



# 2013/2014 CATALOG

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

**Affirmative Action Officer**

York County Community College  
112 College Drive  
Wells, ME 04090  
Telephone: 207/216-4435  
Maine Relay Service: 800-457-1220  
Fax: 207/641-0837  
E-mail: [eharford@yccc.edu](mailto:eharford@yccc.edu)  
Internet: <http://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](mailto:OCR.Boston@ed.gov)  
Internet: <http://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  
Internet: <http://www.state.me.us/mhrc/index.shtml>

and/or

**Equal Employment Opportunity Commission**

475 Government Center  
Boston, MA 02203  
Telephone: 617-565-3200                      1-800-669-4000  
TTY: 617-565-3204                            1-800-669-6820  
Fax: 617-565-3196  
Internet: <http://www.eeoc.gov/>

The College also does not discriminate on the basis of sexual preference or marital, parental or veteran's status. Inquiries about the College's policies that prohibit discrimination on these bases may be directed to the Affirmative Action Officer or to MHRC, whose contact information is provided above.

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



# College Catalog

## 2013/2014



***yccc.edu***

112 College Drive, Wells, Maine 04090-5341  
Toll-Free: 800-580-3820 Phone: 207-646-9282 Fax: 207-641-0837

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# accreditation statement

YORK COUNTY COMMUNITY COLLEGE is accredited by the New England Association of Schools and Colleges, a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction.

Accreditation by the New England Association indicates that the college meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college 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 New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality 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 status of an institution's accreditation by the New England Association should be directed to the administrative staff of the college. Individuals may also contact the New England Association of Schools and Colleges, 3 Burlington Woods Drive, Suite 100, Burlington, MA 01803. *Toll Free:* (855) 886-3272, *Tel:* (781)425-7700, *Fax:* (781)425-1001, [www.neasc.org](http://www.neasc.org).

*While every effort has been made to ensure accuracy, the college reserves the right to make changes at any time with respect to course offerings, degree and program requirements, services provided, cost of attendance, or any other subject addressed in this publication. The information provided in this publication is provided solely for the convenience of the reader, and the college disclaims any liability, which may otherwise be incurred. Acceptance of students into a new program, approved after publication of this catalog, will be subject to this catalog and any appropriate addendums.*

# calendar

## Fall Semester 2013

September 3, 2013	Classes begin for Fall semester
September 10, 2013	Last day to add/drop classes
October 14, 2013	Columbus Day, no classes
November 8, 2013	Last day to withdraw from classes
November 11, 2013	Veteran's Day, no classes
November 27, 2013	Thanksgiving recess begins 5:30pm, no classes
December 2, 2013	Thanksgiving recess ends, classes resume
December 14, 2013	All classes end

## Spring Semester 2014

January 21, 2014	Classes begin for Spring semester
January 28, 2014	Last day to add/drop classes
February 17, 2014	Winter break, no classes
February 23, 2014	Winter break ends, classes resume
April 4, 2014	Last day to withdraw from classes
April 21, 2014	Spring break begins, no classes
April 27, 2014	Spring break ends, classes resume
May 16, 2014	All classes end
May 17, 2014	Commencement, 10:00am

## Summer Session 2014

May 27, 2014	Classes begin for Summer session
May 28, 2014	Last day to add classes
June 3, 2014	Last day to drop classes
June 27, 2014	Last day to withdraw from 8-week classes
July 4, 2014	Independence Day holiday, no classes
July 18, 2014	Last day to withdraw from 12-week classes
July 18, 2014	8-week classes end
August 15, 2014	12-week classes end



# general information

## Our Mission

York County Community College provides academic, career, and transfer programs while serving to advance cultural, economic, and workforce development in York County and the state of Maine.

## Our Vision

YCCC will be a leader in educational excellence, providing a variety of programs that promote personal enrichment, academic growth and career development. We will support our region in meeting the challenges of a changing world by creating an innovative and active learning environment.

## History

**1991** In 1991, the 115th Maine Legislature established a commission to study the need for a technical college in York County. Subsequent studies, including one conducted in 1994 by the Department of Labor, of 4,300 employers, confirmed that industries needed 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 a group of business leaders who identified a need for a technical college in York County, one of Maine's fastest-growing counties.

