG 101	College Composition	3
MAS 105	Medical Terminology	3		General Education Core I	3
PHI 102 MAS 120	Ethics and Contemporary Society or Medical Law and Ethics	3		General Education Core II	3
			PSY 101	Introduction to Psychology	3
CIS 115 CIS 118	Software Applications or Information Technology Fundamentals	3	PSY 210 SOC 232	Psychology Across the Lifespan or Death and Dying	3
	Program Electives	12	MAT 118	Quantitative Reasoning*	3
		24		General Education Core IV, Lab Science BIO or CHM	12
	Program Electives List:				***30***
	Any ALH, MAS, NUR, VET prefix				
	Any General Education Core III (PSY or SOC prefix)		**Open Elective**		**6**
	General Education Core IV				
BUS 115	Management I				
ACC 111	Accounting I				
ACC 112	Accounting II				

** University math requirements vary widely. Incoming students should consult with their advisor and/or transfer advisor as to which sequence of math course(s) transfer most effectively into a particular course of study.*

Health Studies Program Sequencing The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two years to complete the program.

Curriculum Requirements: 60 credits	*Cr*	*Grade*	*Semester*
First Year, Fall Semester (15 credits)			
ALH 101 Dynamics of Health Care	3		
ENG 101 College Composition	3		
MAS 105 Medical Terminology	3		
MAT 118 Quantitative Reasoning	3		
CIS 115 Software Applications or CIS 118 Information Technology Fundamentals	3		
First Year, Spring Semester (13 credits)			
Program Elective	3		
PSY 101 Introduction to Psychology	3		
General Education Core I	3		
General Education Core IV - Lab Science	4		
Second Year, Fall Semester (16 credits)			
PSY 210 Psychology Across the Lifespan or SOC 232 Death and Dying	3		
General Education Core II	3		
PHI 102 Ethics and Contemporary Society or MAS 120 Medical Law and Ethics	3		
Open Elective	3		
General Education Core IV - Lab Science	4		
Second Year, Spring Semester (16 credits)			
General Education Core IV - Lab Science	4		
Program Electives	9		
Open Elective	3		

**University math requirements vary widely. Incoming students should consult with their advisor and/or transfer advisor as to which sequence of math course(s) transfer most effectively into a particular course of study.*

Hospitality and Tourism Management

Associate in Applied Science

The sequencing of courses in this program begins in the summer semester. Students entering in the fall or spring will likely take longer than two years to complete the program.

Program Description The Hospitality and Tourism Management Associates in Applied Science is an internship based program. Students will gain their program credits through experiential learning at host hotels. Prospective students will interview with host sites for summer employment and upon gaining a job they will be enrolled in the internship program. In the fall and spring students will take classes at the college to supplement their learning and round out the degree.

Program Learning Outcomes Upon successful completion of the Hospitality and Tourism Management Associates in Applied Science degree graduates will be able to:

- Convey essential hospitality/tourism industry concepts using oral and written communication skills.
- Demonstrate the ability to work both independently and as a team member in collaborative projects.
- Recognize the value of diversity in opinions, values, abilities and cultures in the hospitality/tourism industry.
- Describe ethical behavior relevant to the hospitality/tourism industry.
- Analyze and communicate hospitality/tourism information using appropriate information technology.
- Apply effective cost control methods and basic accounting concepts in the hospitality/tourism industry.
- Demonstrate a working knowledge of hotel front office management, food and beverage control, event management and hospitality industry marketing.

Hospitality and Tourism Management Curriculum Requirements – 60 Credits

Required Program Courses		***Cr***	***Required General Education***		***Cr***
ACC 111	Accounting I	3	ECO 110	Macroeconomics	3
BUS 110	Introduction to Business	3	ENG 101	English Composition	3
BUS 230	Principles of Marketing	3	ENG 212	Business Communications	3
BUS 244	Business Law	3	MAT 118	Quantitative Reasoning	3
CIS 115	Software Applications	3	MAT 124	Statistics	3
CUL 131	Culinary Operations I	3	PHI 102	Ethics and Contemporary Society	3
HOS 109	Hospitality Internship I	6	SPE 101	Oral Communications	3
HOS 190	Personnel Management in the Hospitality Industry	3			**21**
HOS 209	Hospitality Internship II	6			
HOS 290	Hospitality Internship III	6			
		39			

Career Opportunities Successful candidates will be prepared for management level careers in the hospitality industry including front desk operations and food & beverage. Students can also go on to a four-year degree or continue on working to rise up through the ranks of the industry.

Hospitality and Tourism Management Sequencing The sequencing of courses in this program begins in the summer semester. Students entering in the fall or spring will likely take longer than two years to complete the program.

Curriculum Requirements: 60 credits	*Cr*	*Grade*	*Semester*
First Year, Summer Semester (6 credits)			
HOS 109 Hospitality Internship I	6		
First Year, Fall Term II (6 credits)			
BUS 110 Introduction to Business	3		
CIS 115 Software Application	3		
First Year, Spring Term I (6 credits)			
ACC 111 Accounting I	3		
SPE 101 Oral Communications	3		
First Year, Spring Term II (6 credits)			
CUL 131 Culinary Operations I	3		
ENG 101 English Composition	3		
Second Year, Summer Semester (6 credits)			
HOS 209 Hospitality Internship II	6		
Second Year, Fall II Term (6 credits)			
HOS 190 Personnel Management in the Hospitality Industry	3		
MAT 118 Quantitative Reasoning	3		
Second Year, Spring I Term (6 credits)			
ENG 212 Business Communications	3		
PHI 102 Ethics and Contemporary Society	3		
Second Year, Spring II Term (6 credits)			
ECO 110 Macroeconomics	3		
MAT 124 Statistics	3		
Third Year, Summer Semester (6 credits)			
HOS 290 Hospitality Internship III	6		
Third Year, Fall II Term (6 credits)			
BUS 230 Principles of Marketing	3		
BUS 244 Business Law	3		

Information Technology

Associate in Applied Science

The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two years to complete the program.

Program Description The Information Technology program provides students with an extensive background in the application of computers to the ever-widening needs of business and industry. The program gives students hands-on experience in troubleshooting, system administration, computer networks, web systems, computer programming, and cybersecurity. The curriculum is designed to develop critical thinking skills and enable a student to be ready for today's jobs with the ability to thrive in the ever-changing IT landscape.

Program Learning Outcomes Upon successful completion of the Information Technology Associates in Applied Science degree graduates will be able to:

- Solve software and hardware problems using logical reasoning.
- Analyze and communicate essential industry concepts in both technical and non-technical terms.
- Create technical reports and documentation through researching and interpreting a variety of industry sources.
- Operate both independently and as a team member on information technology projects.
- Describe and explain ethical issues in technology and the applicable industry standards and codes of conduct.
- Recognize the value of diversity in opinions, values, abilities and cultures of colleagues and customers in a professional environment.
- Research and explain how culture, economics, history and politics affect technology trends.
- Report security implications related to computational paradigms.
- Apply problem-solving concepts and quantitative analysis to the study of a wide variety of technology problems.

Career Opportunities: Students completing this program will be prepared for entry-level positions in computer support, network management, systems management, and cybersecurity, as well as sales and technical information positions. Graduates may also choose to continue their education at a four-year institution in Information Technology or a related field.

Information Technology Curriculum Requirements – 60 Credits

Required Program Courses		***Cr***	***Required General Education***		***Cr***
CIS 118	Information Technology Fundamentals	3	ENG 101	College Composition	3
CIS 133	Introduction to Programming	3	MAT 118	Quantitative Reasoning	3
CIS 152	Computer Hardware	3	MAT 124	Statistics	3
CIS 178	Introduction to Cybersecurity	3	PHI 102	Ethics and Contemporary Society	3
CIS 220	Information Security	3	SCI 101	Introduction to Environmental Science	3
CIS 226	Ethical Hacking	3	SOC 101	Introduction to Sociology	3
CIS 235	Open Source Server Administration	3	SPE 101	Oral Communications	3
CIS 254	Computer Organization	3			**21**
NET 110	Networking Fundamentals	3			
NET 221	Network Security	3			
WEB 131	Web Development I	3			
WEB 133	Web Development II	3			
WEB 215	Web Systems and Programming	3			
		39			

Information Technology Program Sequencing The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two years to complete the program.

Curriculum Requirements: 60 credits	*Cr*	*Grade*	*Semester*
First Year, Fall Semester (15 credits)			
CIS 133 Introduction to Programming	3		
ENG 101 College Composition	3		
MAT 118 Quantitative Reasoning	3		
NET 110 Networking Fundamentals	3		
WEB 131 Web Development I	3		
First Year, Spring Semester (15 credits)			
CIS 118 Information Technology Fundamentals	3		
MAT 124 Statistics	3		
PHI 102 Ethics and Contemporary Society	3		
WEB 133 Web Development II	3		
WEB 215 Web Systems and Programming	3		
Second Year, Fall Semester (15 credits)			
CIS 152 Computer Hardware	3		
CIS 178 Introduction to Cybersecurity	3		
CIS 220 Information Security	3		
SOC 101 Introduction to Sociology	3		
SPE 101 Oral Communications	3		
Second Year, Spring Semester (15 credits)			
CIS 226 Ethical Hacking	3		
CIS 235 Open Source Server Administration	3		
CIS 254 Computer Organization	3		
NET 221 Network Security	3		
SCI 101 Introduction to Environmental Science	3		

Liberal Studies

Associate in Arts

Program Description The Liberal Studies program is designed for students interested in pursuing an academic program focused on liberal studies and which will transfer to a four-year university. Program requirements derive from the Maine Community College System-University of Maine System Block Transfer, but also generally transfer to public and private colleges within and outside of Maine.

Program Learning Outcomes Upon successful completion of this program, graduates will be able to:

- Communicate effectively and ethically in writing and speaking.
- Use fundamental concepts of mathematics to solve problems and interpret quantitative data.
- Apply the scientific method by observing phenomena, developing hypotheses, implementing experiments, and evaluating results.
- Analyze and use information resources in an ethical manner.
- Interpret and evaluate meaning from aesthetic, philosophical, ethical, literary and/or multidisciplinary perspectives.
- Demonstrate global awareness and knowledge of diverse ethnic, racial and religious backgrounds, cultures, and orientations.
- Demonstrate competence in using technology as a tool in communication, research, and quantitative analysis.
- Analyze factors, including culture, that shape behavior and social structures.
- Use ethical concepts to evaluate issues and make ethical decisions.
- Analyze and evaluate artistic and creative forms of expression.

Liberal Studies Curriculum Requirements - 61 Credits

Required Program Courses		***Cr***	***Required General Education***		***Cr***
ENG 101	College Composition	3	MAT 118	Quantitative Reasoning (recommended)*	3
ENG 112	Literature and Writing	3		General Education Core IV - Lab Science	4
PHI 102	Ethics and Contemporary Society	3		Computer Literacy (CIS 115 recommended)	3
SPE 101	Oral Communications	3			***40***
	Social Sciences (General Education Core III)	6			
	Humanities (General Education Core II)	6		**Electives**	**Cr**
	General Education Core II Creative Arts (CA)	3		General Education Core I-IV	9-18
	General Education Core II or III Diversity/Cultural Knowledge (D)	3		Open Electives **	3-12

** University math requirements vary widely. Incoming students should consult with their advisor and/or transfer advisors as to which sequence of math courses transfers most effectively into a particular course of study. In particular, students who are pursuing degrees in math, engineering, natural sciences, or social sciences should discuss their plans with the appropriate department chair before enrolling in a mathematic*

*** Up to 12 credits may be selected from courses outside of the General Education Core. Students should work closely with their advisor to select courses that will transfer.*

Liberal Studies Program Sequencing

The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two years to complete the program.

Curriculum Requirements: 61 Credits	*Cr*	*Grade*	*Semester*
First Year, Fall Semester (15 credits)			
ENG 101 College Composition	3		
MAT 118 Quantitative Reasoning (recommended)*	3		
General Education Core III	3		
Computer Literacy (CIS 115 Software Applications recommended)	3		
General Education Core I-IV	3		
First Year, Spring Semester (15 credits)			
ENG 112 Literature and Writing	3		
PHI 102 Ethics and Contemporary Society	3		
SPE 101 Oral Communications	3		
General Education Core III	3		
General Education Core I-IV	3		
Second Year, Fall Semester (16 credits)			
General Education Core IV - Lab Science	4		
General Education Core II - Creative Arts (CA)	3		
General Education Core II or III - Diversity/ Cultural Knowledge (D)	3		
General Education Core II	3		
General Education Core I-IV	3		
Second Year, Spring Semester (15 credits)			
General Education Core II	3		
General Education Core I-IV or Open Electives**	12		

** University math requirements vary widely. Incoming students should consult with their advisor and/or transfer advisors as to which sequence of math courses transfers most effectively into a particular course of study. In particular, students who are pursuing degrees in math, engineering, natural sciences, or social sciences should discuss their plans with the appropriate department chair before enrolling in a mathematic*

*** Up to 12 credits may be selected from courses outside of the General Education Core. Students should work closely with their advisor to select courses that will transfer.*

Medical Assisting

Associate in Applied Science

The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two years to complete the program.

Program Description The Medical Assisting Associate Degree program focuses on providing students with basic education and training needed in fast-paced and demanding medical offices. The program encompasses instruction in communications, software applications, mathematics, pharmacology, medical terminology, medical law and ethics, as well as clinical and administrative competencies and includes a practicum in a healthcare setting. All courses are designed to prepare graduates to work successfully in a wide variety of outpatient medical settings.

Program Learning Outcomes Upon successful completion of the Associate of Applied Science Degree in Medical Assisting, graduates will be able to:

- Recognize and apply appropriate medical terminology in a variety of healthcare situations to ensure safe and effective patient care.
- Perform essential administrative skills to ensure efficient operations within a medical office.
- Provide general patient care services with respect for differences in age, class, gender, culture, and/or sexual orientation.
- Apply principles of safety to all aspects of patient care and clinical procedures.
- Locate current ethical and legal standards of care and analyze their impact on healthcare services and operations.
- Perform essential clinical skills and follow diagnostic procedures in laboratory settings.

Medical Assisting Curriculum Requirements - 60 Credits

Required Program Courses		***Cr***	***Required General Education***		***Cr***
ALH 101	Dynamics of Healthcare	3	BIO 104	Overview of Human Anatomy & Physiology	3
MAS 105	Medical Terminology	3	BIO 120	Human Nutrition	3
MAS 115	Medical Office	3	ENG 101	College Composition	3
MAS 120	Administration Medical Law and Ethics Clinical	3	MAT 118	Quantitative Reasoning	3
MAS 150	Clinical Procedures I	4		General Education Core II (PHI 102 Ethics and Contemporary Society Recommended)	3
MAS 151	Clinical Procedures I Lab	0	PSY 101	Introduction to Psychology	3
MAS 205	Medical Insurance and Coding	3	PSY 210	Psychology Across the Lifespan	3
MAS 225	Pharmacology	3	SPE 101	Oral Communications	3
MAS 250	Clinical Procedures II	4			***24***
MAS 251	Clinical Procedures II Lab	0			
MAS 290	Medical Assisting Practicum	4			
CIS 115	Software Applications	3			
		33			
	Open Elective	**3**			

Career Opportunities The Medical Assisting Degree is designed to prepare students for a career as a Registered Medical Assistant. RMAs are multi-skilled health professionals specifically educated to work in ambulatory (outpatient) settings performing administrative and clinical duties.

Medical Assisting Program Sequencing The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two years to complete the program.

Curriculum Requirements: 60 credits	*Cr*	*Grade*	*Semester*
First Year, Fall Semester (15 credits)			
BIO 104 Overview of Human Anatomy and Physiology	3		
ENG 101 College Composition	3		
MAS 105 Medical Terminology	3		
MAS 115 Medical Office Administration	3		
MAT 118 Quantitative Reasoning	3		
First Year, Spring Semester (16 credits)			
CIS 115 Software Applications (Recommended)	3		
MAS 120 Medical Law and Ethics	3		
MAS 150 Clinical Procedures I	4		
MAS 151 Clinical Procedures I Lab	0		
MAS 205 Medical Insurance and Coding	3		
PSY 101 Introduction to Psychology	3		
Second Year, Fall Semester (16 credits)			
ALH 101 Dynamics of Healthcare	3		
MAS 250 Clinical Procedures II	4		
MAS 251 Clinical Procedures II Lab	0		
PHI 102 Ethics and Contemporary Society (Recommended)	3		
PSY 210 Psychology Across the Lifespan	3		
SPE 101 Oral Communications	3		
Second Year, Spring Semester (13 credits)			
BIO 120 Human Nutrition	3		
MAS 225 Pharmacology	3		
MAS 290 Practicum	4		
Open Elective	3		

Medical Assisting Program Sequencing - Part Time Studies The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two years to complete the program.

Curriculum Requirements: 60 Credits	*Cr*	*Grade*	*Semester*
First Year, Fall Semester (6 credits)			
ENG 101 College Composition	3		
MAS 105 Medical Terminology	3		
First Year, Spring Semester (6 credits)			
MAT 118 Quantitative Reasoning	3		
MAS 120 Medical Law and Ethics	3		
First Year, Summer Semester (6 credits)			
BIO 104 Overview of Human Anatomy and Physiology	3		
CIS 115 Software Applications (recommended)	3		
Second Year, Fall Semester (6 credits)			
ALH 101 Dynamics of Healthcare	3		
MAS 115 Medical Office Administration	3		
Second Year, Spring Semester (7 credits)			
MAS 150 Clinical Procedures I	4		
MAS 151 Clinical Procedures I Lab	0		
MAS 205 Medical Insurance and Coding	3		
Second Year, Summer Semester (6 credits)			
PSY 101 Introduction to Psychology	3		
SPE 101 Oral Communications	3		
Third Year, Fall Semester (7 credits)			
PSY 210 Psychology Across the Lifespan	3		
MAS 250 Clinical Procedures II	4		
MAS 251 Clinical Procedures II Lab	0		
Third Year, Spring Semester (10 credits)			
BIO 120 Human Nutrition	3		
MAS 225 Pharmacology	3		
MAS 290 Practicum	4		
Third Year, Summer Semester (6 credits)			
PHI 102 Ethics and Contemporary Society (recommended)	3		
Open Elective	3		

Precision Machining Technology

Associate in Applied Science

The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two years to complete the program.

Courses with PMT designation will be held at the Precision Machining Technology building located in Sanford, Maine. Students will be required to provide their own transportation.

Program Description This program prepares individuals with the technical knowledge and skills to use machine tools that are either conventionally controlled or computer numerically controlled, such as lathes, and milling machines to produce precision parts. The curriculum is designed to provide broad multi-disciplinary instruction in blueprint reading; machining; lathe and mill operations; liberal arts, applied mathematics; computers; Computer Aided Design/Machining (CAD/CAM) systems; Computer Numerically Controlled (CNC) setup, programming, operations, and troubleshooting; shop and safety practices; equipment capabilities; and regulations and laws.

Program Learning Outcomes Students who successfully complete the Associate in Applied Science Degree in Precision Machining Technology will be able to:

- Recognize and apply appropriate machining terminology in a variety of manufacturing settings
- Utilize technical knowledge and skills during the fabrication of precision parts.
- Demonstrate responsible and ethical safety practices in a manufacturing environment.
- Recognize the value of diversity in opinions, values, abilities, and cultures of colleagues and clients in a manufacturing environment.
- Demonstrate accuracy in measurements and calculations required to produce precision parts.
- Describe and apply quality control techniques and strategies to a wide range of manufacturing procedures.
- Produce precision parts using a variety of computer-controlled and manually controlled machine tools.

Precision Machining Technology Curriculum Requirements - 61 Credits

Required Program Courses		*Cr*	*Required General Education*		*Cr*
CAD 107	Solid Modeling I	3	ENG 101	College Composition	3
CAD 115	Blueprint Reading	3	MAT 124	Statistics	3
PMT 110	Precision Machining I	4	MAT 126	Trigonometry	3
PMT 125	Principles of CNC	3	SOC 136	Race, Gender, Class & Ethnicity	3
PMT 150	Precision Machining II	4	**General Education Courses:**		
PMT 175	CNC Programming and Operations I	3		Core I: ENG 211 Technical Writing or SPE 101 Oral Communications (Recommended)	3
PMT 210	Precision Machining III	4		Core II - Choose One	3
PMT 214	Metrology and Quality Control	3		Core IV (Recommended)	3
PMT 215	CNC Programming and Operations II	3		PHY 151 General Physics or CHM 106/107 Chemistry I w/Lab	
PMT 250	Precision Machining IV	4			***21***
	Program Elective: Additive Manufacturing (Recommended)	3			
		37			
	Open Elective	3			
	Program Electives				
	Any ADM, CAD or PMT prefix course				

Career Opportunities Machinists set up and operate a variety of computer-controlled or manually-controlled machine tools to produce precision parts, instruments, and tools. Positions may include: machine operators, machinist or CNC machinist CAD modeler, and CNC programmer.

Required Equipment Students are required to wear Occupational Safety and Health Administration (OSHA) approved work boots or shoes with toe protection and OSHA approved safety glasses while working in the lab.

Precision Machining Technology Program Sequencing The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two years to complete the program.

Courses with a PMT designation will be held at the Precision Machining Technology building located in Sanford, Maine. Students will be required to provide their own transportation.

Curriculum Requirements: 61 credits	***Cr***	***Grade***	***Semester***
First Year, Fall Semester (16 credits)			
CAD 115 Blueprint Reading	3		
ENG 101 College Composition	3		
MAT 126 Trigonometry	3		
PMT 110 Precision Machining I	4		
PMT 125 Principles of CNC	3		
First Year, Spring Semester (16 credits)			
CAD 107 Solid Modeling I	3		
MAT 124 Statistics	3		
PMT 150 Precision Machining II	4		
PMT 175 CNC Programming and Operations I	3		
PMT 214 Metrology and Quality Control	3		
Second Year, Fall Semester (16 credits)			
PMT 210 Precision Machining III	4		
PMT 215 CNC Programming and Operations II	3		
General Education Core I - ENG 211 Technical Writing or SPE 101 Oral Communications (Recommended)	3		
SOC 136 Race, Gender, Class and Ethnicity	3		
Program Elective: (ADM 101 Additive Manufacturing recommended)	3		
Second Year, Spring Semester (13 credits)			
PMT 250 Precision Machining IV	4		
General Education Core II	3		
General Education Core I-IV - PHY 151 General Physics or CHM 106/107 w/Lab (Recommended)	3 or 4		
Open Elective	3		
Program Electives: Any ADM, CAD, or PMT prefix			

Trade & Technical Occupations

Associate in Applied Science

Program Description This program recognizes proficiency for various trades and technical occupations where an individual has completed a formal registered apprenticeship program (i.e. journeyman status). Individuals who have completed a registered apprenticeship program and those who wish to complete the Trade and Technical Occupations Program while concurrently meeting apprenticeship requirements are eligible for admission. It is the responsibility of the individual to make the appropriate sponsor arrangements for his/her apprenticeship experience prior to filing an application for admission to the Trade and Technical Occupations Program. Apprentices who are currently registered must submit their Program of Training and Apprenticeship contract with their completed YCCC application. Those students seeking assessment of prior learning for a completed apprenticeship program will provide the necessary documentation to verify his/her successful completion of the apprenticeship program, i.e., certification documents, a schedule of training required by the employer, and other credentials that support the enrollment of the student.

Program Learning Outcomes Students who successfully complete the Associate in Applied Science in Trade and Technical Occupations will be able to:

- Recognize and apply appropriate terminology within the chosen trade or technical occupation.
- Describe ethical and responsible behavior relative to the chosen technical occupation.
- Recognize the value of diversity in opinions, values, abilities, and cultures of colleagues and customers in a professional workplace.
- Apply problem-solving skills and quantitative analysis using technology relative to the trade or technical occupation.
- Utilize appropriate information resources to gather and disseminate technical information within the chosen trade.
- Demonstrate effective written and verbal communication skills in a variety of professional settings.

Trade & Technical Occupations Curriculum Requirements - 60 Credits

Required Program Courses		*Cr*	*Required General Education*		*Cr*
TTO 199	Apprenticeship	18 or 24	ENG 101	College Composition	3
	Documented apprenticeship experience			General Education Core I	3
	3 years = 18 credits, 4 years = 24 credits			General Education Core II	3
				General Education Core III	3
			MAT 126	Trigonometry	3
	Required Program Courses			General Education Core IV - Lab Science	3
	Career Related Electives*	9 or 15		General Education Core I-IV	3
					21
CIS 115 CIS 118	Software Applications or Information Technology Fundamentals	3			
	Open Elective	**3**			

** Student and advisor select career-related electives that are specific to the apprenticeship focus or likely career path within the field.*

*** CIS 115 Software Applications or CIS 118 Information Technology Fundamentals recommended*

Trade & Technical Occupations Program Sequencing The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two years to complete the program.

Curriculum Requirements: 60 credits	***Credits***	***Grade***	***Semester***
First Year, Fall Semester (12 credits)			
ENG 101 College Composition	3		
General Education Core III	3		
MAT 126 Trigonometry	3		
General Education Core I-IV	3		
First Year, Spring Semester (12 credits)			
General Education Core I	3		
General Education Core II	3		
General Education Core IV - Lab Science	3		
Open Elective	3		
Second Year, Fall Semester (12 to 18 credits)			
Career Related Electives*	9 or 15		
CIS 115 Software Applications or CIS 118 Information Technology Fundamentals	3		
Second Year, Spring Semester (18-24 credits)			
TTO 199 Apprenticeship**	18-24		

** Student and advisor select **career related** electives specific to the apprenticeship focus or likely career path within the field. Twelve credits for a 4-year apprenticeship, eighteen credits for a 3-year apprenticeship.*

*** Documented apprenticeship experience - 3 years = 18 credits, 4 years = 24 credits.*

Veterinary Technology

Associate in Applied Science

The sequencing of courses in this program begins in the fall semester and is based on acceptance into the Veterinary Technology degree.

