YORK COUNTY
COMMUNITY COLLEGE

HOME OF THE YORK COUNTY HAWKS

2024–2025 COLLEGE CATALOG

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: 207–216–4399
Maine Relay Service: 800–457–1220
Fax: 207–216-4399
E–mail: cheroux@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
Chris Burbank, *Director of Strategic Initiatives & Partnerships*
York County Community College
112 College Drive, Wells Maine 04090
207.216.4399
Email: cburbank@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 bulletin board.

YORK COUNTY COMMUNITY COLLEGE

EST. 1994

COLLEGE CATALOG

2024/2025

www.yccc.edu

112 College Drive, Wells, Maine 04090–5341
TOLL–FREE: 800.580.3820 PHONE: 207.646.9282

contents

contents

contents

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
301 Edgewater Place, Suite 210
Wakefield, MA 01880

781-425-7785
E-Mail: info@neche.org
Website: https://www.neche.org

academic calendar

FALL SEMESTER 2024

Classes Start | Full Fall 16–Week Semester & 7–Week Term I................................	08/26
Last Day To Add 7–Week Term I Classes	08/27
Labor Day – No Classes...	**09/02**
Last Day To Drop 7–Week Term I Classes	09/03
Last Day To Add & Drop Full Fall 16–Week Semester Classes...................................	09/03
Last Day To Withdraw From 7–Week Term I Classes...	09/27
End of 7–Week Term I Classes..	10/12
Indigenous Peoples' Day – No Classes	**10/14**
Start of 7–Week Term II Classes..	10/21
Last Day To Add 7–Week Term II Classes..	10/22
Last Day To Drop 7–Week Term II Classes	10/28
Last Day To Withdraw From Full Fall 16–Week Semester Classes	11/05
Veteran's Day Observed – No Classes	**11/11**
Last Day To Withdraw From 7–Week Term II Classes.......................................	11/22
Thanksgiving Holiday – No Classes..	**11/27–12/01**
End of 7–Week Term II Classes	12/07
End of Full Fall 16–Week Semester Classes..	**12/14**

SPRING SEMESTER 2025

Classes Start | Full Spring 16–Week Semester & 7–Week Term I..............................	01/13
Last Day To Add 7–Week Term I Classes	01/14
Martin Luther King, Jr. Day – No Classes	**01/20**
Last Day To Drop 7–Week Term I Classes	01/21
Last Day To Add & Drop Full Spring 16–Week Semester Classes..........................	01/21
Last Day To Withdraw From 7–Week Term I Classes...	02/14
Presidents' Day – No Classes	**02/17**
End of 7–Week Term I Classes..	03/01
Spring Break – No Classes...	**03/10–3/16**
Start of 7–Week Term II Classes..	03/17
Last Day To Add 7–Week Term II Classes..	03/18
Last Day To Drop 7–Week Term II Classes	03/24
Last Day To Withdraw From Full Spring 16–Week Semester Classes.........................	03/31
Last Day To Withdraw From 7–Week Term II Classes.......................................	04/18
Patriots Day – No Classes	**04/21**
End of 7–Week Term II Classes	05/03
End of Full Spring 16–Week Semester Classes	**05/10**
GRADUATION	**05/16**

SUMMER SEMESTER 2025

Classes Start | Full Summer 14–Week Semester & 7–Week Term I	05/12
Last Day To Add 7–Week Term I Classes	05/13
Last Day To Drop 7–Week Term I Classes	05/19
Last Day To Add & Drop Full 14–Week Summer Semester Classes	05/19
Memorial Day – No Classes..	05/26
Last Day To Withdraw From 7–Week Term I Classes..	06/13
Juneteenth – No Classes	06/19
End of 7–Week Term I Classes..	06/28
Start of 7–Week Term II Classes..	06/30
Last Day To Add 7–Week Term II Classes	07/01
Independence Day Observed – No Classes	07/04
Last Day To Drop 7–Week Term II Classes	07/07
Last Day To Withdraw From Full Summer 14–Week Semester Classes	07/14
Last Day To Withdraw From 7–Week Term II Classes.......................................	08/01
End of Full Summer 14–Week Semester & 7–Week Term II Classes	**08/16**

general information

Our Mission

To develop an educated, skilled, and adaptable workforce. Our mission guides our curriculum development and pedagogical approaches, ensuring educational excellence and that every student is prepared not only for career success but also for meaningful engagement in society.

Our Vision

To drive socioeconomic mobility for our students; transforming their lives and, by extension, our communities. Our vision positions YCCC as a catalyst for personal and community advancement, leveraging education as a tool for societal transformation.

Our Purpose

To create economic and civic prosperity in York County. We extend our educational impact beyond the classroom, aligning our programs with workforce needs and student aspirations, thereby fostering a thriving local economy and vibrant community life.

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. For this brief time, College Leadership had office space in a York County Government Building in Alfred, Maine.

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.

2021 – YCCC re-branded itself with a new look, including a refreshed logo, mascot, mission, vision, and core values. Concurrently, YCCC launched its Athletic Program, Esports, and new housing options for students.

2022 – YCCC launched a Nursing degree program and an Electrician Technology Certificate, adding these competitive programs in direct response to the workforce needs in York County and the State of Maine.

2024

– YCCC became a founding partner in the Maine Defense Industry Alliance (MDIA), which consists of Maine defense industries, higher education institutions, state agencies, and the U.S. Navy. MDIA is dedicated to coordinating efforts to attract and train thousands of new employees for critical jobs in the state's defense industrial base.

– YCCC awarded the most credentials in the school's history.

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.

admissions

Admissions Policy

YCCC is a modified open admissions institution and maintains a "rolling admissions" policy for most of our programs. 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 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 at www.yccc.edu

Certificate Programs

Qualifying one year certificate programs require YCCC to disclose federal gainful employment information which can be found in the Consumer Information section of the website at www.yccc.edu website.

Competitive Admissions Programs

Nursing, Veterinary Technology and Electrician Technology are competitive programs. Students applying for these programs are selected on a *competitive* basis once per year. Additional information on these three programs can be found under "Degree & Certificate Programs" at www.yccc.edu

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 (records@yccc.edu).

Application Procedures

Applications for admission to our degree and certificate programs may be found online at www.yccc.edu. 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 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 high school diploma

- 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.

- 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. Students must submit official college transcripts to the Office of Admissions.

- 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.

  3. 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.

- A certified transcript documenting the completion of the student's home-schooled program, provided by one of Maine's certifying organizations.

- *For Nursing Program Applicants Only:* Results of the TEAS exam must be submitted to nursing@yccc.edu by the application deadline.

- *For Veterinary Technology/Veterinary Assistant/Nursing/Electrician Technology Program Applicants:* Additional pre-requisites required prior to admission. Admissions deadlines and prerequisites noted on program webpage.

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 the 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.

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 prior to student registration. Students who wish to transfer credits from another college or university must meet all 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 person in their 2 year 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 or DuoLingo language other than English: results of the Test of English as a Foreign Language (TOEFL) which are not more than two years old should be submitted to the Office of Admissions. Necessary scores for admission are: TOEFL-79, DuoLingo-115

  If a student is residing in Maine, they 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 they 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 $20,970 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, available test scores, and Accuplacer results if needed 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 will simply follow the multiple measure placement process listed above. Individual academic programs of study may, however, have specific entrance requirements. Contact the college admissions office and/or website for specific program entrance requirements.

Upon Acceptance

Upon acceptance, all new students will be asked to:

- Complete a YCCC Immunization Form if you are taking on campus courses. 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 vaccines@yccc.edu. 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 Accessibility 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

PURPOSE: To express the authority of the colleges to establish certain conditions of admission, enrollment and participation

   A. 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.

   B. 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.

C. 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.

D. 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.

E. 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.

F. Designated Officials

1. Pre-Admission

On questions of whether an applicant's special circumstances shall affect an applicant's admission to a college, the college Director of Admissions, 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 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.

G. Excluding An Admitted Student Because of a Special Circumstance

If a college is going to exclude (and not merely restrict) an admitted student (and not a mere applicant) from the college because of a special circumstance, the following procedure shall apply.

1. Notice to Student. The college shall inform the student of the special circumstance(s) that concern the college and the nature of the evidence related to

the circumstance(s). A college shall provide such notice either in person or to the student's most recent electronic, campus or U.S. mail address on file at the College.

2. **Student's Response.** The student shall have an opportunity to respond within two (2) school days of receiving such notice. When responding, the student may be assisted by a person advising the student.

3. **Decision.** The college shall consider the student's response, if any, and other relevant and reliable information in determining whether special term(s) or condition(s) should be imposed given the circumstances(s). The college's decision shall be based on substantial evidence; that is, that is more probable than not that the college's best interests are served by imposing the special term(s) or condition(s). The decision shall be in writing, provided to the student either in person or to the student's most recent electronic, campus or U.S. mail address on file at the College, identify any special term(s) or condition(s), and take effect when so noted.

4. **Appeal.** Any appeal by the student must be filed with the college President or the President's designee within two (2) school days following the date when the student receives the decision. An appeal must be in writing and state specifically the grounds of the appeal. The President shall issue a written decision as soon as practical after receiving the appeal.

5. **Time Calculations.** A student will be deemed to have received a notice or decision immediately when informed by in person, and within 24 hours when notified by college email, and within 72 hours of the date of mailing when notified by U.S. mail.

6. **Interim Suspension.** While this process is pending, the college may immediately impose an interim suspension if the college determines that the student's presence at the college poses an imminent threat of harm to self or others, orderly operations of the college, or to property in the college community. Such suspension shall take effect when designated and may not be stayed pending appeal unless otherwise determined by the college President. During an interim suspension, a student may be denied or have limited access to college programs, facilities, and activities as deemed appropriate. If appropriate and practicable, a student may be permitted to continue the student's academic work remotely.

financial aid

While students and their family share the primary responsibility for financing a post–secondary education, several federal, state and institutional financial aid programs are available to supplement the family contribution where need exists. YCCC will award financial assistance to students 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 are online, and links can be found on the Financial Aid page of the YCCC website

https://my.yccc.edu/ICS/Campus_Services/Financial_Aid/

Each academic year, students must re-file their FAFSA on or after December 1. Visit **www.studentaid.gov**

May 1 is the FAFSA filing date for Maine State grant. Since FAME uses the FAFSA Student Aid Inex (SAI) as an eligibility determinant, there isn't a separate application for the grant. More information can be found on FAME's website Maine State Grant Program - FAME Maine

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; non-matriculated, non-degree students are not eligible
- Be a United States citizen, permanent resident of the United States or other eligible non–citizen;
- Maintain YCCC's Financial Aid satisfactory academic progress (FA SAP);
- Not be in default on any federal loan program;
- Not owe a refund on a federal grant;
- Have a social security number

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 the current academic year.

CATEGORY	W/PARENTS	ON CAMPUS	OFF CAMPUS
Tuition*	$ 2,880	$ 2,880	$ 2,880
Fees	$ 1,260	$ 1,260	$ 1,260
Room / Board	$ 6,324	$ 12,309	$ 9,747
Books / Supplies	$ 1,200	$ 1,200	$ 1,200
Travel	$ 2,498	$ 2,498	$ 2,379
Miscellaneous	$ 1,394	$ 4,018	$ 3,827
TOTAL	$ 15,556	$ 24,165	$ 21,293

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

The costs listed are for a dependent student living off campus 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 Student Aid Index (SAI) is the amount of money you and your family are expected to pay toward your education. The SAI 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. Questions about FAFSA on the Web may be directed to (800) 433–3243, or by using the online help tools in the FAFSA application.

Once a student has filed a FAFSA, they 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 may 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 amount awarded is credited directly to the student's tuition account (after the final "drop" period) in the Business Office each semester.

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 Student Aid Index (SAI).

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 Loans

Federal Direct Subsidized 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. Students must demonstrate financial need to qualify.

Federal Direct Unsubsidized Loans

Federal Direct Unsubsidized Loans are available to students without regard to financial need. 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. Maximum annual 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

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 Direct Loan request, that is part of

your award notification packet, must be submitted to the FAO for processing. (4) The students are encouraged to create an Igrad account as this tool will assist in loan repayment. You will be notified via email once your application has been processed and you will be provided with general information on anticipated disbursement dates, amounts and cancellation procedures. 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. Payments start 6 months after you cease to be enrolled at least half–time (6 credits). Monthly payment amounts are based on the total amount borrowed, interest rate, and the borrower's history with the program.

NOTE: As a reminder to graduating students, if you received Federal Direct Student loans while attending YCCC, you need to complete Exit Loan Counseling. The Financial Aid Office will contact you via email to inform you how to proceed. 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. Repayment begins after the last disbursement of the loan. Please see www.studentaid.gov for more information.

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 transferable 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 2023-24 State of Maine Grant Program Scholarship (SMGP) for an eligible Maine student with an Student Aid Index (SAI) from the (FAFSA) of $10,000.00 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

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.

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.

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 paperwork.

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.

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

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 (SAP)

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 they 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/spring/summer calendar in the academic year. The Financial Aid Office evaluates Satisfactory Academic Progress at the end of each 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, they will be placed on financial aid suspension and will not be eligible for financial aid for subsequent terms unless an appeal is granted.

D. Academic Plan for Students on Suspension Status

If a student is placed on financial aid suspension and is successfully granted an appeal (see appeals process below), they will be placed on an academic plan and may receive financial aid for the subsequent term of attendance If the student does not meet the conditions of the plan, they may be placed on financial aid suspension and lose financial aid eligibility.

E. Regaining Financial Aid Eligibility

Ineligible status for financial aid does not prevent students from enrolling in classes, 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.

F. Notification

The College will notify a student in writing any time they are placed on a warning or suspended status. If a student is on FA SAP suspension, they will be provided 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 Appeals Committee will review appeals weekly or as demand necessitates, and appeals will be emailed to the student immediately following a final decision. As part of granting an appeal, the student must agree to following an academic plan, and meeting with the student success coach to set up and follow that plan.

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. Please complete a Request to Study Away Form available on the student portal 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, they can accrue 90 credits before running out of aid. The number 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.

Return of Title IV Policy

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 any given term will have their eligibility for aid recalculated based on the percentage 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 through a Success Coach or by emailing registration@yccc.edu

  –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 percentage 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:
- Direct Unsubsidized Loan
- Direct Subsidized 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:

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

** 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 payment 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 regarding their withdrawal, and it relates to the student's outstanding institutional charges, the student may address those issues by meeting with the Dean of Students.**

◊ **Institutional and student responsibilities regarding the return of Title IV funds:**

- YCCC's responsibilities regarding 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 to the Title IV programs.

- The student's responsibilities regarding 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 and sent to registration@yccc.edu**

◊ **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-individuals

1098–T Business office/Student accounts information

For the 2024 tax year, YCCC will provide every student who attended credit courses during the year, with an IRS Form 1098–T by February 1, 2025, 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 above information will also be provided to the IRS by March 1, 2025.

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 workplace; 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

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 Personally Identifiable Information (PII).

Students and parents can assist in this effort. PII, such as social security numbers, student ID numbers, dates-of-birth, driver's 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 Student Accounts for any and all charges may result in late fees, removal from a course, possible dismissal from the college or referral to a collection agency. Students who have any outstanding obligations for a prior period will be placed on a Student Accounts hold. The hold will not allow a student to register for any future courses until student satisfies obligation in full.

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 $192* per credit hour for out-of-state students.

Tuition is assessed at a rate of $144* per credit hour under the New England Regional Student Program for all matriculated students who are residents of CT, MA, NH, RI, and VT.

*** Rate is subject to change.**

2024-2025 Fees*

FEE TYPE	COST
Comprehensive Fee & Student Service Activity Fee	$42.00/Credit Hour
Nursing Technology Fee	$455.75/Semester
Liability Insurance Fee (Nursing)	$61.00
Liability Insurance Fee (Internships, Veterinary Technology, Education)	$15.00
Veterinary Technology Radiology Badge Fee (Credited to student account when badge is returned)	$35.00
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.	$50/Semester
Late Payment Fee – a late payment fee will be assessed on any delinquent accounts, less aid forthcoming.	$50
Returned Check Fee	$30
Transcript Fee – Academic transcripts are available upon receipt of an online request. You can request a transcript at https://www.yccc.edu/student-experience/student-support/transcript-request	Unofficial transcripts: no charge Official transcripts: $6
Student Accident Insurance – all students, with the exception of Early College Students (students in high school), will be charged a yearly fee. More information about coverage is available at https://www.crossagency.com/college-health/2022-2023/maine-community-college-system/	$16/Year
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.	

*Tuition rates and fees are subject to change. Please note that online courses are charged at the same rate as those offered on campus.

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.

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

Room & Meal Fees

YCCC's lodging is located in the Hampton Inn & Suites right here in Wells, known as "the friendliest town in Maine." It is just a short walk away from the beach with plenty of access to coastal town businesses and fantastic restaurants.

$ 6,154.50 per semester
$ 12,309 per year

Room Deposit: $100.00 per applicant per year.   This fee is used as a depository for assessments against damages to any area of the building through the remainder of an academic year that a student lives in a campus residence hall. This fee is refunded to the student after the end of the academic year less any assessed damage fees.

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 on our site for specifics.

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 IV Aid 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 pre-register 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. Students may view and pay their balance online via the YCCC portal with a credit card. Please contact the Student Accounts for our guide.

Installment Payment Plan

YCCC offers an installment payment plan to matriculated students registered for a minimum of three (3) credit hours in Fall and Spring semesters only. Payment plans are not offered during the Summer or Winter 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. Students requesting a payment plan closer to the beginning of the semester may have to make multiple payments in accordance with the installment plan. Student balance must be current to enter into an Installment agreement. Interested persons must apply to the Student Accounts. 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 (16 or more weeks) which is Fall or Spring only.
- Number of Installments: monthly for 4 months
- Amount Due for Each Installment: 25% of all tuition/fees, with plan fee included in first installment

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.

Refunds of Room and Board Charges Refund

- College residence canceled by college 100% of room and board charges .
- Official withdrawal from a college residence prior to the:
  - Semester's first day of classes 100% of room and board charges.
  - End of the semester's second week of classes 80% refund of room and board charges.
  - End of the semester's third week of classes 60% refund of room and board charges.
  - End of the semester's fourth week of classes 40% refund of room and board charges.
  - End of the semester's fifth week of classes 20% refund of room and board charges.
- Official withdrawal from a college residence after the end of the semester's fifth week of classes 0% of the room and board charges d. Unofficial withdrawal from a college residence at anytime 0% of room and board charges.

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.

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, modality, 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 or by emailing registration@yccc.edu. 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 registration@yccc.edu, 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, or immediate family members of someone who has been called to active military service, may withdraw from courses, with a grade of "W" regardless of the date, through the Office of 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, 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 Dean of Students. This appeal must be submitted in writing and the decision of the 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 Education. 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 Education.

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 drop them from the course. In the absence of Department Chairs the Director of Registration and Records, or Academic Dean 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 Education 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.

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

- Often 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 along with all supporting documentation, including assignments and other class materials, must be submitted to records@yccc.edu, who will forward to the appropriate Department Chair for review. This must be done no later than 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 Education.

- 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, they may then appeal the decision to the Dean of Education by writing a short letter of appeal within 30 days of their notification from the Department Chair.

- The Dean of Education 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 an advisor 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 contacting registration@yccc.edu. 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.

Recommended Course/Program Sequence

YCCC has outlined an ideal sequence of coursework for 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. 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, they may refer the matter to the Dean of Education 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 and students will be notified by an email sent to their YCCC email account or text message to their phone when Academic Affairs is aware of the absence.

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 Education, 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 Education, 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.

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 to their transcript which can be found 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 a course for a full academic year, they are 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 the 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 Dean of Education.

Commencement and Graduation Requirements

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;
5. Returned all library materials and other YCCC property and paid any fines.

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 plan to complete their program requirements. Students who meet the November 15th deadline, and whose degree audit shothat they will have met their graduation requirements or will be within two college-level courses of completing their graduation requirements after the end of the withdrawal period, may participate in the College Commencement Ceremony (all remedial level work must be completed). Students who participate in the Commencement Ceremony that have two college-level courses remaining will have one year to complete coursework. A student may not participate in more than one Commencement Ceremony for the same degree.