**1995** On September 5, 1995, YCTC opened its doors in a leased facility in Wells with 156 students and three associate degrees and two certificate programs. Today, the college has a growing enrollment that now exceeds 1,600 students and serves an additional 2,500 students annually through continuing education and workshops.

In December of 1995, YCTC received candidacy accreditation status from the New England Association of Schools and Colleges and in 1999 the College was awarded full accreditation status.

**1996** In February of 1996, the US Department of Education grants approval for YCTC to offer Federal Financial Aid, which makes affordable education an option for many.

In May 1996, YCTC graduated its first class with seven students receiving certificates. Now, the college has graduated over 1200 individuals in degree and certificate programs.

**1997** In February 1997, ground is broken on a permanent 51,000 square-foot building and on November 3, 1997, classes begin in the new building with over 500 students enrolled in 15 programs.

**1999** In November 1999, the College receives \$4.3 million from a bond to expand the college facilities. In October 2000, ground is broken on a 26,000 square-foot addition to its current building. In October 2001, the college officially opens its new addition to the building and expands its facility to 77,000 square-feet.

**2003** In July 2003, YCTC becomes York County Community College, as the state's technical colleges expand into true community colleges. People in Maine now have increased access to college, which improves incomes, enhances skills and strengthens Maine's economy.

# general information

## The Campus

YCCC is located at 112 College Drive in Wells, Maine. The two-story 77,000 square foot building sits on 84 wooded acres of land. The campus is accessible from Route 1, Route 109 and the Maine Turnpike, Exit 19. College Drive is located off of Chapel Road.

## Statement of Core Services and Attributes of Maine's Community Colleges

A comprehensive community college system:

- Prepares a well-educated person, one who has the knowledge, skills and values to lead a thoughtful, creative and productive life; who seeks self-knowledge and understanding of others and the world; is a lifelong learner; is actively engaged in the community and civic life; and shows tolerance and respect for cultural, ethnic and intellectual diversity;
- Awards associate degrees, certificates and diplomas;
- Offers programs that prepare students for occupations with career progression and/or transfer opportunities for the baccalaureate level;
- Offers liberal arts transfer programs, providing the core liberal arts foundation required for most baccalaureate programs and associate degree career programs;
- Focuses primarily on regional needs, with a commitment to serving and supporting its local communities;
- Offers business & industry training and services, providing customized training and upgrading, at a place and time convenient for employees and employers;
- Is low cost, to assure broad access to college;
- Is easily accessible to a diverse population, offering onsite and off-site day, evening and weekend courses with significant opportunity to pursue a degree part time;
- Provides access to students who can benefit from its educational offerings through modified open admission policies. Applicants must possess a high school diploma or GED and meet program of study prerequisite requirements;
- Provides effective student support services such as academic assessment, counseling, remediation, and career placement;
- Provides opportunities for lifelong learning to support professional and personal growth, through a diverse array of credit and noncredit courses, workshops and seminars;
- Actively pursues a diverse learning community in which cultural, ethnic and intellectual diversity are respected and embraced;
- Provides a learner-centered environment, in which teaching and learning are the primary focus of the institution;
- Is a partner and facilitator in regional economic development, providing training to support the creation of high wage, high-skill jobs in new and established industries;
- Develops students with awareness of global issues;
- Offers co-curricular opportunities, including clubs, student activities, sports and leadership opportunities;
- Is committed to community building, serving as facilitator/community resource for bringing people and groups with a common interest together to address local issues;
- Serves as a resource for the college and the public, offering cultural and special events; and
- Partners with other local and state providers in workforce development.

## **Non-Discrimination, 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, age or 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; and the Maine Human Rights Act (5 M.R.S.A., §4551, et. seq.). In addition, pursuant to the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the Maine Human Rights Act, the Maine Community College System does not discriminate on the basis of disability in its programs and activities. This policy affects employment policies and actions, as well as the delivery of educational services, at all levels and facilities of the Maine Community College System.

Further, the Maine Community College System objective of equal opportunity will be met by taking affirmative action, i.e., making goal-oriented efforts to increase the numbers of women and minority groups in positions where their representation has been less than proportionate to their availability.

## **Sexual Harassment**

Sexual harassment of employees or students is a violation of state and federal law and a violation of this policy. Any employee or student who violates this policy or those laws will be subject to disciplinary action.

Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

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

It is the policy of the Maine Community College System to provide fair and impartial investigations that will protect the rights of the person(s) filing sexual harassment complaints, the person(s) complained against, and the Maine Community College System as a whole. College presidents are directed to take appropriate steps to distribute this policy statement and to inform students and employees of procedures for making complaints.

Individuals who believe that they have been victims of sexual harassment or have been accused of sexual harassment must contact their institution's Affirmative Action Officer for information on their college's sexual harassment guidance procedure. Additionally, these individuals may also file a sexual harassment complaint with the Maine Human Rights Commission within six months of the alleged incident. Further information is available from the Maine Human Rights Commission at State House Station 51, Augusta, Maine 04333, (207) 287-2326, and/or from the United States Department of Education, Office for Civil Rights, 33 Arch Street, Suite 900, Boston, Massachusetts 02110, tel. 617-289-0111, TTY/TTD 617-289-0063, and fax 617-289-0150.

# general information

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

### I. Introduction

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

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

### II. Publication of this Procedure

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

### III. Reporting Discrimination and/or Harassment

**A. Where to Report** Any person who believes that he or she has been discriminated against or harassed (“complainant”) must make a timely report to the College’s ND/AA Officer as set forth herein. If the ND/AA Officer is the person alleged to have discriminated against or harassed, the complainant should report the complaint to the College President. The College President will then assign a person other than the ND/AA Officer to investigate the complaint. If the College President is the person alleged to have discriminated against or harassed, the role of the College President in this Procedure will be executed by the MCCS Director of Human Resources, who may be contacted at 323 State Street, Augusta, Maine, 04330; ph: 207-629-4000, or that Director’s designee.

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

**C. How to Report** A complaint may be made orally or in writing, and it must be particular. It must disclose the identity of the person(s) alleged to have engaged in discrimination or harassment (“respondent”), and the location(s), date(s) and description of the alleged acts. If a complainant discusses a complaint with an employee of the College, that employee should promptly refer the complainant to the ND/AA Officer and inform that Officer of that employee’s knowledge of that complaint. The College cannot take complaints “off the record.” Once the College receives such information, it has a duty to investigate and possibly take action even if, at the time of the complaint, the complainant

does not want the College to do either. Unless the complainant signs a written statement specifying withdrawal of the complaint, the complainant may not be deemed to have withdrawn her or his complaint. A report filed under this Procedure will not be deemed to be a “grievance” under any applicable collective bargaining agreement. If a complainant seeks to file a collective bargaining-based grievance, the complainant must do so in addition to complying with this Procedure.

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

#### IV. Investigation of Complaints

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

**A. Informal Procedure** The ND/AA Officer will attempt to resolve a complaint of discrimination or harassment as informally as possible by seeking information and cooperation from both the complainant and respondent. If the parties agree to use this Informal Procedure, such Procedure will be completed within 20 working days of the ND/AA Officer’s receipt of the complaint. This timeframe may be extended by the ND/AA Officer as the Officer deems reasonably necessary, provided that any such extension does not impose undue delay, and provided further that the ND/AA Officer documents the dates of, and reasons for, each delay. If either the complainant or respondent declines to use the Informal Procedure, or such Informal Procedure is not otherwise successful, the ND/AA Officer will use the following Formal Procedure.

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

1. Within 10 working days of receiving the complaint, the ND/AA Officer will:
  - a. meet with the complainant to discuss the complaint;
  - b. provide to the respondent that notice of the complaint as may be required by either the Student Code of Conduct or the collective bargaining agreement;
  - c. begin to collect evidence and arrange interviews of witnesses; and
  - d. interview the respondent.
2. An investigation is complete when the pertinent supervisor (e.g., Dean of Students, College President) and ND/AA Officer determine that no additional fact finding is required. Within 5 working days of completing the investigation, the College will decide upon its response to the complaint and so inform the complainant and respondent of the nature of that response. Personnel privacy obligations may prevent the College from disclosing to the complainant the details of the specific action that the College will take.
3. The timeframes specified above may be extended by the ND/AA Officer as the Officer deems reasonably necessary, provided that any such extension does not impose undue delay, and provided further that the ND/AA Officer documents the dates of, and reasons for, each delay. In addition, this Formal Procedure must be applied as

# general information

consistently as possible with the related procedures set forth in the MCCS Student Code of Conduct and MCCS collective bargaining agreements. When a timeframe specified in this Formal Procedure conflicts with a specific timeframe set forth in the Student Code of Conduct or collective bargaining agreement, the timeframe in the Code and agreements shall control, provided that such control shall not unduly delay the completion of the College's investigation under this Procedure.