York County Community College's Veterinary Technology program was granted initial accreditation by the American Veterinary Medical Association Committee on Veterinary Technology Education and Activities March 4, 2016.

Program Description The Associate in Applied Science degree in Veterinary Technology prepares students with skills in animal healthcare and management, clinical techniques, science, communication, critical thinking and decision making. The program combines theoretical-based classroom learning with hands-on laboratory and field experience through external partnerships and clinical experiences ensuring a strong foundation in veterinary technology with both small and large animals. Throughout the program students acquire the foundation of knowledge, attitude and behaviors that are necessary to function as a veterinary technician as well as providing for the accomplishment of the Essential Skills as required by the accrediting body, the American Veterinary Medical Association's Committee on Veterinary Technician Education and Activities. Students who are successful in the program and who accomplish all of the required Essential Skills will be eligible to sit of the National Veterinary Technician Examination in order to acquire registration, certification or licensure.

Program Learning Outcomes Students who successfully complete the Associate in Applied Science in Veterinary Technology will be able to:

- Demonstrate effective written, oral and electronic-based communication skills in a veterinary setting.
- Utilize appropriate medical terminology in professional client conversations.
- Apply critical thinking and problem solving skills in the evaluation of animal health concerns.
- Demonstrate proficiency in quantitative analysis relative to animal care and laboratory procedures.
- Specify the roles of veterinary team members according to federal, state, and local laws.
- Demonstrate a personal commitment to lifelong learning relative to the field of Veterinary Technology.
- Describe ethical and responsible behavior relative to animal health care.
- Implement standard operating procedures for the practice of care and handling of animals, public health and safety concerns, medical and surgical assisting, anesthesiology, diagnostic imaging and clinical laboratory procedures.
- Perform with proficiency all skills assigned to the program by the American Veterinary Medical Association.

Admissions Requirements

- High School Diploma or General Equivalency Diploma (GED)
- High School Biology with lab or equivalency (grade of C or higher) **
- High School Chemistry with lab or equivalency (grade of C or higher) **
- Be at the College English level (ENG 101)
- Be at the College Math level
- Attend the mandatory Veterinary Technology information session

***College credit in Biology with lab and Chemistry with lab waives the high school pre-admission requirements. GED*

students or students who did not take biology or chemistry in high school may take Adult Education refreshers or college level courses to meet the requirement.

Applicants who do not meet these requirements may qualify for admissions by completing comparable course work at YCCC and will be admitted into the Pre-Veterinary Technology Track of the Liberal Studies Program. Enrollment in the Pre-Veterinary Technology track does not guarantee admissions to the Associate in Applied Science, Veterinary Technology degree program.

The Liberal Studies/Pre-Veterinary Track will allow students to take refresher math, English and core classes needed to meet the Veterinary Technology admissions requirements.

Please Note:

- It is the student's responsibility to provide proof of pre-admission requirements to the admissions office.
- Preferential registration will be given to students in Liberal Arts Pre-Vet Tech or Veterinary Technology for all VET prefix courses.
- Matriculation into Veterinary Technology is competitive and based upon: completion of VET 101, BIO 124/125, MAT 118 with a C or better in each, availability in VET 125/126 and date of completed application to the Liberal Arts Pre-Veterinary Technology program.

Program Requirements

- After successful completion of Admissions Criteria, the Admissions Office will invite qualified applicants to interview with the Veterinary Technology faculty member.
- All students must maintain a 3.00 GPA in Veterinary courses to be eligible to take practica.
- Students are required to have a tablet for use in the Veterinary Technology program in order to download and access web pages and applications that will support the reduction in potential for errors as students transition into practice.

Immunizations/Health Insurance Documentation showing current rabies and Hepatitis B vaccinations, as well as proof of current health insurance, must be submitted to the Program Director prior to beginning clinical classes or practica. A signed waiver form for Hepatitis B may be submitted should the student choose that option through their physician. These vaccine requirements are in addition to the college requirement of tetanus, measles, mumps and rubella vaccinations.

Clinical/Practicum Requirements Students must meet the requirements of the clinical and practicum sites which may include a physical examination, drug testing, and criminal background checks. Failure to do so may result in non-completion of the program.

Clinical Site/Field Trip Most program courses that have labs will involve time spent off site at clinical partner sites or field trips to research or laboratory sites which will be within approximately one hour radius of the York County Community College Wells campus. It will be your responsibility to arrange transportation to attend classes held at those sites as well as those held on campus. These trips are critical to the acquisition of the required Essential Skills.

Essential Functions and Standards All Veterinary Technology students must meet the essential functions (skills and technical standards) required of the program and profession. Every student will be held to the same standards with or without reasonable accommodations.

Transfer Credit General Education classes may be transferred in, but any program specific Vet courses taken at another college or university must be evaluated for essential functions by the YCCC Veterinary Technology faculty for approval.

Career Opportunities Graduates of this program who complete all Essential Skills will be eligible to take the Veterinary Technician National Exam. Graduates may find employment opportunities in veterinary hospitals, clinics, medical laboratories, and in various pet-related industries including

research facilities, farm animal medicine, the pharmaceutical industry, and animal health product marketing and sales.

Veterinary Technology Curriculum Requirements - 67 Credits

Required Program Courses		***Cr***	***Required General Education***		***Cr***
VET 101	Introduction to Veterinary Technology	3	ENG 101	College Composition	3
VET 110	Animal Nutrition	2	MAT 118	Quantitative Reasoning	3
VET 120	Veterinary Pharmacology	3	BIO 124/125	Animal Anatomy & Physiology I w/Lab	4
VET 125/126	Veterinary Clinical Methods I w/Lab	4	BIO 134/135	Animal Anatomy & Physiology II w/Lab	4
VET 190	Veterinary Practicum I	3	CHM 104	Chemistry for Health Sciences	3
VET 215	Laboratory Animal Science	2	SPE 101	Oral Communications	3
VET 220/221	Large Animal Management w/Lab	3		General Education Core II	3
VET 224/225	Veterinary Clinical Methods II w/Lab	4		General Education Core III	3
VET 226	Veterinary Imaging and Dental Intensive	3		General Education Core II-III	3
VET 230/231	Veterinary Clinical Pathology w/Lab	4			**29**
VET 240	Animal Medicine	3			
VET 290	Veterinary Practicum II	4			
		38			

Veterinary Technology Program Sequencing The sequencing of courses in this program begins in the fall semester and is based on acceptance into the Veterinary Technology degree.

Curriculum Requirements: 67 Credits	*Cr*	*Grade*	*Semester*
First Year, Fall Semester (16 credits)			
VET 101 Introduction to Veterinary Technology	3		
BIO 124/125 Animal Anatomy and Physiology I w/Lab	4		
ENG 101 College Composition	3		
MAT 118 Quantitative Reasoning	3		
General Education Core III	3		
First Year, Spring Semester (16 credits)			
VET 110 Animal Nutrition	2		
VET 120 Veterinary Pharmacology	3		
VET 125 Veterinary Clinical Methods I w/Lab	4		
VET 126 Veterinary Clinical Methods I Lab	0		
BIO 134 Animal Anatomy and Physiology II w/Lab	4		
BIO 135 Animal Anatomy and Physiology II Lab	0		
CHM 104 Chemistry for Health Science	3		
First Year, Summer (3 credits)			
VET 190 Veterinary Practicum I	3		
Second Year, Fall Semester (16 credits)			
VET 215 Laboratory Animal Medicine	2		
VET 220 Large Animal Management w/Lab	3		
VET 221 Large Animal Management Lab	0		
VET 224 Veterinary Clinical Methods II w/Lab	4		
VET 225 Veterinary Clinical Methods II Lab	0		
VET 230 Veterinary Clinical Pathology w/Lab	4		
VET 231 Veterinary Clinical Pathology Lab	0		
General Education Core II or Core III	3		
Second Year, Spring Semester (16 credits)			
VET 240 Animal Medicine	3		
VET 226 Veterinary Imaging and Dental	3		
VET 290 Veterinary Practicum II	4		
General Education Core II	3		
SPE 101 Oral Communications	3		

certificate programs

Additive Manufacturing

Certificate Program

The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two semesters to complete the program.

Program Description In this program, students will learn about the evolution of digital fabrication with a full overview of the manufacturing industry and related technologies. Each hands-on, project-based learning (PBL) course will let students design and fabricate 3D objects using computer-aided design (CAD) software and 3D printers. They will experience the design process and become familiar with the advantages and limitations of each 3D printing technology in terms of precision, resolution, and material capabilities. Students will analyze real industry cases, and apply 3D printing technology appropriately while gaining hands-on experience with two leading 3D printing technologies employed in manufacturing today: Fused Deposition Modeling (FDM) or Fused Filament Fabrication (FFF) and PolyJet Modelling.

Upon completion of the Certificate in the Additive Manufacturing the graduate is prepared to:

6. Explain current and emerging 3D printing applications in a variety of industries with regard to advantages and limitations.
7. Discuss the economic implications and time efficiencies of 3D printing including its impact on startup businesses and supply chains.
8. Design and print objects containing moving parts without assembly.
9. Interpret engineering drawings utilizing current industry and national standards.

Additive Manufacturing Certificate Curriculum Requirements – 18 Credits

Required Program Courses		***Cr***
ADM 101	Additive Manufacturing I	3
ADM 201	Additive Manufacturing II	3
CAD 107	Solid Modelling I	3
CAD 115	Blue Print Reading	3
CAD 204	Solid Modelling II	3
	Program Elective (ADM, CAD, PMT)	3
		18

Career Opportunities The Additive Manufacturing Certificate program prepares students for positions as Manufacturing Technicians, Prototyping Technician, Advanced Manufacturing Quality Technician, Process Designer or Mechanical Designer. The program teaches the latest in digital fabrication techniques and methods used in prototype and manufacturing. Students who complete ADM 101 successfully will be eligible to take the exam that confer the first level of Industry Certification with Stratasys.

Certificate programs at YCCC are designed to lead to either employment and/or college transfer, and we want to provide prospective students with gainful employment disclosure information prior to admission/enrollment in those programs. Please follow this link for more information: http://www.yccc.edu/about-yccc/college/consumer info/

Additive Manufacturing Certificate Program Sequencing* The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two semesters to complete the program.

**Intended for part-time study*

Curriculum Requirements: 18 credits	*Cr*	*Grade*	*Semester*
First Year, Fall Semester (9 credits)			
CAD 115 Blue Print Reading	3		
ADM 101 Additive Manufacturing I*	3		
CAD 107 Solid Modelling I	3		
First Year, Spring Semester (9 credits)			
ADM 201 Additive Manufacturing II*	3		
CAD 204 Solid Modelling II	3		
Program Elective (ADM, CAD, PMT)	3		

** Courses with ADM designation will be held at the Sanford Instructional Site located at 60 Community Drive located in Sanford, Maine.*

Architectural Drafting and Design

Certificate Program

The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two semesters to complete the program.

Program Description The Architectural Drafting and Design Certificate Program is designed to meet the needs of those who plan to seek employment in the area of Architectural Drafting and Design. Students learn basic engineering standards and design concepts, building code requirements, knowledge of materials, and measurements and mathematics required for construction. Courses utilize the latest CAD software, allowing students to graduate with leading edge skills. All courses in this certificate program may be applied to the Architectural Design A AS degree.

Architectural Draft and Design Certificate Curriculum Requirements – 18 Credits

Required Program Courses		***Cr***
ARC 106	Introduction to Archiecture	3
ARC 107	Introduction to Sustainable Design	3
ARC 202	Building Information Modeling	3
CAD 102	Introduction to CAD	3
CAD 115	Blueprint Reading	3
CAD 210	Computer-Aided Drafting II	3
		18

Career Opportunities The Architectural Drafting and Design Certificate prepares students for employment in the design/building industry. Courses provide graduates with enhanced skills and knowledge for careers as Architectural CAD Design/Drafters. Potential fields of employment include kitchen and bath design, sign making, independent building contractors, architectural firms, and woodworking industries.

Certificate programs at YCCC are designed to lead to either employment and/or college transfer, and we want to provide prospective students with gainful employment disclosure information prior to admission/enrollment in those programs. Please follow this link for more information: http://www.yccc.edu/about-yccc/college/consumer-info/

Architectural Drafting and Design Certificate Program Sequencing* The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two semesters to complete the program.

** Intended for part-time study*

Curriculum Requirements: 18 credits	*Credits*	*Grade*	*Semester*
First Year, Fall Semester (9 credits)			
CAD 102 Introduction to CAD	3		
CAD 115 Blueprint Reading	3		
ARC 106 Introduction to Architecture	3		
First Year, Spring Semester (9 credits)			
ARC 107 Introduction to Sustainable Design	3		
CAD 210 Computer-Aided Drafting II	3		
ARC 202 Building Information Modeling	3		

Baking and Pastry

Certificate Program

The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two semesters to complete the program.

Program Description The Baking and Pastry Certificate is designed to prepare the student for a career in the specialized field of baking and pastry arts. It will enable graduates to take an entry level role in a baking and pastry kitchen. The courses in this program are transferable to the culinary arts associates degree program.

Baking and Pastry Certificate Curriculum Requirements – 17 Credits

Required Program Courses		***Cr***
CUL 104	Food Service Sanitation	3
CUL 106	Foundational Culinary Techniques	4
CUL 143	Artisan Breads	3
CUL 221	Baking, Pastry and Desserts	4
CUL 223	Specialty Cakes	3
		17

Career Opportunities This program will prepare graduates to serve as professional bakers and pastry cooks in restaurants, hotels, resorts and other commercial baking establishments. Instruction covers topics such as bread and pastry making, bread and pastry handling, display and packaging.

Certificate programs at YCCC are designed to lead to either employment and/or college transfer, and we want to provide prospective students with gainful employment disclosure information prior to admission/enrollment in those programs. Please follow this link for more information: http://www.yccc.edu/about-yccc/college/consumer-info/

Baking and Pastry Certificate Program Sequencing* The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two semesters to complete the program.

** Intended for part-time study*

Curriculum Requirements: 17 credits	*Cr*	*Grade*	*Semester*
First Year, Fall Semester (10 credits)			
CUL 104 Food Service Sanitation	3		
CUL 106 Foundational Culinary Techniques	4		
CUL 143 Artisan Breads	3		
First Year, Spring Semester (7 credits)			
CUL 221 Baking, Pastry and Desserts	4		
CUL 223 Specialty Cakes	3		

Community Mental Health

Certificate Program

The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than one year to complete the program.

Program Description The Community Mental Health Certificate Program is designed to prepare students with the necessary knowledge and skills to pursue a position in the mental health field or provide an opportunity for advancement through credentialing for those already working in the field. Areas of study include trauma, vocational rehabilitation, substance abuse, listening/communication techniques, and cultural awareness. Upon completion of the certificate requirements students are eligible to apply for the Mental Health Rehabilitation Technician Community (MHRT/C) certificate through the State of Maine. This certificate represents the minimum licensing qualifications necessary for working in the mental health field in Maine and is required for all positions funded by the Maine Department of Health and Human Services. The courses in this program are transferable to the Behavioral Health Studies program.

Program Learning Outcomes Students who successfully complete the Community Mental Health Certificate will be able to:

1. Demonstrate cultural awareness and sensitivity to working with diverse populations.
2. Utilize listening and communication techniques which demonstrate an empathic and non-judgmental approach to helping clients.
3. Articulate awareness of the importance of self-care and what that means for them as an individual.
4. Collaborate with clients to optimize access to services.
5. Recognize the importance of adhering to ethical guidelines relating to issues such as confidentiality and providing services in the least restrictive setting.

Community Mental Health Curriculum Requirements - 27 Credits

	Required Program Courses	***Cr***
HUS 101	Introduction to Human Services	3
PSY 101	Introduction to Psychology	3
PSY 210	Psychology Across the Lifespan	3
PSY 230	Abnormal Psychology	3
PSY 232	Introduction to Counseling	3
PSY 234	Trauma and Recovery	3
PSY 244	Psychosocial Rehabilitation	3
SOC 101	Introduction to Sociology	3
SOC 210	Social Problems	3
		27

Career Opportunities Qualified graduates of the Community Mental Health certificate will be eligible for entry level employment at community health centers, hospitals, schools, social service and mental health programs, and child care settings. Specific jobs may include, but are not limited to, Community Support Worker, Residential Service Worker, Rehabilitation Technician, Youth and Family Counselor, Case Manager, Direct Support Professional, Life Skills Coach, and In-home Support Worker.

Community Mental Health Certificate Program Sequencing* The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than one year to complete the program.

**Intended for part-time study*

Curriculum Requirements: 27 credits	*Cr*	*Grade*	*Semester*
First Year, Fall Term I (9 Credits)			
HUS 101 Introduction to Human Services	3		
PSY 101 Introduction to Psychology	3		
SOC 101 Introduction to Sociology	3		
First Year, Fall Term II (6 Credits)			
PSY 210 Psychology Across the Lifespan**	3		
PSY 230 Abnormal Psychology**	3		
First Year, Spring Term I (6 Credits)			
PSY 232 Introduction to Counseling**	3		
SOC 210 Social Problems**	3		
First Year, Spring Term II (6 Credits)			
PSY 234 Trauma and Recovery**	3		
PSY 244 Psychosocial Rehabilitation**	3		

*** Designates courses that must be taken at YCCC to receive MHRT/C certification.*

Certificate programs at YCCC are designed to lead to either employment and/or college transfer, and we want to provide prospective students with gainful employment disclosure information prior to admission/enrollment in those programs. Please follow this link for more information: http://www. yccc.edu/about-yccc/college/consumer-info/

Culinary Arts

Certificate Program

The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two semesters to complete the program.

Program Description The Culinary Arts Certificate is designed to prepare the student for a non-supervisory role in professional kitchens. It will enable graduates to take an entry level role in a professional kitchen. Instruction covers topics such as meat fabrication, cooking, meal preparation and sanitation. The courses in this program are transferable to the culinary arts associates degree program.

Culinary Arts Certificate Curriculum Requirements – 17 Credits

Required Program Courses		***Cr***
CUL 104	Food Service Sanitation	3
CUL 106	Foundational Culinary Techniques	4
CUL 108	Principles of Nutrition	3
CUL 146	Garde Manger	3
CUL 221	Baking, Pastry and Desserts	4
		17

Career Opportunities This program will prepare students to serve as professional cooks in restaurants, hotels, resorts and other institutional establishments.

Certificate programs at YCCC are designed to lead to either employment and/or college transfer, and we want to provide prospective students with gainful employment disclosure information prior to admission/enrollment in those programs. Please follow this link for more information: http://www.yccc.edu/about-yccc/college/consumer-info/

Culinary Arts Certificate Program Sequencing* The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two semesters to complete the program.

** Intended for part-time study*

Curriculum Requirements: 17 credits	***Cr***	***Grade***	***Semester***
First Year, Fall Semester (10 credits)			
CUL 104 Food Service Sanitation	3		
CUL 106 Foundational Culinary Techniques	4		
CUL 146 Garde Manger	3		
First Year, Spring Semester (7 credits)			
CUL 108 Principles of Nutrition	3		
CUL 221 Baking, Pastry and Desserts	4		

Gerontology

Certificate Program

Program Description The Gerontology Certificate prepares students to develop careers in aging, or further trains those already employed or active in gerontology or related fields. The courses provide an interdisciplinary background in the aging process and end-of-life issues. The courses in this program are transferable to the Gerontology associates degree program.

Gerontology Certificate Curriculum Requirements – 18 Credits

Required Program Courses		***Cr***
HUS 101	Introduction to Human Services	3
PSY 101	Introduction to Psychology	3
PSY 212	Psychology of Aging	3
SOC 101	Introduction to Sociology	3
SOC 212	Sociology of Aging	3
SOC 232	Death and Dying	3
		18

Career Opportunities Graduates will be prepared for entry-level service positions in the gerontology field, such as working at nonprofit senior centers, retirement communities or nursing homes.

Certificate programs at YCCC are designed to lead to either employment and/or college transfer, and we want to provide prospective students with gainful employment disclosure information prior to admission/enrollment in those programs. Please follow this link for more information: http://www.yccc.edu/about-yccc/college/consumer-info/

Gerontology Certificate Program Sequencing* The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two semesters to complete the program.

**Intended for part-time study*

Curriculum Requirements: 18 credits	***Cr***	***Grade***	***Semester***
First Year, Fall Semester (9 credits)			
HUS 101 Introduction to Human Services	3		
PSY 101 Introduction to Psychology	3		
SOC 101 Introduction to Sociology	3		
First Year, Spring Semester (9 credits)			
PSY 212 Psychology of Aging	3		
SOC 212 Sociology of Aging	3		
SOC 232 Death and Dying	3		

Help Desk and User Support

Certificate Program

Program Description The Help Desk and User Support Certificate Program prepares students to work in the information technology field troubleshooting end-user issues in a networked environment, supporting both internal and external customers. The program gives students hands-on experience in diagnosing problems, providing support, and handling basic administration of desktop and mobile operating systems, software packages, and LAN networks. The curriculum is designed to develop critical thinking skills and enable a student to be ready for today's jobs and the ability to thrive in the ever-changing IT landscape.

Help Desk and User Support Certificate Curriculum Requirements – 18 Credits

Required Program Courses		***Cr***	***Required Program Courses***		***Cr***
CIS 118	Information Technology Fundamentals	3	SPE 101	Oral Communications	3
CIS 152	Computer Hardware	3			**3**
CIS 178	Introduction to Cybersecurity	3			
CIS 235	Open Sources Server Information	3			
NET 110	Networking Fundamentals	3			
		15			

Career Opportunities Graduates will be prepared for entry level positions in a growth area for both Maine and for the nation. Possible jobs include: Help Desk Specialist, User Support Specialist, and Consumer Support Technician. All courses in this certificate program may be applied to the Computer Technology A AS degree.

Certificate programs at YCCC are designed to lead to either employment and/or college transfer, and we want to provide prospective students with gainful employment disclosure information prior to admission/enrollment in those programs. Please follow this link for more information: http://www.yccc.edu/about-yccc/college/consumer-info/

Help Desk and User Support Certificate Program Sequencing* The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two semesters to complete the program.

** Intended for part-time study*

Curriculum Requirements: 18 credits	***Cr***	***Grade***	***Semester***
First Year, Fall Semester (9 credits)			
CIS 152 Computer Hardware	3		
CIS 178 Introduction to Cybersecurity	3		
NET 110 Networking Fundamentals	3		
First Year, Spring Semester (9 credits)			
CIS 118 Information Technology Fundamentals	3		
CIS 235 Open Sources Server Information	3		
SPE 101 Oral Communications	3		

Hospitality and Tourism Management

Certificate

The sequencing of courses in this program begins in the summer semester. Students entering in the fall or spring may take longer to complete the program.

Program Description The Hospitality and Tourism Management Certificate Program is an internship based certificate designed to prepare students for an entry level position in the hospitality field. Students will interview with host hotels and obtain employment. From that they will earn credits while on the job. They will complete the certificate by taking coursework in the fall and spring.

Program Learning Outcomes

- Convey essential hospitality/tourism industry concepts using oral and written communication skills.
- Demonstrate the ability to work both independently and as a team member in collaborative projects.
- Recognize the value of diversity in opinions, values, abilities and cultures in the hospitality/ tourism industry.

Hospitality and Tourism Management Certificate Curriculum Requirements – 18 Credits

Required Program Courses		***Cr***
ACC 111	Accounting I	3
BUS 110	Introduction to Business	3
CIS 115	Software Applications	3
HOS 109	Hospitality Internship I	3
SPE 101	Oral Communications	3
		18

Career Opportunities Successful candidates will be prepared for an entry level position in the hospitality industry including front desk operations and food & beverage. Students can also continue on to the AAS in Hospitality Management.

Hospitality and Tourism Management Certificate Program Sequencing* The sequencing of courses in this program begins in the summer semester. Students entering in the fall or spring will likely take longer to complete the program.

** Intended for part-time study*

Curriculum Requirements: 18 credits	***Cr***	***Grade***	***Semester***
FIrst Year, Summer Semester (6 credits)			
HOS 109 Hospitality Internship I	6		
First Year, Fall II Semester (6 credits)			
BUS 110 Introduction to Business	3		
CIS 115 Software Applications	3		
First Year, Spring I Semester (6 credits)			
ACC 111 Accounting I	3		
SPE 101 Oral Communications	3		

Mechanical Drafting and Design

Certificate Program

The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two semesters to complete the program.

Program Description The Mechanical Drafting and Design Certificate Program is designed to meet the needs of those who plan to seek employment in the area of mechanical drafting and design. Students learn basic engineering standards and design concepts, machining and fabrication processes, knowledge of materials, and measurements and mathematics as they relate to the design process. Courses utilize the latest Autodesk and SolidWorks CAD software, allowing students to graduate with leading edge skills. All courses in this certificate program may be applied to the AAS degrees in Architectural and Engineering Design and Precision Machining Technology.

Mechanical Drafting and Design Certificate Curriculum Requirements – 18 Credits

Required Program Courses		***Cr***
CAD 102	Introduction to CAD	3
CAD 107	Solid Modeling I	3
CAD 115	Blueprint Reading	3
CAD 204	Solid Modeling II	3
CAD 210	Computer Aided Drafting II	3
	Program Elective	3
		18
	Program Elective List	
ADM 101	Additive Manufacturing or	
PMT 214	Metrology Quality Control or	
	Any course with a CAD prefix	

Career Opportunities The Mechanical Drafting and Design Certificate program prepares technicians in the design and production of drawings of mechanical parts and assemblies. Courses provide graduates with enhanced skills and knowledge for careers as Mechanical CAD Design/ Drafters. Potential fields of employment include manufacturing, fabrication, research and development, woodworking, and mechanical design industries.

Certificate programs at YCCC are designed to lead to either employment and/or college transfer, and we want to provide prospective students with gainful employment disclosure information prior to admission/enrollment in those programs. Please follow this link for more information: http://www.yccc.edu/about-yccc/college/consumer-info/

Mechanical Drafting and Design Certificate Program Sequencing* The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two semesters to complete the program.