In order to participate in YCCC's commencement ceremony, students must provide their height and weight so that the college can order their standard regalia. Honors students will be given a gold tassel to indicate they have earned a cumulative GPA of 3.5- 4.0 as of the end of the most recent fall semester. Calculation for Commencement GPA does not include spring semester grades, as calculation of spring semester grades for all students cannot be determined prior to Commencement. Cumulative GPAs made after spring semester grades are posted, will be displayed on final transcripts.

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 Education 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 6 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 Education 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 Dean of Education. Suspension requires students be dis-enrolled 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 a Success Coach.

Students may appeal their suspended status in writing to the Academic Dean following the timeline notated in the Suspension Notification Letter. Appeals of Academic Suspension will be reviewed by the Academic Dean within the time frame posted in the Suspension Notification Letter. All appealed decisions are final.

Assessment of Prior Learning Options

Academic Residency Requirement All associate degree and certificate programs require that students satisfactorily complete 25% of the program credit hours directly through the college.

academic information and policies

Credits received for all prior learning, including standardized exams, portfolios, apprenticeship, 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), 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 to be awarded a degree from 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 and may not transfer to another institution. 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.

Students requesting Veteran's Educational Assistance are required to have all previous postsecondary educational experience evaluated for possible transfer credit 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 based on 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 unless specified otherwise in a specific degree.

- 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 or any transcript submitted in a language other than English must be evaluated through a YCCC approved professional credential evaluation service at the student's expense. YCCC recommends using World Education Services (WES).

- 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. Students who apply into competitive programs such as Nursing or Veterinary Technology may be denied transfer credit for program specific courses and may have additional time constraints on the window in which the transfer course was completed.

- Per MCCS policy 307, students who previously earned a bachelor's degree or graduate credential from institutions or programs of post-secondary education accredited by organizations recognized by the Council for Higher Education Accreditation and the U.S. Department of Education, the college will award transfer credit for the general education block required for the student's academic program, thereby meeting any and all general education requirements. This policy does not apply to any Associate of Arts degrees at

YCCC and may not apply to any degrees or certificates with program specific accreditation or licensing.

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.

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 coursework determined to be 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. 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 transcribed as 'Pass'. Any student seeking to submit a portfolio must contact the assigned 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 ENG 101 College Composition or the equivalent.

- Credits earned through portfolio assessment do not count towards the 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 and academic advisor as early as possible to ensure a smooth transition.

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 Institutional Research.

Online Courses YCCC offers online courses to students as an alternative to the traditional 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 the academic calendar and have set start and end dates along with regular deadlines for completing course assignments and activities. The majority of online classes are asynchronous, meaning that students can participate in their class at times most convenient for their schedule. Courses available online are listed on the course schedule on the college web site with an online designation for the meeting time.

Student Success Commons (SSC) The Student Success Commons is an integrated, active space that includes the Library, tutoring, and the Office of Accessibility 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.

Accessibility 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.

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 21-22 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 21-22 credits from the following four Core categories. Three credits can be in any general education category once minimum requirements for each category is met.

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 120	Professional Communications	3 Credits
ENG 211	Technical Writing	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
COM 110	Introduction to Filmmaking - **CA**	3 Credits

ENG 112	Literature and Writing	3 Credits
ENG 201	Creative Writing - **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 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
HIS 134	History of Witchcraft	3 Credits
HUM 101	Arts and Critical Thinking	3 Credits
HUM 110	World Religions - **D**	3 Credits
HUM 120	Digital Storytelling	3 Credits
HUM 201	Multicultural America - **D**	3 Credits
MUS 101	Music Appreciation	3 Credits
PHI 102	Ethics and Contemporary Society	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.

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 - 6-7 credits, 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.

ACM 102/103	Vet Assistant Foundations I w/Lab (limited by major)	5 credits
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 107	Technical Math	3 Credits
MAT 116	Math for Education (Number Systems)	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
SCI 102	Inroduction to Environmental Science Lab	1 Credit

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:

- Collaboration: Students will acquire skills and tools for professional interaction, managing and leading in a team environment, use of technology in organizations for collaboration and constant interaction with peers and faculty who are working professionals in various fields. This is achieved with use of team activities, classroom discussions, and academic resources.

- Creativity: Students will research, combine, and apply concepts to create linkages from academic concept to applied learning. Creativity will be exhibited with conversations on academic principles, shared experience(s) and discovery of new combinations of material when creating projects, researching and writing papers on the subject of business and accounting and applying learning to case study analysis.

- Communication: Demonstrate the ability to record, analyze, interpret, and display information that communicates essential items to proper audience(s).

- Critical thinking: Discover sources of data and information which will be transformed into knowledge and eventually lead to the demonstration of wisdom as this knowledge is combined with student/instructor experiences and applied in discussions, projects, and case studies.

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
BUS 110 Introduction to Business	3		
BUS 280 Business Capstone	3	**Open Elective**	**3**
CIS 115 Software Applications	3		**21**
ECO 110 Macroeconomics or ECO 120 Microeconomics	3		
FIN 150 Introduction to Investing	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 170 Insurance and Risk Management			

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 sequencing

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		
BUS 280 Business Capstone	3		
FIN 150 Introduction to Investing	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 170 Insurance and Risk Management			

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)			
BUS 280 Business Capstone	3		
FIN 150 Introduction to Investing	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 170 Insurance and Risk Management			

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 oral, written and technology communication skills to convey animal care standards and protocols for animal related businesses.

- Analyze animal care facilities in respect to their health and husbandry needs using knowledge of specific species requirements and unique needs.

- Demonstrate the ability to work both independently and as a team member in various animal care team environments.

- Describe and explain appropriate professional and ethical behavior relevant to animal care business environments while maintaining recognition for the diversity of opinions, values, cultures, and abilities in small animal businesses.

- Analyze, articulate and communicate animal care information in regards to the business aspect of the individual animal-related entities including proper verbal communication, written communication, and technological forms of documentation.

Program Requirements

- 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 Trips: Several of the program courses utilize off campus facilities which are all within a 1-hour radius of the Wells campus. It is the student's responsibility to have reliable transportation to college and these sites as required skills are performed there and require for successful completion of the program.

- Immunizations: Documentation of a rabies vaccination or signed waiver must be submitted to the Program Director prior to beginning clinical classes. Health insurance is strongly recommended.

Animal Care and Management Curriculum Requirements - 60 Credits

Required Program Courses		Cr	Required General Education		Cr
ACM 106/107	Vet Assistant Foundations II w/Lab	5	ACM 102/103	Vet Assistant Foundations I w/Lab	5
ACM 110	Animal Business Concepts	3	CIS 115 or CIS 118	Software Applications or Information Technology Fundamentals	3
ACM 120/121	Breeds and Behavior I w/Lab	4	ENG 101	College Composition	3
ACM 130/131	Breeds and Behavior II w/Lab	4	MAT 118	Quantitative Reasoning	3
ACM 205	Function Analysis for Animals	3	PHI 102	Ethics and Contemporary Society	3
ACM 210	Human Animal Bond	3	PSY 101	Introduction to Psychology	3
ACM 220	Animal Law and Welfare, Governance, and Welfare	3	SPE 101	Oral Communications	3
ACM 250	Animal Care & Management Practicum	3		General Education Core III	3
					26
	Program Electives	6			
		34			
Program Electives					
ACM 115	Animal Science Careers				
BIO 105	Marine Biology w/Lab				
CJS 101	Introduction to Criminal Justice				
PSY 280	Positive Psychology				
SCI 101	Introduction to Environmental Science				
SWO 110	Introduction to Victim Advocacy				

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.

Live On Campus Classes

Curriculum Requirements: 60 Credits	Cr	Grade	Semester taken/anticipated
First Year, Fall Semester (15 credits)			
ACM 102/103 Vet Assistant Foundations I w/Lab	5		
SPE 101 Oral Communications	3		
ACM 120/121 Breeds and Behavior I w/Lab	4		
MAT 118 Quantitative Reasoning	3		
First Year, Spring Semester (15 credits)			
ACM 106/107 Vet Assistant Foundations II w/Lab	5		
ACM 130/131 Breeds and Behavior II w/Lab	4		
PSY 101 Introduction to Psychology	3		
ENG 101 College Composition	3		
Second Year, Fall Semester (15 credits)			
ACM 205 Functional Analysis for Animals	3		
ACM 110 Animal Business Concepts	3		
CIS 115 Software Applications or CIS 118 Information Technology Fundamentals	3		
PHI 102 Ethics and Contemporary Society	3		
Program Elective	3		
Second Year, Spring Semester (15 credits)			
ACM 210 Human Animal Bond	3		
ACM 220 Animal Law, Governance, and Welfare	3		
ACM 250 Animal Care & Management Practicum	3		
General Education Core III	3		
Program Elective	3		
Program Electives:			
ACM 115 Animal Science Careers			
BIO 105 Marine Biology w/Lab			
CJS 101 Introduction to Criminal Justice			
PSY 280 Positive Psychology			
SCI 101 Introduction to Environmental Science			
SWO 110 Introduction to Victim Advocacy			

* Please note all "ACM" courses are ONLY offered in either the fall or spring semester they are listed under.

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	Revit: Building Info 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 102	AutoCAD I	3		General Education Core III	3
CAD 107	SolidWorks I	3		General Education Core I-IV	3
CAD 115	Mechanical Drafting Standard and Procedures	3			22
CAD 210	AutoCAD II	3			
CAD 251	3D Presentation	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

program sequencing

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 AutoCAD I	3		
CAD 115 Mechanical Drating Standard and Procedures	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 Revit: Building Info Modeling	3		
CAD 210 AutoCAD 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 SolidWorks 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 Elective List:			
Any ARC, CAD, or 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.

programs of study

Behavioral Health Curriculum Requirements - 62 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 136	Race, Gender, Class and Ethnicity	3	SOC 101	Introduction to Sociology	3
*SOC 210	Social Problems	3	SPE 101	Oral Communications	3
SWO 102	Wellness for Professionals	1		Open Elective	3
SWO 110	Introduction to Victim Advocacy	3			25
	Program Electives	6			
		37			
Program Elective List:					
	Any BHS, CJS, EDU, HUS, PSY, SOC, or SWO course				
ECO 110	Macroeconomics				
ECO 120	Microeconomics				
HUM 201	Multicultural America				
POS 101	American 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: 62 Credits	*Cr*	*Grade*	*Semester*
First Year, Fall Semester (16 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		
SWO 102 Wellness for Professionals	1		
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, HUS, PSY, SOC or SWO course			
ECO 110 Macroeconomics			
EC0 120 Microeconomics			
HUM 201 Multicultural America			
POS 101 American Government			

program sequencing

Behavioral Health Studies Program Sequencing - Part-Time

* 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: 62 Credits	Cr	Grade	Semester
First Year, Fall Semester (7)			
ENG 101 College Composition	3		
HUS 101 Intro Human Services*	3		
SWO 102 Wellness for Professionals	1		
First Year, Spring Semester (9)			
MAT 124 Statistics	3		
SOC 101 Introduction to Sociology	3		
PSY 101 Introduction to Psychology	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 Addiction 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, and Ethnicity	3		
Program Elective List			
Any BHS, CJS, EDU, HUS, PSY, SOC, or SWO Course			
ECO 110 Macroeconomics			
ECO 120 Microeconomics			
HUM 201 Multicultural America			
POS 101 American 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:

- Collaboration: Students will acquire skills and tools for professional interaction, managing and leading in a team environment, use of technology in organizations for collaboration and constant interaction with peers and faculty who are working professionals in various fields. This is achieved with use of team activities, classroom discussions, and academic resources.

- Creativity: Students will research, combine, and apply concepts to create linkages from academic concept to applied learning. Creativity will be exhibited with conversations on academic principles, shared experience(s) and discovery of new combinations of material when creating projects, researching and writing papers on the subject of business and accounting and applying learning to case study analysis.

- Communication: Demonstrate the ability to record, analyze, interpret, and display information that communicates essential items to proper audience(s).

- Critical thinking: Discover sources of data and information which will be transformed into knowledge and eventually lead to the demonstration of wisdom as this knowledge is combined with student/instructor experiences and applied in discussions, projects, and case studies.

programs of study

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	MAT 118	Quantitative Reasoning	3
BUS 110	Introduction to Business	3	MAT 124	Statistics	3
BUS 113 FIN 110	Introduction to Personal Finance or Principles of Finance	3	PHI 102	Ethics and Contemporary Society	3
			PSY 101 SOC 101	Introduction to Psychology or Introduction to Sociology	3
BUS 115	Management I	3			
BUS 210	Fundamentals of Project Management	3	SPE 101	Oral Communications	3
BUS 104 BUS 230	Social Media Marketing or Principles of Marketing	3	Open Electives		6
BUS 244	Business Law	3			24
BUS 260	Small Business Management	3			
BUS 280	Business Capstone	3			
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 begins in the fall or spring semesters. Students entering in the summer will likely take longer than two years to complete the program (unless in the accelerated program). This program is sequenced for on campus study, but some classes may be shifted online based on student demand.

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 104 Social Media Marketing or BUS 230 Principles of Marketing	3		
BUS 115 Management I	3		
BUS 260 Small Business Management	3		
PHI 102 Ethics and Contemporary Society	3		
Second Year, Fall Semester (15 credits)			
BUS 113 Personal Finance or FIN 110 Principles of Finance	3		
SPE 101 Oral Communications	3		
ECO 110 Macroeconomics or ECO 120 Microeconomics	3		
PSY 101 Introduction to Psychology or SOC 101 Introduction to Sociology	3		
MAT 124 Statistics	3		
Second Year, Spring Semester (15 credits)			
BUS 244 Business Law	3		
BUS 280 Business Capstone	3		
BUS 210 Fundamentals of Project Management	3		
Open Elective	6		

program sequencing

Associate in Business Administration – 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. This program is sequenced for online 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)			
BUS 115 Management I	3		
MAT 118 Quantitative Reasoning	3		
First Year, Spring Term II (6 credits)			
ACC 112 Accounting II	3		
BUS 260 Small Business Management	3		
First Year, Summer Term I (3 credits)			
BUS 104 Social Media Marketing or BUS 230 Principles of Marketing	3		
First Year, Summer Term II (3 credits)			
ECO 110 Macroeconomics or ECO 120 Microeconomics	3		
Second Year, Fall Term I (6 credits)			
PHI 102 Ethics and Contemporary Society	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)			
Open Elective	3		
BUS 244 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		

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
	Computer Literacy**	3		Open Electives	12
	General Education Core I	3			**36**
	General Education Core II	3			
	General Education Core III	3			
	General Education Core IV	3			
	General Education Core I-IV	3			
MAT 118	Quantitative Reasoning	3			
		24			

* 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.

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:

- Explain the historical development and legal foundations of the criminal justice system, including the Constitution, statutes, and landmark court decisions.
- Analyze criminal law, constitutional rights, and legal procedures as well as their application to real-world scenarios.
- Evaluate the impact of criminal justice policies, including victim advocacy, sentencing, rehabilitation, and restorative justice, on deterrence, prevention, and recidivism.
- Explain the methods, techniques, and procedures for conducting police operations, investigations, support functions, and agency administration.
- Apply professional standards of conduct, legal principles and ethical reasoning to address real-world problems and dilemmas within the criminal justice system.
- Apply practical skills required for positions within criminal justice agencies in the area of interpersonal communication, both oral and written to present ideas and information clearly and accurately.
- Analyze how social, economic, racial, ethnic, and cultural factors influence crime, organized crime, criminal justice policies, and the effectiveness of the criminal justice system.

Criminal Justice 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 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 Sociology	3
CJS 160	Contemporary Corrections	3	SOC 210	Social Problems	3
CJS 170	Criminal Investigation & Case Preparation	3	SPE 101	Oral Communication	3
CJS 205	Police Organizations	3		General Education Core II	3
SWO 102	Wellness for Professionals	1		General Education Core IV	3
SWO 112	Crisis Intervention	3			*24*
		28			
	Program Electives	9			
	(6 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: 61 Credits	Cr	Grade	Semester
First Year, Fall Semester (16 credits)			
SWO 102 Wellness for Professionals	1		
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 Criminal Investigation & 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	3		
SWO 112 Crisis Intervention	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.

program sequencing

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: 61 Credits	Cr	Grade	Semester
First Year, Fall Semester (16 credits)			
SWO 102 Wellness for Professionals	1		
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 Criminal Investigation & 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	3		
SOC 210 Social Problems	3		
SWO 112 Crisis Intervention	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: 61 Credits	*Cr*	*Grade*	*Semester*
First Year, Fall Semester (7 credits)			
SWO 102 Wellness for Professionals	1		
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 Criminal Investigation & Case Preparation	3		
Choose 3 credits from Program Elective List*	3		
Third Year, Spring Semester (6 credits)			
CJS 110 Victim Advocacy	3		
SWO 112 Crisis Intervention	3		
Third Year, Summer Semester (6 credits)			
SOC 210 Social Problems	3		
General Education Core IV	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.

Digital Art and 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 Associate of Applied Science Degree Digital Art and Design prepares individuals to apply technical knowledge and skills to the creation and manipulation of content for digital creative content. Students use computer applications and related foundational techniques to develop conceptual content into usable electronic resources for imaging, animating, and digital content with those resources. The program includes instruction in specialized computer software and applications to specific commercial, industrial, and entertainment needs of creative digital content. 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, sound design and rendering final output to a demo reel.

Program Learning Outcomes Upon successful completion of the Associate of Applied Science Degree in Digital Art and Design 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 Art and Design Curriculum Requirements – 60 Credits

Required Program Courses		Cr	Required General Education		Cr
MUL 101	Media Project Management	3	ART 120	Introduction to Drawing	3
MUL 110	Digital Imaging	3	ART 122	Drawing for Animation*	3
MUL 130	Motion Graphics	3	ART 126	Foundations of Design	3
MUL 175	Texture and Lighting	3	ART 136	Digital Photography	3
MUL 180	2D Game Design*	3	ENG 101	College Composition	3
MUL 210	Advanced Digital Imaging	3		General Education Core I	3
MUL 220	Sound Design & Multi-track Editing	3		General Education Core III	3
MUL 225	3D Modeling & Character Animation*	3		General Education Core IV	3
MUL 230	Computer Animation*	3	MAT 118	Quantitative Reasoning	3
MUL 265	Final Media Portfolio	3			
		30			**27**
				Open Elective	**3**

* Four courses unique to Digital Art and Design Degree Only

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 Art and 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: 60 credits	Cr	Grade	Semester
First Year, Fall Semester (15 credits)			
ART 120 Introduction to Drawing	3		
ART 122 Drawing for Animation	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	3		
MUL 220 Sound Design & Multi-Track Editing	3		
MUL 130 Motion Graphics	3		
MUL 101 Media Project Management	3		
General Education Core IV	3		
Second Year, Fall Semester (15 credits)			
MUL 180 2D Game Design	3		
MUL 225 3D Modeling & Character Animation	3		
MUL 230 Computer Animation	3		
General Education Core I	3		
ART 126 Foundations of Design	3		
Second Year, Spring Semester (15 credits)			
MUL 175 Texture & Lighting	3		
MUL 210 Advanced Digital Imaging	3		
MUL 265 Final Media Portfolio	3		
General Education Core III	3		
Open Elective	3		

Education

Associate in Science Degree

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 coursework 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.

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

- 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.

Career Opportunities This program is designed to prepare graduates to apply their knowledge and skills to workplace environments including a classroom as a paraprofessional/educational technician II, and social service organizations. Graduates may also choose to continue their education at a bachelor's degree institution in Education or a related field. In addition, this program may offer teachers an avenue for recertification credits for a current teaching certificate. Teachers seeking recertification course approval need to inquire about specific courses with the Maine Department of Education.

Background Checks and Fingerprinting All students enrolled in the Education AS program are required to apply for a criminal background check (CRHC) and fingerprint clearance from the Maine Department of Education by the beginning of their first semester in the Education AS program. Background checks and fingerprint clearance are required by many of the field sites as well as for employment in K-12 schools in Maine. Students who have engaged in certain criminal activities may not be eligible for employment in the education field.