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

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

## V. Action Upon Findings from the Investigation

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

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

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

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

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

## VI. Appeals of College Response to Complaint

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



## VII. External Complaint Procedures

In addition to, or in place of, filing a complaint through this Procedure, a complainant has the right to file a private lawsuit or a complaint with outside agencies. For example, a complaint alleging discrimination in the College's education programs and/or activities under Title VI of the Civil Rights Act of 1964 (race, color, national origin), the Age Discrimination Act of 1975 (age), Title IX of the Education Amendments of 1972 (sex), Section 504 of the Rehabilitation Act of 1973 (disability), and/or Title II of the Americans with Disabilities Act of 1990 (disability) may be filed with the United States Department of Education, Office for Civil Rights, 33 Arch Street, Suite 900, Boston, MA 02110, telephone 617.289.0111, TTY/TDD 617.289.0063, fax 617.289.0150, e-mail [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov), internet <http://www.ed.gov/about/offices/list/ocr/index.html?src=oc>. The Federal government agency that has the responsibility for enforcing anti-discrimination laws in regard to employment is the United States Equal Employment Opportunity Commission, which may be contacted at 475 Government Center, Boston, MA 02203, telephone 617.565.3200 or 1.800.669.4000, TTY 617.565.3204 or 1.800.669.6820, fax 617.565.3196, internet <http://www.eeoc.gov/>. The State agency in Maine that has the responsibility for enforcing anti-discrimination laws is the Maine Human Rights Commission, which may be contacted at 51 State House Station, Augusta, ME 04333-0051, telephone 207.624.6050, TTY/TDD 207.624.6064, fax 207.624.6063, internet <http://www.state.me.us/mhrc/index.shtml>.

## VIII. Retaliation, Intimidation and Coercion

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

## IX. Other Provisions

- A. **Communication with Disabled Persons** In implementing this Procedure, the College must communicate with a complainant who has a disability in a format accessible to the complainant.
- B. **Record Retention** Unless otherwise directed by the MCCS Human Resources Director or MCCS General Counsel, the AA/ND College will retain a record of all information, complaints, decisions, appeals and responses handled under this Procedure for at least three (3) years.
- C. **Interpretation of this Procedure**  
This Procedure intends to make as clear and consistent as practical the College's best practices in complying with state and federal laws. This Procedure is not intended, and shall not be construed, to create or expand substantive or procedural rights under any law.

# general information

## List of Responsible Individuals for Academic Year 2013/2014

### AFFIRMATIVE ACTION OFFICER

Ellen R. Harford, *Human Resource & Benefits Manager*  
207/216-4435 | eharford@yccc.edu

### GENDER EQUITY COORDINATOR

Ellen R. Harford, *Human Resource & Benefits Manager*  
207/216-4435 | eharford@yccc.edu

### STUDENT DISCIPLINARY OFFICER

Corinne Kowpak, *Dean of Students*  
207/216-4399 | ckowpak@yccc.edu

### ADA COMPLIANCE COORDINATORS

Employees:

Paula Gagnon, *Vice-President/Academic Dean*  
207/216-4318 | pgagnon@yccc.edu

Students:

Corinne Kowpak, *Dean of Students*  
207/216-4399 | ckowpak@yccc.edu

### AFFIRMATIVE ACTION COMMITTEE MEMBERS

Corinne Kowpak, *Dean of Students*  
207/216-4399 | ckowpak@yccc.edu

Ellen R. Harford, *Human Resource & Benefits Manager*  
207/216-4435 | eharford@yccc.edu

Nancy A. Drouin, *Dean of Finance & Administration*  
207/216-4434 | ndrouin@yccc.edu

### MCCS GENERAL COUNSEL/Acting MCCS HUMAN RESOURCES DIRECTOR

Derek Langhauser, *MCCS Legal Council*  
207/767-0116 | dlanghauser@mccs.me.edu

### REFERENCES:

*MCCS Policies 201 and 202, January 26, 2010 Revision*



# admissions

## Admissions Policy

YCCC is a modified open admissions institution, and maintains a “rolling admissions” policy. This rolling admissions policy allows candidates to apply and be considered for acceptance for the Fall, Spring, or Summer semester. These semester class starts allow students to register for classes at various times of the year. However, applicants are advised to apply early because of competition for programs, and in order to ensure sufficient time to apply for federal/state financial aid and college/private scholarships.