** Intended for part-time study*

Curriculum Requirements: 18 credits	***Cr***	***Grade***	***Semester***
First Year, Fall Semester (9 credits)			
CAD 102 Introduction to CAD	3		
CAD 107 Solid Modeling I	3		
CAD 115 Blueprint Reading	3		
First Year, Spring Semester (9 credits)			
CAD 204 Solid Modeling II	3		
CAD 210 Computer-Aided Drafting II	3		
Program Elective	3		

Networked Systems Technology

Certificate Program

The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two semesters to complete the program.

Program Description The Networked Systems Technology Certificate Program prepares students entering the field of system administration. The program gives students hands-on experience in general troubleshooting, diagnosing desktop and server problems, providing support, and handling basic system administration. The curriculum is designed to develop critical thinking skills and enable a student to be ready for today's jobs and the ability to thrive in the ever-changing IT landscape.

Networked Systems Technology Certificate Curriculum – 18 Credits

Required Program Courses		***Cr***	***Required Program Courses***		***Cr***
CIS 118	Information Technology Fundamentals	3	SPE 101	Oral Communications	3
CIS 133	Introduction to Programming	3			**3**
CIS 178	Introduction to Cybersecurity	3			
NET 110	Network Fundamentals	3			
WEB 215	Web Systems and Programming	3			
		15			

Career Opportunities Graduates will be prepared for entry level positions working in a wide range of companies. Possible jobs include: Network Technician, Systems Support, and Systems Administrator. All courses in this certificate program may be applied to the Information Technology AAS degree.

Certificate programs at YCCC are designed to lead to either employment and/or college transfer, and we want to provide prospective students with gainful employment disclosure information prior to admission/enrollment in those programs. Please follow this link for more information: http://www.yccc.edu/about-yccc/college/consumer-info/

Networked Systems Technology Certificate Program Sequencing* The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two semesters to complete the program.

** Intended for part-time study*

Curriculum Requirements: 18 credits	***Cr***	***Grade***	***Semester***
First Year, Fall Semester (9 credits)			
CIS 133 Introduction to Programming	3		
CIS 178 Introduction to Cybersecurity	3		
NET 110 Networking Fundamentals	3		
First Year, Spring Semester (9 credits)			
CIS 118 Information Technology Fundamentals	3		
WEB 215 Web Systems and Programming	3		
SPE 101 Oral Communications	3		

Precision Machining Operations

Certificate Program

The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two semesters to complete the program.

Courses with PMT designation will be held at the Precision Machining Technology building located in Sanford, Maine. Students will be required to provide their own transportation.

Program Description A program that prepares individuals for employment in the precision manufacturing industry. Individuals learn to operate a variety of conventional machine tools, read and analyze engineering drawings and use precision measuring and inspection instruments. Individuals will have an introduction into computer numerical control (CNC) machines and their operation. Upon completion of the Certificate in the Precision Machining Operations the graduate is prepared to:

1. Demonstrate entry level skills utilizing conventional and computer numerical control equipment.
2. Perform basic setup and operate different types of manual metal working machines.
3. Interpret engineering drawings utilizing current industry and national standards.
4. Apply occupational health and safety standards related to the Machine Tool Industry.
5. Operate both independently and as a team member in collaborative projects.

Precision Machining Operations Certificiate Curriculum Requirements – 20 Credits

Required Program Courses		***Cr***
CAD 107	Solid Modeling I	3
CAD 115	Blueprint Reading	3
PMT 110	Precision Machining I	4
PMT 125	Principles of CNC	3
PMT 150	Precision Machining II	4
PMT 175	CNC Programming and Operations I	3
		20

Certificate programs at YCCC are designed to lead to either employment and/or college transfer, and we want to provide prospective students with gainful employment disclosure information prior to admission/enrollment in those programs. Please follow this link for more information: http://www.yccc.edu/about-yccc/college/consumer-info/

Precision Machining Operations Certificate Program Sequencing* The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two semesters to complete the program.

** Intended for part-time study*

Courses with a PMT designation will be held at the Precision Machining Technology building located in Sanford, Maine. Students will be required to provide their own transportation.

Curriculum Requirements: 20 credits	***Cr***	***Grade***	***Semester***
First Year, Fall Semester (10 credits)			
CAD 115 Blueprint Reading	3		
PMT 110 Precision Machining I	4		
PMT 125 Principles of CNC	3		
First Year, Spring Semester (10 credits)			
CAD 107 Solid Modeling I	3		
PMT 150 Precision Machining II	4		
PMT 175 CNC Programming and Operations	3		

Small Business Management

Certificate Program

The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two semesters to complete the program.

Program Description The Small Business Management Certificate is designed to meet the needs of people seeking a career running a small business. The courses represent the basic business courses to understand the general environment of business, accounting, information technology, marketing, law and general management principles. This program is designed to establish a foundation for creating, running and growing a small business.

Small Business Management Certificate Curriculum Requirements – 18 Credits

Required Program Courses		***Cr***
ACC 111	Accounting I	3
BUS 110	Introduction to Business	3
BUS 260	Small Business Management	3
CIS 115	Software Applications	3
	Program Elective	6
		18
	Program Elective List:	
ACM 110	Animal Business Concepts	
BUS 210	Foundations of Project Management	
BUS 230	Principles of Marketing	
BUS 244	Business Law	
FIN 110	Principles of Finance	

Career Opportunities Small businesses in Maine employ slightly more than 50% of the private sector workforce and account for 96.9% of state employers (SUSB, 2012). Small firms also had a higher percentage of employees whose highest degree was a high school diploma (52.2% of workforce or 34.9 million people; Bureau of Labor Statistics, 2000). This degree helps students prepare for jobs in an organizational environment as worker/supervisor/manager; in a small business or non-profit environment. This certificate is ideally suited for people in transition into the workforce in entry level and first time supervisory/managerial positions.

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Small Business Management Certificate Program Sequencing* The sequencing of courses in this program begins in the fall semester for non-accelerated courses. Students entering in the spring or summer may take more or less time depending on the course format selected.

Curriculum Requirements: 18 credits	*Cr*	*Grade*	*Semester*
First Year, Fall Semester (9 credits)			
ACC 111 Accounting I	3		
BUS 110 Introduction to Business	3		
CIS 115 Software Applications	3		
First Year, Spring Semester (9 credits)			
BUS 260 Small Business Management	3		
Program Electives	6		
Program Elective List			
BUS 210 Foundations of Project Management			
BUS 230 Principles of Marketing			
BUS 244 Business Law			
FIN 110 Principles of Finance			
ACM 110 Animal Business Concepts			

Web Development

Certificate Program

The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two years to complete the program.

Program Description The Web Development Certificate Program enables students to develop an understanding of the fundamental concepts involved in creating effective web sites. The focus of this program is on the importance of both technical knowledge and hands-on experience. This program is designed to help students develop the skills they need to meet today's demand for web development professionals. The curriculum also is designed to develop critical thinking skills and enable a student to be ready for today's jobs and the ability to thrive in the ever-changing IT landscape.

Web Development Certificate Curriculum Requirements – 18 Credits

Required Program Courses		***Cr***	***Required Program Courses***		***Cr***
CIS 118	Information Technology Fundamentals	3	SPE 101	Oral Communications	3
CIS 133	Introduction to Programming	3			**3**
WEB 131	Web Development I	3			
WEB 133	Web Development II	3			
WEB 215	Web Systems & Programming	3			
		15			

Career Opportunities Graduates will be prepared for entry-level positions within a web development team. Possible jobs include: Web Development Assistant, Web Master, and Web Customer Liaison. All courses in this certificate program may be applied to the Information Technology AAS degree.

Certificate programs at YCCC are designed to lead to either employment and/or college transfer, and we want to provide prospective students with gainful employment disclosure information prior to admission/enrollment in those programs. Please follow this link for more information: http://www.yccc.edu/about-yccc/college/consumer-info/

Web Development Certificate Program Sequencing* The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two years to complete the program.

** Intended for part-time study*

Curriculum Requirements: 18 credits	***Cr***	***Grade***	***Semester***
First Year, Fall Semester (9 credits)			
CIS 133 Introduction to Programming	3		
WEB 131 Web Development I	3		
SPE Oral Communications	3		
First Year, Spring Semester (9 credits)			
CIS 118 Information Technology Fundamentals	3		
WEB 133 Web Development II	3		
WEB 215 Web Systems and Programming	3		

course descriptions

ACC 111 - Accounting I
3 credits/3 contact hours
The course will focus on the basic financial accounting model step by-step, from the fundamental accounting equation through the accounting cycle. The course will explore bookkeeping techniques and practices, as well as covering the basic understanding of accounting practices and procedures. Prerequisite: Grade of C or better in MAT 050 or appropriate Mathematics Placement.

ACC 112 - Accounting II
3 credits/3 contact hours
This course will be a continuation of ACC 111. Special journals, payroll systems, internal control and cash transactions, accounts receivable and accounts payable are a few of the topics to be covered. This course will expand partnership accounting as well as corporate accounting. Prerequisite: ACC 111

ACC 150 - Income Tax Accounting
3 credits/3 contact hours
An introduction to federal taxation of the income of individuals. Tax laws are examined by means of illustrative examples and problems. Prerequisite: ACC 111

ACC 151 - Accounting Software Applications
3 credits/3 contact hours
A hands-on introduction to accounting software; topics include payroll, inventory, accounts payable, accounts receivable, job cost and point-of-sale applications. Popular software packages in the areas of tax, audit and financial statement preparation are used.

ACC 201 - Intermediate Accounting I
3 credits/3 contact hours
A comprehensive review of financial accounting principles, concepts, and procedures. Accounting theory is emphasized in the analysis of alternatives, treatments, and procedures. Specific areas stressed are recognition of income and expense and disclosing current and future values. Prerequisite: ACC 112

ACC 202 - Intermediate Accounting II
3 credits/3 contact hours
A continuation of the principles, concepts, and procedures introduced in Intermediate Accounting I. Specific topics include valuation alternatives, depreciation, market values, leases, the time value of money, and stockholder's equity. Prerequisite: ACC 201

ACC 204 - Managerial Accounting
3 credits/3 contact hours
The skills you will develop in this class are applicable not only to business settings but to any setting in which making good decisions is important. This course is an introduction to the concepts and practices underlying firms' internal management information systems. The course emphasizes a user perspective and focuses on the use of internal accounting information in decision making, planning and organizational control. Students will understand basic terminology and methods of management accounting and understand the concepts underlying current practices in management accounting. Prerequisite: ACC 112 (or may be taken concurrently)

ACC 205 - Governmental Accounting
3 credits/3 contact hours
An introduction to the fund-based theory and practice of accounting as applied to governmental entities and not-for profit organizations. Various techniques are used to study fund accounting concepts; these may include the use of problem sets, case studies, computer applications, and other materials. Prerequisite: ACC 112

ACC 290 - Accounting Internship
3 credits/3 contact hours
This course provides the student an opportunity to expand their individual skill base and apply specific competencies in a real world environment. This course is designed to promote professional development by providing challenging, valuable work experience and prepare students for a future career in the field. Skills learned in the core courses will be applied while performing 135 hours at the internship site. In addition, students will be required to work with their faculty sponsor to complete written assignments related to the experience. Students will receive a letter grade (A-F) for this class. Prerequisite: ACC 112, BUS 110, a cumulative GPA of 3.0, at least 30 credits earned in the program of study, and permission of the department chair or designee.

ACM 101 Introduction to Animal Care and Management
3 credits/3 contact hours
This course covers a study of basic scientific fundamentals of production, including feeding and nutrition, reproductive physiology, selective breeding, health, management, and marketing of livestock, equine and companion animal breeds as well as job opportunities in the animal care and management industries.

ACM 105 - Topics in Animal Studies
3 credits/3 contact hours
This course investigates special topics related to the study of animal studies. Topics discussed will be outside of those found in the catalog on a regular basis. The course may be repeated for credit when the topic varies.

ACM 110 Animal Business Concepts
3 credits/3 contact hours
This course serves as an applied approach to using business and management tools needed to function in small businesses in animal related industries. Course content includes basic bookkeeping, insurance, tax planning, marketing, advertising, personnel management and effective decision-making. The principles covered apply to equine, dairy and small animal businesses. Prerequisite: Grade of C or better in MAT 050 or appropriate Mathematics Placement and BUS 110.

ACM 200 Animal Breeds and Behavior
3 credits/3 contact hours
This course will cover a study of domestic animal breeds and the genetic concepts related to breeding domestic pets as well as the genetic concepts related to improvement of livestock production efficiency. The course will also cover animal behavior with the emphasis on developing an understanding of the reasons domesticated animals react the way they do toward their kind as well as to humans. Students will be expected to spend time observing of behavior patterns in animals. The course will look at solutions for unusual behavior including behavior modification techniques. Prerequisites: Successful completion of VET 101 or ACM 101, VET 110, and BIO 134/135

ACM 210 Human Animal Bond
3 credits/3 contact hours
This course will provide students an understanding of the science and the important dynamics of the human/animal interrelationships. The course will cover the One Health initiative and the depth to which these interrelationships impact the well-being of both species. Included in the topics of study will be the emotional, psychological, and physical interactions of people, animals, and the environment and the scientific data regarding the positive impact on both human and animal health. Prerequisites: Successful completion of VET 101 or ACM 101 and VET 110, and BIO 134/135.

ACM 250 Animal Care and Management Practicum
3 credits/150 clock hours
This course will provide the student the opportunity to network to find sites to have the opportunity to engage in hands on work in the animal care and management field of their interest. They will be required to have a resume and cover letter prepared to present to potential sites, discuss and acquire signatures on course contract agreements with site supervisors and spend 150 hours engaged in hands on relevant work at the contracted site while engaging in discussions with classmates. Prerequisites: Successful completion of all program coursework other than ACM 200, ACM 210 and the two required program electives.

ADM 101 Additive Manufacturing
3 credits/3 contact hours
This project-based learning (PBL) course will let students design and fabricate 3D objects using computer-aided design (CAD) software and 3D printers. They will experience the design process and become familiar with the advantages and limitations of each 3D printing technology in terms of precision, resolution, and material capabilities. The course will cover the history of 3D printing, the designers' role, the principles of design thinking and the process, the CAD software, the advantages of 3D printing, comparison of additive manufacturing to traditional technologies and the distinction between various 3D printing technologies and materials.

ADM 201 Additive Manufacturing II
3 credits/3 contact hours
In this course students will learn the importance of additive manufacturing and its role in global product development and innovation. They will develop a rich knowledge of 3D printing technologies, devices, capabilities, materials and applications. They will study the trade-offs between various 3D printing processes and technologies along with the various related software tools, processes and techniques such as 3D scanning, injection molding and casting. Each student will design a product that is difficult or impossible to fabricate using Subtractive Manufacturing (SM) technology, and then utilize the Additive Manufacturing (AM) technologies available in the lab to fabricate the product. Students will search current Additive Manufacturing Research and Development (AM R & D) and application information and make presentations to share in class. Prerequisite: ADM 101

ALH 101 - Dynamics of Health Care
3 credits/3 contact hours
This course is an overview of the rapidly changing United States health care system and its relationship with individuals, providers, insurers and society. A historical overview will lead to an exploration of how the health care system is being shaped by economic, legal, and political factors. Moral and ethical considerations will be examined at all levels.

ANT 102 - Cultural Anthropology
3 credits/3 contact hours
This course introduces students to the central topics, concepts and methods of socio-cultural anthropology, which can be broadly defined as the study of human cultures and societies. Students will examine, practicing cultural relativism, such topics as ritual, language, religion, gender, human rights, and social relations as they explore the diversity of human cultures in the world.

ARC 105 - Interior Design I
3 credits/3 contact hours
This course is designed to provide students with an introduction to interior design and career options in the field. Topics to be covered include design elements and their application to residential and non-residential interiors; the needs survey of the user; choices of materials, furnishing and components used in interior design; and career options, including an overview of the professional preparation required for certification as an interior designer.

ARC 106 - Introduction to Architecture
3 credits/3 contact hours
This introductory course focuses on light frame construction techniques specifically related to residential dwellings. The course includes architectural styles, building materials and components, specifications, building codes, and the production of construction drawings. Students will use Revit Architectural software to produce 3D CAD building models and full sets of working drawings for two-story residential structures.

ARC 107 - Introduction to Sustainable Design
3 credits/3 contact hours
This course is a study of sustainable design and green building. Students will learn about rating systems for sustainable buildings such as the Leadership in Energy and Environmental Design (LEED) and other programs. Topics include existing and future green building standards and technology, environmental impacts, site analysis and building orientation, passive and active solar design elements, water conservation, day lighting, energy systems, and innovative design. Prerequisite: ARC 106 or ENG 101

ARC 202 Building Information Modeling
3 credits/3contact hours
This course builds upon the architectural concepts of ARC 106, including space planning, structural components, kitchens and bathrooms, building codes, and 3D Computer Aided Design (CAD) models using Revit Architecture. Students take a deeper look at the tools of Revit parametric modeling to develop Building Information Models (BIM) with an emphasis on the implementation of BIM concepts throughout the lifecycle of a building, from planning and design, to construction and operations. This is a project-based course where students create a complete set of construction documents in full compliance of industry standards and building codes. Prerequisite: ARC 106 and CAD 102

ARC 204 - Energy Systems
3 credits/3 contact hours
This course presents building and energy topics that influence the energy needs and efficiency of buildings. Utilizing the latest Computer-Aided-Design (CAD) software, students incorporate efficient energy elements into the design and planning process. This class concentrates on the electrical, plumbing, and heating requirements to produce functional drawings in compliance with the International Building Code. The course will integrate sustainable and affordable design concepts according to the Leadership in Energy and Environmental Design (LEED) program of the U.S Green Building Council. Prerequisites: ARC 106 or ARC 107

ARC 207 - Construction Documents
3 credits/3 contact hours
This course explores the various stages of the design/build process. Students will learn about requests for proposals, bids, estimating, contracts, specifications, building codes, and governmental regulations. Emphasis is placed on the use of accurate and complete drawing packages as contractual documents using industry standards such as CSI and AIA. Students work in teams to develop solutions to case studies. By the end of the course, each student will develop a portfolio for an entire design project. Prerequisites: ARC 202 and MAT 127.

ARC 290 – Architecture Internship
3 credits/3 contact hours
This course provides the student an opportunity to integrate classroom theory and knowledge with the daily practices of a work environment of a company in the architecture or building industry. The course is designed to promote professional development by providing challenging and valuable work experience and prepare students for future careers in the architectural design field. In addition to 135 hours working in the field, students will also be required work with their faculty sponsor and to submit written assignments on a regular basis. Prerequisites: ARC202, a cumulative GPA of 3.0, with at least 30 credits earned in the program of study and permission of the Department Chair.

ART 110 - Art Appreciation
3 credits/3 contact hours
In this course, students will study original art works, slides, films, and other materials to develop an appreciation for the visual arts. The course will emphasize students' direct experience with art and will include at least one museum field trip. Each student will complete and present a research project on a selected artist. Prerequisite: ENG 101 recommended

ART 120 - Introduction to Drawing
3 credits/4 contact hours
This course is an introduction to the problems, techniques, and materials of drawing. Each class project will focus on a different aspect of visual perception, composition, and artists' materials. The aim of the course is to develop an understanding of the technical and aesthetic issues involved in composing drawings. Students will complete a research project, which analyzes the work of an artist in relation to the topics covered in class. Prerequisite: Grade of C or better in ENG 095 or appropriate Reading Placement.

ART 122 - Drawing for Animation
3 credits/4 contact hours
This course covers the foundational drawing skills used in animation historically and today by creating the visual guides used to create animation and traditional film, character sheets and storyboards. Students will learn to translate vision to paper, putting a concept into a format that others can understand and work from. Traditional drawing skills and their role in current animation is explored, as well as drawing skills and their role in gaming and traditional film. The primary focus of this course is to develop the skills used in today's computer animation. Prerequisite: ART 120

ART 123 - Introduction to Painting
3 credits/4 contact hours
This hands-on course provides an introduction to the fundamental techniques of painting. The basis of the course is studio work, augmented by demonstrations and student-driven critique sessions. The course content will intersect with other arts-based fields of study, including drawing, color theory, and composition. Prerequisite: Grade of C or better in ENG 095 or appropriate Reading Placement.

ART 126 - Foundations of Design
3 credits/3 contact hours
This fine arts course provides the fundamentals of artistic design including the concepts of color theory, balance, visual weight, and scale. As a result, it is a foundation course for a variety of design-related fields, including web design and other forms of digital media and publication design. Students will complete hands-on art projects as they study and practice the elements of design. Prerequisite: Grade of C or better in ENG 095 or appropriate Reading Placement.

ART 131 - Introduction to Sculpture
3 credits/3 contact hours
This course provides an introduction to the basic elements, materials, and techniques of sculpture. Students will explore sculpture through various means, including modeling (clay), addition (assemblage), and subtraction (wood or stone). Students will also study the basic elements of design— form, scale, weight, color, movement, and space—as they apply to the art of sculpture. Prerequisite: Grade of C or better in ENG 095 or appropriate Reading Placement.

ART 132 - Introduction to Illustration
3 credits/3 contact hours
This course introduces the techniques of illustration required to produce a finished commercial artwork. Accuracy of rendering will be emphasized. The course will focus on traditional illustration skills and media, and students will complete several projects that demonstrate foundational knowledge. Prerequisite: ART 120

ART 136 - Digital Photography
3 credits/3 contact hours
This course serves as an introduction to digital photography as an art form. Emphasis is placed on fundamental techniques of the digital camera and digital editing. The course covers the operation of digital cameras with manual functions, digital editing, digital printing, studio lighting, and image composition. The course also covers the use of computers, image-editing software, and printers. Students will create portfolios of their work, and engage in critical analysis of their own and others' photographs. For this course, students are required to own, or have access to, a digital camera with manual exposure control, and to be familiar with the basic operation of a digital camera.

ART 200 - Topics in Studio Art
3 credits/4 contact hours
This hands-on course explores a genre, method or specialized topic in studio art. Students will learn the fundamentals of the topic, including general principles and techniques, the use and application of materials and tools, and relevant vocabulary. Representative works and artists also will be explored.

BIO 100 — Topics in Biology
3 credit hours/3 contact hours
This course provides an exploration of a special topic or emerging issue in the field of biology. Topics discussed will be outside of those carried in the catalog on a regular basis. The course may be repeated for credit when the topic varies.

BIO 101 – Introductory Biology
4 credits/5contact hours
This overview of biology is designed for non-majors who need a general lab science course to meet their graduation requirements. Selected topics from cell, molecular and organismal biology will be covered, with a focus on understanding how evolution has shaped life forms, and how life forms interact with the environment. During laboratory exercises, students will use the scientific method to generate new knowledge, then communicate that information to others. Prerequisite: Grade of C or better in MAT 050 or MAT 065 or appropriate Mathematics Placement.

BIO 104 - Overview of Human Anatomy and Physiology
3 credits/3 contact hours
This one-semester introductory course presents an overview of human anatomy and physiology. The organization of the body is studied, starting with cells, tissues, and organs and continuing to cover the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, immune, digestive, respiratory, urinary and reproductive systems. Homeostasis and structure-function relationships are explored.

BIO 105 - Marine Biology/Lab
4 credits/5 contact hours
This course is an introduction to marine plants and animals, especially those native to the area. Students will be introduced to the biological processes of all forms of life in the sea. This course employs YCCC's proximity to ocean and estuaries as a natural field laboratory. Prerequisite: Grade of C or better in MAT 050 or MAT 065 or appropriate Mathematics Placement.

BIO 106 - General Biology I
4 credits/3 contact hours
Biology I provides a comprehensive examination of the fundamental concepts of biology, including the chemical properties of life, cellular biology and physiology, and genetics. Evolution will be utilized as the central theme in all discussions; providing a coherent view of life in the light of natural selection and the diversity of species. This class assumes previous experience with scientific laboratory course work. Must be taken concurrently with BIO 107. Prerequisite: Grade of C or better in MAT 050 or MAT 065 or appropriate Mathematics Placement.

BIO 107 - General Biology I Lab
0 credits/2 contact hours
This laboratory provides experience with the concepts and principles covered in General Biology I (BIO 106). Laboratory exercises relate to lecture topics and introduce students to the fundamentals of laboratory procedure, as well as providing an applied reinforcement of lecture topics. Must be taken concurrently with BIO 116. Prerequisite: Grade of C or better in MAT 050 or MAT 065 or appropriate Mathematics Placement.

BIO 116 - General Biology II
4 credits/3 contact hours
General Biology II provides a rigorous examination of modern biological theory, as well as an introduction to the anatomy and physiology of animal systems. Topics include natural selection and the evolution of populations, phylogeny, plant and animal diversity, and animal form and function. Must be taken concurrently with BIO 117. Prerequisites: BIO 106/BIO 107.

BIO 117 - General Biology II Lab
0 credits/2 contact hours
General Biology II Lab presents exercises that relate to the General Biology II lecture topics and introduce students to the fundamentals of laboratory procedure, as well as providing an applied reinforcement of lecture topics. Must be taken concurrently with BIO 116. Prerequisites: BIO 106/107.

BIO 119 – Sustainable Eating
3 credits/3 contact hours
This course explores how the production and consumption of food impacts the health of humans and the environment. The selection of foods to grow for human consumption, agricultural practices, and the food supply chain will be examined for sustainability and cost effectiveness. The effects of small versus large scale, as well as organic versus conventional agricultural practices will be related to the quality of the food produced, and how it impacts human health. The science behind current threats to the human food supply will be discussed.

BIO 120 – Human Nutrition
3 credits/3 contact hours
This course examines the basic principles of human nutrition during the lifecycle from infancy throughout adulthood. The functions of carbohydrates, proteins, lipids, vitamins, minerals, and water will be discussed in relationship to growing and maintaining life. The effects of a deficiency or overabundance of each nutrient will be explored, as well as the role of nutrition in preventing and managing human diseases such as obesity, eating disorders, diabetes, osteoporosis, heart disease, and cancer.