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	SPE 101	Oral Communications	3
EDU 206	The Teaching Process	3	PSY 101	Introduction to Psychology	3
EDU 210	Diversity and Equity in Education	3	MAT 116	Math for Education (Number Systems) or	3
EDU 215	Positive Learning Environments	3	MAT 118	Quantitative Reasoning*	
EDU 222	Language and Literacy Development	3		General Education Core IV, Lab Science	4
PSY 214	Child Development	3		General Education Core II	3
		21		General Education Core I-IV	6
Program Electives		**9**		General Education Core IV	3
	Any EDU prefix course				28
	General Education Core I-IV		**Open Elective**		**3**

Math for Education (Number Systems; MAT 116) is recommended for students interested in teaching grades K-6. Quantitative Reasoning (MAT 118) is recommended for those interested in pursuing a career in secondary education.

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.

program sequencing

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 116 Math for Education (Number Systems) or MAT 118 Quantitative Reasoning*	3		
PSY 101 Introduction to Psychology	3		
Program Elective (EDU 160 Recommended)	3		
First Year, Spring Semester (15 credits)			
EDU 105 Introduction to Exceptionality	3		
EDU 222 Language and Literacy Development	3		
PSY 214 Child Development	3		
SPE 101 Oral Communication	3		
General Education Core IV	3		
Second Year, Fall Semester (16 credits)			
EDU 210 Diversity and Equity in Education	3		
EDU 215 Positive Learning Environments	3		
General Education Core II	3		
General Education Core IV - Lab Science	4		
Program Elective	3		
Second Year, Spring Semester (15 credits)			
EDU 206 The Teaching Process	3		
General Education Core I-IV	6		
Program Elective	3		
Open Elective	3		

Math for Education (Number Systems) is recommended for students interested in teaching grades K-8. Quantitative Reasoning is recommended for those interested in pursuing a career in secondary education.

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	Semester
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)			
PSY 214 Child Development	3		
General Education Core IV	3		
Second Year, Fall Semester (9 credits)			
MAT 116 Math for Education (Number System) or MAT 118 Quantitative Reasoning*	3		
SPE 101 Oral Communications	3		
Program Elective (EDU 160 Recommended)	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 210 Diversity and Equity in Education	3		
EDU 215 Positive Learning Environments	3		
Program Elective	3		
Third Year, Spring Semester (6 credits)			
EDU 206 The Teaching Process	3		
EDU 222 Lanauge and Literacy Development	3		
Fourth Year, Fall Semester (9 credits)			
General Education Core II	3		
General Education Core I-IV	3		
Program Elective	3		
Fourth Year, Spring Semester (6 credits)			
General Education Core I-IV	3		
Open Elective	3		

*Math for Education (Number Systems; MAT 116) is recommended for students interested in teaching grades K-6. Quantitative Reasoning (MAT 118) is recommended for those interested in pursuing a career in secondary education.

Finance

Associate in Applied Science

Program Descriptionh 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.

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

- Collaboration: Students will acquire skills and tools for professional interaction, managing and leading in a team environment, use of technology in organizations for collaboration and constant interaction with peers and faculty who are working professionals in various fields. This is achieved with use of team activities, classroom discussions, and academic resources.
- Creativity: Students will research, combine, and apply concepts to create linkages from academic concept to applied learning. Creativity will be exhibited with conversations on academic principles, shared experience(s) and discovery of new combinations of material when creating projects, researching and writing papers on the subject of business and accounting and applying learning to case study analysis.
- Communication: Demonstrate the ability to record, analyze, interpret, and display information that communicates essential items to proper audience(s).
- Critical thinking: Discover sources of data and information which will be transformed into knowledge and eventually lead to the demonstration of wisdom as this knowledge is combined with student/instructor experiences and applied in discussions, projects, and case studies.

Finance Curriculum Requirements - 60 Credits

Required Program Courses		Cr	Required General Education		Cr
ACC 111	Accounting I	3	ENG 101	College Composition	3
ACC 151	Accounting Software Applications	3	SPE 101	Oral Communications	3
BUS 110	Introduction to Business	3	MAT 118	Quantitative Reasoning	3
BUS 113	Introduction to Personal Finance	3	MAT 124	Statistics	3
BUS 115	Management I	3	PHI 102	Ethics and Contemporary Society	3
BUS 210	Foundations of Project Management	3	PSY 101 or SOC 101	Introduction to Psychology or Introduction to Sociology	3
BUS 280	Business Capstone	3			
FIN 110	Principles of Finance	3	CIS 115	Software Applications	3
			Open Electives		6
FIN 150	Introduction to Investing	3			**27**
FIN 170	Insurance and Risk Management	3			
ECO 110 or ECO 120	Macroeconomics or Microeconomics	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.

Finance – 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.) This program is sequenced for on campus study, but some classes may be shifted online due based on student demand.

Curriculum Requirements: 60 credits	*Cr*	*Grade*	*Semester*
First Year, Fall Semester (15 credits)			
ACC 111 Accounting I	3		
BUS 113 Personal Finance	3		
CIS 115 Software Applications	3		
ENG 101 College Composition	3		
ECO 110 Macroeconomics or ECO 120 Microeconomics	3		
First Year, Spring Semester (15 credits)			
FIN 150 Introduction to Investing	3		
FIN 170 Insurance and Risk Management	3		
FIN 110 Principles of Finance	3		
SPE 101 Oral Communications	3		
MAT 118 Quantitative Reasoning	3		
Second Year, Fall Semester (15 credits)			
ACC 151 Accounting Software	3		
BUS 110 Introduction to Business	3		
BUS 115 Business Management I	3		
MAT 124 Statistics	3		
PHI 102 Ethics and Contemporary Society	3		
Second Year, Spring Semester (15 credits)			
BUS 210 Foundations of Project Management	3		
BUS 280 Business Capstone	3		
PSY 101 Introduction to Psychology or SOC 101 Introduction to Sociology	3		
Open Electives	6		

Finance Accelerated Degree Program 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 113 Introduction to Personal Finance	3		
ENG 101 College Composition	3		
First Year, Fall Term II (6 credits)			
ACC 111 Accounting I	3		
ECO 110 Macroeconomics or ECO 120 Microeconomics	3		
First Year, Spring Term I (6 credits)			
FIN 110 Principles of Finance	3		
ACC 151 Accounting Software Applications	3		
First Year, Spring Term II (6 credits)			
FIN 150 Introduction to Investing	3		
FIN 170 Insurance and Risk Management	3		
First Year, Summer Term I (3 credits)			
MAT 118 Quantitative Reasoning	3		
First Year, Summer Term II (3 credits)			
SPE 101 Oral Communications	3		
Second Year, Fall Term I (6 credits)			
BUS 115 Management I	3		
BUS 110 Introduction to Business	3		
Second Year, Fall Term II (6 credits)			
BUS 210 Foundations of Project Management	3		
PHI 102 Ethics and Contemporary Society	3		
Second Year, Spring Term I (6 credits)			
Open Elective	3		
CIS 115 Software Applications	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)			
PSY 101 Introduction to Psychology or SOC 101 Introduction to Sociology	3		

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 – 62 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	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 102	Wellness for Professionals	1			
SWO 110 or CJS 110	Victim Advocacy	3			
SWO 150	Introduction to Social Work	3			
		44			

program sequencing

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

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 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.

Curriculum Requirements: 62 credits	Cr	Grade	Semester
First Year, Fall Term I (4 credits)			
CJS 101 Introduction to Criminal Justice	3		
SWO 102 Wellness for Professionals	1		
First Year, Fall Term II (3 credits)			
HUS 101 Introduction to Human Services	3		
First Year, Spring Term I (3 credits)			
ENG 101 College Composition	3		
First Year, Spring Term II (3 credits)			
PSY 101 Introduction to Psychology	3		
First Year, Summer Term I (3 credits)			
PSY 230 Abnormal Psychology	3		
First Year, Summer Term II (3 credits)			
MAT 124 Statistics	3		
Second Year, Fall Term I (3 credits)			
CJS 120 Criminology	3		
Second Year, Fall Term II (3 credits)			
SOC 136 Race, Gender, Class and Ethnicity	3		
Second Year, Spring Term I (3 credits)			
SWO 110 or CJS 110 Victim Advocacy	3		
Second Year, Spring Term II (3 credits)			
CJS 160 Contemporary Corrections	3		
Second Year, Summer Term I (3 credits)			
PSY 234 Trauma and Recovery	3		
Third Year, Fall Term I (3 credits)			
SWO 150 Introduction to Social Work	3		
Third Year, Fall Term II (3 credits)			
PSY 232 Introduction to Counseling	3		
Third Year, Spring Term I (3 credits)			
CJS 102 Ethics and Leadership in Criminal Justice	3		
Third Year, Spring Term II (3 credits)			
CJS 230 Police Community Relations	3		
Third Year, Summer I or Summer II (3 credits)			
General Education Core IV	3		
Fourth Year, Fall Term I (3 credits)			
General Education Core II	3		
Fourth Year, Fall Term II (3 credits)			
SPE 101 Oral Communications	3		
Fourth Year, Spring Term I (3 credits)			
PSY 228 Addiction and Substance Abuse	3		
Fourth Year, Spring Term II (4 credits)			
CJS 125 Criminal Law	3		
FSW 280 Forensic Social Work Capstone	1		

Graphic 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 Associate of Applied Science Degree Graphic Design 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 Upon successful completion of the Associate of Applied Science Degree in Graphic Design 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.

Graphic Design Curriculum Requirements – 60 Credits

Required Program Courses		Cr	Required General Education		Cr
MUL 101	Media Project Management	3	ART 120	Introduction to Drawing	3
MUL 110	Digital Imaging	3	ART 126	Foundations of Design	3
MUL 122	Digital Illustration*	3	ART 132	Introduction to Illustration	3
MUL 125	Intermediate Graphic Design*	3	ART 136	Digital Photography	3
MUL 126	Typography*	3			
MUL 130	Motion Graphics	3	ENG 101	College Composition	3
MUL 175	Texture & Lighting*	3		General Education Core I	3
MUL 210	Advanced Digital Imaging	3		General Education Core III	3
MUL 220	Sound Design & Multi-track Editing	3		General Education Core IV	3
MUL 265	Final Media Portfolio	3	MAT 118	Quantitative Reasoning	3
		30			**27**
				Open Elective	**3**

* Four courses unique to Graphic Design Degree Only

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.

Graphic 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: 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	3		
MUL 220 Sound Design & Multi-track Editing	3		
MUL 130 Motion Graphics	3		
MUL 101 Media Project Management	3		
MUL 125 Intermediate Graphic Design	3		
Second Year, Fall Semester (15 credits)			
ART 132 Introduction to Illustration	3		
MUL 126 Typography	3		
General Education Core IV	3		
General Education Core I	3		
MUL 122 Digital Illustration	3		
Second Year, Spring Semester (15 credits)			
MUL 175 Texture & Lighting	3		
MUL 210 Advanced Digital Imaging	3		
MUL 265 Final Media Portfolio	3		
General Education Core III	3		
Open Elective	3		

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.
- Corresond effectively within the healthcare system using medical language and abbreviations.
- Communicate and collaborate with individuals effectively across differences in opinions, values, abilities, and cultures.
- Explain the importance and application of basic ethical behavior in the exercise of confidentiality in health care.
- 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
ALH 105	Medical Terminology	3		General Education Core I	3
ALH 120	Medical Law and Ethics	3	HUM 201	Multicultural America	3
			PSY 101	Introduction to Psychology	3
CIS 115 or CIS 118	Software Applications or Information Technology Fundamentals	3	PSY 210	Psychology Across the Lifespan	3
BIO 106/107	General Biology I with Lab	4	MAT 118	Quantitative Reasoning*	3
	Program Electives	12			
		28		General Education Core IV Lab Science (BIO or CHM)	8
	Program Electives:				
	Any ALH, NUR, PSY, SOC, or VET prefix				**26**
	General Education Core IV		**Open Elective**		**6**
ACC 111	Accounting I				
ACC 112	Accounting II				
BUS 115	Management I				

* 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		
ALH 105 Medical Terminology	3		
CIS 115 Software Applications or CIS 118 Information Technology Fundamentals	3		
ENG 101 College Composition	3		
MAT 118 Quantitative Reasoning	3		
First Year, Spring Semester (13 credits)			
BIO 106/107 General Biology with Lab	4		
General Education, Core I	3		
Program Elective	3		
PSY 101 Introduction to Psychology	3		
Second Year, Fall Semester (16 credits)			
ALH 120 Medical Law and Ethics	3		
General Education Core IV, Lab Science	4		
HUM 201 Multicultural Ameria	3		
Open Elective	3		
PSY 210 Psychology Across the Lifespan	3		
Second Year, Spring Semester (16 credits)			
General Education Core IV - Lab Science	4		
Program Electives	9		
Open Elective	3		
Program Elective List:			
Any ALH, NUR, PSY, SOC, or VET prefix			
General Education, Core IV			
ACC 111 Accounting I			
ACC 112 Accounting II			
BUS 115 Management I			

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.

program sequencing

Health Studies 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: 60 credits	Cr	Grade	Semester
First Year, Fall Semester (6 credits)			
ALH 101 Dynamics of Health Care	3		
MAT 118 Quantitative Reasoning	3		
First Year, Spring Semester (7 credits)			
ENG 101 College Composition	3		
BIO 106/107 General Biology I with Lab	4		
First Year, Summer Semester (6 credits)			
CIS 115 Software Applications or CIS 118 Introduction to Computer Technology	3		
PSY 101 Introduction to Psychology	3		
Second Year, Fall Semester (6 credits)			
ALH 105 Medical Terminology	3		
PSY 210 Psychology Across the Lifespan	3		
Second Year, Spring Semester (7 credits)			
General Education, Core I	3		
General Education Core IV, Lab Science (BIO or CHM)	4		
Second Year, Summer Semester (6 credits)			
HUM 201 Multicultural America	3		
Open Elective	3		
Third Year, Fall Semester (6 credits)			
ALH 120 Medical Law and Ethics	3		
Program Elective	3		
Third Year, Spring Semester (7 credits)			
General Education Core IV - Lab Science (BIO or CHM)	4		
Program Electives	3		
Third Year, Summer Semester (9 credits)			
Program Elective	3		
Program Elective	3		
Open Elective	3		
Program Elective List:			
Any ALH, NUR, PSY, SOC, or VET prefix			
General Education, Core IV			
ACC 111 Accounting I			
ACC 112 Accounting II			
BUS 115 Management I			

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.

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:

- Communicate effectively with a range of audiences.
- 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.
- Explain ethical and legal issues impacting information technology.
- Discuss the importance of encryption, strong passwords, packet filtering, Transmission Control Protocol (TCP) wrappers, mandatory access controls, and other methods for preventing unauthorized access.
- Apply problem-solving concepts and quantitative analysis to 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, 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 – 61 Credits

Required Program Courses		Cr	Required Program Courses		Cr
CIS 118	Information Technology Fundamentals	3	ENG 101	College Composition	3
CIS 133	Introduction to Programming	3	ENG 211	Technical Writing	3
CIS 152	Computer Hardware	3	MAT 127	College Algebra	3
CIS 178	Fundamentals of Cybersecurity	3		General Education Core II (HIS 110 Recommended)	3
CIS 217	Database Management	3		General Education Core IV Lab Science	4
CIS 226	Ethical Hacking	3		General Education Core III (ECO 110 or ECO 120 recommended)	3
CIS 235	Open Source Server Administration	3	SPE 101	Oral Communications	3
CIS 254	Computer Organization	3			**22**
NET 110	Networking I	3			
NET 120	Networking II	3			
NET 221	Network Defense	3			
WEB 131	Web Development I	3			
WEB 133	Web Development II	3			
		39			

program sequencing

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: 61 credits	*Cr*	*Grade*	*Semester*
First Year, Fall Semester (15 credits)			
ENG 101 College Composition	3		
CIS 178 Fundamentals of Cybersecurity	3		
CIS 118 Information Technology Fundamentals	3		
MAT 127 College Algebra	3		
NET 110 Networking I	3		
First Year, Spring Semester (15 credits)			
CIS 133 Introduction to Programming	3		
ENG 211 Technical Writing	3		
NET 120 Networking II	3		
NET 221 Network Defense	3		
SPE 101 Oral Communications	3		
Second Year, Fall Semester (16 credits)			
CIS 152 Computer Hardware	3		
CIS 217 Database Management	3		
General Education Core IV (Lab science)	4		
General Education Core III (ECO 110 or ECO 120 recommended)	3		
WEB 131 Web Development I	3		
Second Year, Spring Semester (15 credits)			
CIS 226 Ethical Hacking	3		
CIS 235 Open Source Server Administration	3		
CIS 254 Computer Organization	3		
General Education Core II (HIS 110 recommended)	3		
WEB 133 Web Development II	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 Program Courses	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**
	General Education Core III	6			
	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.

Liberal Studies Program Sequencing Part Time 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 course options are available in all Core I-IV categories.

Curriculum Requirements: 61 credits	Cr	Grade	Semester
First Year, Fall Semester (6 credits)			
ENG 101 College Composition	3		
General Education Core III	3		
First Year, Spring Semester (6 credits)			
ENG 112 Literature and Writing	3		
MAT 118 Quantitative Reasoning (recommended)*	3		
First Year, Summer Semester (6 credits)			
Computer Literacy (CIS 115 Software Applications recommended)	3		
PHI 102 Ethics and Contemporary Society	3		
Second Year, Fall Semester (7 credits)			
General Education Core I-IV	3		
General Education Core IV, Lab Science	4		
Second Year, Spring Semester (6 credits)			
General Education Core III	3		
Diversity/Cultural Knowledge (D)	3		
Second Year, Summer Semester (6 credits)			
General Education Core I-IV	3		
SPE 101 Oral Communications	3		
Third Year, Fall Semester (6 credits)			
Creative Arts (CA)	3		
General Education Core II	3		
Third Year, Spring Semester (6 credits)			
General Education Core I-IV	4		
General Education Core II	3		
Fourth Year, Fall Semester (6 credits)			
General Education Core I-IV or Open Electives **	6		
Fourth Year, Spring Semester (6 credits)			
General Education Core I-IV or Open Electives **	3		

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.*

Nursing

Associate in Science

The Associate of Science in Nursing program prepares the student to become a registered nurse. This program is is currently in Phase II approval from the Maine State Board of Nursing (161 Capitol St, Augusta, ME 04330).

The associate nursing program at York County Community College at the Wells campus located in Wells, Maine is accredited by the: Accreditation Commission for Education in Nursing (ACEN).

3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326

(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the associate nursing program is initial accreditation. View the public information disclosed by the ACEN regarding this program on the ACEN website.

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

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

An LPN may seek to apply to the program with advanced standing. In such a case, the LPN must have practiced within the past three years and completed BIO 126/127 Human Anatomy and Physiology I with Lab within the past 7 years. The student would then be admitted to the program for NUR 109 Role Transition and then to the following semester of NUR 110 Nursing Across the Lifespan. Applicants must satisfy all corequisites.

Selective Admission Requirements

To apply to Nursing Program, students much achieve a B- or higher in prerequisite courses:
- ENG 101 College Composition
- MAT 118 Quantitative Reasoning, or MAT 124 Statistics
- BIO 126/127 Human Anatomy & Physiology with Lab
- PSY 101 Introduction to Psychology
- Math and science must be taken within the past seven years
- TEAS overall score of 60 or above
- Attendance at a mandatory information session
- High school diploma, General Equivalency Diploma (GED), or HiSET.

Admissions to the York County Community College Nursing Program is based on a Selective Admission Process. Selection is based on GPA in prerequisites, TEAS score, professional/academic references, among others. For further information contact admissions@yccc.edu. Final acceptance into the nursing program is based on results of a criminal background check.

Upon acceptance to the YCCC Nursing Program, students will have additional non-academic requirements:

- Laptop
- Uniforms
- Professional Healthcare Provider Basic Life Support certification (American Heart Association)
- Students must provide their own transportation to and from clinical settings

Criminal Background Check

Final acceptance into the York County Community College nursing program is subject to a criminal background check prior to beginning the program and then annually. Further instructions will be given upon admission to the nursing program.

Health Requirements

The applicant must submit proof to the Nursing Program of the following:

- MMR: Measles, Mumps, Rubella An official record of an immune titer must be provided for each
- HBV: Hepatitis B: 3 Doses An official record of an immune titer must be provided following completion of the series. •
- TD: Adult Tetanus and Pertussis (TDaP) An official record of immunization within the past 10 years must be provided. •
- PPD: Purified Protein Derivative (TB) Annual testing is required. If applicant has not been tested within the past year, initial testing must consist of 2 tests not more than three weeks apart. Applicants with a history of a positive skin test should contact the Nursing Department Chair
- Varicella (Chicken Pox) An official record of an immune titer must be provided.
- Annual influenza immunization
- Additional requirements may include COVID-19 immunization

General Requirements

In order to meet the Nursing Program Student Learning Outcomes, applicants must have the following independent abilities and skills:

1. Ability to identify cyanosis, absence of respiratory movement in patients;
   Ability to determine and understand small print on medication containers,
   physicians' orders, monitors, and equipment calibrations.