## Degree Study

YCCC requires that applicants, in order to be accepted into any of its degree or certificate programs, have earned a high school diploma or a state high school equivalency diploma (GED), or be on track to graduate prior to the semester start date. Applicants for admission to YCCC may receive guidance and assistance by calling the Admissions Office. The Admissions Office is available to help applicants learn more about YCCC. To arrange an interview, campus tour, or to find out dates for Admissions & Financial Aid Workshops and open houses, contact the Admissions Office or visit the College’s website.

## Non-Degree Study

Individuals interested in pursuing a credit course(s) without formal acceptance to the College may register without application, as long as they can provide evidence of their ability to perform work at the level required for the course. This proof may be in the form of (1) a high school diploma, (2) a high school equivalency diploma (GED), (3) previous college credit that shows proof of prerequisite for the course, or (4) other evidence determined to be acceptable by a Department Chair or Assistant Academic Dean.

## Application Procedures

Applications for admission may be submitted beginning one year prior to the start date of the semester. An applicant’s file will be reviewed for acceptance immediately upon receipt of the following application materials:

- A completed free online application form can be found on the Admissions section of the [www.yccc.edu](http://www.yccc.edu) home page.
- Each prospective student is required to meet with a YCCC Admissions staff member to learn about their choice of major prior to enrollment.
- Official high school transcript showing graduation and stamped with the official high school seal must be sent to YCCC directly by the high school or hand-delivered in a sealed envelope. Current high school students can be granted “pending acceptance” status with an unofficial transcript sent prior to graduation.
- Official GED scores, or a state high school equivalency diploma, if applicable, sent from the awarding institution directly to the Admissions Office.
- Official transcript(s) from any college(s) attended, sent by the college(s) directly to the Admissions Office will be reviewed for transfer credit upon an applicant’s acceptance.

## Transfer Students

Students who wish to transfer credits from another college or university must meet all of the admissions requirements as outlined above in the section “Application Procedures.”

# admissions

## In-State/Out-of-State Residency

At the time of their admission to YCCC, students receive either resident or non-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.

No students, once having registered as non-resident students, are eligible for resident classification unless they have been living in the state for at least one year immediately prior to registration. If 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. Non-resident students who marry residents and claim the establishment of a permanent residence in Maine will be considered 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, if residing in Maine.

## 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:

- Completed free online application.
- 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](http://www.narsonline.com)
  - Royal Academy, 207-657-2800, [www.homeeducator.com/HEFS/royalacademy.htm](http://www.homeeducator.com/HEFS/royalacademy.htm)
  - The New School, 207-985-3745, Kennebunk, ME, OROfficial GED scores sent directly to the Admissions Office from the awarding institution, OR 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 a F-1 student visa and must study full-time in their degree program. All applications from international students will be evaluated once the Admissions Office has received the following:

- Completed free online application form.
- An official, (certified English translation, if applicable) transcript documenting the completion of the student's secondary level education program.
- For prospective students with a native language other than English: results of the Test of English as a Foreign Language (TOEFL) which are not more than two years old, administered by the Educational Testing Service. Necessary scores for admission are 173 or more on the computer-based TOEFL exam, or 500 or more on the paper-based TOEFL exam. For information on dates and locations for the test, call/write/visit TOEFL at: Box 899, Princeton, NJ 08540, online at [www.toefl.org](http://www.toefl.org), or call: 609-921-9000.

- Official transcript(s) from any college(s) attended, sent by the college directly to the Admissions Office. An international student's Certificate of Eligibility Form I- 20 will be provided by YCCC upon acceptance and receipt of the Foreign Student Certification of Finances Forms (provided by the college, and available on the college's website), verifying support from personal, family, or other financial funds.

International students use the I-20 form to apply to Immigration and Naturalization Services (INS) for a F-1 student visa. Verification of financial ability to cover the student's educational/living/travel expenses for the 2012-2013 academic year will be a minimum of \$14,000 U.S. dollars. 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](http://www.wes.org) or Center for Educational Documentation at [www.cedevaluations.com](http://www.cedevaluations.com).