BIO 124 – Animal Anatomy and Physiology I
4 credits/3 contact hours
This course is the first of a two-semester sequence that examines the basic principles of animal anatomy and physiology. Structure-function relationships are examined at all levels throughout the course, as well as comparisons between cat, dog, horse, a ruminant, and smaller domesticated animals. Topics include anatomical terminology, cell structure and function, tissue organization and the skeletal, muscular and cardiovascular systems. Must be taken concurrently with BIO 125. Prerequisite: Grade of C or better in MAT 050 or MAT 065 or appropriate Mathematics Placement.

BIO 125 – Animal Anatomy and Physiology I Lab
0 credits/2 contact hours
Laboratory exercises relate to the lecture topics in Animal Anatomy and Physiology I (BIO 124) and focus on animal histology and gross anatomy with comparisons made between the cat, dog, horse, ruminant and smaller domesticated animals. Must be taken concurrently with BIO 124. Prerequisite: Grade of C or better in MAT 050 or MAT 065 or appropriate Mathematics Placement.

BIO 126 – Human Anatomy and Physiology I
4 credits/3 contact hours
This course is the first of a two-semester sequence that examines the basic principles of human anatomy and physiology. Structure-function relationships are examined at all levels throughout the course. Topics include anatomical terminology, cell structure and function, tissue organization and the skeletal, muscular and nervous systems, including the special senses. Prerequisites: Grade of C or better in MAT 050 or MAT 065 or appropriate Mathematics Placement. Grade of C or better in ENG 095 or appropriate English placement. Strongly recommend a grade of C or better in high school or college level biology with lab within the last five years. Co-requisite: Must be taken concurrently with BIO 127.

BIO 127 – Human Anatomy and Physiology I Lab
0 credits/2 contact hours
Laboratory exercises relate to the lecture topics in Anatomy and Physiology I (BIO 126) and focus on human histology, gross anatomy and physiology. Prerequisites: Grade of C or better in MAT 050 or MAT 065 or appropriate Mathematics Placement. Grade of C or better in ENG 095 or appropriate English placement. Strongly recommend a grade of C or better in high school or college level biology with lab within the last five years. Co-requisite: Must be taken concurrently with BIO 126.

BIO 134 – Animal Anatomy and Physiology II
4 credits/3 contact hours
This course is the second of a two-semester sequence that examines the basic principles of animal anatomy and physiology. Structure-function relationships are examined at all levels throughout the course, as well as comparisons between cat, dog, horse, a ruminant, and smaller domesticated animals. Topics include the blood, lymphatic, immune, respiratory, digestive, nervous, endocrine, urinary and reproductive systems. Must be taken concurrently with BIO135. Prerequisite: BIO 124/125.

BIO 135 Animal Anatomy and Physiology II Laboratory
0 credits/2 contact hours
Laboratory exercises relate to the lecture topics in Animal Anatomy and Physiology I (BIO 134) and focus on animal histology and gross anatomy with comparisons made between the cat, dog, horse, ruminant and smaller domesticated animals. Must be taken concurrently with BIO 134. Prerequisite: BIO 124/125.

BIO 136 – Human Anatomy and Physiology II
4 credits/3 contact hours
This course is a continuation of Human Anatomy and Physiology I (BIO 126/127). This course examines the structure/function relationships of the endocrine, cardiovascular, lymphatic, immune, digestive, respiratory, urinary and reproductive systems. Additional topics include blood, cellular metabolism, and water, electrolyte and acid-base balance. Prerequisite: Grade of C or better in BIO 126/127. Co-requisite: must be taken concurrently with BIO 137.

BIO 137 – Human Anatomy and Physiology II Lab
0 credits/2 contact hours
Laboratory exercises relate to the lecture topics in Human Anatomy and Physiology II (BIO 136) and focus on human histology, gross anatomy and physiology. Prerequisite: Grade of C or better in BIO 126/127. Co-requisite: must be taken concurrently with BIO 136.

BIO 230 - Microbiology
4 credits/3 contact hours
The biology of bacteria, fungi, protozoa, helminths and viruses will be presented, with an emphasis on those that impact humans. The structure, growth and metabolism of microbes will be examined in the context of their physical, chemical and biological environment. Mammalian immunity and antimicrobial methods will also be explored. Must be taken concurrently with BIO 231.

Prerequisites: BIO 136 and BIO 137 (can be taken concurrently) or (BIO 134 and BIO 135 (can be taken concurrently).

BIO 231 - Microbiology Laboratory
0 credits/2 contact hours
The laboratory will focus on the culturing and identification of microbes using differential growth, staining and biochemical methods. Aseptic technique will be emphasized. Must be taken concurrently with BIO 230. Prerequisites: BIO 136 and BIO 137 (can be taken concurrently) or (BIO 134 and BIO 135 (can be taken concurrently).

BIO 250 – Human Pathophysiology
3 credits/3 contact hours
This course is an introduction to the fundamentals of non-infectious diseases, both acquired and congenital. Students will examine the etiology, pathogenesis, clinical manifestation, and laboratory findings of diseases that are prevalent in the U.S. population. Environmental, genetic, and biochemical factors will be considered. Prerequisite: BIO 136 and BIO 137, or BIO 134 and BIO 135

BUS 110 - Introduction to Business
3 credits/3 contact hours
This survey course covers the many facets of business and gives the student a general knowledge of the modern business environment. The economic, social, legal, ethical systems affecting US businesses are explored. The general concepts of business organization, management, "the people aspects" of business, together with the functions of production, marketing, accounting, and finance are investigated. Co-requisite: ENG 095 or appropriate Reading Placement.

BUS 113 - Introduction to Personal Finance
3 credits/3 contact hours
The skills developed in this class are applicable to personal financial management. Course material involves how people spend, save, protect and invest their financial resources. Topics include tax management, personal budgeting, consumer loans, credit card management and a brief introduction to insurance concepts. Prerequisite: C or better in MAT 050 or appropriate Math Placement.

BUS 115 - Management I
3 credits/3 contact hours
Introduces some of the basic concepts of supervising other employees including directing and delegating work, motivating employees, monitoring and evaluating work, and building a strong work unit. The evolving and changing trends of the supervisor's role as a member of the organization's management team, is also discussed. Co-requisite: ENG 095 or appropriate Reading Placement Exam.

BUS 210 - Foundations of Project Management
3 credits/3 contact hours
This course covers the fundamental concepts and applied techniques for cost effective management of both long-term development programs and short-term projects. Project management (PM) principles and methodology are provided with special focus on planning, controlling, and managing projects to successful completion. Behavioral issues such as: management and leadership, cultural differences, organizational structures, and conflict and negotiation are covered as well as the technical issues including; determining strategy and project selection; developing the project plan; estimating costs, schedules, the critical path, methods for determining project status, risks, quality and procurement. Prerequisite: BUS 110

BUS 230 - Principles of Marketing
3 credits/3 contact hours
This course introduces the student to consumer and institutional behavior patterns and the overall role of marketing in the economy. Discussion includes the analysis of theoretical marketing

processes and the strategies of product development, pricing, promotion and distribution, and their applications to business and the individual consumer. Prerequisite: BUS 110

BUS 244 - Business Law
3 credits/3 contact hours
The purpose of this course is to give the student a better understanding of the government regulation of business. The course describes the origins, development, and sources of law. The legal system is described, emphasizing the areas relating to the regulation of business. The major emphasis corresponds to public law affecting business, not traditional private law. The law concerns matters with which a business manager must deal: government, stockholders, competitors, employees, and the public. Includes discussion of contract law. Prerequisite: BUS 110

BUS 250 - Principles of Sales
3 credits/3 contact hours
Introduces the student to the basics of personal selling and serves as a preparation for a successful sales career. The course explores social and ethical issues as well as psychology, communication, and persuasion. The dynamics of prospecting for new customers and closing the sale are considered. Special emphasis is placed on actual sales presentation through role-playing. Students also study the role of advertising in selling a product or service. Prerequisite: BUS 110

BUS 260 - Small Business Management
3 credits/3 contact hours
This course enables the students to review and apply managerial and organizational concepts studied in previous courses to small businesses. Topics include strategic planning and development, span of control, and operational practices, culminating in the development of a comprehensive business plan. Prerequisites: BUS 110 and ACC 111.

BUS 280 - Business Capstone
3 credits/3 contact hours
This course will apply prior program learning, coursework, and business skills to a semester long case study involving teamwork. Students will be placed in small groups to analyze real life business problems that embody prior course learning, the disciplines and concepts of accounting, finance, marketing, management, and project management concepts, the integration of team management, and balanced decision making. The course will require a professional written and verbal presentation to faculty and fellow classmates. Prerequisites: prior 45 credits in program, including completion of two 200 level business courses

BUS 293 - Business Administration Internship
3 credits/3 contact hours
This course provides the student an opportunity to expand their individual skill base and apply specific competencies in a real world environment. This course is designed to promote professional development by providing challenging, valuable work experience and prepare students for a future career in the field. Skills learned in the core courses will be applied while performing 135 hours at the internship site. In addition, students will be required to work with their faculty sponsor to complete written assignments related to the experience. Students will receive a letter grade (A-F) for the class. Prerequisites: BUS 110, BUS 115 and, a cumulative GPA of 3.0, at least 30 credits earned in the program of study, and permission of the department chair of designee.

CAD 102 - Introduction to CAD
3 credits/3 contact hours
Students are introduced to CAD software to produce technical drawings. Students will learn the necessary commands and functions to create a variety of two-dimensional drawings. The course uses a hands-on approach, with all topics being directly applied in the CAD lab. Students should possess proficient computer skills.

CAD 107 - Solid Modeling I
3 credits/3 contact hours
This course introduces the design concepts of 3-D solid modeling using parametric CAD software. Students will create models with dimensional and geometric constraints, with parametric features. From the 3-D models, the student will create annotated 2-D engineering drawings. This is a hands-on course with all content directly applied in the lab.

CAD 115 – Blueprint Reading
3 credits/3 contact hours
This introductory course is designed to develop critical thinking, problem solving, and visual perception skills in the context of technical drawing. Emphasis is on drafting and design standards, based on current ASME and ANSI standards, size description, view location, dimensioning, and the identification of symbols and interpretation of engineering drawings.

CAD 204 - Solid Modeling II
3 credits/3 contact hours
The course focuses on advanced modeling techniques, sheet metal modeling, and engineering drafting. From the 3D models, students will analyze assemblies and develop documentation and presentations. The course is hands-on and project-based with all content directly applied in the lab. Prerequisite: CAD 107

CAD 210 - Computer-Aided Drafting and Design II
3 credits/3 contact hours
This course is designed to develop your critical thinking, problem solving skills, and visual perception with introductory techniques in the context of a technical drawing. This course is designed as a continuation of CAD 102. Emphasis will be placed on dimensioning and tolerancing, groups and details, 3D drawing and modeling, surface modeling and rendering, and solid modeling. Prerequisite: CAD 102

CAD 220 – CAD Management
3 credits/3 contact hours
This course provides a comprehensive examination of CAD management and is intended for students pursuing careers or those already working in Architectural or Engineering Design. Students will learn the skills required of a CAD manager for creating and enforcing CAD standards, project management, training, interfacing with both CAD users and management, documenting procedures, installing software and configuring CAD systems, data and file management, and creating customized tools. The CAD Management class stresses knowledge of AutoCAD as the base software. Other CAD software includes, but is not limited to, Revit, SolidWorks, Inventor, and CamWorks. Prerequisites: CAD 107 and CAD 210

CAD 251 - 3D Presentation
3 credits/3 contract hours
In this course students will experiment with different methods and techniques for the presentation of project proposals. The emphasis is on digital modeling as an essential tool for design, visualization, and presentation. The fundamental subject matter can be applied to a variety of applications such as consumer products or architectural design. Students will create displays using printed output, display boards, and physical models. Prerequisite: CAD 210 or MUL 125 or WEB 133.

CAD 290 - CAD Internship
3 credits/3 contact hours
This course provides the student an opportunity to integrate classroom theory and knowledge with the daily practices of a work environment of a company that utilizes the drafting and design process. The course is designed to promote professional development by providing challenging and valuable work experience and prepare students for future careers in the drafting and design field. In addition to 135 hours working in the field, students are required to work with their faculty sponsor and to submit written assignments on a regular basis. Prerequisites: CAD 210, a

cumulative GPA of 3.0, with at least 30 credits earned in the program of study and permission of the Department Chair.

CHM 104 - Chemistry for Health Sciences
3 credits/3 contact hours
This one-semester introductory course presents an overview of general chemistry, organic chemistry and biochemistry. Basic information on atoms, elements, compounds, states of matter, and chemical reactions is studied, with an emphasis on organic macromolecules (carbohydrates, proteins, lipids and nucleic acids) that are crucial for life. The role of water, acids, and bases is explored. This course is geared toward students in allied health fields. Prerequisite: Grade of C or better in MAT 050 or MAT 065 or appropriate Mathematics Placement.

CHM 106 - General Chemistry I
4 credits/3 contact hours
General Chemistry I provides a comprehensive examination of the fundamental concepts of chemistry including matter and energy, atomic structure and atomic theory and chemical bonding and chemical reactions. A two-fold emphasis on understanding the molecular interactions that underlie everything around us and developing and strengthening problem solving skills will be utilized as central themes in all discussions. Must be taken concurrently with CHM 107. Prerequisite: Grade of C or better in MAT 050 or MAT 065 or appropriate Mathematics Placement.

CHM 107 - General Chemistry I Laboratory
0 credits/2 contact hours
This laboratory provides experience with the concepts and principles covered in General Chemistry I (CHM 106). Laboratory exercises relate to lecture topics and introduce students to the fundamentals of chemistry laboratory procedure. Must be taken concurrently with CHM 106. Prerequisite: Grade of C or better in MAT 050 or MAT 065 or appropriate Mathematics Placement.

CHM 116 - General Chemistry II
4 credits/3 contact hours
Provides comprehensive examination of the fundamental concepts of chemistry including the gas laws, properties of liquids and solids and intermolecular forces, solutions, acids and bases, chemical equilibrium and oxidation reduction reactions. A two fold emphasis on understanding molecular interactions and strengthening problem solving skills will be utilized as central themes in all discussions. Must be taken concurrently with CHM 117. Prerequisite: CHM 106/CHM 107

CHM 117 - General Chemistry II Laboratory
0 credits/2 contact hours
This laboratory provides experience with the concepts and principles covered in General Chemistry II (CHM 116). Laboratory exercises relate to lecture topics and are a continuation of fundamental chemistry laboratory procedure and technique. Must be taken concurrently with CHM 116. Prerequisite: CHM 106/CHM 107

CIS 115 - Software Applications
3 credits/3 contact hours
This hands-on course covers the use of various computer application programs in academic and professional settings. The student will enhance their computer literacy skills, focusing on the use of Personal Computer (PC) systems and an industry leading office productivity software suite. Topics will include: operating systems, file management, network and Internet use, word processing, spreadsheets, presentation tools, databases, and other practical applications. The class builds on the student's existing knowledge using a PC system. This course uses the Microsoft Office suite running on Microsoft Windows operating system.

CIS 118 – Information Technology Fundamentals
3 credits/3 contact hours
This course provides an overview of the Information Technology field. Topics include pervasive themes in IT, application domains, history of IT and related disciplines, social and organizational contexts, computer hardware, web design, programming, operating systems, application software,

security, and the principles of networks. Hands-on exercises will allow the student to explore the various activities of the profession. Prerequisite: Grade of C or better in MAT 050 or MAT 065 or appropriate Mathematics Placement.

CIS 125 – Desktop and Mobile Computing Support
3 credits/3 contact hours
This course covers the basics of administering and troubleshooting desktop (including laptop) and mobile operating systems in a networked environment. The course uses desktop systems as the focus of administration and troubleshooting and then shows how to apply those skills to mobile devices. Students will receive hands-on experience with system installation, file and disk management, applications upgrades, system utilities, and administrative and user command-line tools. Troubleshooting of various system components including desktop operating systems, software applications, mobile devices, networking, and hardware issues are also covered. Throughout the course, students will develop the skill set needed for computing support in a help-desk role. Prerequisite: CIS 118.

CIS 131 - Visual Programming I
3 credits/3 contact hours
This course covers the principles of effective program development using the event-driven programming language. Students create object-oriented programs with effective user interfaces and logically constructed code for event-driven applications. Students develop algorithms, apply Object Oriented Programming principles and gain an understanding of the process of writing good computer code. Students create their programs in the Visual Basic.NET programming environment.

CIS 132 - Visual Programming II
3 credits/3 contact hours
This course continuation develops more complex applications in the Microsoft.Net environment. Students use the principles of effective program development to develop event-driven applications. Students develop programs with effective user interfaces and logically constructed code to create advanced computer applications. Students develop algorithms to access and process data from various file types, work with classes and objects and explore ADO.Net and ASP.Net. Students use the Visual Basic.Net IDE to code their programs. Prerequisite: CIS 131

CIS 133 – Introduction to Programming
3 credits/3 contact hours
This course is an introduction to programming and to the Python programming language. It covers topics including elementary data structures, modules, algorithms, simple recursion, data abstraction, object oriented programming, coding styles, internal documentation, debugging techniques and testing. Emphasis will be placed on solving simple problems in a variety of application domains using programs. Prerequisite: Grade of C or better in MAT 065 or appropriate Mathematics Placement.

CIS 141 – Object-Oriented Programming I
3 credits/3 contact hours
This course is an introduction to structured programming using an objects-first approach. Topics covered in this course include algorithms, functions, data structures, data types, objects, classes, abstraction, and inheritance. Students will be exposed to basic software development practices, including design, debugging and testing practices. Prerequisite: Grade of C or better in MAT 065 or appropriate Mathematics Placement.

CIS 152 - Computer Hardware
3 credits/3 contact hours
This course is an introduction to the installation, maintenance and repair of PCs and related equipment. The areas of study will include: troubleshooting desktop and laptop hardware and software, hardware identification and replacement, and an introduction to network hardware and software. This course includes both theory and hands-on activities.

CIS 170 – Problem Solving and Programming
4 credits/4 contact hours
This course provides an introduction to computational approaches for structured problem solving, using the Java programming language. Topics covered include control structures, arrays, simple data structures, files, and structured program design. Elements of object-oriented design and programming are also introduced. Prerequisite: Grade of C or better in MAT 065 or appropriate Mathematics Placement.

CIS 174 – Algorithms in Programming
4 credits/4 contact hours
This course provides a balanced approach to teaching programming concepts, principles, and the language mechanisms while focusing on language constructs and programming skills. It is intended as a course for students who have already completed a basic computer class and learned a high-level programming language like C, C++, or Java. This course builds on basic principles, concepts, and methods for how a computation or algorithm is expressed. The paradigms studied are imperative, object-oriented, functional, and logic paradigms. An introduction to the performance analysis of algorithms will also be presented. Prerequisite: CIS 170

CIS 178 Introduction to Cybersecurity
3 credits/3 contact hours
This hands-on course covers the fundamentals of cybersecurity. The topics discussed prepare students with skills needed in the field of cybersecurity. Students will learn about security threats and vulnerabilities, as well as managing, controlling, and protecting host systems and environments. Additional material covered include network infrastructure services, wireless security, and web/cloud security. Other topics such as penetration testing, risk management, disaster recovery, and incident response offer students a well-rounded knowledge base in cybersecurity protocols and standards. It can also serve as a base to students interested in getting industry-recognized certification.

CIS 214 - Spreadsheet Applications
3 credits/3 contact hours
This is an entry-level course using electronic spreadsheet software. Students produce professional reports that perform simple business or personal calculations, financial or scientific calculations, or database management and creating charts. Prerequisite: CIS 115 or CIS 118

CIS 217 - Database Management
3 credits/3 contact hours
This course covers the conceptual designs and practical management of database management systems (DBMS). Topics include relational databases, representing databases as files, sorting and searching, concurrency issues, client-server models, and protecting data security. Students learn how to use, design, and manage databases in a network setting using a Structured Query Language (SQL) environment. Prerequisite: CIS 115 or CIS 118

CIS 220 - Information Security
3 credits/3 contact hours
This course covers the principles of computer, network, and data security with an emphasis on defensive strategies to safeguard information. Topics covered in this course include protecting the applications and operating systems, limiting exposure to known risks, hardening networks, and use of guidelines to safeguard data. Prerequisites: PHI 102 and CIS 118.

CIS 226 – Ethical Hacking
3 credits/3 contact hours
This course gives students an understanding of network vulnerabilities and how to prevent them. Students utilize hands-on experiences to setup and test baseline security settings on networks, and create reports on the findings. Students will make network and system changes to address specific vulnerabilities, and verify that the modified network is more secure. Prerequisites: PHI 102, CIS 220 and NET 110.

CIS 228 – Computer Forensics
3 credits/3 contact hours
This course will provide an introduction to computer forensics. The student will be exposed to different tools and techniques of obtaining data along with an understanding of the investigative process. Class discussions and hands-on activities will give students a thorough understanding of crime scene processing, data acquisition, computer forensic analysis, e-mail investigations, image and file recovery, witness requirements and report writing. Prerequisite: CIS 220

CIS 230 - Desktop and Server Administration I
3 credits/3 contact hours
This course covers the basics of administering Windows computers in a corporate environment, including both end-user (desktop) systems and multi-user / back-end (server) systems. A combination of lectures, discussions, and hands-on assignments will provide the students with a broad exposure to the management of users, file systems, software, process, and system administration. Management of small network services will be introduced. Students will create small computer workgroups comprised of similar operating systems. Prerequisite: CIS 118

CIS 235 – Open Source Server Administration
3 credits/3 contact hours
This course covers the fundamental tools and concepts for managing Linux and Open Source Unix servers, focusing on proficient use of the command line through extensive hands-on experience. Following an introduction to the Linux command line environment, students will explore installation, security hardening, configuration and maintenance of a Unix-family server operating system and at common server applications, such as web, email, database, secure shell, domain name system (DNS), and dynamic host control protocol (DHCP) servers. Prerequisite: NET 110

CIS 254 – Computer Organization
3 credits/3 contact hours
This course covers the basic hardware, software, and architecture of computer systems. Topics include digital logic circuits, data representation, central processors, primary and secondary memory, and input and output devices. Throughout the course, students will use a mixture of machine and assembly language to interact with the various computer components and implement simple programs using a low-level programming language. The course also provides an overview of parallel computing architecture. Prerequisites: CIS 152 and MAT 118

CIS 256 – Artificial Intelligence and Machine Learning
4 credits/4 contact hours
This course provides a thought-provoking introduction to artificial intelligence (AI). Topics in AI exploration are examined within the key areas of knowledge representation, vision, thinking and reasoning, language, and learning. High-level perceptual skills, the mental representation of information, and the ability to use language provide students a comprehensive knowledge base in AI fundamentals. Consideration is also given to discussions addressing the broader ethical issues created by the prospect of thinking machines. Additional discussions focus on future AI and how it will transform businesses into the future. Prerequisites: CIS170, MAT 222, and PSY101

CIS 264 – Introduction to Data Analytics
3 credits/3 contact hours
The necessity for analytics skills is reflective of the growth in the number of analytics and decision learning opportunities and challenges facing businesses. Organizations have long known and embraced the concept that data-driven decision making is key to strategic planning, vision, and mission success. This course offers students an opportunity to study the applied world of data analytics from a theoretical and conceptual perspective, enabling them to better understand the power of Big Data. Case studies of the healthcare industry are used to illustrate how both, AI, and data analytics, transform industries. Students will have an overview of deep learning and its

key architectures, and an in-depth look at the data analytics life cycle and how it is applied to unstructured, raw data. Additionally, this course will develop student skills and create captivating visualizations using the python and R programming languages. Prerequisites: Any one of the following programming courses: CIS131, CIS170, or CIS174

CIS 272 – Data Structures
3 credits/3 contact hours
This course focuses on the design and analysis of data structures, including the algorithms that implement and use them. Students will create and use data structures to solve commonly encountered problems, and learn different ways to organize data for easy access and efficient manipulation. Some of the data structures covered include: linked structures, balanced trees, priority queues, maps, and graphs. Computational complexity theory will be introduced for studying the efficiency of the algorithms covered in the course. Prerequisites: CIS 174 and MAT 222

CIS 275 – Systems Programming
3 credits/3 contract hours
This course covers systems programming concepts and software, including the C programming language, the Unix programming environment, and operating system interfaces. Students will design and implement programs in C that directly use operating system functions such as processes, timers, signals and the file system. Implementation of common Unix commands and tools will also be covered. Prerequisite: CIS 272.

CIS 284 – Interoperability for Smart Systems
3 credits/3contact hours
Internet protocol systems (Internet of Things (IoT)) connect our world and our smart devices like never before. These smart devices are adept in transferring data over a network or between machines without requiring human-to-computer or computer-to-computer interaction. Understanding the vast scope for IoT devices is crucial because these devices have become so engrained into our daily home, work and personal spaces and transcends to health and elderly care, transportation, communication systems, and automation. This course delves into the concepts of IoT smart systems to understand how they work and link to us. A thorough examination on ethical and theoretic principles of IoT privacy and security are also discussed, to better understand why these devices are so vitally important to us, and to give students a deeper understanding of IoT usage. Other topics discussed throughout the course include IoT in production and energy management, as well as the challenges faced with using smart technologies. Prerequisite: CIS 170 and CIS 256

CIS 290 - Special Topics in Computer Technology
3 credits/3 contact hours
The topics covered in this course vary from semester to semester. The goal is to increase the student's awareness of the most current technology and the current issues in the field of information technology.

CIS 295 - Information Technology Internship
3 credits/3 contact hours
This course provides the student an opportunity to apply theory and classroom skills into the practices of a work environment in computer technology. The course is designed to promote professional development by providing challenging and valuable work experience and prepare students for future careers in the field. In addition to field work, students will also be required to submit written assignments on a regular basis. Students are expected to spend a minimum of 135 hours working at the internship site and complete written assignments related to the experience. Prerequisites: CIS 230 and NET 110, a cumulative GPA of 3.0, with at least 30 credits earned in the computer technology program and permission of the Department Chair.