2. Ability to understand the normal speaking voice without viewing the speaker's face; hear monitor alarms, emergency signals, call bells from patients and telephone orders; take/ hear blood pressure, heart, lung, vascular, and abdominal sounds with stethoscope.

3. Ability to remain in a stationary position for prolonged periods of time,
   perform cardiopulmonary resuscitation, transfer, move, and reposition
   patients, and move from room to room or maneuver in limited spaces.

4. Ability to communicate clearly and succinctly when explaining treatment
   procedures, describing patient's conditions, and implementing health teaching.
   Notate legibly and correctly in patient's chart for local documentation.

5. Ability to use sterile techniques to insert catheter, withdraw blood, and prepare
   medications / administer medications (oral and parenteral routes).

6. Ability to palpate pulses, determine warmth and coolness, detect enlarged nodes and lumps.

7. Ability to function safely under stressful conditions and the ability to adapt to an ever-changing environment inherent in clinical situations involving patient care.

8. 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 accommodation, including any required to perform the above-described abilities, please contact the College's Director of Disability Services at 207-216-4323 or disabilityservices@yccc.edu

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

The Registered Nurse program prepares the graduate at the Associate Degree level with the skills and knowledge necessary to function in the role of the Registered Nurse. Graduates are prepared to function as the provider of care, manager of care, and member within the discipline of nursing. The graduate is prepared to provide evidenced-based, holistic, client-centered nursing care to a diverse population in a variety of settings. Students develop competency and confidence in client assessment, clinical decision-making skills, and use of advanced technology. Knowledge of teaching-learning principles are acquired and integrated into all aspects of care. Graduates will organize care, delegate appropriate aspects of care, as well as communicate, collaborate, and coordinate client care with other healthcare providers. Graduates are prepared to succeed in employment in structured healthcare settings and manage care environments while delivering care to a client/family with complex health care needs. The graduate will be eligible to apply for the National Council Licensing Examination (NCLEX-RN) for the Registered Nurse.

Guided learning experiences in the classroom, laboratory, and structured health care settings are correlated with classroom instruction.

Nursing majors must follow the course sequence and should note that a minimum grade of 77 or a C+ (with a satisfactory clinical grade) in each nursing course is required in order to progress from one nursing course to another. Students must adhere to the nursing program attendance requirements or it may result in dismissal from the program. Students may be allowed to repeat one nursing course by reapplication; readmission will be dependent upon open slots in the program. Completion of all Nursing courses with a grade of C+ or better is required to graduate.

Program Learning Outcomes Students who successfully complete the Associate of Science in Nursing will be able to:

*   Provide compassionate, evidence-based nursing care to patients, families, groups, populations, and communities from diverse backgrounds in a variety of settings; care that is age and culturally appropriate and based on a patient's preferences, values and educational needs.

*   Communicate effectively and collaborate with diverse patients, families, groups, and members of the health care team to promote shared-decision making.

*   Utilize information and patient care technology to manage care, support decision-making, minimize error while employing effective use of resources.

*   Evaluate and integrate current evidence with clinical judgment to provide safe, quality care.

*   Integrate professional behaviors and leadership skills in the provision of professional nursing care delivery.

*   Use quality measures and indicators to evaluate patient outcomes and the effect of changes in the delivery of care.

Nursing Curriculum Requirements – 69 Credits

Required Program Courses		Cr		Required Program Courses	Cr
NUR 101	Fundamentals of Nursing	8	BIO 126/127	Human Anatomy & Physiology I w/Lab	4
NUR 105	Pharmacology for Nurses	2	BIO 136/137	Human Anatomy & Physiology II w/Lab	4
NUR 110	Nursing Across the Lifespan I	10	BIO 230/231	Microbiology w/Lab	4
NUR 201	Nursing Across the Lifespan II	10	ENG 101	College Composition	3
NUR 205	Nursing Across the Lifespan III	6	HUM 201 or PHI 102	Multicultural America or Ethics and Contemporary Society	3
NUR 210	Nursing Leadership	3	MAT 118 or MAT 124*	Quantitative Reasoning or Statistics*	3
		39	PSY 101	Introduction to Psychology	3
			PSY 210	Psychology Across the Lifespan	3
			SPE 101	Oral Communications	3
					30

* MAT 124 is recommended for students who plan to transfer to a BSN program.

** Approved LPN's may take NUR 109 Role Transition in place of NUR 101 Fundamentals of Nursing.

program sequencing

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

Curriculum Requirements: 69 Credits	Cr	Grade	Semester
Prerequisites (13 credits) to be fulfilled successfully prior to the nursing program			
BIO 126/127 Human Anatomy & Physiology I w/Lab	4		
ENG 101 College Composition	3		
MAT 118 Quantitative Reasoning or MAT 124 Statistics*	3		
PSY 101 Introduction to Psychology	3		
Course Sequencing once accepted into the program.			
First Year, Fall Semester (14 credits)			
BIO 136/137 Human Anatomy & Physiology II w/Lab	4		
NUR 101 Fundamentals of Nursing	8		
NUR 105 Pharmacology for Nurses	2		
First Year, Spring Semester (17 credits)			
NUR 110 Nursing Across the Lifespan I	10		
BIO 230/231 Microbiology w/Lab	4		
PSY 210 Psychology Across the Lifespan	3		
Second Year, Fall Semester (13 credits)			
NUR 201 Nursing Across the Lifespan II	10		
HUM 201 Multicultural America or PHI 102 Ethics and Contemporary Society	3		
Second Year, Spring Semester (12 credits)			
NUR 205 Nursing Across the Lifespan III	6		
NUR 210 Nursing Leadership	3		
SPE 101 Oral Communications	3		

*MAT 124 is recommended for students who plan to transfer to a BSN program.

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) or completed 24 credits in an academic trade program. Individuals who have completed a registered apprenticeship program, those who wish to complete the Trade and Technical Occupations Program while concurrently meeting apprenticeship requirements, or students in a trade related academic certificate or coursework are eligible for admission.

Students that wish to apply apprenticeship experience to their degree requirements must 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 or Trade Related Coursework	18 or 24	ENG 101 ENG 120 or ENG 211	College Composition Professional Communication OR Technical Writing	3
	(Documented apprenticeship experience 3 years = 18 credits, 4 years = 24 credits)			General Education Core I (SPE 101 Oral Communication recommended)	3
	Career Related Electives - apprenticeship students	12 or 18		General Education Core II	3
	Student and advisor select career related electives that are specific to the apprenticeship focus or likely career path within the field			General Education Core III	3
			MAT 126	General Education Core IV - Math (MAT 107 Technical Math, MAT 126 Trigonometry or MAT 127 College Algebra recommended)	3
	Open Elective OR Trade Related Coursework				
CIS 115 CIS 118	Software Applications or Information Technology Fundamentals recommended	3		General Education Core IV - Science	3
				General Education Core I-IV	3
					21

program sequencing

Trade & Technical Occupations Apprenticeship

Associate in Applied Science

Curriculum Requirements: 60 credits	Credits	Grade	Semester
First Year, Fall Semester (12 credits)			
ENG 101 College Composition or ENG 120 Professional Communication or ENG 211 Technical Writing	3		
General Education Core III	3		
General Education IV Math	3		
General Education Core I-IV	3		
First Year, Spring Semester (12 credits)			
General Education Core I (SPE 101 Oral Communication recommended)	3		
General Education Core II	3		
General Education Core IV - 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.

Trade & Technical Occupations Trade Courses

Associate in Applied Science

Curriculum Requirements: 60 credits	Credits	Grade	Semester
First Year, Fall Semester (15 credits)			
ENG 101 College Composition or ENG 120 Professional Communication or ENG 211 Technical Writing	3		
General Education Core III	3		
General Education IV Math	3		
Trade related courses	6		
First Year, Spring Semester (15 credits)			
General Education Core I (SPE 101 Oral Communication recommended)	3		
General Education Core IV - Science	3		
Open Elective	3		
Trade related courses	6		
Second Year, Fall Semester (15 credits))			
CIS 115 Software Applications or CIS 118 Information Technology Fundamentals	3		
General Education Core II	3		
Open Elective	3		
Trade related courses	6		
Second Year, Spring Semester (15 credits)			
General Education Core I-IV	3		
Open electives	6		
Trade related courses	6		

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 full accreditation by the American Veterinary Medical Association Committee on Veterinary Technology Education and Activities November 12, 2021.

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 with both small and large animals. Throughout the program, students acquire the knowledge, attitude and behaviors that are necessary to function as a veterinary technician and complete the Essential Skills required by the accrediting body, the American Veterinary Medical Association's Committee on Veterinary Technician Education and Activities. Students who successfully complete all Essential Skills and receive their diploma will be eligible to sit for the National Veterinary Technician Examination to acquire 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 with clients and co-workers.
- Apply critical thinking and problem-solving skills in the evaluation of animal health concerns while remaining ethical and responsible for the involved patients.
- Demonstrate a personal commitment to lifelong learning relative to the field of Veterinary Technology.
- 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 required skills assigned by the American Veterinary Medical Association Committee for Veterinary Technician Education and Activities (AVMA-CVTEA).

Admissions Requirements

- Complete YCCC application for admission
- High School Diploma or General Equivalency Diploma (GED) *
- High School Biology with lab (grade of C or higher) **
- High School Chemistry with lab (grade of C or higher) **
- College level placement in English and Math
- Upon completion of above, applicants will be contacted to interview with the program director.

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 science, math, English and core classes needed to meet the Veterinary Technology admissions requirements.

Please Note:

- It is the student's responsibility to provide and complete all the above admissions requirements, aside from the interview component.

- Preferential registration will be given to students in Liberal Arts Pre-Vet Tech or Veterinary Technology for all VET prefix courses.

- Acceptance into the Veterinary Technology program will be based upon admissions requirements, and an interview with two YCCC representatives, based on space available..

Program Requirements

- All students must obtain a C or better in all veterinary technology, math, and biology courses.

- Should a student not obtain a C or higher, the course must be repeated to progress in the program. If a class must be repeated, preference will be given to the current cohort taking those courses, and students who need to re-take a course will be placed after cohort enrollment is completed.

- Should a student fail two courses in any of the veterinary technology program and science courses, the student will be withdrawn from the program. If a student wishes to pursue again, the student must re-apply to the program with a letter stating how they plan to improve performance and must repeat all courses, regardless of previous grades.

- Students are required to have reliable access to a laptop or computer and internet.

Immunizations/Health Insurance Documentation of rabies vaccination must be must be submitted to the Program Director prior to beginning clinical classes. Failure to do so will result in removal from the Program.   Health insurance is strongly recommended.

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 Many of the program courses utilize off campus facilities which are all within a 1-hour radius of the Wells campus. It is the student's responsibility to have reliable transportation to college and these sites as essential skills are performed there and require for successful completion of the program.

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.

Important information for Vet Tech students who are, or are seeking, to become pregnant
The potential for injury during the education of veterinary technology students increases during pregnancy. Exposure to toxic drugs, infectious diseases, inhalation anesthetics, radiation, and other agents or activities present real hazards to unborn children. In addition, physical accidents incurred while working with animals may also lead to serious injuries for mother and child. Any student who is pregnant should consider these hazards in scheduling courses, particularly those involving radiology, anesthesia, contact with infections, chemical exposure and large animals. Students seeking to become pregnant while a student in the program should also be mindful of these issues.

Pregnant students are encouraged to inform their physician of their participation in the vet tech program, maintain regular contact with their physician and take appropriate steps to minimize exposure to hazards inherent in veterinary technology education. Pregnant students are also urged to inform the department chair as early as possible to facilitate communication, learn more about potential hazards, and take advantage of all available options. Options include deferring courses that present unavoidable hazards to pregnant women and unborn children and taking a leave of absence for the duration of the pregnancy. While pregnancy is not generally considered a

disability, for information on accommodations that may be available to pregnant students, please contact Accessibility Services.

Transfer Credit General Education classes may be accepted. Any specific Vet Technology program courses must submit proof of essential skills completion from the Salt House.

Career Opportunities Graduates may find employment opportunities in veterinary practices, farm animal medicine, shelter medicine, research laboratories, the pharmaceutical industry and government regulatory bodies.

Veterinary Technology Curriculum Requirements - 68 Credits

Required Program Courses		Cr	Required General Education		Cr
VET 101	Introduction to Veterinary Technology	3	BIO 124/125	Animal Anatomy & Physiology I w/Lab	4
VET 120	Veterinary Pharmacology	3	BIO 134/135	Animal Anatomy & Physiology II w/Lab	4
VET 125/126	Veterinary Clinical Methods I w/Lab	4	CHM 104	Chemistry for Health Sciences	3
VET 190	Veterinary Practicum I	3	ENG 101	College Composition	3
VET 215	Laboratory Animal Medicine	3	MAT 118	Quantitative Reasoning	3
VET 220/221	Large Animal Management w/Lab	3		General Education Core I	3
VET 224/225	Veterinary Clinical Methods II w/Lab	4		General Education Core II	3
VET 226/227	Veterinary Imaging and Dental w/Lab	3		General Education Core III	3
VET 230/231	Veterinary Clinical Pathology w/Lab	4		Open Elective	3
VET 240	Animal Medicine	3			**29**
VET 290	Veterinary Practicum II	4			
VET 250	Licensing and Exam Prep	2			
		39			

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.

Live On–Campus Classs

Curriculum Requirements: 68 Credits	Cr	Grade	Semester
First Year, Fall Semester (16 credits)			
BIO 124/125 Animal Anatomy & Physiology I w/Lab	4		
CHM 104 Chemistry for Health Science	3		
ENG 101 College Composition	3		
MAT 118 Quantitative Reasoning	3		
VET 101 Introduction to Veterinary Technology	3		
First Year, Spring Semester (15 credits)			
BIO 134/135 Animal Anatomy and Physiology II w/Lab	4		
VET 120 Veterinary Pharmacology	3		
VET 125/126 Veterinary Clinical Methods I w/Lab	4		
VET 230/231 Veterinary Clinical Pathology w/Lab	4		
First Year, Summer (6 credits)			
Open Elective	3		
VET 190 Veterinary Practicum I	3		
Second Year, Fall Semester (16 credits)			
VET 215 Laboratory Animal Medicine	3		
VET 220/221 Large Animal Management w/Lab	3		
VET 224/225 Veterinary Clinical Methods II w/Lab	4		
VET 226/227 Veterinary Imaging and Dental w/Lab	3		
General Education, Core II	3		
Second Year, Spring Semester (15 credits)			
VET 240 Animal Medicine	3		
VET 290 Veterinary Practicum II	4		
General Education, Core I	3		
General Education, Core III	3		
VET 250 Licensing and Exam Prep	2		

certificate programs

Alcohol and Drug Counselor
Certificate Program

Program Description: Upon completion of the Alcohol and Drug Counselor certification program students will be prepared to work in the field of substance use disorder treatment. Areas of study include: models of addiction, chemical dependency, substance abuse counseling, trauma, crisis intervention and case management. Graduates of the certificate degree will be eligible to apply to take the Certified Alcohol and Drug Counselor exam offered by the State of Maine Board of Alcohol and Drug Counseling. The certificate coursework also aligns with the requirements for the Behavioral Health Studies Associates degree offered at YCCC for students who wish to continue their education.

Program Learning Outcomes: Students who successfully complete the Alcohol and Drug Counselor Certificate will be able to:

- Evaluate the various treatment modalities and program interventions used as best practices in the field of drug and alcohol counseling, including the skills and competencies required of the treatment professional.
- Analyze the major components of an effective drug and alcohol prevention program.
- Identify the appropriate classifications of drugs of abuse reflecting the major physiological and behavioral effects.
- Utilize assessment instruments and be able to complete a biopsychosocial assessment and a treatment plan.
- Develop awareness of attitudes and biases that may impact personal effectiveness as a counselor and identify self-care tools and coping mechanisms.

Career Opportunities: Graduates of the Alcohol and Drug Counselor Certificate program will be eligible for entry level positions in a variety of settings including hospitals, both in-patient and out-patient substance use disorder programs, schools, human service agencies, and residential treatment facilities. Specific jobs may include, but are not limited to; case manager, crisis intervention specialist, substance use disorder counselor, community organizer, residential behavioral health technician and care coordinator. Graduates may work with a wide variety of clients including both adolescents and adults of all ages.

Required Program Courses		Cr
HUS 101	Introduction to Human Services	3
PSY 101	Introduction to Psychology	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
PSY 244	Psychosocial Rehabilitation	3
SWO 102	Wellness for Professionals	1
SWO 111	Case Management	3
SWO 112	Crisis Intervention	3
SWO 201	Alcohol and Drug Counselor Overview	3
		31

Alcohol and Drug Counselor Certificate Program Sequencing: The sequencing of courses in this program begins in the first seven-week fall semester. Students entering the program in the spring or summer may take longer to complete the certificate.

Curriculum Requirements: 31 Credits	Cr	Grade	Semester
First Seven Week, Fall semester (7 credits)			
HUS101 Introduction to Human Services	3		
PSY 101 Introduction to Psychology	3		
SWO 102 Wellness for Professionals	1		
Second Seven Week, Fall semester (6 credits)			
PSY 230 Abnormal Psychology	3		
SWO 111 Case Management	3		
First Seven Week, Spring Semester (6 credits)			
PSY 228 Addiction and Substance Abuse	3		
PSY 232 Introduction to Counseling	3		
Second Seven Week, Spring Semester (6 credits)			
PSY 234 Trauma and Recovery	3		
PSY 244 Psychosocial Rehabilitation	3		
First Seven Week, Summer semester (6 credits)			
SWO 112 Crisis Intervention	3		
SWO 201 Alcohol and Drug Counselor Overview	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 two semesters 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 - 28 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
SWO 102	Wellness for Professionals	1
		28

* 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 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: 28 credits	Cr	Grade	Semester
First Year, Fall Term I (10 Credits)			
HUS 101 Introduction to Human Services*	3		
PSY 101 Introduction to Psychology	3		
SOC 101 Introduction to Sociology	3		
SWO 102 Wellness for Professionals	1`		
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		

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

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/

Computer Aided Design Technician Certificate

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 This certificate will provide students the opportunity to develop high-level drafting skills utilizing Computer Aided Design (CAD) software to create technical drawings, sketches, designs, and notes from mechanical engineers and factory operators that meet the American Society of Mechanical Engineers (ASME), American National Standards Institute (ANSI), and International Standards Institute (ISO) standards. Students will learn about the materials and techniques necessary to design and produce prototypes using additive manufacturing and become certified in industry standard software, including AutoCAD and SolidWorks.

Program Outcomes

1. Create technical drawings, manufacturing schematics, and 2D and 3D digital models of mechanical equipment designs, using measurements, specifications, and additional data in accordance with ASME Y14.5-2018.

2. Collect initial drawings, calculations, and design ideas from engineers, and combine all relevant data into coherent and complete initial design models for review and modifications to ensure deliverables include all relevant design details.

3. Analyze design documents and plans to verify dimensions and materials.

4. Demonstrate proficiency with AutoCAD, SolidWorks, and rapid prototyping software.

5. Develop schematics and models of individual components and assemblies.

6. Annotate and verify all numerical designations and specifications in technical drawings and schematics, using both CAD programs and manual calculations when necessary.

7. Create 3D models using the Additive Manufacturing processes and machinery.

Career Opportunities Students develop drafting and design skills that can be applied in fields including architectural, civil, mechanical, and construction design. Graduates may work as entry drafters, engineering designers, or in support of engineers or architects using AutoCAD and SolidWorks software to prepare technical drawings and plans. Students are prepared to take AutoCAD and SolidWorks certificate exams during their certificate program.

Computer Aided Design Technician Certificate Program Sequencing The sequencing of courses in this program begins in the fall semester.