## Upon Acceptance

Upon acceptance, new students will be asked to submit the following:

- YCCC Placement Assessment results (applicants will contact the Admissions office to schedule an assessment date to take the Accuplacer upon acceptance), OR
- Scholastic Aptitude Test (SAT) scores or American College Testing (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. SATs or ACTs are not required, but applicants are encouraged to submit them, especially if their educational goals may include transferring to a four-year institution after YCCC. (SAT, ACT or Accuplacer scores will be used for appropriate course placement in a student's first semester schedule.) SAT Math score of 525 and SAT Reading score of 550 will waive the placement test requirement. ACT scores of 22 in Math and English will also waive the placement test. The first Accuplacer placement test is free. A 2nd placement test is allowed for a \$5 fee per section.

NOTE: Placement test results may result in a recommendation that the student pursues some remedial course work at YCCC and/or his/her local adult education center. -OR-

- Documentation of prior success (grade of C or better) in a college-level English or math course at a 100 level or higher, taken at an accredited institution. Please note that if a student's college math credits are over 3 years old, the transfer credits will be accepted, but the student will be required to take the math portion of the Accuplacer placement test if further math courses are required in his or her major. The college needs to verify the student's math skills are current for the required class. -AND-
- Students must complete a YCCC Health History Form to provide appropriate documentation of immunization history. Maine State Law requires YCCC to certify that all formally accepted students, born after 1956 have been immunized against measles, mumps, rubella, and diphtheria/tetanus. Students with questions about their immunization history should contact the Director of Enrollment.
- Final acceptance for high school seniors is contingent upon satisfactory completion of high school courses or any other current program of study. Students must submit a final high school transcript with date of graduation to the Admissions Office as soon as possible after graduation from high school.
- If applicable, students with a documented learning or physical disability must register with the College's Disabilities Coordinator in the Student Services Office, in order to discuss potential accommodations.

## Categories of Acceptance

- **Acceptance:** Applicant has met the entrance requirements and has been approved for acceptance into a program of study.

# admissions

- **Pending:** Applicant is admitted pending the receipt of official documentation (i.e. final high school transcript, GED, documentation of registered apprenticeship, etc.).

## AdvantageU Program for Liberal Studies, Associate in Arts

AdvantageU is a partnership between the University of Maine System and the Maine Community College System. Students in the Associates of Arts degree in Liberal Studies at York County Community College who register for the program, complete their degree, and meet all of program the requirements receive guaranteed admission as a junior at the Maine public University of their choice. Additional benefits of the program include a waived application fee and early dual advising. AdvantageU does not guarantee admission into a particular degree program. Each program and university has a minimum GPA and may have enrollment caps for particular programs. Please work closely, and early, with your advisor to make sure you are meeting the requirements for the baccalaureate degree program you choose. For more information, please visit [www.yccc.edu](http://www.yccc.edu).

## Dual Enrollment Program

The Dual Enrollment Program provides high school and homeschooled juniors and seniors an opportunity to get a head start on college by earning high school and college credit concurrently. To apply for the program, students must complete a dual enrollment application packet available from YCCC's Dual Enrollment Coordinator or their high school guidance department. Completed applications are returned to students' high school guidance counselor and the student is required to arrange an appointment with YCCC's Dual Enrollment Coordinator.

## New England Regional Student Program

YCCC is a participating college in the New England Board of Higher Education's Regional Student Program (RSP). As such, RSP participants will be charged a tuition rate of 150 percent of the in-state tuition rate when the RSP participant pursues a degree program not offered by their home-state public institutions of higher education. RSP status will be given to students who meet all of the following requirements:

- New England Residency;
- Enrolled as a certificate or degree student;
- Enrolled in an RSP-approved major for the particular academic year that is listed in the current APPLE BOOK put out annually by the New England Board of Higher Education's Regional Student Program. Visit [www.nebhe.org/tuitionbreak](http://www.nebhe.org/tuitionbreak) for more information.

## Nearer-to-Legal Residence Option

When a degree program is offered through the RSP at both an in state and an out-of-state institution, and the out-of-state institution is nearer to the student's legal residence, then that student may apply for RSP status at the out-of-state institution. Students wishing to apply under the RSP program must contact the Admissions office under the New England Regional Student Program and must declare an RSP program as their intended major. A student who lives closer to an out-of-state college than an in-state college offering the same program is eligible for the RSP tuition break in some cases. Contact the Admissions office to find out if a major is eligible.