CIS 298 Computer Science Capstone Project
3 credits/3 contact hours
The Computer Science Capstone Project will apply previous program knowledge, tasks, and programming skills to a semester long case study encompassing Computer Science Degree

Concepts. Students will be placed in small groups to analyze real life technology problems representing prior course learning, the disciplines and concepts of Computer Science, team inculcation, and critical decision making. The course will require a professional written and verbal presentation to faculty and fellow classmates. Prerequisites: 45 earned credits and completion of CIS 264 and CIS 272

CJS 101 - Introduction to Criminal Justice
3 credits/3 contact hours
This course explores the historical development, current operation, and future trends of criminal justice. Emphasis will be placed on contemporary problems in the definition of law, the enforcement of law, strategies of policing, judicial systems, sentencing strategies and correctional practices. Content includes not only practices in the United States, but also other cultures and their systems of justice.

CJS 102 - Ethics and Leadership in Criminal Justice
3 credits/3 contact hours
This course is an exploration of professionalism and decision making in criminal justice through the lens of ethics, codes of conduct and leadership in organizations. The course will survey various ethical dilemmas and leadership theories. With this foundation, the students will examine their own decision making process, apply these concepts to current problems and issues facing criminal justice professionals and understand that ethical leadership should exist at all levels of the profession.

CJS 105 - Topics in Criminal Justice
3 credits/3 contact hours
This course investigates special topics and emerging issues within the criminal justice system. Topics discussed will be outside of those carried in the catalog on a regular basis. The course may be repeated for credit when the topic varies.

CJS 110 Introduction to Victim Advocacy (cross referenced with SWO 110)
3 credits/3 contact hours
This course in an introduction to victim advocacy and successful completion leads to certification, at the provisional level, as a Victim Advocate by the National Advocate Credentialing Program. The course explores topics related to advocacy through both a criminal justice and human service lens including: legal terminology and processes in the criminal and civil justice system, victims' rights legislation, cultural competency, trauma, crisis intervention, and ethics.

CJS 120 - Criminology
3 credits/3 contact hours
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. Major crime typologies will be defined and discussed.

CJS 125 - Criminal Law
3 credits/3 contact hours
This course is an introductory study of criminal law in America; a study of the behavior that society has deemed to be unacceptable and worthy of punishment. The course will focus on the basic elements of crimes and defenses. Substantive criminal law will be covered, which defines such crimes as murder, rape, assault, perjury, extortion and offenses against national security. The general principles of criminal liability, punishment, and criminal defenses based on self-defense, necessity, entrapment, diminished capacity and insanity will be discussed.

CJS 140 - Criminalistics
3 credits/3 contact hours
This course provides the student with the entry level forensic skills instrumental in conducting a complete and thorough criminal or civil investigation. Students will study the principles of effective

crime scene management as well as what types of information can be learned from physical evidence as a result of laboratory analysis. The course is designed to prepare students in legal and practical documentation, collection, preservation and laboratory analysis of physical evidence discovered during a criminal investigation. Actual criminal investigations will be presented and discussed.

CJS 150 Emergency Telecommunicator - Basic
3 credits/3 contact hours
This course is designed to prepare students for emergency tele-communicator (ETC) duties, to meet the requirements of the NFPA 1061 Professional Qualification Standard for Public Safety Tele-communicator I, as well as meeting the State of Maine statutory requirement for those employed at public safety dispatch centers in Maine [25 MRSA §2926 2(b)] . The course combines instructor presentations, student activities and simulation exercises to develop skills and knowledge in the field. The course will provide the student with the knowledge of roles and responsibilities, current technologies, interpersonal communications skills, telephone communication and call processing skills, radio broadcast procedures, legal aspects of public safety communications and stress management skills. In addition, the course will introduce students to the skills necessary to manage requests for police, fire and medical services. Future public safety field responders will also gain a better appreciation and working knowledge of their relationship with their respective communications center.

CJS 160 – Contemporary Corrections
3 credits/3 contact hours
The focus of this course is to introduce the student to correctional systems in the United States of America. Emphasis is placed on the historical development of correctional systems and practices, treatment of offenders, goals of corrections, and special needs of offenders in today's systems.

CJS 170 Case Preparation
3 credits/3 contact hours
This course is designed to teach students the proper methods for handling an investigation and preparing a case for trial. Included in the course will be a review of the Fourth, Fifth and Sixth Amendments to the United States Constitution; investigative and information gathering techniques; methods of evidence gathering and preservation; interrogation techniques; report writing; and pre-trial preparation and procedures. A review of courtroom procedures and conduct at trial will also be discussed. Prerequisites: Grade of C or better in ENG 095 or appropriate Reading Placement and CJS 101.

CJS 180 Victimology
3 credits/3 contact hours
This course is designed to enhance students' understanding of victimology through the specific examination of crime victims. Special attention will be given to the origin of victimology, the role of the victim, victim precipitation, and the concept of a victim-centered justice system. Discussion will include historical and current responses by the criminal justice system and the key sociological forces associated with victimization.

CJS 205 - Police Organizations
3 credits/3 contact hours
This course covers the principles of police organization, administration, and community policing, as well as the selection, training, promotion and socialization of officers. Topics will include: patrol operations, ethics and deviance, civil liability, police-community relations and personnel systems. The deployment of personnel, tactical operations and the use of specialized equipment will also be covered. Prerequisite: CJS 101

CJS 210 - Juvenile Justice
3 credits/3 contact hours
The course will examine the impact of family, school, community and abuse on the conduct of juveniles. Topics to be covered will include: the history of the juvenile justice system, including

a review of the current status of the system and juvenile crime trend data; research examining the pathways that children and youth follow into delinquent behavior; theoretical approaches to delinquency, and the evolution of, and evidence behind, current policy and practice in the Juvenile Court System, juvenile corrections and probation. Gangs, delinquency, and violence in schools will also be studied. Prerequisite: CJS 101 or CJS 120

CJS-230 Police-Community Relations
3 credits/3 contact hours
This course introduces police-community relations, examines trends, practices, social and individual effects of police work. Students will examine law enforcement operations, enforcement policy, and the different operations during civil disorders and disaster. The role of the police officer in achieving and maintaining public support, human relations, and positive relationships with violators and complainants will be covered. Prerequisite: CJS 101

CJS 240 – Criminal Investigation
3 credits/3 contact hours
Criminal Investigation introduces students to the fundamental principles and procedures employed in the investigation of a crime. Students will learn the procedures necessary for the proper handling of evidence and develop a working knowledge of the steps of investigation beginning with the initial security of the crime scene and concluding with the presentation of evidence and proper testimony in court. Emphasis is placed on the investigation of homicide, sex crimes, robbery and burglary. This course includes some hands on work designed to reinforce basic forensic skills. Prerequisites: CJS 101

CJS 280 - Comparative Criminal Justice Systems
3 credits/3 contact hours
This course is designed to allow students the opportunity to examine and experience Ireland's Criminal Justice system through a combination of classwork and a trip to Ireland. Students will place the criminal justice system in context to both the United States (US) and Ireland and explain how each country's different approach to criminal justice impacts the crime rate and the types of crime committed. Students interested in taking this spring semester course are required to meet with the instructor in the fall semester. Students must take part in the trip to Ireland in the same semester they register for this course. Prerequisites: Criminal Justice major, CJS 101 or CJS 160, and Department Chair approval.

CJS 290 - Criminal Justice Internship
3 credits/3 contact hours
This course provides the student an opportunity to integrate classroom theory and knowledge with the daily practices of a criminal justice or social service support agency. The course is designed to promote professional development by providing challenging and valuable work experience and prepare students for future careers in the criminal justice field. In addition to field work, students will also be required to submit written assignments on a regular basis. Students are expected to spend a minimum of 135 hours working in the field and complete written assignments related to the experience. Students will receive a letter grade (A-F) for this class. Prerequisites: Criminal Justice majors with at least 30 credits and a GPA of 3.0 in the Criminal Justice program, and permission of the department chair and his/her designee.

COM 110 Introduction to Digital Filmmaking
3 credits/3 contact hours
This hands-on course provides an introduction to the art of filmmaking in the medium of digital video. Students will write, shoot, and edit short films using the college's digital cameras and editing equipment. The course will cover the fundamentals of filmmaking, including basic scriptwriting, cinematography, lighting, editing, and sound recording, as well as some advanced concepts in visual storytelling and cinematic expression.

CUL 102 - Introduction to Culinary Arts
3 credits/3 contact hours
This course will provide an overview of the culinary profession, its history and interaction with society and the aspects of presenting food. Topics discussed will be the food service industry and career paths within it, cuisine from a regional, historical and societal perspective, and the organization and terminology of the professional kitchen. Also students will become familiar with the aesthetic theories behind presentation including color theory, shape, texture, aroma and the physiology of taste.

CUL 104 - Food Service Sanitation
3 credits/3 contact hours
Lectures on the causes of food-borne illnesses and accident prevention practices in food service establishments are presented. A Hazard Analysis of Critical Control Point (HACCP) Management-oriented treatment for the prevention of food-borne illnesses, safe food handling, personal hygiene, sanitary design and care of facilities and equipment, pest control, and self-inspection. Students will review and interpret food service laws for consumer protection and standards for employee working conditions. Students are also introduced to the methodology of dish washing systems for the best sanitation results. Utilization of materials, causes, and prevention of accidents, and discussion of elementary first aid including the Heimlich Maneuver are covered with emphasis on employee training. Upon successful completion of this course the student will receive a certificate from the National Restaurant Association.

CUL 106 - Foundational Culinary Techniques
4 credits/8 contact hours
Students will learn the basics of handling, storing and preparing food. Starting with knife skills, students will move on to the preparation of stocks, sauces and soups. They will then study the preparation of vegetables, starches, meats, seafood and poultry with a focus on the basic formulas and cooking methods. Students will also be exposed to foundational baking techniques. Prerequisite: CUL 104 (or may be taken concurrently)

CUL 108 - Principles of Nutrition
3 credits/3 contact hours
This course studies the relationship between food and health. The importance of nutritionally balanced and well-prepared meals is emphasized through study of the functions of carbohydrates, fats, proteins, and fiber in the diet. Emphasis is on the principles of nutrition, the six basic nutrients, and related health concepts. Various eating behaviors, recommended dietary intakes and tools for diet management will be discussed.

CUL 131 - Culinary Operations I
3 credits/3 contact hours
An introduction to the design and management of the professional kitchen. In this course students will learn about menu design, writing and costing recipes, kitchen design, forecasting work-force requirements, and assess purchasing requirements. Students will also be given an overview of the financial management practices common in the restaurant industry. Prerequisite: MAT 050 or appropriate Mathematics Placement.

CUL 143 – Artisan Breads
3 credits/4 contact hours
This course is an exploration of the styles, techniques and artistry of small scale bread production. Students will learn the different types of grains and dough used in artisan bread making. They will learn to develop recipes and analyze flaws in production. Prerequisite: CUL 106 (may be taken concurrently)

CUL 146 – Garde Manger
3 credits/4 contact hours
Students will learn the art of Garde Manger. They will study the preparation of salads and dressings, hors d'oeuvres and amuse-bouche, sandwich and egg dishes. The course will introduce

charcuterie, cheeses as well as buffet and platter presentation. Prerequisite: CUL 106 (or may be taken concurrently)

CUL 180 Foundations of Wine and Beverages
3 credits/3 contact hours
This course introduces students to a systematic approach to wines and fermented beverages, and the roles that these play in professional foodservice operations. Topics will include the styles of wine from around the world, the production and composition of various fermented beverages, the theory and practice of pairing wine and beverages with food, the proper tasting and analysis of wines and beverages, and organizing safe service and storage. A study of non-alcoholic beverages and their role in professional food service operations will also be included.
NOTE: Students must be 18 years of age or older to enroll in the course, and of legal drinking age of at least 21 years old to participate in educational alcoholic beverage tastings. Please note that we periodically ask students to show their government issued ID which must include their date of birth. Tastings of all alcoholic beverages will be denied to any students who are under 21 years of age or cannot produce their ID upon request.

CUL 200 - Topics in Culinary, Lab
3 credits/4 contact hours
This hands-on course investigates specialized topics in the culinary arts focused on any combination of the following; the application of different technologies to cooking methods, a geographical exploration of cuisine, and a historical treatment of culinary traditions. Students will learn the fundamental principles and techniques of the topic area. Topics discussed will either be outside of those carried in the catalog on a regular basis or a more in depth treatment of a specialized topic. The course may be repeated for credit when the topic varies. Prerequisite: CUL 106

CUL 201 - Topics in the Pastry Arts
3 credits/4 contact hours
This hands-on course investigates specialized topics in the baking and pastry arts focused on any combination of the following; the application of different technologies used in baking and pastry methods, a geographical exploration of breads, pastries, or specialty desserts, and a historical treatment of culinary and celebratory traditions. Students will learn the fundamental principles and techniques of the topic area. Topics discussed will either be outside of those carried in the catalog on a regular basis or a more in depth treatment of a specialized topic. The course may be repeated for credit when the topic varies. Prerequisite: CUL 106

CUL 212 – Cooking for Health and Special Diets
3 credits/4 contact hours
This is a study of cooking techniques and preparations for a variety of nutritionally balanced diets and dietary needs. Students will study vegetarian, vegan, raw foods, and restricted diets. They will also examine common allergens in foods and how to avoid cross-contamination during preparation. They will explore ways to design alternative and creative healthy menus. Included will be both savory and sweet preparations. Prerequisite: CUL 106

CUL 214 Pasta and Noodles: From Italy to Asia
3 credits/4 contact hours
Students will explore the making of pasta and noodles. Production techniques will include rolled and extruded doughs, as well as noodle, filled shapes, and dumplings. The various grains, fillings, and production techniques will be introduced. Additionally, the students will produce the sauces appropriate to the pasta type. Students will also learn about the cultural significance and heritage of noodles and dumplings in the countries explored. Regions covered will include dishes from Italy, China, Japan, and Southeast Asia. Prerequisite: CUL 106

CUL 217 – Ice Cream, Custards, and Frozen Desserts
3 credits/4 contact hours
In this course students will explore the theory and production techniques of frozen desserts. Students will gain experience in the making of ice cream, gelato, sorbet, sherbet, frozen soufflé

and mousse, granita, semifreddo and other traditional frozen dessert items. They will explore how to pair frozen desserts with various pastry items as well as proper plating techniques. Also covered will be making frozen desserts for various food allergies and special dietary needs. Prerequisite: CUL 106

CUL 221 - Baking, Pastry and Desserts
4 credits/8 contact hours
This course will entail the study of breads, doughs, custards, meringues, and candies in conjunction with the use of fruits and chocolate. These elements will be used to produce desserts as well as savory applications. Students will learn presentation and decorating techniques that will include dessert sauces, decoration, chocolate and sugar work. Prerequisite: CUL 106

CUL 223 - Specialty Cakes
3 credits/4 contact hours
In this course students will explore advanced topics in the production and decoration of cakes. Cakes will include multi-tiered and novelty designs. Students will also develop advanced decorating techniques involving icings, frostings and fondant. They will gain experience in the production of cakes for special occasions such as weddings and themed events as well as signature cakes suitable for restaurant service. Prerequisite: CUL 221 (can be taken concurrently)

CUL 226 – Advanced Culinary Arts
3 credits/4 contact hours
Students will learn advanced preparations for meats, seafood and poultry. Topics covered will be game meats, variety meats, as well as exotic fruits and vegetables. Also covered will be cooking for populations with special dietary needs, allergies as well as vegetarian cooking and other alternative diets. Techniques of building flavors in sauces and other components will be emphasized. Students will also be exposed to recent trends in food including the local food movement and molecular gastronomy. Prerequisite: CUL 221

CUL 231 - Culinary Operations II
3 credits/3 contact hours
Building on Culinary Operations I, students will learn the application of analytical techniques and use of Profit and Loss statements to control food, labor and inventory costs. This course will explore the importance of marketing concepts, the assessment of customer expectations and the role of technology in a restaurant. Prerequisite: CUL 131

CUL 233 – Chocolates and Confections
3 credits/4 contact hours
In this class, students will explore the theory and techniques of chocolate and confection production. Topics covered will include the handling, production and use of chocolates, sugars, marshmallows, nougats, ganaches, jellies and creams. Students will also examine the uses of modeling chocolate, enrobing and finishing techniques and the designing and production of basic chocolate display pieces. The focus will be on the production of confections for the artisan confectioner and chocolatier. Prerequisite: CUL 221

CUL 241 – European Pastry
3 credits/4 contact hours
This class will focus on the advanced art of European pastry. Students will examine the production of cakes, tortes, pastries and individual desserts using classic pastry techniques developed in European countries including France, Vienna, and Italy. There will be an exploration of classic desserts with a strong focus on plating, garnishing and presentation, as well as the opportunity to use the techniques and preparations to develop unique pastries and specialty desserts. Prerequisite: CUL 221

CUL 262 – Old World Cuisines
3 credits/4 contact hours
A study of cooking techniques and preparations from across Europe. Cuisines covered will include Provençale, Italian regional, Greek, German and Spanish. Students will be exposed to the culinary

traditions of the regions with particular focus on the use of herbs, spices and ingredients that give the cuisines their distinct character. Prerequisite: CUL 221

CUL 264 – New World Cuisines
3 credits/4 contact hours
A study of cooking techniques and preparations from across North and South America. Cuisines covered will include Cajun and Creole, Southern, New England, Mexican, Andean and Argentinian. Students will be exposed to the culinary traditions of the regions with particular focus on the use of herbs, spices and ingredients that give the cuisines their distinct character. Prerequisite: CUL 221

CUL 280 – Distilled Spirits and Mixology Management
3 credits/3 contact hours
This course offers students an advanced understanding of distilled spirits, liqueurs, cocktails and mixology to design and supervise a successful bar operation. Students will learn how to create classic and modern mixed drinks and cocktails, as well as the historic and modern distillation practices, beverage trends, beverage history, inventory controls, and merchandising. Topics will include sensory analysis, cocktail recipe creation and production methods, proper tasting procedures, safe alcohol sales and storage procedures and mixology equipment, techniques, and terminology. Professional mixology techniques and methodologies are introduced and explored through in-class demonstrations. Alcohol liability and server training and industry certification will also be included. Prerequisite: CUL 180

NOTE: Due to its hands-on nature, all students must be 21 years of age or older to enroll in this course. Please note that we periodically ask students to show their government issued ID which must include their date of birth. Educational tastings of all alcoholic beverages will be denied to any persons who are under 21 years of age or cannot produce their ID upon request.

CUL 290 - Culinary Internship
3 credits/3 contact hours
The culinary internship provides students with a hands-on learning experience in the kitchens of area food service operations. The internship will be under supervised conditions and is designed to give students practical experience in a working environment. The student will be required to complete 135 hours of supervised work experience in the industry and submit written assignments. Prerequisite: CUL 156, a cumulative GPA of 3.0, with at least 30 credits earned in the program of study and permission of the Department Chair

ECO 110 - Macroeconomics
3 credits/3 contact hours
This course is concerned with the behavior of economic aggregate, which include total output and income, the price levels and inflation, total employment and unemployment, economic growth, money, the banking system, and the formulation of fiscal and monetary policies in the pursuit of economic stabilization.

ECO 120 - Microeconomics
3 credits/3 contact hours
This course introduces the theory and practice of contemporary microeconomics. The primary focus of this course is on how individuals and societies deal with allocating scarce resources to satisfy the needs and wants of individual members of a society. Furthermore, the course provides better understanding of the various economic forces that affect daily decision-making.

EDU 100– Topics in Education
3 credits/3 contact hours
This course provides an exploration of a particular theme, current topic or issue in the field of education. Topics discussed will be outside of those carried in the catalog on a regular basis. The course may be repeated for credit when the topic varies.

EDU 102 - Introduction to Teaching
3 credits/3 contact hours
This course is designed for students who want to explore a career in K-12 teaching. The course will combine classroom learning with field-based experiences in educational settings. Students will examine historical trends and philosophical perspectives shaping education as well as major issues in the field today, including national and state frameworks for learning. Students will review the varied roles of teachers as they work with students, parents and administrators as well as Maine's teacher certification requirements. Students also will acquire a general knowledge of learning theory and best practice models in the field today. Part of the course will be field-based school experiences. Students must meet the requirements of the fieldwork sites which will often include a criminal background check including fingerprinting. Failure to meet these requirements may result in non-completion of the course.

EDU 105 - Introduction to Exceptionality
3 credits/3 contact hours
The students examine the tenets of the special education law, Individuals with Disabilities Education Act, IDEA. The students study the categorical areas of special education, learning disabilities, emotional/behavioral impairment, attention deficit/hyperactive disorder, giftedness, mental retardation, severe/multiple disabilities, autism, other health impairment, physical disabilities, traumatic brain injury, communication impairments, hearing impairments, and visual impairments. Students explore etiology and diagnosis of the categorical areas and learn methods of educational intervention for each. Students connect the needs of the categorical areas to the mandate for instruction in the regular curriculum.

EDU 160 - Technology in Education
3 credits/3 contact hours
Students in this class study the uses of technology for teachers in pre-K-12 environments. Students will develop technology-based lesson plans and teaching strategies, research and assess established and emerging technology-based classroom tools, and learn computer applications and other technologies for teachers' own organizational use. In accordance with the International Society for Technology in Education (ISTE) Standards for Teachers, the course also addresses the cultural, societal, and pedagogical issues associated with technology use in education.

EDU 206 - Instructional Strategies
3 credits/3 contact hours
Throughout this course students develop an understanding of the value of serving all learners in a learning environment. Students explore modifications, adaptations, motivational techniques and instructional strategies for the learning community based upon individual learner's needs. Students investigate, design and practice a variety of teaching methods for use in any classroom where one may encounter a wide spectrum of diversity and learning styles. Prerequisites: EDU 105 and (ECE 111 or PSY 214)

EDU 215 - Classroom and Behavior Management
3 credits/3 contact hours
This course includes the topics and best practices of classroom management. Students study strategies for reinforcing positive behavior and facilitating community building of learning environments. Students will research behavior techniques to build self-motivation skills and responsibility in the classroom. Successful partnerships between teacher and child and between family and school will be explored. The students will research current strategies to increase the flow of instruction and to minimize inappropriate behavior. The student completes field-related observations and projects to record and to apply appropriate behavior management constructs. Prerequisite: C or better in both ENG 101 and EDU 102

EDU 222 Language and Literacy Development
3 credits/3 contact hours
This course provides an introduction to principles and theories related to language and literacy development, and their application to instruction in the preK-12 classroom. This course includes a school-based field experience. Students must meet the requirements of the fieldwork sites, which usually include a criminal background check and fingerprinting. Failure to meet these requirements may result in non-completion of the course. Prerequisite: EDU 102

ENG 095 - Reading and Writing Workshop
3 credits/3 contact hours
This intensive course is designed to prepare students for college-level reading and writing assignments. Students will learn reading comprehension and critical reading strategies, as they work with articles, essays, and college textbooks. Short writing assignments will focus on basic writing skills, including paragraph development, sentence structure, and mechanics. Prerequisite: Reading Placement.

ENG 101 - College Composition
3 credits/3 contact hours
This course emphasizes the development of writing, analytical reading, and critical thinking skills so that students are able to communicate ideas, formulate arguments, and locate and use credible sources. Students will draft, revise and edit short and long essays, including two short research papers. Prerequisites: Directed self-placement, or C or higher in ENG 095.

ENG 10L – College Composition Tutorial
1 credit /2 contact hours
This lab/tutorial course offers additional time for writing practice, instructor coaching, and attention to individual academic challenges for students concurrently enrolled in ENG 101. This course will be graded pass/no pass. Prerequisite: Appropriate Reading Placement Assessment
Co-requisite: ENG 101 College Composition

ENG 112 – Literature and Writing
3 credits/3 contact hours
In this course, students use writing and discussion as tools for critical thinking about and deeper engagement with literature. Students will study varied forms of literature, including short stories, poetry, and drama, and write informal and formal essays focused on literary texts.
Prerequisite: ENG 101

ENG 201 - Creative Writing
3 credits/3 contact hours
This course introduces students to elements of writing fiction, creative essays, and poetry. Students will complete exercises designed to develop techniques and craft; study literary texts; and develop a portfolio of writing. The course will include frequent workshops in which students read and discuss the writing of their peers. Prerequisite: ENG 101

ENG 205 - Creative Non-Fiction
3 credits/3 contact hours
This course explores the genre of creative non-fiction. Students will read and analyze various forms in this literary genre, including memoir, journalism, nature writing, and practice these forms in their own writing. Prerequisite: ENG 101 or permission of Department Chair.

ENG 211 - Technical Writing
3 credits/3 contact hours
Covers a variety of technical writing and workplace communication tasks, including technical and business correspondence, technical instructions and documentation, proposals, presentations, and technical graphics. Prerequisite: ENG 101

ENG 212 - Business Communications
3 credits/3 contact hours
Provides simulated experience with communications problems students may actually encounter in the business world. This problem-solving approach provides students with the theory, psychology, organization and mechanics of good business letters, memoranda, and reports. Prerequisite: ENG 101

ENG 290 - Writing/Communications Internship
3 credits/3 contact hours
Student interns are placed in a professional setting in which they apply skills in writing and/or multimedia communications to develop materials such as press releases, articles, web texts, profiles and brochures or complete other multimedia projects such as slide shows, podcasts, or short videos. Specific placements will be determined by the skills that students bring to the internship. Students are expected to spend a minimum of 135 hours working in the field and complete written assignments, including a professional resume, that are relevant to the placement. Students will receive a letter grade (A-F) for this class. Prerequisite: ENG 101 and 30 credit hours toward a degree program, with a minimum cumulative GPA of 3.0, and permission of Department Chair.