Curriculum Requirements: 22 credits	Cr	Grade	Semester
First Year, Fall Term I (6 Credits)			
CAD 102 AutoCAD I	3		
CAD 115 Mechanical Drafting Standards and Procedures	3		
First Year, Fall Term II (6 Credits)			
CAD 107 SolidWorks I	3		
CAD 210 AutoCAD II	3		
First Year, Spring Term I (5 Credits)			
CAD 204 SolidWorks II	3		
ADM 101 Product Design and Rapid Prototyping	2		
First Year, Spring Term II (5 Credits)			
CAD 112 Manufacturing Processes and Materials	2		
CAD 214 Geometric Dimensionin and Tolerancing (GD&T)	3		

Electrician Technology

Certificate Program

Program Description Electrician Technology is a one-year certificate program that teaches students to install, maintain and troubleshoot electrical devices and equipment. Students will gain an understanding to the regulations of residential and commercial wiring and renewable energy.

This program provides the 576 hours of education needed to meet the licensing requirements of the State of Maine and, upon successful completion of the program will be eligible to set for the journeyman's exam and upon completion of 4,000 hours in the field of electrical installations, the State of Maine Electrician Examining Board will allow the student to apply for the journeyman's license.

Program Learning Outcomes Students who successfully complete the certificate in Electrician Technology will be able to:

1. Practice the electrical skills of the profession in an ethical and responsible manner.

2. Respond appropriately to a variety of residential, commercial, and industrial electrical situations.

3. Apply knowledge of electrical theory in various projects, including blueprint reading, wiring, motor control, switching, and power circuits.

4. Possess in-depth knowledge of the National Electrical Code.

Electrician Technology Curriculum Requirements – 36 Credits*

Required Program Courses		Cr	Required General Education		Cr
ELC 101	Basic Electricity I	3	ENG 120	Professional Communications	3
ELC 120	Electrical Controls I	3	MAT 107	Technical Math	3
ELC 150	Electrical Blueprint Reading	3			
ELC 160	Introduction to Renewable Energy	3			**6**
ELC 180	National Electrical Code	3			
ELC 190	Basic Electronics	3			
ELC 201	Basic Electricity II	3			
ELC 220	Electrical Controls II	3			
ELC 250	Electric Motors	3			
ELC 260	Transformers	3			
		30			

* All students must pass ELC Courses with a C- or higher to graduate.

Career Opportunities Graduates of this program will pursue careers as journeyman electricians.

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Electrician 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: 36 credits	Cr	Grade	Semester
Summer Term II (6 credits)			
ENG 120 Professional Communications	3		
MAT 107 Technical Math	3		
Fall Term I (6 credits)			
ELC 101 Basic Electricity I	3		
ELC 150 Electrical Blueprint Reading	3		
Fall Term II (6 credits)			
ELC 201 Basic Electricity II	3		
ELC 120 Electrical Controls I	3		
Spring Term I (6 credits)			
ELC 220 Electrical Controls II	3		
ELC 190 Basic Electronics	3		
Spring Term II (6 credits)			
ELC 260 Transformers	3		
ELC 250 Electric Motors	3		
Summer Term I (6 credits)			
ELC 160 Introduction to Renewable Energy	3		
ELC 180 National Electrical Code	3		

Financial Planning

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 certificate is suitable for the student who wishes to gain financial literacy needed in the current financial services and workforce environment. Financial planning certificate students are people who need to create a basic foundation for navigating the increasingly complex world of personal financial planning and gain skills essential to careers in the financial services industry. Financial Planning 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.

Financial Planning Curriculum Requirements – 18 Credits

Required Program Courses		Cr
ACC 111	Accounting I	3
BUS 113	Introduction to Personal Finance	3
ECO 110 or ECO 120	Macroeconomics or Microeconomics	3
FIN 110	Principles of Finance	3
FIN 150	Introduction to Investing	3
FIN 170	Insurance and Risk Management	3
		18

Career Opportunities Students with a Certificate in Financial Planning, expect to work in a job where a self-directed retirement plan is offered or 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 skills needed to navigate personal financial issues. The objective of the program is to provide students with the knowledge, training, skills, and credentials, which will lead toward a general career path or a career in finance-related businesses. This certificate is also useful for adults who seek information necessary to handle their financial decisions which are increasingly complex.

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/

Financial Planning 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)			
ACC 111 Accounting I	3		
BUS 113 Introduction to Personal Finance	3		
ECO 110 Macroeconomics or ECO 120 Microeconomics	3		
First Year, Spring Semester (9 credits)			
FIN 110 Principles of Finance	3		
FIN 150 Insurance and Risk Management	3		
FIN 170 Introduction to Investing	3		

Health Studies

Certificate Program

*Can be taken full or part-time

Most classes are offered every semester so students can start anytime. The sequence chart is a sample for reference.

Program Description This certificate allows students to explore career opportunities in the health field. This credential provides the foundational coursework needed to be successful in a two- or four-year health science program. The certificate courses are aligned with both the Health Studies and Nursing degrees at York County Community College (YCCC) so students can easily apply their coursework to a two-year degree. Courses will also transfer to the many local universities with which YCCC has articulation agreements.

Program Learning Outcomes

- Apply the scientific method in a laboratory or field work setting by observing phenomena, developing hypotheses, implementing experiments, and evaluating results.

- Interpret and evaluate qualitative and quantitative information.

- Evaluate the importance and impact of diversity in opinions, values, abilities, and cultures in the science and health care fields.

- Accurately locate, identify, and describe the purpose of body structures and systems using standard anatomical and directional terminology.

- Communicate clearly, effectively, and ethically in speaking and writing.

Health Studies Certificate Program Curriculum Credits – 26 Credits

Required Program Courses		Cr
ENG 101	College Composition	3
MAT 118	Quantitative Reasoning	3
PSY 101	Introduction to Psychology	3
HUM 201	Multicultural America	3
SPE 101	Oral Communication	3
BIO 126/127	Anatomy and Physiology I w/Lab	4
BIO 136/137	Anatomy and Phsyiology II w/Lab	4
	Program Elective (Any BIO lab course, CHM lab course, ACM, ALH, NUR, VET course, PSY 210, or active CNA certification)	3
		26

Career Opportunities Graduates will be prepared for entry level administrative positions in a healthcare office. Students in this certificate are often working towards completing course requirements for transfer. All courses in this certificate program may be applied to the Health Studies AAS degree and Nursing 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/

Health Studies 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: 26 credits	Cr	Grade	Semester
First Year, Fall Semester (13 credits)			
BIO 126/127 Anatomy and Physiology I w/Lab	4		
ENG 101 College Composition	3		
PSY 101 Introduction to Psychology	3		
SPE 101 Oral Communication	3		
First Year, Spring Semester (13 credits)			
BIO 136/137 Anatomy and Physiology II w/Lab	4		
HUM 201 Multicultural America	3		
MAT 118 Quantitative Reasoning	3		
Program Elective	3		

Leadership Certificate Program

Certificate Program

Program Description The Certificate in Leadership is designed to prepare students for leadership positions and to help students pursue advancement to leadership positions in their current occupation. Students learn the theory and practice of leadership in relation to organizational management, communication, human resources, and ethical and legal concerns. Courses will expose students to the real-world implications of leadership decisions and the importance of effective leaders to all segments of society. In depth case studies are used to explore the exercise of leadership in response to the challenges confronting leaders. The course content provides students with the knowledge and skill to assume a position of leadership in any private sector business, public sector agency, or non-profit organization.

Program Learning Outcomes Students who successfully complete the Leadership Certificate Program will be able to:

- Demonstrate a comprehensive understanding of leadership development and the knowledge and skills needed to become a leader.
- Recognize ethical and just leadership decisions consistent with fiduciary duties and responsibilities.
- Explain the theories, types, and styles of leadership practiced in contemporary social structures.
- Apply the principles of leadership to effective decision making at any level of an organizational structure.
- Explain the role of diversity, equity, and inclusion in leadership.
- Describe how to engage in interpersonal communication and management of information systems to establish and maintain effective leadership.
- Discuss how to develop productive relationships with superiors, subordinates, and peers consistent with being recognized and accepted as a leader.
- Analyze challenges inherent in leading and identify credible methods that result in viable, productive and legitimate outcomes.

Leadership Certificate Program Curriculum Credits – 18 Credits

Required Program Courses		Cr
LDR 101	Leadership: Theory and Practice	3
LDR 110	Principles of Applied Leadership	3
LDR 120	Effective Communication and Information Management	3
LDR 130	Leadership in Human Resources	3
LDR 210	Leadership: Ethics and Justice	3
LDR 220	Case Studies in Leadership	3
		18

Career Opportunities A Leadership Certificate provides students a valuable credential when seeking entry level employment in any field. Graduates present a broad range of knowledge and understanding that makes them competitive for positions and demonstrates the desire and ability to advance in their chosen career. Courses prepare students for team leader roles, supervisor roles, management roles, and any role requiring responsible, decision-making capability.

Leadership 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)			
LDR 101 Leadership: Theory and Practice	3		
LDR 110 Principles of Applied Leadership	3		
LDR 120 Effective Communication and Information Management	3		
First Year, Spring Semester (9 credits)			
LDR 130 Leadership in Human Resources	3		
LDR 210 Leadership: Ethics and Justice	3		
LDR 220 Case Studies in Leadership	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	AutoCAD I	3
CAD 107	SolidWorks I	3
CAD 115	Mechanical Drafting Standards and Procedures	3
CAD 204	SolidWorksII	3
CAD 210	AutoCAD II	3
	Program Elective	3
		18
	Program Elective List:	
	Any ARC or CAD course	

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 AutoCAD I	3		
CAD 107 SolidWorks I	3		
CAD 115 Mechanical Drafting Standards and Procedures	3		
First Year, Spring Semester (9 credits)			
CAD 204 SolidWorks II	3		
CAD 210 AutoCAD II	3		
Program Elective	3		

Networked Systems Technology

Certificate Program

*Intended for part-time study

The sequencing of courses in this program begins in the summer semester.

Program Description The Networked Systems and Security Certificate Program is designed to provide students with a comprehensive understanding of networked systems and the principles of cybersecurity. This program equips individuals with the necessary skills and knowledge to analyze, design, implement, and manage secure networked systems in various environments. Coursework is designed to prepare students for the COMPTIA Network Security industry certification.

Program Learning Outcomes Upon successful completion of the Networked Systems and Security certificate graduates will be able to:

- Communicate effectively with a range of audiences.
- Operate both independently and as a team member on information technology projects.
- Discuss the importance of encryption, strong passwords, packet filtering, Transmission Control Protocol (TCP) wrappers, mandatory access controls, and other methods for preventing unauthorized access.
- Apply problem-solving concepts and quantitative analysis to a wide variety of technology problems.

Networked Systems Technology Certificate Curriculum – 21 Credits

Required Program Courses		Cr	Required General Education Courses		Cr
CIS 118	Information Technology Fundamentals	3	SPE 101	Oral Communications	3
CIS 133	Introduction to Programming	3			**3**
CIS 178	Fundamentals of Cybersecurity	3			
NET 110	Networking I	3			
NET 120	Networking II	3			
NET 221	Networking Defense	3			
		18			

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 and Security Certificate Program Sequencing* The sequencing of courses in this program begins in the summer semester.

* Intended for part-time study

Curriculum Requirements: 21 credits	*Cr*	*Grade*	*Semester*
First Year, Summer Semester (3 credits)			
SPE 101 Oral Communications	3		
First Year, Fall Semester (9 credits)			
CIS 118 Information Technology Fundamentals	3		
CIS 178 Fundamentals of Cybersecurity	3		
NET 110 Networking Fundamentals	3		
First Year, Spring Semester (9 credits)			
CIS 133 Introduction to Programming	3		
NET 120 Networking II	3		
NET 221 Networking Defense	3		

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/

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. Classes can be taken on campus or online.

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, managing and growing a small business.

Program Learning Outcomes Students who successfully complete the Small Business Management Certificate will be able to:

- Collaboration: Students will acquire skills and tools for professional interaction, managing and leading in a team environment, use of technology in organizations for collaboration and constant interaction with peers and faculty who are working professionals in various fields. This is achieved with use of team activities, classroom discussions, and academic resources.
- Creativity: Students will research, combine, and apply concepts to create linkages from academic concept to applied learning. Creativity will be exhibited with conversations on academic principles, shared experience(s) and discovery of new combinations of material when creating projects, researching and writing papers on the subject of business and accounting and applying learning to case study analysis.
- Communication: Demonstrate the ability to record, analyze, interpret, and display information that communicates essential items to proper audience(s).
- Critical thinking: Discover sources of data and information which will be transformed into knowledge and eventually lead to the demonstration of wisdom as this knowledge is combined with student/instructor experiences and applied in discussions, projects, and case studies.

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 (Any ACC, BUS, FIN Course)	6
		18

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.

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

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.

* Intended for part-time study.

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 (Any ACC, BUS, or FIN)	6		

certificate programs

Veterinary Assistant

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 Upon completion of the Veterinary Assistant Certification Program students will be prepared to work in any veterinary clinic as an assistant. Areas of study include comparative animal anatomy and physiology, nutrition, husbandry, hospital management, pharmaceuticals, behavior, laboratory procedures, and surgical nursing. The certificate coursework also aligns with the requirements for the Animal Care and Management Associates degree offered at YCCC for students who wish to continue their education. Before completion of the certificate, all students must complete 100 volunteer hours off-campus working on skills supervised by a veterinarian or licensed veterinary technician. The majority of hours must be completed at a small animal hospital and locations will be approved by the program director. This program is seeking full approval from the National Association of Veterinary Technicians in America, Approved Veterinary Assistants certification. Once accreditation is approved, students will be able to sit for the national licensing exam.

Full accreditation was granted by the National Association of Veterinary Technicians in America as an Approved Veterinary Assistant Program on November 11, 2023. Students are eligible to sit for the National Veterinary Assistant exam after completion of program and volunteer hours.

Admissions Requirements:

- Complete YCCC Application for admission
- High School Diploma or General Equivalency Diploma (GED)
- College level placement in English and Math
- High school biology with laboratory component

Program Learning Outcomes: Students who successfully complete the Veterinary Assistant Certificate will be able to:

1. Demonstrate the ability to communicate patient information with clients and the veterinary team effectively and clearly in various formats.

2. Describe the importance of procedures for handling and analyzing various diagnostics such as blood panels, urine and fecal tests, and radiographs in a clinic setting.

3. Explain the infrastructure of a veterinary clinic including quality patient care and handling, management of inventory, and care of medical equipment.

4. Apply critical thinking skills to prepare and present solutions for common behavioral concerns.

5. Perform with proficiency all required skills listed by the National Association of Veterinary Technicians in America AVA.

Veterinary Assistant Certificate Program Curriculum Requirements – 24 Credits

Required Program Courses		Cr	Required General Education Courses		Cr
ACM102/103	Vet Assistant Foundations I with lab	5	SPE 101	Oral Communications	3
ACM106/107	Vet Assistant Foundations II with lab	5	PSY 101	Introduction to Psychology	3
ACM120/121	Breeds and Behavior I with lab	4			**6**
ACM130/131	Breeds and Behavior II with lab	4			
		18			

Program Requirements:

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 Trips: Several of the program courses utilize off campus facilities which are all within a 1-hour radius of the Wells campus. It is the student's responsibility to have reliable transportation to college and these sites as required skills are performed there and required for successful completion of the program.

Immunizations: Documentation of a rabies vaccination or signed waiver must be submitted to the Program Director prior to beginning clinical classes. Health insurance is strongly recommended.

All Veterinary Assistant Certificate students must meet the assigned skills of NAVTA-AVA required of the program and profession. Every student will be held to the same standards with or without reasonable accommodations.

Career Opportunities: Graduates of the Veterinary Assistant Certificate program will be eligible for entry level positions in a variety of animal hospitals, including working with companion animals, pocket pets, exotics, livestock, and equine species. Specific jobs may include, but are not limited to; exam room assistant, surgical assistant, working with hospital inventory and maintenance, training and behavior consultations, and daycare/boarding staff.

Veterinary Assistant Certificate Program Sequencing

Live On-Campus Classes

Curriculum Requirements: 24 credits	*Cr*	*Grade*	*Semester*
First Year, Fall Semester (12 credits)			
ACM 102 Vet Assistant Foundations I ACM 103 Vet Assistant Foundations I Lab	5		
SPE 101 Oral Communications	3		
ACM 120 Breeds and Behavior I ACM 121 Breeds and Behavior I Lab	4		
First Year, Spring Semester (12 credits)			
ACM 106 Vet Assistant Foundations II ACM 107 Vet Assistant Foundations II Lab	5		
ACM 130 Breeds and Behavior II ACM 131 Breeds and Behavior II Lab	4		
PSY 101 Introduction to Psychology	3		

Please note all "ACM" courses are ONLY offered in either the fall or spring semester they are listed under.

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(s): None
Core fulfilled: None

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(s): ACC 111
Core fulfilled: None

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(s): ACC 111
Core fulfilled: None

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.

Prerequisite(s): None
Core fulfilled: None

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(s): ACC 112
Core fulfilled: None

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(s): ACC 201
Core fulfilled: None

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(s): ACC 112 (can be taken concurrently)
Core fulfilled: None

ACC 207 – Forensic Accounting
3 credits/3 contact hours
Forensic accounting blends auditing, accounting, and investigatory skills to assess financial documents. Forensic accountants often review accounting systems and practices related to criminal and legal investigations. The field is a branch of general accounting. It takes a holistic view of financial statements and traces the movement of money to understand a particular situation. In this course students will employ a variety of forensic accounting techniques such as fraudulent bookkeeping investigation, anti-fraud risk assessment, contract due diligence, litigation discovery, and insurance claim investigation.
Among the topics discussed will be GAAP (Generally Accepted Accounting Principles) standards and GAAS Generally Accepted Auditing Standards which cover best practices for auditing financial records, tax law, and financial reporting requirements.

Prerequisite(s): None
Core fulfilled: None

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(s): 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.
Core fulfilled: None

ACM 102 – Vet Assistant Foundations I
5 credits/3 contact hours
This course is the first part of a two semester course that will prepare students to practice as a veterinary assistant in veterinary hospitals and other animal care and management opportunities such as training, animal control, and involvement in boarding/daycare facilities. Topics in this course include anatomy and physiology, feeding and nutrition, pharmaceuticals, animal nursing including record keeping and physical exams, office procedures, patient observation, husbandry, and disease control with companion animals, livestock, equine, and laboratory animals. The knowledge based skills in this course are based on the requirements of the National Association of Veterinary Technicians in America (NAVTA) Veterinary Assistant Program. All essential skills completed in the course associated with NAVTA will be approved by a veterinarian or licensed veterinary technician.

Prerequisite(s): ACM and VTA majors only.
Corequisite(s): ACM 103
Core fulfilled: IV (Lab Science)

ACM 103 – Vet Assistant Foundations I Lab
0 credits/2 contact hours
This is the laboratory course associated with the knowledge-based skills in ACM 102. This laboratory course will prepare students for the hands-on skills required of a veterinary assistant. The skills can also be used in other Animal Care and Management professions. The knowledge based and hands on skills in this course are based on the requirements of the National Association of Veterinary Technicians in America (NAVTA) Veterinary Assistant Program. All essential skills completed in the course associated with NAVTA will be approved by a veterinarian or licensed veterinary technician. Some classes may be held at off-campus facilities and will require the use of personal vehicles.

Prerequisite(s): ACM and VTA majors only.
Corequisite(s): ACM 102
Core fulfilled: IV (Lab Science)

ACM 106 – Vet Assistant Foundations II
5 credits/3 contact hours
This course is the second in a two-part series that will prepare students to practice as a veterinary assistant in veterinary hospitals and other animal care and management opportunities such as training, animal control, and involvement in boarding/daycare facilities. Topics in this course include laboratory record keeping, client communication, surgical assisting, aseptic technique, care and maintenance of common clinic equipment, processing various laboratory samples of various species, and assisting with diagnostic imaging. The knowledge-based skills in this course are based on the requirements of the National Association of Veterinary Technicians in America (NAVTA) Veterinary Assistant Program. All essential skills completed in the course associated with NAVTA will be approved by a veterinarian or licensed veterinary technician.