FIN 110 - Principles of Finance
3 credits/3 contact hours
This course is a basic introduction to the principles underlying financial institutions and financial analysis. Course material includes application of time value of money concepts to valuation of financial instruments, cost of capital concepts, capital structure, dividend policy and other issues in corporate finance. Prerequisite: ACC 111

FIN 115 - Introduction to Financial Markets
3 credits/3 contact hours
Course material involves a survey of how financial markets work, with a special emphasis on U.S. markets. The course is a survey of Wall Street finance, from the financier's point of view. Topics include: Understanding stocks, how Wall Street functions, basic concepts of trading and investing, and an overview of financial instruments: growth stocks, bonds, preferred stocks, money markets, mutual funds, gold, options and technical analysis. Prerequisite: ACC 111

FIN 120 - Introduction to Money and Banking
3 credits/3 contact hours
Course material involves a survey of how the banking system works. The course is taught from the banker's point of view. Topics include: who obtains credit, how much credit is obtainable, who is likely to be denied credit, credit reports, the financial structure of banks, the banking regulatory system, deposit insurance, checking, savings, commercial, residential and consumer lending. Prerequisite: ACC 111

FSW 280 – Forensic Social Work Capstone
1 credit/1 contact hour
The capstone course is a method of summative evaluation in which the student is given an opportunity to demonstrate integrated knowledge and growth in the major. The course will assess a student's cognitive and intellectual growth in their major and the overall academic learning experience. The course will provide an opportunity for students to integrate and apply learning from their academic career in a comprehensive manner through an experiential learning project, paper and presentation to faculty and fellow classmates. Prerequisites: Forensic Social work majors, 54 completed credit hours in the major.

FYE 103 – First-Year Seminar
3 credits/3 contact hours
This is a theme-based course that will focus on the cultivation of skills and behaviors for both college and career success. The course will combine study strategies, college resources, research skills, communication, self-awareness, goal setting and technological competence with the investigation of a topic.

GRN 105 – Topics in Gerontology
3 credits/3 contact hours
This course focuses on special topics or emerging issues in the field of gerontology. Topics discussed will be outside of those carried in the catalog on a regular basis. The course may be repeated for credit when the topic varies.

GRN 290 - Gerontology Internship
3 credits/3 contact hours
The internship experience allows students to actively participate in an agency or organization that serves older adults. It also enables students to implement knowledge from previous course work and to gain practical and real-world experience in the field of gerontology. Students are responsible for making arrangements to establish their internship position with help from the faculty supervisor, spend a minimum of 135 hours working in the field, and complete written assignments related to the experience. Prerequisites: HUS101, PSY212, SOC 212, at least 30 credits earned and a GPA of 3.0 in the program of study, and permission of the Department Chair or designee.

HIS 101 - Western Civilization: From Antiquity to 1715
3 credits/3 contact hours
A basic survey and introduction to the heritage of Western society from the birth of Near Eastern civilization to European early-modern times. Particular attention is given to the ancient civilizations of ancient 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 from social, cultural, political and economic perspectives. This course content covers Western Civilization to 1715. The course also introduces students to historical research methods.

HIS 102 - Western Civilization: From 1715 to the Present
3 credits/3 contact hours
This course is a continuation of HIS 101, Western Civilization to 1715. It is a basic survey and introduction to the heritage of Western society from early modern times to the present. Particular attention is given to the Enlightenment, the Age of Democratic Revolution, the Industrial Revolution, Victorian Europe and the World Wars.

HIS 105 - Topics in History
3 credits/3 contact hours
This course provides an exploration of a particular theme, issue, or time period as it relates to the study of history. The course may be repeated for credit when the topic varies.

HIS 106 – Topics in American History
3 credits/3 contact hours
This course provides an exploration of a particular theme, issue, or time period as it relates to the study of American history. The course may be repeated for credit when the topic varies.

HIS 108 Women in U.S. History
3 credits/3 contact hours
This course will survey U.S. history through the multi-faceted roles women have played in America. Students will examine the unique experiences and contributions of women in the U.S., including their many struggles and accomplishments. The course will explore how history and historians have traditionally cast women in U.S. History and how those perceptions have changed.

HIS 110 - United States History to 1877
3 credits/3 contact hours
A survey of American history covering the political, social, and economic development of the United States through the period of the Civil War and Reconstruction. Students will also complete an independent research project on a specific topic in U.S. history. Prerequisite: ENG 101 recommended

HIS 120 - United States History 1877 to the Present
3 credits/3 contact hours
A survey course of American political, social, and economic development following Reconstruction. Examines the historical experience of the American people through the major ideas and forces that have shaped the nation. Focus is placed on the urban industrial age, liberal political reform, and American world leadership. Prerequisite: ENG 101 recommended

HIS 125 - U.S. Civil Rights: The Struggle for Equality and Justice
3 credits/3 contact hours
This course surveys the journey of civil rights through the literary voices and social movements that framed and fueled the quest for civic equality in U.S. history. Students will engage an overview of the U.S. struggle for equal rights by examining speeches, sermons, music, and movements. Through interaction with literary, audio, and video resources, students will increase not only their understanding of the issues but of the eloquence of public discourse and action required to produce social change. Students will thus enhance their critical thinking, reading, and writing skills in conjunction with gaining appreciation of the challenging nature of civil rights in both historical and contemporary terms. Prerequisite: C or better in ENG 095, or appropriate Reading Placement.

HOS 101 Introduction to Hospitality and Tourism
3 credits/3 contact hours
This survey course will provide an overview of the hospitality and tourism industry and industry career paths. The historical interactions with society as well as economic, legal and ethical challenges of the industry are explored. Topics discussed will include the food service operations, hotel and lodging operations, resort management and trends in tourism. The concepts of customer service, marketing, organization and personnel management will be introduced.

HOS 109 Hospitality Internship I
6 credits/6 contact hours
This first year internship will familiarize students with the operation of a hotel. Students will be required to pass an interview and gain employment at a host property. Working with faculty and their on-site mentor they will progress through the various operations at the hotel gaining valuable on-the-job training and experience. The student will be required to complete 270 hours of supervised work experience in the industry and submit written assignments regarding the work experience. Students will receive a letter grade (A-F) for this class. Prerequisite: Acceptance into the Hospitality Management degree or certificate program is required.

HOS 190 Personnel Management in the Hospitality Industry
3 credits/3 contact hours
In this course students will learn the intricacies of managing personnel in the hospitality industry. Topics covered will include motivational theory, hiring, review, discipline and dismissal practices. Also discussed will be the labor and immigration laws with regard to discrimination as well as employment of minors and foreign workers. Attention will also be paid to standards and resolution regarding employee-guest incidents.

HOS 209 Hospitality Internship II
6 credits/6 contact hours
This second year internship will give students and in-depth knowledge of the managerial aspects of the Hospitality industry. Students will be exposed to the financial aspects of lodging and food & beverage operations. They will learn through on-the-job experience how to conduct night audits, manage room sales an oversee food operations. Students will also receive an introduction to sales and marketing in a hotel setting. The student will be required to complete 270 hours of supervised work experience in the industry and submit written assignment regarding the work experience. Students will receive a letter grade (A-F) for this class. Prerequisite: HOS 109 Hospitality Internship I

HOS 290 Hospitality Internship III
6 credits/6 contact hours
This third year internship focuses on the supervisory and leadership skills necessary to be an effective manager in the Hospitality industry. It also stresses the customer service/guest experience aspect vital to successful operations. Students will learn to supervise and work with employees and anticipate customer needs to meet and surpass expectations. The student will be required to complete 270 hours of supervised work experience in the industry and submit written assignments regarding the work experience. Students will receive a letter grade (A-F) for this class. Prerequisite: Completion of HOS 209 Hospitality Internship II

HUM 101 - Introduction to Humanities
3 credits/3 contact hours
This course serves as an introduction to the major arts that comprise the humanities: literature, theater, music, fine arts, architecture, dance, and film. The course seeks to increase students' appreciation for, and familiarity with, the humanities; provide students with the vocabulary and skills to pursue further investigations into the humanities; and help students use the humanities to deepen their critical thinking skills. Prerequisite: Grade of C or better in ENG 095 or appropriate Reading Placement.

HUM 105 Introduction to American Studies
3 credits/3 contact hours
This course explores major themes in American society and culture through interdisciplinary fields and sources including history, novels, poetry, autobiography, speeches, art, film, photography, music, politics, and popular culture.

HUM 110 - World Religions
3 credits/3 contact hours
This course provides a survey of the major religions that have had a worldwide impact on human history, culture, and civilization. Particular attention will be given to the religious traditions and beliefs of Judaism, Hinduism, Buddhism, Christianity, and Islam. Civil religion, universalism, and the influence of secular culture on religions will be discussed. The course also emphasizes critical thinking skills, interpretation, reasoning, and the expression of ideas in writing. Prerequisite: C or better in ENG 095, or appropriate Reading Placement.

HUM 135 – Arts in America
3 credits/3 contact hours
This course focuses on art forms that have influenced, and been influenced by, American culture. Genres explored include literature, music, fine arts, theatre, and film. Guided by representative themes, students will explore various art forms for their aesthetic, social, cultural, and historical value. The major goal of the class is to lead students to consider what the arts mean to them and to the larger community in which they interact, the role of art in building a national culture, how art helps us to interpret and understand social and cultural upheaval, and methods of understanding the contrast between "popular" and "elite" art. While by no means an in-depth study of the arts in America, the course seeks to introduce varied forms to students and lead them to further exploration on their own.

HUM 201 - Multicultural America
3 credits/3 contact hours
This course takes an interdisciplinary approach to examining multicultural America. Students will study issues related to race relations, ethnicity, gender, and class conflict in contemporary and historical America. Questions to be studied include: What does it mean to be an American in a diverse society? How do we define and discuss ethnic, racial, and class differences? How have newcomers adjusted to, or resisted, the process of Americanization? Why have Americans either welcomed or excluded immigrants? Class resources will include literature, historical texts, film, and other materials. Students will complete an independent project in which they research a relevant, current, or historical issue. Prerequisite: ENG 101

HUM 290 - Museum Internship
3 credits/3 contact hours
Student interns are placed in a museum or museum-like setting (such as a library with special collections or archives). Students apply academic skills in communication, research, and critical thinking, as well as specialized skills applicable to a particular field. Students are expected to spend a minimum of 135 hours working in the field and to complete written assignments, including a professional resume, relevant to the placement. Students will receive a letter grade (A-F) for this class. Prerequisites: ENG 101 and 30 credit hours toward a degree program, with a minimum cumulative GPA of 3.0, and permission of the department chair or designee.

HUS 101 Introduction to Human Services
3 credits/3 contact hours
This course explores multiple aspects of human services including the history, models of service delivery, diverse populations, helping skills, and ethical considerations. There is an emphasis on career options within the fields of behavioral health and gerontology. Students will have the opportunity to explore areas of vocational interest.

MAS 105 - Medical Terminology
3 credits/3 contact hours
This course is designed for the student to learn to build, analyze, spell and pronounce a medical vocabulary based on anatomical systems as they relate to symptoms, pathologic conditions and diagnostic and therapeutic procedures. Word elements, prefixes, and suffixes form the basis for building the medical vocabulary. The course also provides the opportunity to learn common medical abbreviations used in medical documents and reports.

MAS 115 - Medical Office Administration
3 credits/3 contact hours
This course provides an understanding of the administrative functions of a medical office and builds upon the foundations of professionalism, communication skills and management. Students will learn the process of overseeing the physical office, policies and procedures, records and schedules, liability insurance, inventories, equipment, finances, software, file entries for patients, codes and claims, documentation and report generation, electronic medical records (EMR), and transcription.

MAS 120 - Medical Law and Ethics
3 credits/3 contact hours
This course examines medical-legal guidelines, requirements and ethics as related to the Medical Assistant. Students will learn about laws regulating their professional responsibilities, including the acquisition, storage and dissemination of confidential medical information. Topics include consent, the physician-patient relationship, responsibility and rights, guidelines for third party agreements, and professional liability. Health occupation licensure and accreditation of medical facilities will be examined at both the federal and state levels. Prerequisite: Grade of C or better in MAS 105

MAS 150 - Clinical Procedures I
4 credits/3 contact hours
This course develops and defines the student's theoretical knowledge encompassing the principles of infection control and aseptic technique in both medical and surgical asepsis. Taking an accurate medical history and charting/documenting are introduced, as well as standard safety precautions in the office and clinical settings. Vital signs and physical measurements are presented, and an understanding of assisting with physical examinations and minor office procedures are established. Must be taken concurrently with MAS 151. Prerequisites: Grade of C or better in MAS 105 and C or better in BIO 104.

MAS 151 - Clinical Procedures I Laboratory
0 credits/2 contact hours
Preparation and operation of medical equipment, including personal protective equipment (PPE), autoclave, sphygmomanometer, otoscope, ophthalmoscope, and anthropometric measuring equipment. Emphasis will be on proper clinical techniques and procedures, and patient safety. A

mock clinic is included during the course that encompasses the entire skill set learned. Must be taken concurrently with MAS 150. Prerequisites: Grade of C or better in MAS 105 and C or better in BIO 104.

MAS 205 - Medical Insurance and Coding
3 credits/3 contact hours
This course focuses on the support of medical practice finances, third-party billing, processing of claims, and applying managed care policies, procedures and fee schedules. Three types of coding systems and the relationship between procedures and diagnostic codes will be covered. The coding systems include: Current Procedural Terminology (CPT), International Classification of Diseases Clinical Modification (ICD-CM), and the Healthcare Financing Common Procedural Coding System (HCPCS). Prerequisites: Grade of C or better in MAS 105 and C or better in MAS 115.

MAS 225 - Pharmacology
3 credits/3 contact hours
The focus of this course is on the ethical and legal preparation and administration of medication to include classes of drugs, drug forms, drug actions, side effects, emergency use, substance abuse, calculation of dose and immunizations. The preparation and administration of parenteral and non-parenteral medication is presented as well as prescriptions including prescription parts, safekeeping, record-keeping, reordering and controlled substances. The maintenance of immunization records, medication disposal and the principles of intravenous therapy in terms of terminology and theory are discussed. Prerequisites: Grade of C or better in MAS 105 and C or better in BIO 104.

MAS 250 - Clinical Procedures II
4 credits/3 contact hours
This course teaches specimen collection methods and diagnostic testing techniques for Medical Assistants. Venipuncture and capillary puncture methods of blood collection are taught, as well as collecting specimens for urinalysis, microbial and immunological testing. Diagnostic methods include the electrocardiogram and urinalysis. Students are also introduced to the administration of oral and parenteral medications. Nutrition and health promotion are discussed, as well as orthopedic and pediatric techniques. Safety for health providers and patients is emphasized. Must be taken concurrently with MAS 251. Prerequisites: Grade of C or better in MAS 150/MAS 151.

MAS 251 - Clinical Procedures II Laboratory
0 credits/2 contact hours
This course is the laboratory component for Clinical Procedures II. The lab will reinforce the topics covered in the lecture component and will allow students to perform clinical procedures related to those topics. Must be taken concurrently with MAS 250. Prerequisites: Grade of C or better in MAS 150/MAS 151.

MAS 290 - Medical Assisting Practicum
4 credits/4 contact hours
This 160 hour rotation to clinical affiliate sites is the culmination of didactic training. This supervised practicum is set in various ambulatory health care settings wherein the student will perform both administrative and clinical procedures. This is a mandatory practicum for graduation. Prerequisites: MAS 250/251, G.P.A. of 3.0 in program courses, with at least 45 credits earned in the program of study and permission of the Department Chair or designee.

MAT 050 - Basic Math for College
3 credits/3 contact hours
This course is designed to strengthen basic math skills and to provide students with the necessary foundations for mathematics literacy. Topics include a review of arithmetic operations of fractions, decimals, percent's, ratios and proportions, solving linear equations, graphing linear equations, an introduction to basic statistics and operations with right triangles. This course is not designed for students who intend to take College Algebra. This is a pre-college course and credits do not count

toward graduation. Prerequisite: appropriate Mathematics Placement or SAT score.

MAT 051 - Basic Math for College Laboratory
1 credit/2 contact hours
This laboratory provides experience with the concepts and principles covered in MAT 050 Basic College for Math. Exercises relate to lecture topics and prerequisite skills. Must be taken concurrently with MAT 050. This is a pre-college course and credits do not count toward graduation. Prerequisite: Appropriate Mathematics Placement. Co-requisite: MAT 05L

MAT 05L Basic Math for College with Lab
3 credits/3 contact hours
This course is designed to strengthen basic math skills and to provide students with the necessary foundations for mathematics literacy. Topics include a review of arithmetic operations of fractions, decimals, percents, ratios and proportions, solving linear equations, graphing linear equations, an introduction to basic statistics and operations with right triangles. This course is not designed for students who intend to take College Algebra. This is a pre-college course and credits do not count toward graduation. Prerequisite: Appropriate Mathematics Placement. Co-requisite: MAT 051

MAT 065 - Pre College Algebra
3 credits/3 contact hours
This course is designed to improve algebra skills for students who will continue on to College Algebra and algebra-based courses in the future. Topics include solving equalities and inequalities in one variable, graphing linear functions and inequalities in two variables, working with polynomials, rational expressions, and radicals. This is a pre-college course and credits do not count toward graduation. Prerequisite: Appropriate Mathematics Placement Exam score or SAT score.

MAT 066 - Pre College Algebra Laboratory
1 credit/2 contact hours
This laboratory provides experience with the concepts and principles covered in MAT 065 Pre-College Algebra. Exercises relate to lecture topics and prerequisite skills. Must be taken concurrently with MAT 065. This is a pre-college course and credits do not count toward graduation. Prerequisite: Appropriate Mathematics Placement Exam score.

MAT 102 - Topics in Mathematics
3 credits/3 contact hours
This course provides an exploration of a special topic or emerging issue in the field of mathematics. Topics discussed will be outside of those carried in the catalog on a regular basis. The course may be repeated for credit when the topic varies. Prerequisite: MAT 050 or MAT 065 or appropriate Mathematics Placement Exam score.

MAT 118 Quantitative Reasoning
3 credits/3 contact hours
Quantitative Reasoning provides a foundation in critical thinking, problem solving, and mathematical and statistical skills aligned with citizenship, workforce and real-world applications. The goals of the course are to engage students in meaningful mathematical experiences that will increase their quantitative and logical reasoning abilities and strengthen the mathematical abilities that they will encounter in other disciplines. A focus of the course is to develop and support communication and collaboration skills. This course is designed as a gateway course for students entering non-STEM degree programs. Prerequisite: Grade of C or better in MAT 050 or appropriate Mathematics Placement.

MAT 124 - Statistics
3 credits/3 contact hours
This course studies methods of collecting, organizing, summarizing, and presenting data, providing students the opportunity to develop skills using statistical techniques. Topics of study

also include sampling methods, descriptive statistics, probability and probability distributions, normal distributions, confidence intervals, hypothesis testing, inferential statistics, regression, and correlation. Technology will be employed as appropriate. Prerequisite: Grade of C or better in MAT 050 or appropriate Mathematics Placement.

MAT 126 Trigonometry
3 credits/3 contact hours
This course provides some of the tools for those students interested in mathematics, science, engineering, architecture, or manufacturing. Students will learn the basic geometry of angles, triangles, arcs, trigonometric functions, and vectors. The emphasis will be on practical applications. Students are required to bring a scientific or graphing calculator to class.
Prerequisite: Grade of C or better in MAT 065 or appropriate Math Placement

MAT 127 - College Algebra
3 credits/3 contact hours
This course covers variables and symbols; scientific notation; formulas and literal equations; slope, intercepts, and equations of lines; graphs of linear and quadratic functions; graphs of linear inequalities; solving systems of linear equations; polynomials, products and factors; roots, rational exponents, and complex numbers; rational expressions; solving linear, quadratic, and higher order equations; solving linear inequalities; an introduction to exponential and logarithmic functions, and applied problem solving. A scientific calculator is required. Prerequisite: Grade of C or better in MAT 065 or appropriate Mathematics Placement.

MAT 222 - Discrete Math
3 credits/3 contact hours
This course is an introduction to discrete mathematics and presents topics necessary for a study of computer science. Topics will include a study of functions, sets, basic logic systems, combinatorics and probability, and an introduction to proofs. Prerequisite: Grade of C or better in MAT 127 or appropriate Mathematics Placement.

MAT 227 - Pre-Calculus
3 credits/3 contact hours
This is a function-based course focusing on polynomials, rational, exponential, and logarithmic and trigonometric functions. A scientific calculator or graphing calculator is required. Prerequisite: Grade of C or better in MAT 127.

MAT 251 Calculus I
4 credits/4 contact hours
This course is an introduction to the first calculus sequence with topics covering the differential calculus of algebraic, trigonometric, exponential and logarithmic functions. The course will also include an introduction to integration including areas, volumes, the substitution rule and the fundamental theorem of calculus. Prerequisite: Grade of C or better in MAT 227.

MUL 110 - Digital Imaging
3 credits/3 contact hours
This course explores the fundamentals of image editing and object creation. Topics covered in this course include imaging and design methods, pixel manipulation, and use of specific color modes. Students apply graphic techniques using basic concepts of Adobe Photoshop software.

MUL 122 - Digital Illustration
3 credits/3 contact hours
This course introduces students to the fundamentals of illustration in the digital environment using Adobe Illustrator software. Students will explore the various features of vector based drawings using current illustration software. Use of Bezier curves and control of vector based creation tools

will be practiced with an emphasis on the creation of quality digital illustrations.

MUL 125 - Intermediate Graphic Design
3 credits/3 contact hours
This course takes the fundamental concepts and practices of Foundations of Design (ART 126) and Digital Imaging (MUL 110) courses and expands on their application in real world situations. Students use current design software to create graphics and documents for web and print media. An emphasis is placed on developing an understanding of layout and design in the digital environment. Prerequisites: ART 126 and MUL 110

MUL 126 - Typography
3 credits/3 contact hours
This course provides an introduction to the art of typography with an emphasis placed on fundamental type design techniques including: type rendering, letter spacing, type and headline groupings, type relationships, type images and type applications. The course includes letter forms and their use in visual communications, image composition, portfolio development, and critical analysis. This course utilizes current layout and design software. Prerequisite: ART 126

MUL 130 - Motion Graphics
3 credits/3 contact hours
Students study storyboard layout and how it plays a role in animation. Topics covered in this course include design and the design process, animation throughout history, and animation development. Students apply animation techniques using current industry software. Prerequisite: ART 120

MUL 170 - Introduction to Game Development
3 credits/3 contact hours
This course provides an introduction to 3D game design and level editing. Building a game level will show the student several concepts including: aesthetic and game flow considerations, controlling game environment, scripting, texture and model creation/ importing, and shader use. Students will be introduced to the construction and implementation of their own textures and game assets for use in the game, as well as game story development.

MUL 175 - Texturing & Lighting
3 credits/3 contact hours
This course focuses on the visual refinement of 3D lighting, texturing, and rendering. Artistic applications of the lighting and texturing and the difference in final output they create are explored. Students will enhance their knowledge of 3D modeling and animation through the use of realistic textures and the development of atmospheres using various lighting techniques. Prerequisite: MUL 110

MUL 180 - 2D Game Design
3 credits/3 contact hours
This course is intended to describe the basics of 2D game design and level editing. Students will design and create 2D graphics, use specific styles and themes, create animated symbols, action scripting, and use common external code classes to control game play. Students will be focused on the role that scripting plays in games, and adjusting existing code to create their own unique module from the provided code samples. Students will design the game environment and the success of the module to operate as designed.

MUL 200 - Topics in Digital Media
3 credits/3 contact hours
This hands-on course explores a specialized topic in Digital Media. Students will learn the fundamentals of the topic, including general principles and techniques, the use and application of materials and tools, and relevant vocabulary. The goal is to increase the student's awareness of the current techniques and trends in the field of Digital Media. Prerequisite: MUL 110

MUL 202 – Digital Page Layout
3 credits/3 contact hours
This course introduces students to the topic of page layout for print and digital distribution. Students apply digital page layout skills to create the materials most widely required in the communications field. Students are exposed to concepts such as the importance of proper page layout, page layout planning, capturing content, font management and cross platform compatibility, proper image preparation, color management (including spot color specification), and file preparation for output. Also covered will be industry standards, page layout terminology, and page proofing. Prerequisites: MUL 110 and MUL 125

MUL 210 - Advanced Digital Imaging
3 credits/3 contact hours
This course provides advanced techniques using pixel based and vector based image editing software, as well as instruction in computer graphics hardware usage, design and the professional environment. Students will receive training in generating vector graphics for illustrations and preparing work for professional printing. Prerequisite: MUL 110

MUL 225 - 3D Modeling and Character Animation
3 credits/3 contact hours
This course builds upon the concepts of 3D computer modeling and character creation. Students will explore animating characters and creating personality in those characters, with a focus on sketching and development of objects and characters through storyboarding to actual models. Animating through pivot points and the use of bones is practiced and compared. Prerequisite: MUL 110

MUL 230 - Computer Animation
3 credits/3 contact hours
This course explores the history of animation and the impact of digital animation on film making. Students study the process of developing a concept from sketch to screen, building scenes, lighting and texturing, and integration of sound. The fundamentals of animation, such as storyboarding, timing, and staging will be emphasized. Students use industry standard software to create a complete animation. Prerequisite: MUL 130.

MUL 265 - Advanced Computer Animation
3 credits/3 contact hours
This course is the culmination of the animation skills learned in the foundational courses. Students will use skills gained in previous courses to create a project animation as a production team where cooperative and organizational skills are stressed and put into practice. Emphasis is on developing the skills and techniques to create rich, coherent, and impactful animations. Students will refine animations from previous courses for inclusion in their portfolio. Prerequisites: MUL 225 and MUL 230.

MUL 290 - Digital Media Internship
3 credits/3contact hours
This course provides the student an opportunity to integrate classroom theory and knowledge with the daily practices of a firm or studio working in the field of Digital Media. The course is designed to promote professional development by providing challenging and valuable work experience and prepare students for future careers in the animation or graphic design fields. In addition to field work, students are also required work with their faculty sponsor and to submit written assignments on a regular basis. Students are expected to spend a minimum of 135 hours working in the field and complete written assignments related to the experience. Prerequisites: MUL 125 or MUL 225, a cumulative GPA of 3.0, with at least 30 credits earned in the program of study and permission of the Department Chair.

MUS 101 - Music Appreciation
3 credits/3 contact hours
This course explores a variety of music from all eras of the Western music tradition. It seeks to increase students' appreciation for, and familiarity with, the basic building blocks of music and how they are used. Students will develop the vocabulary and listening skills necessary to analyze music, and their personal responses to it. Prerequisite: ENG 101 recommended

MUS 120 - YCCC Chorale
3 credits/3 contact hours
This course provides theoretical and practical musical knowledge by allowing students to participate in a vocal ensemble. Students will learn basic concepts in music theory, and as a group they will practice the skills necessary for successful vocal performances. Coursework will include participation in one or more group performances for the YCCC community. This mixed-voice ensemble is open to all students without audition.

NET 110 - Networking Fundamentals
3 credits/ 3 contact hours
This course introduces students to the terminology, protocols, and standards used in Local Area Networks (LANs) and Wide Area Networks (WANs), including the Internet. Topics include content standards, network reference models, LAN and WAN differences, cabling, network addressing and routing, and methods to secure and manage networks. Prerequisite: Grade of C or better in MAT 065 or appropriate Math Placement.

NET 221 – Network Security
3 credits/3 contact hours
This course provides the student with an in-depth knowledge of the security aspects of TCP/IP networking protocols, and the security tools and techniques used to protect the network. Some topics covered in this course include: firewalls, remote access, virtual private networks, intrusion detection systems, and data auditing tools. Prerequisite: NET 110.

NUR 126 - Dosage Calculations
2 credit/2 contact hours
This course is required for students interested in a nursing program. It focuses on mathematical calculations used by nurses in the clinical setting. Students must possess basic math skills (knowledge of decimals, fractions, metric system, conversion between systems of measurement, ratio-proportion, and ability to do basic algebraic equations) required for medication calculations. This course will emphasize safety and accuracy required for medication administration. It will include clinically based problems that provide students with the practice needed to master clinical calculations. A simple use calculator is permitted but not required. Prerequisite: Grade of C or better in MAT 050 or appropriate Mathematics Placement.

PHI 102 - Ethics and Contemporary Society
3 credits/3 contact hours
This course introduces students to classical, historical, and contemporary perspectives on the theory and practice of ethics. Students will apply this knowledge by examining a variety of contemporary personal, social, and professional ethical issues and problems, and by practicing methods for arriving at ethical solutions and decisions. The course emphasizes critical thinking skills and reasoning, and the expression of ideas in writing. Prerequisite: ENG 101

PHY 151 - General Physics I
4 credits/5 contact hours
This course is a laboratory-based introduction to physics for college students. Topics covered include measurement, kinematics and force, dynamics, work and energy, impulse and momentum, motion, and fluids. Students are required to bring a scientific or graphing calculator to class. Prerequisite: MAT 126

PMT 110 – Precision Machining I
4 credits/8 contact hours
Students will be introduced to basic precision machining theory and operation as well as the importance of workplace and machine safety. The course will focus on the development of best work practices and the principles of Lean Manufacturing. The fundamentals of precision measuring, layout, hand tool, lathes, drill press, and milling will be covered. The course will discuss a variety of general industry safety and health hazards that a worker may encounter. The course will stress hazard identification, avoidance, control and prevention and will include how to identify, abate, avoid and prevent job related hazards. Successful completion of the course will include students receiving the 10 hour card from the OSHA Training Institute.

PMT 125 - Principles of CNC
3 credits/5 contact hours
This course will introduce students to the fundamentals of Computer Numerical Control (CNC) machines, machine terminology and equipment. Students will learn the basics of manual programming, using G and M codes, and operating CNC machines.

PMT 150 Precision Machining II
4 credits/8 contact hours
This course is the second in the sequence of four precision machining courses. In this course, students apply the manual machine operations skills with a focus on threading processes and intermediate milling methods. The course emphasizes the application of geometric tolerances according to ASME Y14.5 standards. Business models will be explored to develop an understanding of manufacturing management methods. The course reinforces safe work habits. Prerequisites: PMT110 and CAD115

PMT 175 CNC Programming and Operations I
3 credits/5 contact hours
This course offers in-depth experiences in advanced set-up, quality control methods, and process planning on both turning and machining centers. Students work in a project based environment using G&M code programming and canned cycles to create CNC programs from engineering drawings. Topics include the science of metal cutting, advanced cutting tool materials, and high temperature usage of carbide tooling. Students will utilize the practical application of fixture design and rapid set ups on the CNC machines for small lot sizes. Prerequisites: PMT 110 and PMT 125 and CAD 115

PMT 180 Introduction to Computer Aided Manufacturing (CAM)
3 credits/5 contact hours
This course is designed to provide students with a thorough understanding of computer aided manufacturing (CAM) and design (CAD/CAM) software, specifically Mastercam. Students will learn to create, modify, manipulate, and import geometry. Manufacturing/machining processes will be applied to that geometry along with tools, speeds, and feeds for tool path simulation and verification.

PMT 200 - Topics in Precision Machining
3 credits/3 contact hours
This course explores a specialized topic in the field of precision machining. Students will learn the fundamentals of the topic, including general principles and concepts, the use and application of materials and tools, and relevant vocabulary. Topics discussed will be outside of those carried in the catalog on a regular basis. The goal is to increase the student's awareness of current and emerging trends in precision machining and manufacturing. Prerequisites: PMT 110 and PMT 125

PMT 210 Precision Machining III
4 credits/8 contact hours
This course examines the set-up and use of fourth and fifth axes on the vertical milling machine and the associated application to the CNC machining center. Students will machine assigned parts and assemblies based on blueprint specifications using auxiliary views. Each student will fabricate,

set-up and use fixtures of their own design to produce assigned parts and assemblies. Prerequisite: CAD 107 and PMT 150

PMT 214 - Metrology and Quality Control
3 credits/3 contact hours
This course is designed to provide students with the concepts and hands on measuring practices of precision measurement and quality control needed in the modern machine shop. Topics include direct and indirect measurements, contact and non-contact gaging, angular measurement, and hardness testing. The fundamentals of geometric dimensioning and tolerancing and how they relate to the coordinate measuring machine (CMM), along with blueprint reading as related to inspection are emphasized. Prerequisites: CAD 115

PMT 215 CNC Programming and Operations II
3 Credits/5 contact hours
This course utilizes advanced process planning skills, fixture based set-ups and the control of multiple coordinate systems for the production of complex parts and assemblies, utilizing Computer Aided Design and Computer Aided Manufacturing, (CAD/CAM) software. Concepts and commands introduced include extracting machinable features, selecting a machine and cutting tools, defining machining parameters, generating and simulating toolpaths to generate and output complex Computer Numerical Control (CNC) programming language, based on the automatic incorporation of canned cycles for support of physical machining. Prerequisites: CAD 107, PMT 150, and PMT 175

PMT 250 Precision Machining IV
4 credits/8 contact hours
This course is the final of four precision machining courses. In this course, students apply processing, planning, and machining skills to complete a complex capstone project. Students perform multiple set-ups on various machines, produce documents for quality control sampling, design inspection techniques, and complete the project on time and on budget. Students work as a team to successfully plan, document, machine, assemble, and maintain a project log of processes used to create the capstone project. Particular emphasis is placed on the application of skills acquired through all previous courses taken as part of the PMT program. Prerequisites: PMT 210 and PMT 215

PMT 290 – Precision Machining Technology Internship
3 credits/3 contact hours
This course provides the student an opportunity to integrate classroom theory and knowledge with the daily practices of a work environment of a company in the precision machining industry. The course is designed to promote professional development by providing challenging and valuable work experience and prepare students for future careers in the field. In addition to field work, students will also be required to work with their faculty sponsor and to submit written assignments on a regular basis. Students are expected to spend a minimum of 135 hours working in the field and complete written assignments related to the experience. Prerequisites: PMT 150 and PMT 175, a cumulative GPA of 3.0, with at least 30 credits earned in the program of study and permission of the Department Chair.

POS 101 - American Government
3 credits/3 contact hours
This course examines the American system of government: its political institutions, as well as the processes and problems of government. Focus is on the federal government with special attention paid to the roots of the federal system and the development of the Constitution. Students will study the role of the three branches of government in the resolution of modern political issues.

POS 105 - Introduction to International Relations
3 credits/3 contact hours
This course will examine the structures, processes, and issues that shape contemporary international relations. Topics include national and international security in the Post-Cold War era;

problems of the international political economy; the impact of terrorism; international conflict resolution, human rights, and global environmental politics.

POS 115 - Topics in Political Science
3 credits/3 contact hours
This course focuses on special topics or emerging issues in the field of political science. Topics discussed will be outside of those carried in the catalog on a regular basis. The course may be repeated for credit when the topic varies.

POS 290 - Government Internship
3 credits/3 contact hours
The purpose of this course is to assist students in developing basic skills, understanding, and practical applications related to the possibilities and problems of democracy in the tradition of the United States government and citizenship. This internship is designed for placement in a local, state or federal level office. Combining real life experience with reading, research, and reflection, the internship endeavors to nurture both academic analyses and professional skills pertaining to the practice of public service in the elective political arena. Students will spend a minimum of 135 hours working in the field, and complete written assignments related to the experience. Students will receive a letter grade (A-F) for this class. Prerequisite: Liberal Studies majors with at least 30 credits earned in the Liberal Studies program, and a GPA of 3.0, and permission of the department chair or his/her designee.

PSY 101 - Introduction to Psychology
3 credits/3 contact hours
This course is an introduction to the study of human behavior and its application to everyday situations. Among the topics discussed are the biological foundations of behavior, sensation and perception, consciousness, human development, learning, memory, cognition, personality, psychological disorders, and social psychology.

PSY 200 - Topics in Psychology
3 credits/3 contact hours
This course focuses on special topics or emerging issues in the field of psychology. Topics discussed will be outside of those carried in the catalog on a regular basis. The course may be repeated for credit when the topic varies. Prerequisite: PSY 101

PSY 202 - Social Psychology
3 credits/3 contact hours
This course focuses on the theories, research methods, and the status of scientific knowledge about social influences on human behavior. Topics include social psychological approaches to social influence, social perception and cognition, attitudes, group dynamics, prejudice, conformity, obedience, aggression and prosocial behavior. Prerequisite: PSY 101

PSY 206 – Human Sexuality
3 credits/3 contact hours
This course is an evidenced-based survey of the psychological, biological, and sociological aspects of human sexuality. Topics include sexual behavior, sexual relationships, reproduction, sexually transmitted diseases, and sexual coercion. Prerequisite: PSY101

PSY 210 - Psychology Across the Lifespan
3 credits/3 contact hours
This course focuses on the theories, research methods, and the status of scientific knowledge about human development across the lifespan. Topics include the interplay of psychological and environmental factors in physical, cognitive, social and personality development from birth through adulthood. Prerequisite: PSY 101

PSY 212 – Psychology of Aging
3 credits/3 contact hours
This course will provide an overview of the major theories, issues and research in the scientific study of aging. The interplay of biological and cognitive factors, interpersonal relationships, social

structure, and cultural values in shaping the individual's development in older adulthood will be examined. Prerequisite: PSY 101

PSY 214 - Child Development
3 credits/3 contact hours
This course is an introduction to the science of human development from infancy through adolescence. The course will examine children's physical, cognitive, and emotional development, including the social and cultural contexts of development. Prerequisite: PSY 101

PSY 220 - Health Psychology
3 credits/3 contact hours
Students will be introduced to the importance of the mind and body interaction and how psychological functioning and medical conditions impact each other. Topics covered will include depression, stress, disease-prone and disease-resistant personalities, and psychoneuroimmunology. Also covered will be the use of psychological techniques to improve behaviors for wellness including sleep, nutrition, and social support. Such methods of treatment will include cognitive therapy, relaxation, meditation and behavioral goal setting. Prerequisite: PSY101

PSY 226 - Forensic Psychology
3 credits/3 contact hours
This course will focus on the application of psychological principles to the legal system and understanding criminal behavior from a psychological perspective. Topics will include the psychology of crime and aggression, juvenile delinquency, criminal profiling, and the legal system's procedures relevant to the right of defendants, victims, children and mental patients. Prerequisite: PSY 101

PSY 228 - Addiction and Substance Abuse
3 credit hours/3contact hours
This course provides an overview of four primary aspects of addiction: the physiology of drug abuse and chemical addiction, the assessment and diagnosis of chemical dependency, the treatment of addictive disorders, and topics focused on other forms of addiction. Various causes of addiction including family functioning, genetics, and cultural/societal influences will also be examined. Prerequisite: PSY101

PSY 230 - Abnormal Psychology
3 credits/3 contact hours
This course examines the major diagnostic, etiologic, and treatment issues for mental health disorders identified in the Diagnostic and Statistical Manual of Mental Disorders. Specifically, the course will examine disorders related to anxiety, stress and trauma, mood, schizophrenia, eating and substance abuse, memory and organic dysfunctions, and personality. The concepts of normality and abnormality will also be explored along with related legal, ethical, and sociocultural issues. Prerequisite: PSY 101

PSY 232 - Introduction to Counseling
3 credits/3 contact hours
An introduction to various theories of behavior change, including dynamic, behavioral, cognitive, humanistic, and existential approaches to therapy. Individual, group, and family therapies will be discussed. Prerequisite: PSY 230 (can be taken concurrently)

PSY 234 - Trauma and Recovery
3 credits/3 contact hours
This course will provide an overall theoretical basis for trauma assessment and intervention. Students will learn concepts of trauma theory, treatment options, and stages of recovery. The psychological and biological effects of trauma will be examined and clinical outcomes for the major trauma-specific disorders will be explored. Prerequisite: PSY 230 (may be taken concurrently)

PSY 235 - Introduction to Art Therapy
3 credits/3 contact hours
This course focuses on the philosophy, history, theory and experiential practice of art therapy. Students will engage in art making activities as a way to explore the creative process and its benefits in a therapeutic setting. Special attention will be paid to creative expression as a catalyst for both change and personal insight. Art therapy does not require artistic training or skill so there is no artistic background necessary. Prerequisite: PSY101

PSY 244 - Psychosocial Rehabilitation
3 credits/3 contact hours
This course will examine psychosocial rehabilitation as a core organizing principle of all behavioral health care. The philosophies and values of psychosocial rehabilitation and their application in essential client services will be examined with a focus on diagnosis, treatment options, and recovery models. Attention will be given to the experience of disability, components of service delivery, and the importance of collaborative planning. Prerequisite: PSY 230

PSY 252 - Mental Health and Aging
3 credits/3 contact hours
This course will provide an overview of the major mental health illnesses experienced by older adults including depression, dementia, and delirium. The course will review the biological markers as well as sociocultural impact of mental illnesses for this population. Additionally, a focus will be placed on healthy aging and mental health. Prerequisite: PSY 101

PSY 280 - Positive Psychology
3 credits/3 contact hours
The course is an introduction to the theories, concepts and practice of positive psychology. Positive psychology is the scientific study of psychological strengths and optimal functioning, including (1) positive subjective states such as happiness, satisfaction, love and contentment; (2) positive individual traits such as courage, honesty, wisdom and resilience; and (3) positive institutions such as healthy families, work environments and communities. Prerequisite: PSY 101

PSY 290 - Psychology Internship
3 credits/3 contact hours
The internship experience allows students to actively participate in a human service agency, community organization, educational environment, or other situation relevant to their professional goals and growth. It also enables students to implement knowledge gained in previous course work and to refine skills for effectively working with individuals and groups in efforts to address actual needs in the community. They will experience the policies, structures, and functions of a social service organization. Students are responsible for making arrangements to establish their internship position with help from the faculty supervisor, spend a minimum of 135 hours working in the field, and complete written assignments related to the experience. Students will receive a letter grade (A–F) for this class. Prerequisites: HUS 101 and PSY 101, and a G.P.A. of 3.0 in program courses, with at least 30 credits earned in the program of study, and permission of the Department Chair or designee.

PSY 292 - Advanced Psychology Internship
3 credits/3 contact hours
The advanced psychology internship provides students with a strong interest in psychology who have already completed one internship the opportunity to continue developing their skills by taking on increased responsibility at their PSY290 site or exploring a new learning experience at a different site. The focus will be on building off of the knowledge the student acquired during their first internship by engaging in activities that require more clinical expertise. There will be an emphasis on self-exploration, self-assessment, and autonomy both in the field and via the academic component linked to the course. Students are expected to spend a minimum of 135 hours working in the field and complete written assignments related to the experience. Students will receive a letter grade (A-F) for this class. Prerequisites: PSY290, a G.P.A. of 3.0 in program

courses with at least 36 credits earned in the program of study, and permission of the Department Chair or designee.

SCI 100 — Topics in Science
3 credits/3 contact hours
This course provides an exploration of a special topic or emerging issue in the field of science. Topics discussed will be outside of those carried in the catalog on a regular basis. The course may be repeated for credit when the topic varies.

SCI 101 - Introduction to Environmental Science
3 credits/3 contact hours
This course is an introduction to the basic principles of environmental science. Topics include basic ecology, biodiversity, finite resources such as air, water, and energy, waste management, sustainability and global change. The effects of human impacts are addressed within ecological, social, political and economic contexts. Classroom discussions and projects will focus on current local, state, national, and international issues. Over the course of the semester, students will develop skills in gathering and assessing information concerning specific environmental issues, identifying and evaluating options to deal with those issues, and understanding the implications of each of those options.

SOC 101 - Introduction to Sociology
3 credits/3 contact hours
This course analyzes the social and cultural forces, which govern human behavior. Topics include social interaction and organization, socialization processes, primary groups and the family, collective behavior, population, and ecology.

SOC 136 Race, Gender, Class, and Ethnicity
3 credits/3 contact hours
This course will examine diversity through the perspective of multiple dimensions including race, ethnicity and national origins, gender and gender identity, sexuality, class and religion. Discrimination in housing, employment, banking, the criminal justice system and other institutions will be examined. The coursework will provide opportunities for students to become aware of their own beliefs, biases and prejudices and discuss both personal and social responsibility to create inclusive communities in an increasingly complex world.

SOC 201 - Sociology of the Family
3 credits/3 contact hours
Explores the family from historical, contemporary and cross-cultural perspectives. Familial relationships throughout the life span are explored within the context of the following topics: gender roles and power within the family, choice of partners, marriage, alternative life styles, parenting, domestic violence, divorce and remarriage. Prerequisite: SOC 101

SOC 210 - Social Problems
3 credits/3 contact hours
This course will develop students' skills of critical analysis through the application of sociological principles to current social issues. Examples of issues which may be examined are: stratification and inequality around the globe, poverty, health care, homelessness, aging, racial/ethnic conflict, gender roles and national and global conflict. Prerequisite: SOC 101

SOC 212 – Sociology of Aging
3 credits/3 contact hours
This course will provide an overview of human aging in a broad socio-cultural context. Course topics will include demographics of aging, theories of social gerontology, cross-cultural perspectives on aging, and major issues of aging in society today. Prerequisite: SOC 101

SOC 232 - Death and Dying
3 credits/3 contact hours
This course provides a basic background on historical and contemporary perspectives on death and dying. Topics include attitudes toward death and preparation for death; the understanding of

and care for the terminally ill; funeral rites; burial, mourning and grief practices; grief counseling; suicide and euthanasia. Attention will be given to American practices regarding death, as well as cross-cultural interpretation. Prerequisite: SOC 101 or PSY 101

SPE 101 - Oral Communications
3 credits/3 contact hours
An introduction to public speaking that emphasizes building confidence, audience analysis, and the preparation, delivery and evaluation of informative, persuasive and special occasion speeches. Students will also study non-verbal communication, bias-free language, and the effective integration of technology aids into presentations and will prepare bibliographies to document sources.

SWO 110 Introduction to Victim Advocacy (cross referenced with CJS 110)
3 credits/3 contact hours
This course in an introduction to victim advocacy and successful completion leads to certification, at the provisional level, as a Victim Advocate by the National Advocate Credentialing Program. The course explores topics related to advocacy through both a criminal justice and human service lens including: legal terminology and processes in the criminal and civil justice system, victims' rights legislation, cultural competency, trauma, crisis intervention, and ethics.

SWO 150 - Introduction to Social Work
3 credits/3 contact hours
This course is an introduction to the profession of social work. Students are introduced to the core values and related code of ethics of social work and are exposed to issues of diversity, oppression, and social justice. The practice of social work is considered from the perspective of a collaborative strengths-based model working with complex social service systems. The course familiarizes students with various roles, functions, and tasks that social workers perform in a variety of settings and acquaints students with the primary skills and practices of professional social work.

THE 123 – Introduction to Theater
3 credits/3 contact hours
This course serves as an introduction to theater from the actor's perspective. The course will explore several fundamental areas of theater, including improvisation, pantomime, voice, and method acting, and students will participate in performance exercises as a way to deepen their understanding of theatrical practices. The course will also examine historical theater movements to understand the origins of the theatrical conventions used today.

THE 130 – Introduction to Acting
3 credits/3 contact hours
This course introduces students to the art of acting for the theater. The course explores fundamental aspects of the craft, including vocal, physical, and emotional tools. Students will participate in performance-based exercises; prepare for, and act in, dramatic and comedic scenes; and give and receive feedback on performative technique. Students will also study script analysis and character interpretation.

VET 101 - Introduction to Veterinary Technology
3 credits/3 contact hours
The course will examine the role of the veterinary technician in the workplace. Students will do an analysis of employment opportunities and areas of specialization as well as related concepts in ethics, professionalism and laws and regulations governing veterinary technicians. Students will get an introductory view of animal handling and husbandry concepts, veterinary clinic management topics and an introduction to veterinary clinical laboratory procedures, animal nutrition and breeding. Students will be expected to complete a four hour job shadow experience at a veterinary clinic of their choice.

VET 110 Animal Nutrition
2 credits/2 contact hours
This course will cover aspects of nutrition for large and small animals. The digestive process will

be studied as well as the utilization of nutrients by animals. The importance of vitamins, minerals, proteins, fiber and other forms of energy will be covered. Students will study how feed rations are calculated and practiced for large and small animals diets. These concepts will be applied to both animal management and veterinary care environments covering the Essential Skills required by the American Veterinary Medical Association's (AVMA) Committee on Veterinary Technician Education and Activities for Veterinary Technician students. Prerequisite: Grade of C or better in MAT 050 or appropriate Mathematics Placement.

VET 120 - Veterinary Pharmacology
3 credits/3 contact hours
This course will examine the fundamentals of pharmacology as it relates to the veterinary technician. This class looks at the effects of different drugs on the animal body and their uses for combating various ailments. Future veterinary technicians and technologists learn about drug recognition, labeling and packaging, calculating and measuring appropriate dosages for each animal, and administering, storing and inventorying pharmaceuticals. Students will also study normal and abnormal responses to therapeutic agents. This course may involve field work. Prerequisites: Grade of C or better in Math 118, BIO 124/125 and VET 101. This course is only available to students in the Veterinary Technology program.

VET 125 - Clinical Methods I
4 credits/3 contact hours
This course is an introduction to clinical skills, laboratory equipment and veterinary nursing procedures. Part or all of this course will meet at an off campus location. Topics include the care and handling of small animals, animal restraint, physical examinations, specimen collection, medication administration and other clinical nursing skills. Laboratory procedures include urinalysis, parasitology and cytology as well as any other topics related to essential AVMA skills assigned as course content. Students will practice skills using models and live animals where appropriate. This course must be taken concurrently with VET 126. Prerequisites: Grade of C or better in Math 118, BIO 124/125 and VET 101, as well as permission from Department Chair or designee. This course is only available to students in the Veterinary Technology program.

VET 126 - Clinical Methods I Laboratory
0 credits/3 contact hours
Laboratory exercises in this course will relate to the topics covered in VET 125 Clinical Methods I. Part or all of this course will meet at off campus locations and students must provide their own transportation. Using models and live animals where appropriate, students will gain experience in animal handling, basic veterinary nursing and laboratory skills in preparation for their first practicum experience. This course must be taken concurrently with VET 125. Prerequisites: Grade of C or better in Math 118, BIO 124/125 and VET 101, as well as permission from Department Chair or designee. This course is only available to students in the Veterinary Technology program.

VET 190 - Veterinary Practicum I
3 credits/3 contact hours
This course provides the veterinary technology student the opportunity to put into practice concepts and techniques learned in program courses as required by the American Veterinary Medical Association's (AVMA) Committee on Veterinary Technology Education and Activities. Students must meet the Essential Functions for Veterinary Technicians as defined by the AVMA. Students will be responsible for locating a veterinary practice willing to host the 135 hour practical experience. This Practicum cannot be completed at a current place of employment and students cannot receive compensation for time spent in the Practicum. The student will be required to engage in the collaborative process of negotiating the memorandum of understanding regarding their accountability during the time spent at the practice as it relates to professional behavior and responsibilities. The course instructor will supervise students to witness proficiency in any outstanding essential skills and to facilitate discussions with all students to compare and contrast techniques and learning experiences. Prerequisites: Grade of C or better in Math 118 and a 3.0 average in all program courses including VET 101, VET 110, BIO 124/125, VET 120, VET 125/126

and BIO 134/135. This course is only available to students in the Veterinary Technology program and requires permission of the Program Director.

VET 215 - Laboratory Animal Medicine
2 credits/3 contact hours
This course focuses on laboratory and exotic animal husbandry, handling, restraint, and specific problems encountered with laboratory and exotic animals. The student will learn proper feeding and common management practices, including sanitation and disease prevention, in a clinical or zoological setting. The student will also review common diseases of laboratory and exotic animals. This course is designed to provide knowledge and skills required for veterinary technicians Students will get an introductory view of animal handling and husbandry concepts, veterinary clinic management topics and an introduction to veterinary clinical laboratory procedures, animal nutrition and breeding. Students will be expected to complete a four hour job shadow experience at a veterinary clinic of their choice and will require field work. Prerequisites: Grade of C or better in Math 118, VET 101, VET 110, BIO 134/135 and VET 125/126. This course is only available to students in the Veterinary Technology program.