Prerequisite(s): ACM and VTA majors only.
Corequisite(s): ACM 107
Core fulfilled: None

ACM 107 – Vet Assistant Foundations II Lab
0 credits/2 contact hours
This is the laboratory course associated with the knowledge-based skills in ACM 106. This laboratory course will prepare students for the hands-on skills required of a veterinary assistant. The skills can also be used in other Animal Care and Management professions. The knowledge based and hands on skills in this course are based on the requirements of the National Association of Veterinary Technicians in America (NAVTA) Veterinary Assistant Program. All essential skills completed in the course associated with NAVTA will be approved by a veterinarian or licensed veterinary technician. Some classes may be held at off-campus facilities and will require the use of personal vehicles.

Prerequisite(s): ACM and VTA majors only.
Corequisite(s): ACM 106
Core fulfilled: None

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(s): ACM majors only.
Core fulfilled: None

ACM 115 – Animal Science Careers
3 credits/3 contact hours
This is an introductory level course to review the different career pathways available in the world of animal care and veterinary medicine. The course will review requirements and expectations of common career pathways in the animal science field including Veterinary Technology, Veterinary Assisting, Doctor of Veterinary Medicine, canine training, pet stores, kennel attendants, and grooming. Students will learn about basic first aid care, basic training, use of animals in research, and basic nutrition in various species. Students will also learn about the important support organizations and governing bodies in the animal world. Hospice and euthanasia will also be introduced to students during this course. This course requires a shadowing experience at a Maine animal business or clinic with approval from the Program Director.

Prerequisites: None
Core fulfilled: None

ACM 120 – Breeds and Behavior I
4 credits/3 contact hours
This course will cover a study of companion animal breeds and the genetic concepts related to breeding domestic pets. The course will also cover companion animal behavior with the emphasis on developing an understanding of the reasons domesticated animals react the way they do towards other species including their own. Students will be expected to spend time observing behavior patterns in dogs and cats. The course will look at solutions for unusual behavior including behavior modification techniques. The knowledge based skills in this course are based on the requirements of the National Association of Veterinary Technicians in America (NAVTA) Veterinary Assistant Program. All essential skills completed in the course associated with NAVTA will be approved by a veterinarian or licensed veterinary technician.

Prerequisite(s): ACM and VTA majors only.
Corequisite(s): ACM 121
Core fulfilled: None

ACM 121 – Breeds and Behavior I Lab
0 credits/2 contact hours
This laboratory course will cover companion animal behavior with the emphasis on developing an understanding of the reasons domesticated animals react the way they do towards other species including their own while working with live dogs and cats, and if given the opportunity domesticated birds. Students will be expected to spend time observing behavior patterns in dogs and cats. The course will look at solutions for unusual behavior including behavior modification techniques. The hands-on skills in this course are based on the requirements of the National Association of Veterinary Technicians in America (NAVTA) Veterinary Assistant Program. All essential skills completed in the course associated with NAVTA will be approved by a veterinarian or licensed veterinary technician. Some classes may be held at off-campus facilities and will require the use of personal vehicles.

Prerequisite(s): ACM and VTA majors only.
Corequisite(s): ACM 120
Core fulfilled: None

ACM 130 – Breeds and Behavior II
4 credits/3 contact hours
This course will cover a study of livestock, ruminant, fowl, and equine species and the genetic concepts related to breeding these species 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 these species react the way they do toward their kind as well as to humans.   The knowledge-based skills in this course are based on the requirements of the National Association of Veterinary Technicians in America (NAVTA) Veterinary Assistant Program. All essential skills completed in the course associated with NAVTA will be approved by a veterinarian or licensed veterinary technician.

Prerequisite(s): ACM 120/121. ACM and VTA majors only.
Corequisite(s): ACM 131
Core fulfilled: None

ACM 131 – Breeds and Behavior II Lab
0 credits/2 contact hours
This course will cover a study of livestock, ruminant, porcine, and equine species communication and behavior. The course will cover cover how to safely approach these species that are displaying behavior concerns. Students will be expected to spend time observing behavior patterns in various species including horses, ruminants, fowl, and bees. The course will look at solutions for unusual behavior including behavior modification techniques for various species. The hands-on skills in this course are based on the requirements of the National Association of Veterinary Technicians in America (NAVTA) Veterinary Assistant Program. All essential skills completed in the course associated with NAVTA will be approved by a veterinarian or licensed veterinary technician. Some classes may be held at off-campus facilities and will require the use of personal vehicles.

Prerequisite(s): ACM 120/121. ACM and VTA majors only.
Corequisite(s): ACM 130
Core fulfilled: None

ACM 205 – Functional Analysis for Animals
3 credits/3 contact hours
This course provides a comprehensive exploration of functional analysis as it applies to the behavior of animals with a heavy emphasis on canines. The majority of this course will take place off-campus at a designated shelter within one hour of the Wells campus and will have weekly schedules organized for students at the shelter. As noted in the ACM program description, students will be responsible for transportation to the shelter. Students will help the shelter team facilitate rehoming of shelter dogs and cats with manageable behavioral issues by developing, implementing, and tracking individual behavior modification plans. Students will be required to complete functional assessment plans during the semester. Students may be exposed to other non-canine species during their time and will assist with communications with adopters. Common cases students will be exposed to include social hyper-arousal, barrier related issues, basic obedience, reactivity, confidence building, possessive behavior counterconditioning and desensitization.

Prerequisite(s): ACM 102/103 and ACM 120/121. ACM Majors only.
Core fulfilled: None

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.

Prerequisite(s): ACM 102/103 and ACM 120/121. ACM majors only.
Core fulfilled: None

ACM 220 Animal Law and Welfare
3 credits/3 clock hours
This course provides an overview of federal and Maine state laws that protect domestic species, food animals, research animals, and wildlife. The course will also examine specific welfare laws in place for common species seen in New England. Students will learn about the Animal Welfare Act and Regulations set in place by the United States Department of Agriculture (USDA) for several species including dogs, cats, food animals, horses, and wildlife. The course examines some species not protected by common federal and state laws and the welfare concerns for those unprotected species. Students will have the opportunity to research and discuss with classmates emerging animal welfare cases that have appeared in recent news.

Prerequisites: ACM 102/103
Core fulfilled: None

ACM 250 – Animal Care and Management Practicum
3 credits/135 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. There will be written assignments associated with this practicum.

Prerequisite(s): ACM 102/103, ACM 106/107, ACM 110, ACM 120/121, ACM 130/131, MAT 118, and SPE 101. ACM majors only.
Core fulfilled: None

ADM 101 Product Design and Rapid Prototyping
2 credits/2 contact hours
This course is designed to be an introduction to the importance and the role additive manufacturing has in global product development and innovation. This is a project-based learning (PBL) course that allows students to design and fabricate 3D objects using Computer Aided Design (CAD) software and 3D printers. Students will learn 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. Students will use GrabCAD, and SolidWorks software.

Prerequisite(s): None
Core fulfilled: None

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.

Prerequisite(s): None
Core fulfilled: None

ALH 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.

Prerequisite(s): None
Core fulfilled: None

ALH 120– Medical Law and Ethics
3 credits/3 contact hours
This course examines medical–legal guidelines, requirements and ethics as related to the health professional. 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(s): None
Core fulfilled: None

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.

Prerequisite(s): None
Core fulfilled: None

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.

Prerequisite(s): None
Core fulfilled: None

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(s): ARC 106 or ENG 101
Core fulfilled: None

ARC 202 – Building Info 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(s): ARC 106
Core fulfilled: None

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.

Prerequisite(s): ARC 106 or ARC 107
Core fulfilled: None

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.

Prerequisite(s): ARC 202
Core fulfilled: None

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.
Core fulfilled: None

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.
Core fulfilled: II; Creative Arts

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
Core fulfilled: II; Creative Arts

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.
Core fulfilled: II; Creative Arts

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.
Core fulfilled: II; Creative Arts

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.
Core fulfilled: II; Creative Arts

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
Core fulfilled: II; Creative Arts

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.

Prerequisite(s): None
Core fulfilled: II; Creative Arts

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.

Prerequisite(s): None
Core fulfilled: IV

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(s): None
Core fulfilled: IV (Lab Science)

course descriptions

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.

Prerequisite(s): None
Core fulfilled: IV

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(s): None
Core fulfilled: IV (Lab Science)

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.

Prerequisite(s): None
Corequisite(s): BIO 107
Core fulfilled: IV (Lab Science)

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.

Prerequisite(s): None
Corequisite(s): BIO 106
Core fulfilled: IV (Lab Science)

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.

Prerequisite(s): BIO 106/107
Corequisite(s): BIO 117
Core fulfilled: IV (Lab Science)

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.

Prerequisite(s): BIO 106/107
Corequisite(s): BIO 116
Core fulfilled: IV (Lab Science)

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.

Prerequisite(s): None
Core fulfilled: IV

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.

Prerequisite(s): None
Core fulfilled: IV

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.

Prerequisite(s): None
Corequisite(s): BIO 125
Core fulfilled: IV (Lab Science)

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.

Prerequisite(s): None
Corequisite(s): BIO 124
Core fulfilled: IV (Lab Science)

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.

Prerequisite(s): None, but strongly recommend a grade of C or higher in high school or college level biology with lab within the last 5 years.
Corequisite(s): Must be taken concurrently with BIO 127
Core fulfilled: IV (Lab Science)

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.

Prerequisite(s): None, but strongly recommend a grade of C or higher in high school or college level biology with lab within the last 5 years.
Corequisite(s): Must be taken concurrently with BIO 126
Core fulfilled: IV (Lab Science)

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.

Prerequisite(s): BIO 124/125
Corequisite(s): BIO 135
Core fulfilled: IV (Lab Science)

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.

Prerequisite(s): BIO 124/125
Corequisite(s): BIO 134
Core fulfilled: IV (Lab Science)

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(s): Grade of C or higher in BIO 126/127
Corequisite(s): BIO 137
Core fulfilled: IV (Lab Science)

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(s): Grade of C or higher in BIO 126/127
Corequisite(s): BIO 136
Core fulfilled: IV (Lab Science)

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.

Prerequisite(s): BIO 136/137 (can be taken concurrently) or BIO 134/135 (can be taken concurrently)
Corequisite(s): BIO 231
Core fulfilled: IV (Lab Science)

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.

Prerequisite(s): BIO 136/137 (can be taken concurrently) or BIO 134/135 (can be taken concurrently)
Corequisite(s): BIO 230
Core fulfilled: IV (Lab Science)

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(s): BIO 136/137 or BIO 134/135
Core fulfilled: IV

BUS 104 -Social Media Marketing
3 credits/3 contact hours
This course covers the planning, development, and execution of marketing communications strategies using different social media platforms and measuring outcomes based upon established goals and metrics.

Prerequisite(s): None
Core fulfilled: None

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.

Prerequisite(s): None
Core fulfilled: None

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(s): None
Core fulfilled: None

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.

Prerequisite(s): None
Core fulfilled: None

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(s): BUS 110
Core fulfilled: None

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(s): BUS 110
Core fulfilled: None

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(s): BUS 110
Core fulfilled: None

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(s): BUS 110
Core fulfilled: None

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.

Prerequisite(s): ACC 111 and BUS 110
Core fulfilled: None

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.

Prerequisite(s): Accounting, Business or Finance major with at least 45 credits in program.
Core fulfilled: None

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.

Prerequisite(s): 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.
Core fulfilled: None

CAD 102 – AutoCAD I
3 credits/3 contact hours
Students are introduced to AutoCAD software to produce technical drawings. Utilizing the latest Computer–Aided–Design (CAD) software, 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.

Prerequisite(s): None
Core fulfilled: None

CAD 107 – SolidWorks I
3 credits/3 contact hours
This course introduces the design concepts of 3–D solid modeling using the latest 3D SolidWorks Computer Aided Design (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.

Prerequisite(s): None
Core fulfilled: None

CAD 112 – Manufacturing Processes and Materials
2 credits/2 contact hours
Students will be introduced to machining processes including metallurgy, computer numerical control, and methods in advanced manufacturing technology. Students will learn how to use and read dial and digital micrometers; and digital and vernier calipers. Milling, turning, and drilling equipment will be utilized by students to create a project that they design using SolidWorks software.

Prerequisite(s): None Core fulfilled: None

CAD 115 – Mechanical Drafting Standard and Procedures
3 credits/3 contact hours
Introduce students to the principles of reading, interpreting, and developing technical drawings employing both traditional drafting and Computer Aided Design techniques. Describe and demonstrate the process of visualization and constructing Multiview, isometric, and section drawings. Demonstrate and explain the theory and practice of dimensioning while adhering to current American Society of Mechanical Engineers (ASME), American National Standards Institute (ANSI), and International Organization for Standardization (ISO) standards.

Prerequisite(s): None
Core fulfilled: None

CAD 204 – SolidWorks II
3 credits/3 contact hours
The course focuses on advanced modeling techniques and engineering drafting using the latest 3D SolidWorks Computer Aided Drafting (CAD) software. Students will create 3D models and assemblies, analyze fits and interferences, and then extract 2D documentation from the 3D models and add details to the drawing to meet American Society of Engineers (ASME) Y14.5-2018 standards. Advanced software applications are explored including assembly modeling techniques, configurations, detail drawing generation, surfaces, multibody parts, additional work with sweeps and lofts, and preparation for the Certified SolidWorks Associate (CSWA) exam.

Prerequisite(s): CAD 107
Core fulfilled: None

CAD 210 – AutoCAD II
3 credits/3 contact hours
This course is a continuation of AutoCAD I. This course teaches students to apply AutoCAD to the development of drawings that meet American Society of Mechanical Engineers (ASME) and International Organization for Standardization (ISO) standards in a variety of drafting fields. Speed, efficiency, development of AutoCAD standards, customization of AutoCAD to meet various needs, control of variables, use of advanced drawing techniques, symbol libraries, plotting of drawings, and specialized AutoCAD techniques will be covered.

Prerequisite(s): CAD 102 or permission of the Department Chair
Core fulfilled: None

CAD 214 – Geometric Dimensioning and Tolerancing
3 credits/3 contact hours
In this course students will learn the skills to apply and interpret the technical language used to describe dimensional and positional information to ensure interchangeability of parts in manufacturing. The content of the course is based on the American Standards of Mechanical Engineers (ASME) Y14.5-2018 Geometric Dimensioning and Tolerancing (GD&T) standards. Students will gain the knowledge to interpret geometric characteristics and feature control symbols on engineering drawings including form, profile, orientation, runout and positional tolerances.

Prerequisite(s): CAD 115
Core fulfilled: None

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.
Prerequisite(s): CAD 107 and CAD 210
Core fulfilled: None

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(s): CAD 210 or MUL 125 or WEB 133
Core fulfilled: None

CAD 275 – SolidWorks III
3 credits/3 contract hours
Students that complete this course will create a complete set of engineering detail and assembly drawings to include all engineering documentation and bill of materials. The emphasis of this course is for students to develop a working prototype using additive manufacturing machinery and materials. This course serves as the capstone course for our Computer Aided Drafting certificate.

Prerequisite(s): CAD 204
Core fulfilled: None

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.

Prerequisite(s): 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.
Core fulfilled: None

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(s): None
Core fulfilled: IV

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.

Prerequisite(s): None
Corequisite(s): CHM 107
Core fulfilled: IV (Lab Science)

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.

Prerequisite(s): None
Corequisite(s): CHM 106
Core fulfilled: IV (Lab Science)

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.

Prerequisite(s): CHM 106/107
Corequisite(s): CHM 117
Core fulfilled: IV (Lab Science)

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.

Prerequisite(s): CHM 106/107
Corequisite(s): CHM 116
Core fulfilled: IV (Lab Science)

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.

Prerequisite(s): None
Core fulfilled: None

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: Appropriate math placement.

Prerequisite(s): None
Core fulfilled: None

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.
Core fulfilled: None

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.

Prerequisite(s): None
Core fulfilled: None

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(s): None
Core fulfilled: None

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.

Prerequisite(s): None
Core fulfilled: None

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(s): None
Core fulfilled: None

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
Core fulvilled: None

CIS 178 – Fundamentals of 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.

Prerequisite(s): None
Core fulfilled: None

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
Core fulfilled: None

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.

Prerequisite(s): CIS 178 and NET 110
Core fulfilled: None

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(s): CIS 178 or CIS 220
Core fulfilled: None

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(s): CIS 118
Core fulfilled: None

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(s): NET 110
Core fulfilled: None

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.

Prerequisite(s): CIS 152 and MAT 127
Core fulfilled: None

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.

Prerequisite(s): CIS 170, MAT 222, and PSY 101
Core fulfilled: None

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.

Prerequisite(s): CIS 131 or CIS 170 or CIS 174
Core fulfilled: None

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.

Prerequisite(s): CIS 174 and MAT 222
Core fulfilled: None

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(s): CIS 272
Core fulfilled: None

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(s): CIS 170 and CIS 256
Core fulfilled: None

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.

Prerequisite(s): None
Core fulfilled: None

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.

Prerequisite(s): CIS 230, NET 110, a cumulative GPA of 3.0, with at least 30 credits earned in the Information Technology program and permission of the Department Chair.
Core fulfilled: None

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.

Prerequisite(s): CIS 264, CIS 272, and earned 45 credits.
Core fulfilled: None

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.

Prerequisite(s): None
Core fulfilled: None

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.

Prerequisite(s): None
Core fulfilled: None

CJS 103 – Practical Applications in Criminal Justice
3 credits/3 contact hours
This interactive hands-on course introduces students to practical learning experiences that reflect functional realities in the criminal justice field. The course makes use of simulated scenarios to demonstrate decision making, interpersonal communication skills, de-escalation techniques, and use of force. Tactical exercises are performed to expose students to a hands-on component. The course includes enforcement functions, court proceedings, correctional operations, and the integration of forensics, information management and data analysis. Students will observe one another, observe practitioners, and learn through discussion of their observations. By the end of the course, students will have observed and practiced a broad range of criminal justice system functions.

Prerequisites: CJS 101 and CJS 125
Core Fulfilled: None

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.

Prerequisite(s): None
Core fulfilled: None

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.

Prerequisite(s): None
Core fulfilled: None

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.

Prerequisite(s): None
Core fulfilled: None

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.

Prerequisite(s): None
Core fulfilled: None

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.

Prerequisite(s): None
Core fulfilled: None

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.

Prerequisite(s): None
Core fulfilled: None

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.

Prerequisite(s): None
Core fulfilled: None

CJS 170 – Criminal Investigation & Case Preparation
3 credits/3 contact hours
 Criminal Investigation & Case Preparation introduces students to the fundamental principles, procedures, and techniques employed in the investigation of a crime and preparation of a case for trial. Methods of establishing probable cause to seek a criminal complaint or indictment will be taught. The effect of the Fourth, Fifth and Sixth Amendments to the United States Constitution on preliminary and follow-up investigations will be examined. Students will learn case management strategies; crime scene integrity; investigative and information gathering techniques; methods of evidence identification, preservation, and collection; interview and interrogation techniques; report writing; pre–trial preparation; and courtroom procedures. Courtroom demeanor and testimony at trial will be discussed.

 Prerequisites: CJS 101 and CJS 125

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.

Prerequisite(s): None
Core fulfilled: None

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(s): CJS 101
Core fulfilled: None

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(s): CJS 101 or CJS 120
Core fulfilled: None

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(s): CJS 101
Core fulfilled: None

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.

Prerequisite(s): CJS 101 or CJS 160. Must be a CRJ major, and Department Chair approval.
Core fulfilled: None

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.

Prerequisite(s): Criminal Justice majors with at least 30 credits and a GPA of 3.0 in the CRJ program, and permission of the Department Chair or his/her designee.
Core fulfilled: None

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.

Prerequisite(s): None
Core fulfilled: II; Creative Arts

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.

Prerequisite(s): None
Core fulfilled: III

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.

Prerequisite(s): None
Core fulfilled: III

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.

Prerequisite(s): None
Core fulfilled: None

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.

Prerequisite(s): None
Core fulfilled: None

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.

Prerequisite(s): None
Core fulfilled: None

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.

Prerequisite(s): None
Core fulfilled: None

EDU 206 – The Teaching Process
3 credits/3 contact hours
This course provides an introduction to the teaching process. Topics discussed include effective classroom management, lesson and curriculum planning, and assessing student performance. Additionally, the course covers the expanding role of teachers, the importance of connecting with students, and how to create a welcoming and inclusive classroom.

Prerequisite(s): EDU 102
Core fulfilled: None

EDU 210 – Diversity and Equity in Education
3 credits/3 contact hours
Students will examine the historical context and current issues of diversity, equity, and inclusion in the United States education system as they relate to ethnicity/culture, social class, religion, gender, sexual orientation, race, diverse languages, and exceptionality. This course will provide opportunities for students to explore strategies that support diversity, equity, and inclusion for individuals and groups in an educational setting. 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.

Prerequisite(s): EDU 102
Core fulfilled: None

EDU 215 – Positive Learning Environments
3 credits/3 contact hours
This course examines best practices for creating positive and inclusive learning environments. Students will explore strategies for building positive relationships within the classroom, as well as outside of the classroom. Students will learn the components of research-based frameworks for promoting positive behaviors, as well as strategies for addressing challenging ones. The course will also cover how to construct a comprehensive classroom management plan.

Prerequisite(s): EDU 102
Core fulfilled: None

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(s): Grade of C or higher in EDU 102 and ENG 101
Core fulfilled: None

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(s): EDU 102
Core fulfilled: None

EDU 290 – Education Internship
3 credits/3 contact hours
This internship provides the student an opportunity to integrate classroom theory and knowledge with real–world experience in the field of education. The course is designed to promote professional development by providing valuable work experience and prepare students for future careers in the education field. 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.

Prerequisite(s): EDU 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.
Core fulfilled: None

ELC 101 – Basic Electricity I
3 credit hours/3 contact hours
Basic Electricity I is the foundational course for the electrician technology program. Students will learn basic concepts, review Ohm's Law and examine direct current circuits, voltage, and power.

Prerequisite(s): ELTC majors only or have approval from instructor
Corequisite(s): MAT 107
Core fulfilled: None

ELC 120 – Electrical Controls I
3 credit hours/5 contact hours
Electrical Controls I will introduce students to wiring methods, codes and principles related to residential wiring. Students examine the various types of electrical wire, cable, devices, tools and other materials needed to successfully work in residential homes. In addition, wiring schematics utilizing device symbols will be reviewed. The National Electrical Code will be referenced. Students must have the electrician's helper license for this course.

Prerequisite(s): ELC 101
Core fulfilled: None

ELC 150 – Electrical Blueprint Reading
3 credit hours/3 contact hours
This course will cover the principles of commercial, residential, and industrial electrical blueprint layouts. Students will learn to interpret and understand one–line diagrams, power distribution layouts, and lighting layouts.

Prerequisite(s): ELTC majors only or have approval from instructor
Core fulfilled: None

ELC 160 – Introduction to Renewable Energy
3 credit hours/3 contact hours
This course will reinforce basic electric theory with a focus on photovoltaic (PV) power and wind power.

Prerequisite(s): ELC 101
Core fulfilled: None

ELC 180 – National Electrical Code
3 credit hours/3 contact hours
This course is an introductory study of the National Electrical Code (NEC) rules and regulations. This course covers the instruction and interpretation of the National Fire Protection Association (NFPA), National Electrical Code (NEC), practical wiring methods and wire protections, feeder and branch circuit calculations, rules for wiring devices and raceway selection, code updates from previous versions, special conditions, and basic/advanced calculations.

Prerequisite(s): ELTC majors only or have approval from instructor
Core fulfilled: None

ELC 190 – Basic Electronics
3 credit hours/3 contact hours
This course introduces students to the principles of electronics from the perspective of integrated circuits; particular emphasis is placed on digital logic circuits along with supplementary topics on diodes, transistors and optoelectronic discrete devices.

Prerequisite(s): ELTC majors only or have approval from instructor
Core fulfilled: None

ELC 201 – Basic Electricity II
3 credits/3 contact hours
Basic Electricity II examines the principles of alternating current (AC) electricity including peak and Root Mean Square (RMS) voltages, frequency, power factor and the impact of inductors and capacitors placed in AC circuits. Series and parallel resistor–inductor (RL), resistor–capacitor (RC), and resistor–inductor–capacitor (RLC) circuits will be examined.

Prerequisite(s): ELC 101
Core fulfilled: None

ELC 220 – Electrical Controls II
3 credit hours/5 contact hours
Electrical Controls II introduces the theory and application of electro–mechanical devices using relays and switches, the study of ladder logic diagrams, the theory and application of motor starter circuits, operation and application of sensors and variable frequency drives in electrical control. Students must have the electrician's helper license for this course.

Prerequisite(s): ELC 120
Core fulfilled: None

ELC 250 – Electric Motors
3 credit hours/3 contact hours
Electric Motors teaches the student to select, install and maintain alternating current (AC) and direct current (DC) rotating machines. Special focus will be given to DC shunt, series and compound motors and generators in addition to single and three phase motors.

Prerequisite(s): ELC 201
Core fulfilled: None

ELC 260 – Transformers
3 credit hours/3 contact hours
This course will cover the principles of transformers and three–phase power. Students will learn to diagnose service problems as they relate to working as an electrician in the field. Prerequisite: Must be in the electrician technology program or have approval from the instructor.

Prerequisite(s): ELTC majors only or have approval from instructor
Core fulfilled: None

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(s): Directed self-placement
Core fulfilled: None

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.

Prerequisite(s): Directed self-placement or grade of C or higher in ENG 095.
Core fulfilled: I

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(s): ENG 101
Core fulfilled: I

ENG 120 – Professional Communications
3 credits/3 contact hours
Provides practice in professional communications, with a focus on writing. The course will use a practical problem–solving approach to provide students with the theory, psychology, and organization of effective emails, letters, and presentations. Students will also practice communicating in teams and develop a resume.

Prerequisite(s): Directed self-placement
Core fulfilled: I

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(s): ENG 101 or permission of Instructor or Department Chair
Core fulfilled: II; Creative Arts

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
Core fulfilled: I

course descriptions

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.
Core fulfilled: None

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(s): None
Core fulfilled: None

FIN 150 – Introduction to Investing
3 credits/3 contact hours
Introducing important concepts for a basic understanding of investing, managing investments,
portfolio creation and overall asset management. This foundational course will enable students to
gain an understanding of the various types of investments, asset classes, investment goal setting,
return measurement and overall risk assessment when handling investment decisions.

Prerequisite(s): None
Core fulfilled: None

FIN 170 – Insurance and Risk Management
3 credits/3 contact hours
This course presents fundamental principles of insurance and their application in life, disability,
property, and liability insurance. The concept of risk and the tools and techniques used by a
risk manager are included. The course provides the basic knowledge for intelligent solutions of
personal and business insurance problems as well as for further specialized study of insurance.

Prerequisite(s): None
Core fulfilled: None

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.

Prerequisite(s): FSW majors only and 54 completed credit hours in the major.
Core fulfilled: None

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.

Prerequisite(s): None
Core fulfilled: II

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.

Prerequisite(s): None
Core fulfilled: II

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.

Prerequisite(s): None
Core fulfilled: II

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.

Prerequisite(s): None
Core fulfilled: II

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

Prerequisite(s): None
Core fulfilled: II

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

Prerequisite(s): None
Core fulfilled: II

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(s): Grade of C or higher in ENG 095, or appropriate reading placement.
Core fulfilled: II; Diversity.

HIS 134 – History of Witchcraft
3 credits/3 contact hours
Students will study the history of diabolical witchcraft in early Europe through colonial America, and explore related topics, including how we form belief systems, McCarthyism, modern-day "Satanist" cults, and diabolical witchcraft in other cultures.

Prerequisites: None.

HUM 101 – Arts and Critical Thinking
3 credits/3 contact hours
This course serves as an introduction to at least five of the following artistic disciplines: literature, theater, music, fine arts, architecture, dance, and film. The course seeks to increase students' appreciation for, and familiarity with, the arts; provide students with the vocabulary and skills to pursue further investigations into the arts; and help students use the arts to deepen their critical thinking skills.

Prerequisite(s): None
Core fulfilled: II

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(s): Grade of C or higher in ENG 095, or appropriate reading placement
Core fulfilled: II; Diversity

HUM 120 – Digital Storytelling
3 credits/3 contact hours
This course introduces the broad field of digital humanities and examines the role of technology in society. Students will explore a variety of digital tools to develop both creative and data-focused digital narratives with a humanities focus. Topics will include open-ended branching narratives, story mapping, and data visualizations.

Prerequisite(s): None
Core fulfilled: II

HUM 201 – Multicultural America
3 credits/3 contact hours
This course uses a humanities lens to study multicultural America. Students will learn about historical and contemporary topics and issues related to race, gender, ethnicity, and social class in the United States. Class resources will include literature, historical texts, film, and other materials. The class will emphasize respectful communication across differences in opinions and values

Prerequisite(s): ENG 101
Core fulfilled: II; Diversity

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.

Prerequisite(s): None
Core fulfilled: None

LDR 101 - Leadership: Theory and Practice
3 credits/3 contact hours
This course is an introduction to theories, models, and styles of leadership. Formal and informal leadership will be discussed in the context of interpersonal behavior and decision making. The application of leadership principles will be presented from the perspective of the employee, supervisor, manager, and executive. Finally, methods of implementing effective leadership in the organization will be explored in detail.

Prerequisite(s): None
Core fulfilled: None

LDR 110 – Principles of Applied Leadership
3 credits/3 contact hours
This course is a presentation of the practical aspects of leadership as applied to the realities of management. The operation of private for profit, public and non-profit organizations will be studied. Areas will include structural efficiencies, functional relationships, planning, training, oversight, and evaluation. Financial concerns will be considered in general terms and as a requirement of operational sustainability. Lastly, the relationship between management strategy and leadership will be discussed in union and non-union environments.

Prerequisite(s): None
Core fulfilled: None

LDR 120 – Effective Communication and Information Management
3 credits/3 contact hours
This course will present the similarities and distinctions between communication and information. Leadership study requires an understanding of how the two relate in routine operations and crisis or conflict situations. The need for strategy, data and analysis, and how to leverage technology is examined. An understanding of organizational behavior will be reviewed as well as the effect of background and experience on clarity of understanding. The causes of intentional and unintentional distortion will be studied including ways to mitigate misunderstandings and encourage well-being.

Prerequisite(s): None
Core fulfilled: None

LDR 130 – Leadership in Human Resources
3 credits/3 contact hours
In this course the realities of working with people will be presented. Leadership's role in structuring the relationship of the organization to individuals through human resources is discussed. Human resource processes are examined from a human relations perspective. Legal requirements, due process, recruitment, on-boarding, retention, bargaining, recognition, disciplinary action, and succession planning are all examined as opportunities to provide mutually beneficial out-comes to the individual and the organization.

Prerequisite(s): None
Core fulfilled: None

LDR 210 – Leadership: Ethics and Justice
3 credits/3 contact hours
Policy and policy development will be studied in this course. This includes policy implementation and adherence through procedure. Legal, ethical and just conduct are viewed as foundational to quality leadership and are expressed as the policy, procedure, and actions of the organization. Diversity, inclusion, and equity are presented as overarching components of policy. The courses will include reviewing the steps in the process of policy development and procedural implementation as a reflection of leadership and expression of organizational integrity.

Prerequisite(s): LDR 101
Core fulfilled: None

LDR 220 – Case Studies in Leadership
3 credits/3 contact hours
Serving as the capstone to this program, several relevant case studies will be discussed. Students will discuss cases from the perspective of the decision makers by applying the concepts of leadership and management presented in the program. Alternative courses of action will be considered and debated. The case studies will be used to demonstrate the role leadership plays in the result. The studies will conclude with an examination of the origins of leadership and exploring the question, "How do you become a leader?"

Prerequisite(s): LDR 101 Corequisite(s): LDR 210
Core fulfilled: None

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(s): None
Core fulfilled: IV

MAT 107 – Technical Math
3 credits/ 3 contact hours
This course focuses on mathematics topics relevant to a variety of trades and technical disciplines. Topics include: proportions, percentages, measurement, algebra, geometry, and trigonometry. An emphasis is placed on practical, contextual applications.

Prerequisite(s): None
Core fulfilled: IV

MAT 116 – Math for Education (Number Systems)
3 credits/3 contact hours
This course is an interactive course where elementary math concepts are explored at a deep level. Students will be expected to solve complex problems and present clear, logical oral and written explanations of mathematical concepts covered. The course is designed to promote engagement, discussion, and exploration with the material. Students should be able to explain why each concept works not just follow algorithms.

Prerequisite(s): Appropriate math placement
Core fulfilled: IV

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(s): Appropriate math placement
Core fulfilled: IV

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: Appropriate math placement

Prerequisite(s): Appropriate math placement
Core fulfilled: IV

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: Appropriate math placement

Prerequisite(s): Appropriate math placement
Core fulfilled: IV

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: Appropriate math placement

Prerequisite(s): Appropriate math placement
Core fulfilled: IV

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(s): Grade of C or higher in MAT 127 or appropriate math placement
Core fulfilled: IV

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(s): Grade of C or higher in MAT 127
Core fulfilled: IV

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(s): Grade of C or higher in MAT 227
Core fulfilled: IV

MUL 101 – Media Project Management
3 credits/3 contact hours
This course will teach students the basics of working with clients in the creative digital world. The course will cover time management, setting calendar deliverable dates, and managing workflow in appropriate steps to meet deadlines. Client interactions and communications, including project initiation and direction, revisions, production timelines and vendor communications between creators, production and clients will be emphasized. Students will complete projects for 'clients' and their communications and adherence to project specifics and deadlines will be assessed.

Prerequisite(s): None
Core fulfilled: None

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.

Prerequisite(s): None
Core fulfilled: None

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.

Prerequisite(s): None
Core fulfilled: None

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.

Prerequisite(s): ART 126 and MUL 110
Core fulfilled: None

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(s): ART 126
Core fulfilled: None

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(s): ART 120
Core fulfilled: None

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.

Prerequisite(s): None
Core fulfilled: None

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(s): MUL 110
Core fulfilled: None

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.

Prerequisite(s): None
Core fulfilled: None

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(s): MUL 110
Core fulfilled: None

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.

Prerequisite(s): MUL 110 and MUL 225
Core fulfilled: None

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(s): MUL 110
Core fulfilled: None

MUL 220 – Sound Design & Multi-track Editing
3 credits/3 contact hours
This course will teach students how to record and how to edit sounds and mix in a multi-track audio and video environment. Students will learn how to edit multi-track video and audio clips, cut separate pieces of footage and learn the basics of video and audio editing. Students will use audio recording and mixing hardware, and mixing soundtracks with video segments with current multi-track editing software.

Prerequisite(s): MUL 110
Core fulfilled: None

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(s): MUL 110
Core fulfilled: None

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(s): MUL 110
Core fulfilled: None

MUL 265 – Final Media Portfolio
3 credits/3contact 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.

Prerequisite(s): MUL 110
Core fulfilled: None

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.

Prerequisite(s): 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.
Core fulfilled: None

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(s): None
Core fulfilled: II

NET 110 – Networking I
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: Appropriate math placement

Prerequisite(s): None
Core fulfilled: None

NET 120 – Networking II
3 credits/ 3 contact hours
This course builds upon the principles and concepts in NET 110 and focuses on the design of larger networks needed to support enterprise-wide computing. Topics include: network architectural models, modular and tiered designs, remote office designs, network monitoring, and implementation of more specialized networks such as one for a data center.

Prerequisite(s): NET 110
Core fulfilled: None

NET 221 – Networking Defense
3 credits/3 contact hours
This cyber security course examines the issues of securing the communications path between systems, including both physical and logical connections. Topics addressed include approaches to securing networks using risk analysis, cost effective countermeasures, layered defenses, and network policy development and implementation procedures. Students will be exposed to a mixture of devices and protocols implementing network defense including firewalls, proxy servers, IDS/IPS solutions, cryptography, VPNs, and network access controls.

Prerequisite(s): CIS 178 and NET 110
Core fulfilled: None

NUR 101 – Fundamentals of Nursing
8 credits/8 contact hours
This course introduces students to the role of the registered nurse. Nursing concepts fundamental to that of professional nursing are presented, including the nursing process, assessment, communication, professional behaviors, and holism. Students will develop therapeutic communication skills and a beginning understanding of culturally-responsive, safe, high-quality, evidenced-based practice within the role of the professional nurse. This course has laboratory and clinical components.

Prerequisites: NUR acceptance, MAT 118 or MAT 124, ENG101, PSY 101, BIO 126/127.
Corequisite: NUR 105
Core fulfilled: None

NUR 105 – Pharmacology for Nurses
2 credits/2 contact hours
This course will examine concepts and principles of pharmacology. Major drug classifications and their actions, adverse effects, interactions, and contraindications for use are explored. Emphasis is placed on the nurse's role in safe medication administration, dosage calculation, and patient education.

Prerequisite(s): None
Corequisite(s) NUR 101
Core fulfilled: None

NUR 109 – Role Transition
2 credits/2 contact hours
This hybrid course provides current LPNs a transition to the ADN RN program. Students will review foundations concepts and essential skills, including nursing process, evidence-based practice, assessment skills, safe medication administration, nursing interventions, and professional behaviors. Students apply the nursing process to online case studies. Students will demonstrate selected skill competencies. Upon successful completion of this course, students will transition to NUR 110 Nursing Across the Lifespan I.

Prerequisites: Licensed Practical Nurse, ENG 101, MAT 118 or MAT 124, PSY 101, and BIO 126/127 (within the past 7 years)
Core fulfilled: None

NUR 110 – Nursing Across the Lifespan I
10 credits/10 contact hours
The student will increase in-depth knowledge of nursing concepts through the lifespan. Students will focus on evidence-based, holistic, culturally competent nursing care for individuals and families, incorporation of pharmacological knowledge, and development of clinical judgment skills. A special focus on nursing care for mental health concepts, understanding the dynamics of human behavior, and therapeutic communication with an emphasis on safe nursing care for the client will occur during this class. This class has laboratory and clinical components.

Prerequisites: NUR 101, NUR 105
Core fulfilled: None

NUR 201 Nursing Across the Lifespan II
10 credits/17 contact hours
The student will continue to develop skills to provide holistic, evidence-based, culturally competent nursing care for increasingly complex patients with acute and chronic conditions. Concepts of nutrition, communication, pharmacology, and teaching-learning are integrated. In addition to medical-surgical nursing, there is also a focus on concepts of family and child development from conception through adolescence. Students continue developing the role of the nurse and clinical reasoning to guide evidence-based, therapeutic nursing interventions. This class has laboratory and clinical components.

Prerequisite(s): NUR 110
Core fulfilled: None

NUR 205 Nursing Across the Lifespan III
6 credits/11 contact hours
The student will strengthen previous theoretical and clinical learning experiences with a focus on the nursing role, increasing understanding of interprofessional collaboration, use of assessment data, prioritization, and clinical judgment in the holistic care of one or more clients with multiple and increasingly complex health issues, including the nurse's role and responsibility in emergency situations. This class has laboratory and clinical components.

Prerequisite(s): NUR 201
Corequisite(s): NUR 205
Core fulfilled: None

NUR 210 Nursing Leadership
3 credits/7 contact hours
The student explores nursing roles of leader, manager, educator, clinician, researcher and mentor. This course introduces the safe transition from student nurse to graduate nurse and an introduction to the professional issues of leadership and management, including professional advocacy. This course has a clinical component.

Prerequisite(s): NUR 201
Corequisite(s): NUR 205
Core fulfilled: None

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(s): ENG 101
Core fulfilled: II

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(s): MAT 126
Core fulfilled: IV (Lab Science)

PMT 103 – Measurement Fundamentals
1 credit/1 contact hours
This course will introduce the student to the fundamentals of linear and angular measurement. Students will learn to measure a variety of parts produced in a manufacturing environment using both fractional and decimal measuring equipment. Students will prove competency in basic measurement practices though a series of shop exercises.

Prerequisite: None
Co-requisite: None
Core fulfilled: None

PMT 106 Introduction to Tooling
1 credit/1 contact hours
This course will introduce the student to the world of tooling and tool holding as it applies to the machining process. Students will learn to select the appropriate tooling and tool holders for a wide variety of applications. Students will also learn to calculate the correct spindle speed and depth of cut for a selection of cutters and metals. Hands-on exercises will reinforce theory behind speeds, feeds, and tool selection in a machine shop environment.

Prerequisite: None
Co-requisite: OSHA-10
Core fulfilled: None

PMT 111 – Basic Manual Milling and Holemaking
1 credit/1 contact hours
This course is intended to teach the fundamental principles of hole-making and manual knee mill operations. Students will learn the use of both a drill press and manual mill and will practice skills associated with this equipment in a machine shop environment. Prior knowledge and experience with mechanical print reading, basic precision measurement skills, and calculating speeds and feeds are recommended, but not required. OSHA-10 certification is required before students are allowed to use shop equipment.