VET 220 Large Animal Management
3 credits/2 contact hours
The handling, care and restraint of large animals will be taught in this course. Part or all of this course will meet at an off campus location. Preventative medicine, common medical and surgical procedures, nutritional requirements, veterinary nursing skills, safety and humane issues will be covered as well as any other topics related to essential American Veterinary Medical Association (AVMA) skills assigned to this course. This course must be taken concurrently with VET 221. Prerequisites: Grade of C or better in VET 101, VET 110, VET 125/126, BIO 134/135. This course is only available to students in the Veterinary Technology program.

VET 221 Large Animal Management Laboratory
0 credits/2 contact hours
This laboratory provides experience with the concepts and principles covered in VET 220. Part or all of this course will meet at an off-campus location. The laboratory sessions will take place at local farms. This course must be taken concurrently with VET 220. Prerequisites: Grade of C or better in VET 101, VET 110, VET 125/126, BIO 134/135. This course is only available to students in the Veterinary Technology program.

VET 224 Clinical Methods II
4 credits/3 contact hours
The student will study surgical nursing and anesthesiology in this course. They will learn the administering and monitoring of anesthesia, surgical assisting, record keeping and preparation/ maintenance of the surgery room and instruments as well as any other topics related to essential American Veterinary Medical Association (AVMA) skills assigned to this course. Part or all of this course will meet at an off campus location. Technician utilization and team concepts of health care delivery will be covered. This course must be taken concurrently with VET 225. Prerequisites: VET 190. This course is only available to students in the Veterinary Technology program.

VET 225 Clinical Methods II Laboratory
0 credits/3 contact hours
Laboratory exercises will relate to the topics covered in VET 225 Veterinary Clinical Methods II. Students will gain advanced animal handling and laboratory skills in order to prepare for final practicum experience. Part or all of this course will meet at an off-campus location. This course must be taken concurrently with VET 224. This course is only available to students in the Veterinary Technology program. Prerequisite: VET 190

VET 226 Veterinary Imaging and Dental
3 credits/3 contact hours
This course will provide the student with the principles and practice of veterinary medical radiology, handling animals for a radiologic exam, radiographic exposure and developing techniques as well

as any other topics related to essential American Veterinary Medical Association skills assigned to this course. Part or all of this course will meet at an off-campus location. The use of ultrasound, Computed Tomography (CT) and Magnetic Resonance Imaging (MRI) in veterinary medicine will be introduced. Dental care of dogs and cats will be covered including dental charting, prophylactic dental care and dental disease. Labs will allow the student to perform anesthesia and dental prophylaxis in the clinical setting. Prerequisites: VET 190. VET 224 must either be completed or taken concurrently. This course is only available to students in the Veterinary Technology program.

VET 230 Veterinary Clinical Pathology
4 credits/3 contact hours
Students will study laboratory techniques and procedures used in evaluating veterinary clinical samples. This will include hematology, urinalysis, parasitology, cytology, serology, microbiology, blood coagulation, blood biochemistry, and immunologic tests as well as any other topics related to essential American Veterinary Medical Association (AVMA) skills assigned to this course. The veterinary technician's role in sample collection, sample storage and handling and performance of analytic procedures will be emphasized. Skills are developed in the use of laboratory equipment, laboratory safety and quality control. Part or all of this course will meet at an off-campus location. This course must be taken concurrently with VET 231. Prerequisite: VET 190

VET 231 Veterinary Clinical Pathology Laboratory
0 credits/2 contact hours
Laboratory exercises will relate to the topics covered in VET 230 Veterinary Clinical Pathology. Students will gain experience in handling and evaluating veterinary clinical samples, testing kits and equipment. Part or all of this course will meet at an off-campus location. This course must be taken concurrently with VET 230. Prerequisite: VET 190

VET 240 Animal Medicine
3 credits/3 contact hours
Diseases of large and small animals will be presented and will include infectious and noninfectious diseases. Transmission, clinical signs, treatment and prevention will be covered as well as any other topics related to essential American Veterinary Medical Association skills assigned to this course. Students will be expected to develop an understanding of disease control and effective client education communication techniques. Prerequisites: VET 190

VET 290 Veterinary Practicum II
4 Credits/Contact hours 165 - 185 required
This course provides the veterinary technology student the opportunity to put into practice concepts and techniques learned in program courses as required by the American Veterinary Medical Association's (AVMA) Committee on Veterinary Technology Education and Activities. Students must meet the Essential Functions for Veterinary Technicians as defined by the AVMA. This is a continuation of the applied practicum experience. Students are required to complete a maximum of 185 hours at a clinical site with up to 20 hours reduced if the student has completed essential skills prior to start of practicum. Under the supervision of veterinarians, the student will increase skill level and confidence as a veterinary technician and complete the remaining essential skills required by the AVMA in order for the successful student to sit for the Veterinary Technician National Exam. Prerequisites: Cumulative GPA of 3.0 or better in program courses and no grade lower than a C in VET 190, VET 215, VET 220/221, VET 224/225 and VET 230/231 as well as permission of the Department Chair or designee. VET 226 and VET 240 must be completed or taken concurrently.

WEB 131 – Web Development I
3 credits/3 contact hours
This hands-on course covers the fundamentals of developing and authoring a web site from initial design to implementation. Course topics include markup and display languages such as Hypertext Markup Language (HTML), as well as presentation languages such as Cascading Style Sheets

(CSS). The course focuses on the use of current industry best practices to develop web sites for accessibility and usability.

WEB 133 – Web Development II
3 credit hours/3 contact hours
This course builds on the foundations of web development covered in WEB 131, and incorporates the advanced techniques to create vibrant, dynamic, web sites. Topics covered include: dynamic hypertext markup languages, advanced presentation techniques, client-side scripting including JavaScript, and using existing web services. Prerequisite: WEB 131.

WEB 215 – Web Systems and Programming
3 credit hours/3 contact hours
This course covers the design, implementation and testing of web-based applications including related client- and server-side programming languages, databases, interfaces and using digital media. Following an introduction to the underlying web protocols and technologies, students will learn to create dynamic web applications that perform a variety of server-side programming functions, such as HTML forms and database processing. The course also covers social, ethical and security issues arising from the expanding use of web-based applications. Prerequisite: CIS 133.

college directory

Board of Trustees

YCCC is part of a seven-campus system of community colleges and is administered by the Maine Community College System under the authority of the Board of Trustees. It is a public, non-profit institution supported by student fees, state legislative appropriations, federal funds and private funding.

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YCCC Foundation

The YCCC Foundation is a non-profit organization established in 1995 with a mission to encourage and advocate for the expansion of educational resources by developing private and public support of York County Community College and its mission. The YCCC Foundation is the preferred channel for private gifts to the College, through annual giving programs, planned gifts, and major or special campaigns. Gifts to the Foundation qualify for the maximum tax deduction allowed under the law. The Foundation Board of Directors is comprised of business and civic leaders committed to advancing the goals of the college community.

2020-21 York County Community College Foundation Board of Directors

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Betty J. Olson/Senior Vice President – *Camden National Bank*

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Michael Fischer, Ed.D/President – *York County Community College*
Barbara Owen/Chief of Staff – York County Community College

Faculty and Staff

Bernadette Alie, (2016) Librarian, B.A. College of the Atlantic, M.L.I.S. San Jose State University

Donna Andrews, LVT (2021) Faculty Veterinary Technology A.A.S. York County Community College

Paul Archer, (2014) Information Systems Specialist II, A.A.S. York County Community College

Julie Bodkin (2021) Department Chair Veterinary Technology and Animal Care and Management, B.S. Ursinus College, D.V.M., Atlantic Veterinary College

Levi Boudreau (2021) Enrollment Coordinator, B.S. Secondary Education with a concentration in English, M.Ed in Student Development in Higher Education, University of Maine:

Stacy Chilicki, (2011) Director of Marketing & Communications, B.A. Keene State College

Tracey Cornell, (2009) Acting Dean of Academic Affairs,Department Chair/Faculty Criminal Justice, B.S. Northeastern University, M.A. University of Massachusetts - Lowell

Keith Cummings, (2017) Accountant II, A.A.S. York County Community College, B.S. Carnegie - Mellon University

David P. Daigle, (2000) Financial Aid Director, B.A. University of Maine - Presque Isle

Claudette Dupee, (2007) Student Success Coach, B.A. University of Connecticut

Danielle Ebbrecht, (2012) Student Success Commons Director, B.A. Gettysburg College, M. Ed. Azusa Pacific University

Samuel Ellis, (2011) Dean of Finance & Administration, B.S. University of Maine – Machias, M.B.A. Thomas College

Dianne Fallon, (1996) Department Chair/English, Faculty/English and Humanities, B.A. Bowdoin College, M.A. State University of New York, Ph.D. State University of New York

Cathleen Ferrick, (2015) Department Chair/Faculty Behavioral Health and Gerontology and Faculty Social Sciences, B.A. Gordon College, M.Ed. Cambridge College

Michael Fischer, Ed.D, (2020) President/B.S. Springfield College, M. A. Purdue University Global, Ed.D. University of New England

Lisa Gatti-Arnold (2021) Department Chair Nursing, BSN Wayne State University, MSN Walden University

Charles Galemmo, (2010) Department Chair/Faculty Culinary Arts and Hospitality and Tourism Management, B.A. State University of New York at Potsdam, M.B.A. Whittemore School of Business and Economics at the University of New Hampshire

Cait Grant, (2020) Director of Economic and Workforce Development, B.A. University of New Hampshire, MAT. University of New Hampshire

Allyson Grochmal, (2020) Director of Admissions and High School Relations, B.S. in Psychology, Birdgeport, M.Ed., Granite State College

Brittany Heaward, (2011) Assistant Director of Registration and Records, A.A. York County Community College, A.A.S York County Community College

Sophaktra Heng, (2017) Enrollment Coordinator, B.A. University of Southern Maine, M.Ed. Merrimack College

Lori Hutchins, (2011) Academic Program Manager at Portsmouth Naval Shipyard, MBA South University

Samuel L. Kelley, (2008) Faculty Mathematics/Physics, B.A. Saint Cloud University, M.A. University of Colorado

Jennifer Laney, Ph.D., (2021) Acting Dean of Students, Ph.D. University of Maine, M.Ed. University of Maine, B.S. University of Maine

Michael Lee, (2005) Department Chair/Faculty Digital Media, A.S. Johnson & Wales University, B.A. Notre Dame, M.A. Notre Dame College

Jennifer Mallett, (2014) Department Chair/Faculty Mathematics, B.S. Gordon College, M.S. University of Massachusetts

Jessica Masi, (2005) Director of Registration and Records, B.A. University of Connecticut

Lauren Mayhew (2018) Department Chair/Faculty Computer Science & Information Technology, B.S. University of Maine, DCS Colorado Technical University

Thomas McGinn (2000), Department Chair/Faculty Architectural and Engineering Design, A.S. North Shore Community College, B.S. Fitchburg State College, M.A. Harvard University

Michael McNeal (2019) Director of Institutional Operations – NH Community Technical College A. S.

Michelle Mehler, (2011) Assistant Director of Financial Aid, A.A. Southern Maine Community College, B.S. Husson University

Maureen Michaud, (1997) Accountant I

Wesley Mills, (2007) Faculty English & Humanities, B.A. Gordon College, M.Div. Fuller Seminary, D. Min. Andover Newton

Lisa Murphy, (2009) Department Chair/Education & Social Sciences, Faculty/Psychology and Sociology, B.A. Antioch University, M.A. University of Maryland, College Park, Ph.D. University of Maryland, College Park

Stephen Naimey, (2016) Equipment & Ground Maintenance Supervisor

Maria Niswonger, (2007) Department Chair/Natural Science, Faculty Biology, A.S. Kettering College of Medical Arts, B.S. Duke University, M.S. Duke University, Ph.D. Duke University

Patricia O'Brien, (1995) Senior Administrative Secretary

Barbara J. Owen, (2020) Chief of Staff/Dean of Administration, A.A., Thomas Edison State College, B.A., University of Maine at Augusta, Certificate of Human Resource Management, University of Maine at Augusta

Mark Paradis, (2014) College Safety & Security Manager, B.A. Saint Leo University

Stephen Paulone, (2017) Department Chair/Faculty Business and Accounting, B.A. Fairfield University, M.B.A. Rensselaer Polytechnic Institute, M.S. Rensselaer Polytechnic Institute, D.B.A. Northcentral University

Maureen Simmons, (2000) eLearning Support Specialist, A.A.S. York County Community College

Tracy Slater, (2014) Manager of Financial Services, B.A. New Jersey Institute of Technology, B.S. University of Southern Maine

Scott Small, (2021) Facilities Maintenance Specialist II

Jake Sullivan, (2019) Faculty, Precision Machining Technology, A.S. York County Community College, B.A. University of Alaska

David E. Susman, (2004) Department Chair/Humanities, Faculty/English and Humanities, B.A. Ithaca College, M.A. Syracuse University

Annette Tanguay, (2000) Librarian, B.A. University of Maine – Orono, M.L.I.S. University of Rhode Island

Amber Tatnall, (2001) Associate Academic Dean, B.A. Bates College, M.A. University of Washington

Deidre Thompson, (2010) Enrollment Coordinator, A.A.S. Central Maine Community College, B.A. University of Southern Maine

Lorie Tripp, (2016) Facilities Maintenance I, Specialist

Kristen Wiegand, (2019) Assistant Director of Workforce Training & Professional Development, B.A. Southern New Hampshire University, M.S. Southern New Hampshire University

Adjunct Faculty

York County Community College enjoys the support of a gifted and credentialed group of adjunct faculty each semester. The following list indicates those who taught at YCCC in Academic Year 2020-2021.

Christopher Anderson, M.Div., M.A. Gordon College Theological Seminary

Chad Arrowsmith, A.A. University of Maine

Rebecca Auten-Grenier, J.D. University of Maine

Matthew Baldwin, B.A. University of Southern Maine

Kimberly Bentley, M.F.A. Union Institute & University

Barbara Berry, M.Ed. Leslie University

Wayne Boardman, M.S. University of Southern Maine

Joseph Bolduc, B.S. University of Southern Maine

Christopher Boucher, B.S., B.A. Western New England College, M.B.A. University of Phoenix

Stefanie Bourque, Ed.D University of New England

Beverly Brennan, M.A. Northeastern University

Robin Buckley, B.A. Marist College, M.A. Hofstra University, Ph.D. Hofstra University

Timothy Burton, M.S.B. Husson University

Kevin Chabot, M.S. Southern New Hampshire University

Mary Clark, B.S. Springfield College

Russell Clark Jr., B.S. Embry-Riddle Aeronautical University

Mary Cloutier, M.S. University of Notre Dame

Paul Coughlin, B.S. Tufts University

Mimi Court, M.A. University of Washington

Michael DeBlois, M.A. University of Washington

Jakob Demchak, M.S. St. Joseph's University

Catherine Demchur-Merry, B.S. University of Maine, M.S. Thomas College

Eric Desmond, B.S. Northeastern University, M.B.A. Benedictine University

Courtney Dold, M.A.T. University of New Hampshire

Samantha Dorantes, M.S.W. Boston University

Tracy Dubovik, PharmD. Husson University

Jennifer Dufort, B.S. University of Maine, M.S. University of New England

Scott Dunham, B.A. University of Southern Maine

Julie Dyer, M.S. University of Southern Maine

Danielle Ebbrecht, B.A. Gettysburg College, M.Ed. Azusa Pacific University

Samuel Ellis, A.B.S. McIntosh College, B.S. University of Maine, M.B.A. Thomas College

Collen Engle, M.S. University of Bridgeport, A.S. Sullivan University

Dierdre Estes, B.S. New England College, M.S. New England College

Christian Farnsworth, B.S. University of Arizona, M.S. Humbolt State University, M.F.A. Maine College of Art

Kevin Farrell, M.Ed. University of Maine

Mark Farrell, B.A. University of New Hampshire, M.A. Riviera College

James Ferreira, B.S.A. Bentley College, M.B.A. Suffolk University

Sean Ferrick, B.S. Salem State University, M.S. Salem State University

John Ferry, A.A.S. York County Community College

Keith Fletcher, B.S. Antioch University, M.S. John Hopkins University

Joseph Foster, B.S. University of Maine, M.A. University of Maine

George Fowler, B.S. Central Connecticut State College, M.B.A. University of Connecticut

William Frederick, A.A.S. York County Community College

Lillian Gale, A.S. Southern New Hampshire University, B.S. Southern New Hampshire University

Jason Goldstein, Ph.D. University New Hampshire

Fredrick Graunke, B.A. University of Maine, M.A. University of Maine

Zoe Gregory, B.A. Rhode Island College, M.Ed. Rhode Island College

Jolanta Grodzka, M.S University of Southern Maine

John Hall, B.A. University of Maine, M.A. University of Southern Maine

Betty Hallenbeck, B.A. Carleton College, M.Ed. University of Virginia, Ph.D. University of Virginia

Claire Handy, B.S. University of New Hampshire, M.A. University of New Hampshire

Sean Hanson, M.S. University of New England

Timothy Harkness, B.F.A. The Cooper Union School of Art

Jennifer Hart, B.A. University of Maine, B.S. University of Maine, M.Ed. University of Maine

Corey Hashem, B.S. Southern New Hampshire University, M.S. Southern New Hampshire University

Rebecca Hembree, M.A. Middlebury College

Craig Holbrook, B.S. University of Connecticut, V.M.D. University of Pennsylvania

Nancy Horton, A.S. Endicott College, B.S. Merrimack College, M.F.A. Leslie College
John Hunt, D.V.M. Michigan State University
Mushtak Hussain, B.S. University of Chittagong, M.S. New York Institute of Technology
Lori Hutchins, B.A. University of Maine, M.B.A. South University
Maria Induisi-Richardson, A.S. McIntosh College, B.A. Bradford College
David Jefferson, D.V.M. Cornell University
Julie Johnson, B.A. University of North Carolina
Michelle Johnson, M.Ed. Antioch University
Z Cameo Johnson-Cramer, B.S. University of Alabama, M.S. University of North Dakota
Michael Kane, M.A. California State University
Matthew Kaszubinski, M.S. University of New England
Nicole Kaszubinski, M.Ed. University of New Hampshire
Cheryl Klein, B.A. California State University, M.Div. Harvard University
Robert Lansing, B.A University of Southern Maine
Anita Lavigne, B.A. University of Southern Maine
Taylor Leblanc, B.S Husson University
Andrew Lederer, A.A.S. York County Community College
Lisa Legere, B.S. Husson University, M.P.T. University of New England
Lori Levesque, B.S. Plymouth State University, M.S. University of Maine
M. Heather Lewis, B.A. Empire State College
Christopher Libby, M.M. University of Maine
Joan Ludwig, B.S. Syracuse University
Alexandra MacPhail, M.A.T. University of New Hampshire
Caroline Maloney, B.S. University of Delaware, M.Ed. Cambridge College
Marcus Mann, B.S. Pennsylvania University, M.B.A. Southern New Hampshire University
Helen Mansur, B.A. Metropolitan State College, M.S. Regis University
Mary Maxfield, M.S.Ed. University of Maine
Stephen Mazurkiewicz, B.A. Brooklyn College, M.S. Brooklyn College
Dianne McCaul, A.S. Fischer College
Paul McDonough, B.A. University of New England, M.S.Ed. University of Southern Maine
Donise McGinn, B.A. Massachusetts College of Art, M.S. University of Southern Maine
Michelle McNeil-Brown, A.S. York County Community College, B.S. University of Southern Maine
Jesse Miller, B.F.A. University of Maine, M.F.A. Goddard College
Jean Mitchell, B.S. University of Rhode Island, M.S. University of Rhode Island
Cindy Moholland, M.B.A Thomas College
Ashley Mowatt, B.S. Thomas College, M.S.Ed. University of New England J.
Angela Nadeau, M.A. Lesley University
J. Douglas Oakman, M.T. University of Denver Law School

Rebecca Oliver, D.C. University of Western States

Renee Parker, M.S. Purdue University

Kristen Perry, B.S. Johnson & Wales University

Evelyn Peters, B.S.E. Far Eastern University, M.S.Ed. University of Massachusetts

Michael Piecuch, A.B. Saint Anselm's College

Marcia Pitcher, M.A. Middlebury College

Ericka Poppell, M.S. University of Richmond

Inga Potter, Ph.D University of New Hampshire

Allison Powers, M.S. Canisius College

Jill Poyourow, B.A. Western Washington University, B.F.A. California Institute for Art, M.F.A. California Institute for Art

Donna Priddy, M.B.A. Columbia College

Tove Rasmussen, B.S. University of Toronto, M.B.A. University of Western Ontario

Leigha Robinson, M.S. Southern New Hampshire University

Doreen Rogan, B.S. Granite State College, M.A. University of Southern Maine, D.A. Franklin Pierce University

Amy Rosenberg, M.A. University of New Hampshire

Kristina Sanborn, B.S. University of Maine

Wayne Sargent, B.S. University of Massachusetts, M.B.A. Western New England College, M.S.Ed. University of Southern Maine

Edwin Seppa, B.S. Western Connecticut State College, M.A. Wesleyan University, M.S. Rensselaer Polytechnic Institute

Maureen Simmons, A.A.S. York County Community College

Susan Slosky, Ph.D. The Ohio State University

Jack Smith, B.A. North Adams State College, M.S. University of New Hampshire

Jill Smith, B.A. North Adams State College

Paul Sokoloff, B.S. University of Rhode Island, M.S. University of New Hampshire

Alicia Soliman, B.S. Cornell University, D.V.M. Cornell University

Gideon Spaulding, A.A. York County Community College, B.A. University of Southern Maine

Susan Stehle, B.S. Northern Arizona University, M.A. Northern Arizona University

Edward Stone, B.S. Kent State University, M.A. Kent State University

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glossary of academic terms

A.A. (Associate in Arts) The associate in arts credential is awarded upon the completion of a program designed to prepare students to transfer to an upper division baccalaureate program. The curriculum is built on a foundation in liberal studies with considerable flexibility in selecting strands of electives to develop depth in the prerequisite knowledge required for further study at the baccalaureate level.

A.S. (Associate in Science) The associate in science credential is awarded upon the successful completion of a program designed primarily to prepare students to transfer to an upper division baccalaureate program while also providing employment skills. These curricula are approximately half general education and half occupational specific.

A.A.S. (Associate in Applied Science) The associate of applied science credential is awarded upon the successful completion of a program designed for employment in a specific occupational area or transfer into a baccalaureate program. These curricula are approximately two thirds occupational specific and one third general education.

Academic Advisor College faculty or staff member responsible for providing guidance in course and/or program-related issues.

Academic Term (Semester) Fall, spring and summer weeks when classes are in session. The fall and spring semesters are approximately fifteen weeks long. The summer semester usually has two sessions varying in length from eight to twelve weeks.

Academic Year (AY) Fall, spring and summer semesters, generally from early September to mid August.

Add a Course To enroll in additional courses after registration is complete. This is accomplished online through the student's MyYCCC account or through the Office of Student Affairs.

Administration College staff members responsible for management and supervision.

Alumnus/Alumni Graduate(s) of the college.

Articulation Agreement A formal agreement between York County Community College and a four year college or university or a secondary school, which eases transfer to or from that institution.

Audit To take a course under an agreement which does not result in college credit or a calculated grade. Generally involves regular attendance and participation, but limits graded activities, such as exams. Requires full payment of tuition.

Certificate Program An academic program of study in a specific field intended for occupational training, upgrading or retraining, generally 30 credits or less. A certificate is awarded upon successful completion of the program.

Commencement Graduation Ceremony.

Credit Course An academic course numbered 100 or above in the college catalog which may be applied toward completion of a degree or certificate.

Credit Hour The credit hour is the basic unit of measure for college credit. The measure represents the equivalent of an hour (50 minutes) of instruction per week over the semester/term.

Curriculum Set of courses focused in a particular field, e.g. accounting, computer applications technology, and early childhood education.

Dean Member of administrative staff responsible for supervision and management of a particular division of the college.

Degree Program An award conferred by the college as official recognition for the successful completion of a program of studies. At York County Community College, an associate of applied science, an associate in arts, or associate in science program of study requiring 60 credits or more for completion.

Developmental Course A basic skill development course numbered below 100 in the college catalog which carries college credit but does not count toward the requirements for graduation.

Drop a Course To cancel registration in a course. It may be accomplished only during the schedule adjustment period as specified on the academic calendar and processed through the Student Affairs Office.

Elective A course requirement in a program of study, which may be fulfilled with a variety of courses in the designated discipline area numbered above 100.

Faculty Members of college staff who teach.

Fees Charges to students by the college for specific services.

Financial Aid Funding provided to students from various sources to assist in defraying expenses of college (See Financial Aid section of this catalog).

Free Application for Federal Student Aid (FAFSA) A standardized application including detailed financial data which is required to determine eligibility for all financial aid programs.

GED General Educational Development (high school equivalency diploma).

General Education A common core of courses that all students are required to take which provide for the acquisition of the core skills and knowledge of a literate citizen.

GPA (Cumulative GPA) Grade point average, used to compute student academic standing.

Matriculation Formal application to and acceptance in a degree or certificate program.

Part-Time (Student) Student enrolled for 11 credits or fewer in a semester.

Prerequisite Skill or course required for entry into a course or program of study.

Transfer Guidelines Informal documents which suggest courses to be taken at York County Community College for transfer to a four-year college.

Full-Time (Student) Student registered for 12 or more credits in a semester.

Transfer Program A degree program designed for students who plan to continue their academic careers beyond the associate degree level through transfer to a four-year college or university.

Transcript Permanent record of student academic grades, available through the Student Affairs office.

Tuition Charges to a student by the college for registration in credit courses.

Withdrawal From College The formal process of notifying the college of the decision to discontinue attending all classes. To officially withdraw from the college, matriculated students must complete a withdrawal form in the Student Affairs Office.

Withdrawal From a Course The formal process of notifying the college of the decision to discontinue course attendance. A student may withdraw from a course following the add/drop period

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FIND THE FEARLESS YOU.

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