Prerequisite(s): None Corequisite(s) None
Core fulfilled: None

PMT 112 – Basic Manual Lathe Operations
1 credit/1 contact hours
This course will introduce the student to the usage of the manual engine lathe. Students will complete a series of shop exercises to master skills required for the creation of outside diameters, internal features, and basic threads. Students will complete a class project to demonstrate competency in the safe manufacture of precision parts on the manual lathe.

Prerequisite: OSHA-10
Co-requisite: None
Core fulfilled: None

PMT 122 – CNC Mill G&M Code Basic
1 credit/1 contact hours
This course will teach the basics of Computer Numeric Control (CNC) programming for 3-axis mill applications. Students will learn to write CNC programs using G&M code, tool-pathing, canned cycles, and troubleshooting. Course content will reinforce concepts of safety, shop math, and tooling usage. Students will employ these skills in a machine shop environment.

Prerequisite: None
Co-requisite: OSHA-10
Core fulfilled: None

PMT 123 – CNC Lathe G&M Code Basics
1 credit/1 contact hours
This course will introduce students to the subject of G&M programming as it relates to 2-axis Computer Numeric Control (CNC) turning centers. Students will learn programming structure, tool-pathing, and canned cycles specific to the CNC lathe. Students will complete a series of shop exercises to develop skills and prove competency in the subject area.

Prerequisite: OSHA-10
Co-requisite: None
Core fulfilled: None

PMT 124 – CAM Programming for 3-axis Mill
1 credit/1 contact hours
This course will introduce the student to the practice of using a Computer-Aided Manufacturing (CAM) system to program 3-axis CNC mills. Students will gain competency in setting up machine parameters, tool packages, and fixturing within the CAM system. Students will learn how to output G&M code through a post-processor to machine parts on a 3-axis Computer Numeric Control (CNC) mill, and will demonstrate mastery of the subject matter by completing a series of in-shop projects.

Prerequisite: PMT 122 and CAD 107 (or) Certified SolidWorks Associates (CSWA) Certification
Co-requisite: None
Core fulfilled: None

PMT 126 – CAM Programming for 2-axis Lathe
1 credit/1 contact hours
This course will introduce the student to the practice of using a Computer-Aided Manufacturing (CAM) system to program 2-axis Computer Numeric Control (CNC) lathes. Students will gain competency in setting up machine parameters, tool turrets, and lathe chucks within the CAM system. Student will learn how to output G&M code through a post-processor to machine parts on a 2-axis CNC lathe, and will demonstrate mastery of the subject matter by completing a series of in-shop projects.

Prerequisite: PMT 123 and CAD 107 (or) Certifies SolidWorks Associate (CSWA) Certification
Co-requisite: None
Core fulfilled: None

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.

Prerequisite(s): None
Core fulfilled: III

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.

Prerequisite(s): None
Core fulfilled: III; Diversity

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.

Prerequisite(s): None
Core fulfilled: III

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(s): 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.
Core fulfilled: None

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.

Prerequisite(s): None
Core fulfilled: III

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(s): PSY 101
Core fulfilled: III

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(s): PSY 101
Core fulfilled: III

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: PSY 101
Core fulfilled: III

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(s): PSY 101
Core fulfilled: III

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(s): PSY 101
Core fulfilled: III

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(s): PSY 101
Core fulfilled: III

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(s): PSY 101
Core fulfilled: III

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(s): PSY 101
Core fulfilled: III

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(s): PSY 101
Core fulfilled: III

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(s): PSY 101
Core fulfilled: III

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)
Core fulfilled: III

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 (can be taken concurrently)
Core fulfilled: III

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: PSY 101
Core fulfilled: III

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
Core fulfilled: III

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
Core fulfilled: III

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
Core fulfilled: III

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.

Prerequisite(s): 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.
Core fulfilled: None

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.
Core fulfilled: None

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.

Prerequisite: None
Core fulfilled: IV

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.

Prerequisite: None
Core fulfilled: IV

SCI 102 – Introduction to Environmental Science Lab
1 credit/2 contact hours
This laboratory provides experience with the concepts and principles covered in Introduction to Environmental Science (SCI 101). Laboratory exercises relate to lecture topics and introduce students to the fundamentals of laboratory procedure.

Prerequisite: none
Corequisite: Must be taken concurrently with SCI 101.
Core fulfilled: IV

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.

Prerequisite: None
Core fulfilled: III

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.

Prerequisite: None
Core fulfilled: III; Diversity

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
Core fulfilled: III; Diversity

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
Core fulfilled: III; Diversity

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
Core fulfilled: III

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: PSY 101 or SOC 101
Core fulfilled: III

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.

Prerequisite: None
Core fulfilled: I

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.

Prerequisite: None
Core fulfilled: None

SWO 102 - Wellness for Professionals
1 credits/1 contact hours
This course provides an overview of wellness with a specific focus on issues relevant to professionals working in fields related to community support. Topics include self-care, vicarious trauma, subjective well-being, self-awareness, support services, mindfulness and holistic health. Upon completion students will have developed an understanding of the many factors related to creating and maintaining overall well-being while working in a job that potentially involves high levels of stress, conflict, and interaction with individuals and communities in crisis.

Prerequisite(s): None
Core fulfilled: None

SWO 111 - Case Management
3 credits/3 contact hours
This course introduces students to the concept of case management and how it is used to provide human services. Students will explore the many factors affecting case management today including federal legislation, emerging client groups, technology, shifting demographics, impact of substance use, new service delivery models, and the resulting ethical and legal dilemmas. Students will develop skills to be effective in providing services in micro, mezzo, and macro systems. There will be an emphasis on the development of practice skills with marginalized populations, and the impact of diversity, oppression, and discrimination on case management.

Prerequisite(s): HUS 101
Core fulfilled: None

SWO 112 -Crisis Intervention
3 credits/3 contact hours
This course is designed to introduce students to the methods and techniques of crisis intervention. It will explore best practices of crisis intervention by professionals in both the mental health and criminal justice fields by providing an overview of assessment, initial intervention options, and follow-up services. Techniques will be applied to various emergency situations that may involve threats or acts of suicide, threats of serious injury or homicide, serious symptoms of mental illness that require urgent response, sexual assault and substance use. Additional topics include crisis in the workplace as well as violence and crises in the schools and community. This class will also examine the psychological effects of crisis on professionals and ethical considerations related to crisis response.

Prerequisite(s): None
Core fulfilled: None

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.

Prerequisite(s): None
Core fulfilled: None

SWO 201 - Alcohol and Drug Counselor Overview
3 credits/3 contact hours
This course will provide a comprehensive overview of substance abuse treatment and rehabilitation focusing on various treatment approaches, treatment settings, and types of counseling including individual, group and family techniques. Topics include evidence-based theories, models, stages and functions of alcohol and drug abuse treatment. Students will practice using assessment instruments and developing treatment plans. The impact that drug and alcohol use/abuse have on society and cultures, including the effects on healthcare, political, and criminal justice systems, will be examined.

Prerequisite(s): PSY 228 and PSY 232
Core fulfilled: None

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.

Prerequisites: None
Core fulfilled: II; Creative Arts

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.

Prerequisite(s): None
Core fulfilled: None

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.

Prerequisite(s): Grade of C or better in MAT 118, BIO 124/125, and VET 101. This course is only available to students in the Veterinary Technology program.
Core fulfilled: None

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.

Prerequisite(s): Grade of C or better in MAT 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.
Corequisite(s): VET 126
Core fulfilled: None

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.

Prerequisite(s): Grade of C or better in MAT 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.
Corequisite(s): VET 125
Core fulfilled: None

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. 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 VET 120, VET 125/126, VET 230/231 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
3 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 and will require field work.

Prerequisites: Grade of C in VET 190. This course is only available to students in the Veterinary Technology program.

VET 220 – Large Animal Management
3 credits/3 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 190. This course is only available to students in the Veterinary Technology program.

Core fulfilled: None

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 190. This course is only available to students in the Veterinary Technology program.

Core fulfilled: None

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: A grade of C or better in VET 190. This course is only available to students in the Veterinary Technology program.

Core fulfilled: None

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.

Prerequisite: A grade of C or better in VET 190. This course is only available to students in the Veterinary Technology program.

Corequisite(s) VET 224 Core fulfilled: None

VET 226 – Veterinary Imaging and Dental
3 credits/1 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 of this course will be held 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. VET 227 must be taken concurrently.

Prerequisites: A grade of C or better in VET 190. VET 224/225 must either be completed or taken concurrently. This course is only available to students in the Veterinary Technology program. Corequisite(s) VET 227

Core fulfilled: None

VET 227 – Veterinary Imaging and Dental Lab
0 credits/2 contact hours

This course will allow students to take whole body radiographs on various species and dental radiographs on dogs and cats. Students will be exposed to radiation during this course and provided dosimeters to monitor their exposure. Students will perform dental prophylaxis on live dogs and cats in a clinical setting. Part of this course will be held at an off-campus location. This course must be taken concurrently with VET 226.

Prerequisites: A grade of C or better in VET 190. VET 224/225 must either be completed or taken concurrently. This course is only available to students in the Veterinary Technology program. Corequisite(s) VET 226

Core fulfilled: None

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. This course must be taken concurrently with VET 231.

Prerequisites: A grade of C or better in MAT 118, VET 101, and BIO 124/125. This course is only available to those in the Veterinary Technology program.

Corequisite(s) VET 231 Core fulfilled: None

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. This course must be taken concurrently with VET 230.

Prerequisites: A grade of C or better in MAT 118, VET 101, BIO 124/125. This course is only available to those in the Veterinary Technology program.

Corequisite(s) VET 230 Core fulfilled: None

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: A grade of C or better in VET 190. This course is only available to those in the Veterinary Technology program.

Core fulfilled: None

VET250 Licensing Exam Prep
2 credits/ 2 contact hours

This course will help prepare second-year Veterinary Technology students to take their Veterinary Technician National Exam (VTNE) after graduation. Students will review important concepts taught in previous courses that frequently appear on the VTNE. Instructors will discuss test-taking strategies and other available forms of support that are available after graduation. Topics reviewed include surgical nursing, pharmacology, dentistry, radiology, and clinical pathology.

Prerequisites: A grade of C or better in VET 224/225, VET 226/227, VET 220/221, and VET 215. VET 290 must be taken concurrently. This course is only available to those in the Veterinary Technology program.

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 minimum of 165 hours at a clinical site approved by the program director. Under the supervision of veterinarians, the student will increase skill level and confidence as a veterinary technician and continue practicing the essential skills required by the AVMA in order for the successful student to sit for the Veterinary Technician National Exam.

Prerequisites: A grade of C or better in VET 224/225, VET 226/227, VET 220/221, and VET 215. VET 240 must be taken concurrently. This course is only available to those in the Veterinary Technology program and with permission of the Program Director.

Corequisite(s): VET 240.

Core fulfilled: None

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.

Prerequisite(s): None
Core fulfilled: None

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(s): WEB 131
Core fulfilled: None

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(s): CIS 133
Core fulfilled: None

Workforce Training Programs

The YCCC Workforce Department's mission is to reimagine the educational experience through short-term workforce development training that 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. We aim to be a game-changer for our students, an economic driver for the companies we serve, and to a growth engine for our community. Ultimately, 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.

Short-term workforce trainings are educational opportunities that are offered in under a year and are designed to lead directly into a career. Trainings may or may not also be eligible to receive college credit.

Advanced Emergency Medical Technician Training

This training program is designed to give students, through lecture, laboratory, and clinical experience, the knowledge, and skills needed to provide advanced emergency medical care and transportation for patients who access the emergency medical system.

Students will demonstrate proficiency with interventions necessary to provide patient care and transportation including patient assessment, airway management and oxygen administration, cardiac arrest management, shock management, medication administration, and emergency care.

Additionally, the training will provide students with an intensive review of didactic and psychomotor experiences that simulates professional practice. Students will also complete a broad clinical experience to sharpen their skills.

Additional topics that will be covered on a comprehensive level shall include ambulance service management, concepts of lifelong learning, quality improvement, and the ALS providers' role in the community. Students will have the opportunity to perfect assessment-based management through a case scenario approach.

Upon successful completion of the course, students will be eligible to take the National Registry Advanced Emergency Medical Technician Certification. This training is offered in partnership with Southern Maine Community College.

American Welding Society Welding Training

This 11-week accelerated training will provide you with 86-hours of training in preparation for the American Welding Society certification exam in select structural and pipe, to include: Flux Core Arc Welding (FCAW) and Shielded Metal Arc Welding (SMAW). Students will learn many different types of welding practices, shop safety and metal fabrication skills.

AWS certifications will be held after the completion of 86 hours of training. Students can choose (with instructor guidance) which AWS certification they intend to complete.

This training is intended for individuals who have some basic prior knowledge and skill in welding.

Interested students will need to complete an interview and a basic skills test. Training sessions are held at the Sanford Regional Technical Center. Training is held in partnership with Sanford Community Adult Education and Sanford Regional Technical Center.

Dental Assistant Training

This 8-week accelerated program will provide you with the skills you need to enter a high-demand career as a Dental Assistant.

Topics covered will include: A History and Foundation of Dentistry, Dental Terminology, Dental Anatomy, Instrumentation and Infection Control, General Chairside Assisting, Dental Laboratory, Impressions & Pouring, Dental Emergencies, Dental Administration and Communication Skills, OSHA & HIPPA Review, Radiology Review, and Resume Writing & Interview Skills. Students who complete the training are eligible to sit for the DANB Radiation Health & Safety Certification exam.

In addition to the hands-on hours of in-person training, students will be expected to complete at-home study.

Emergency Medical Technician Training

The Emergency Medical Technician (EMT) course prepares the student to enter the realm of emergency medical services (EMS). The EMT course is a necessity for personnel that wishes to work on an ambulance, but also benefits firefighters, police officers, industrial safety personnel, and other healthcare professions. The EMT course provides students with the knowledge to provide basic life support (BLS) to patients in cardiac arrest, experiencing medical emergencies, and those with traumatic injuries. Upon successful course completion, students are eligible to take the National Registry of EMT's certification examinations.

This training is offered in partnership with Southern Maine Community College.

Medical Assistant Apprenticeship Program

This 9-month accelerated program will provide you with paid, on-the-job training and mastery of Medical Assisting skills learned in the classroom at YCCC.

Through the apprenticeship, participants will work with medical assistants 20 hours a week at a partnering medical office. At the same time, they will receive blended classroom and online instruction from YCCC's medical assisting instructors. Upon successful completion of the program, participants will take a national accreditation exam to become Certified Clinical Medical Assistants (CCMA).

New Cook Bootcamp Training

The New Cook Bootcamp is a 4-day accelerated training that will get you ready for a fast-paced career as a line cook. The training includes ServSafe Food Handler Certification as well as an overview of essential skills you will need as you begin your career. Know the basics of kitchen safety in the handling of equipment and moving about the kitchen. Students will learn to: identify and execute the basic precision cuts; make a stock; prep vegetables for service; make a French omelet and other egg dishes; prepare the mother sauces and variants; execute the basic cooking methods: Sauté, Grill, Roast, Poach, Braise/Stew; understand the liaison method of thickening; and understand the basics and have limited hands-on experience in prepping proteins: Beef, Pork and Lamb, Poultry, Seafood.

Pharmacy Technician Training

This 24-week accelerated program will provide you with the skills you need to enter a high-demand career as a Pharmacy Technician. The training is designed to assist students in preparing for the pharmacy technician certification examination.

Some of the topics covered include: pharmacy law, medical terminology, medication calculations, the preparation and administration of medications, drug classifications, drug actions, adverse drug reactions, and how to implement pharmacy inventory protocols.

The Pharmacy Technician Training at YCCC is recognized by the Pharmacy Technician Certification Board (PTCB). Students who successfully complete the program can sit for the PTCB CPhT Certification.

Phlebotomy

Phlebotomy Technician Certification training is a hybrid of online learning and in-person labs. Labs will also be available for students to improve their proficiency, allowing time for them to practice live sticks, as needed.

Topics covered in the Phlebotomy training include: Healthcare Setting and Quality Assurance; Infection Control; Safety; Medical Terminology; Anatomy Review; Circulatory System; Equipment and Procedures; Considerations and Capillary Punctures; Special Collections; Computers; Non-Blood Tests; Arterial Punctures; NHA Phlebotomy Exam Review.

Upon successful completion of the training, students can sit for the National Healthcareer Association (NHA) Certified Phlebotomy Technician (CPT) exam.

ServSafe Manager Training

This training prepares student to take the ServSafe certification exam for managers. Topics covered include: The Importance of Food Safety, Good Personal Hygiene, Time and Temperature Control, Preventing Cross-Contamination, Cleaning and Sanitizing, Safe Food Preparation, Receiving and Storing Food, Methods of Thawing, Cooking, Cooling and Reheating Food, HACCP (Hazard Analysis and Critical Control Points), Food Safety Regulations, and more. The course culminates with the national certification exam.

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.

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Samuel L. Kelley, (2008) Faculty Mathematics/Physics, M.A. University of Colorado, B.A. Saint Cloud University

Frances King, (2024) Associate Director of Financial Aid, M.Div. Hood Theology Seminary, B.S. University of South Alabama

Lucas Knight, (2022) Enrollment Coordinator, B.A. University of Maine, ETE Teaching Certification, University of Southern Maine

Samantha Lane, (2022) Human Resources and Payroll Administrator, A.S. Western Nevada College

Michael Lee, (2005) Department Chair/Faculty Digital Media with art courses, M.A. Notre Dame College, B.A. Notre Dame, A.S. Johnson & Wales University

Jaclyn Lingyak, (2021) Enrollment Coordinator, M.S. University of New England, B.S. University of New England

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Michael Lovejoy, (2022) Department Chair/ Faculty Electrical Program, Master Electrician, Industrial Electricity, SMCC.

Jennifer Mallett, (2014) Department Chair/Faculty Mathematics, M.S. University of Massachusetts, B.S. Gordon College

Sayana Mar, (2023) Admissions Services Representative, B.A. University of Southern Maine

Jessica Masi, (2005) Director of Registration and Records, B.A. University of Connecticut

Michael McNeil, (2020) Director of Institutional Operations – A.S. NH Community Technical College

Michelle Mcneil-Brown, (2023) Department Chair/Faculty Business and Accounting, MBA Southern New Hampshire University, B.S. University of Southern Maine, A.S. York County Community College

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Tonianne Motta, (2024) Faculty Nursing, MSN Sacred Heart University, M.A. Sonoma State University, B.A. Sonoma State University

Lisa Murphy, Ph.D., (2009) Department Chair/Education & Social Sciences, Faculty/Psychology and Sociology, Ph.D. University of Maryland, College Park, M.A. University of Maryland, College

Park, B.A. Antioch University

Maria Niswonger, **Ph.D.**, (2007) Department Chair/Natural Science, Faculty Biology, Ph.D. Duke University, M.S. Duke University, B.S. Duke University, A.S. Kettering College of Medical Arts

Stephen Paulone, (2017) Faculty Business and Accounting, D.B.A. Northcentral University, M.B.A. Rensselaer Polytechnic Institute, M.S. Rensselaer Polytechnic Institute, B.A. Fairfield University

Edward Pike, (2024) Associate Director of Campus Safety, B.A. University of Southern Maine

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Joan Segal, (2023) Workforce Financial Specialist, M.A. Boston College, B.A. Clark University Scott Small, (2021) Facilities Maintenance Specialist II

Austin Sorette, (2022) Student Success Coach, M.S. New England College, B.A. University of New Hampshire

Kayla Stefanelli, (2021) Enrollment Services Coordinator, B.S. Salem State College, A.S. Middlesex Community College

David E. Susman, (2004) Department Chair/Humanities and English, Faculty/English and Humanities, , M.A. Syracuse University, B.A. Ithaca College

Annette Tanguay, (2000) Librarian, M.L.I.S. University of Rhode Island, B.A. University of Maine–Orono

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Denise Treacy (2022) Director of Student and Academic Success, M.A. Southern New Hampshire University, B.A. SUNY Plattsburgh

Lorie Tripp, (2016) Facilities Maintenance I, Specialist

Oscar Campos Verde, (2023) Facilities Operations Specialist

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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YORK COUNTY COMMUNITY COLLEGE