## Servicemembers Opportunity Colleges (SOC)

YCCC is an institutional member of Servicemembers Opportunity Colleges (SOC), a group of over 1350 colleges and universities providing voluntary postsecondary education to members of the military and veterans throughout the world. As an SOC member, YCCC recognizes the unique nature of the military lifestyle and is committed to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences.

## ConAP

YCCC is also a ConAP college. ConAP is a joint program of the Army, Servicemembers Opportunity Colleges and over 1,400 participating colleges to admit new soldiers to college at the time of enlistment. Army and Army Reserve recruiters refer new soldiers to participating ConAP colleges in their home areas. Colleges admit eligible soldiers, and defer enrollment until completion of active military service, or active duty training for Reserve soldiers.

## Re-Admission after Leave of Absence

Students (who have formerly been accepted) who have not been enrolled in courses at YCCC for one year or more must request readmission. The catalog in effect at the time of readmission will be used to determine program requirements. Students shall be subject to all rules and regulations effective at YCCC at the time of, or subsequent to, readmission.

Students seeking readmission must:

- Submit an application to the Admissions Office requesting readmission;
- Meet the admissions requirements that apply at the time of readmission;
- Send official transcripts for all courses taken at other colleges since attending YCCC.

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

# financial aid

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

## Eligibility for Financial Aid

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

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

## Determination of Financial Need

Most financial aid is awarded to students on the basis of demonstrated need. Financial need is equal to the Cost of Attendance (Student's financial aid budget) minus the Expected Family Contribution (EFC). 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 (full time students average 15 credits per semester), during fall/spring 2013/2014:

	<b><i>In-state</i></b>	<b><i>Out of State</i></b>
Tuition	\$ 2,640	\$ 5,280
Course Fees	\$ 780	\$ 780
Room and Board	\$ 6,500	\$ 6,500
Books and Supplies	\$ 1,200	\$ 1,200
Travel	\$ 2,550	\$ 2,550
Personal/Medical	\$ 3,394	\$ 3,394
<b>TOTAL</b>	<b>\$17,064</b>	<b>\$19,704</b>

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

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

## Required Forms and Documents

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

Once a student has filed a FAFSA, he/she may inquire about the status of their YCCC financial aid record via the Financial Aid web page. First-time matriculated 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](http://www.irs.gov) and the Verification Worksheet. NEW: 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](http://www.YCCC.edu) on the Financial Aid page.

## Award Notification

One paper award notification will be mailed to new students once the Financial Aid Office has determined eligibility during the award year. Students are asked to read its contents carefully and follow any special instructions provided on the forms. Students will 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](http://www.studentaid.ed.gov). Copies of this publication are available on the Financial Aid page of our web site.



# financial aid

## **Federal Pell Grants**

The Federal Pell Grant does not require repayment. Students with prior baccalaureate degrees are ineligible. The Federal Pell Grant is based on financial need. The maximum grant for 2013/2014 is \$5654.00. 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 Federal Pell Grant recipients. 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.

## **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 \$600.00 to \$1,200.00 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/americanreads](http://www.ed.gov/americanreads).

## **Federal Direct Subsidized Stafford Loans**

Federal Subsidized Stafford Loans are loans for which the federal government subsidizes the interest while the student is in school, in grace period or in certain types of deferment contact hours. These loans are available through the federal government. Federal Subsidized Stafford Loans are insured by the federal government. There is a 1.05% Federal processing fee for these loans. Students must demonstrate financial need in order to qualify.

## **Federal Direct Unsubsidized Stafford Loans**

Federal Unsubsidized Stafford Loans are available to students without regard to financial need. These loans are made through the federal government. A student interested in borrowing from this program needs to complete the FAFSA first and then obtain an application from one of the previously mentioned lending organizations or the YCCC Financial Aid Office or web site. The student submitting a paper application should complete the borrower section of the loan application, and forward it to the YCCC Financial Aid Office for certification. There is a 1.05% Federal processing fee for these loans.

Eligible students may borrow up to a combined subsidized/unsubsidized maximum amount as determined by YCCC based on their year in school and financial need. Possible maximum amounts are: \$3,500 for eligible dependent freshmen and \$4,500 for eligible dependent sophomores. Independent students are possibly eligible for an additional \$4,000 as a freshman, and an additional \$4,000 as a sophomore.

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

Once deemed eligible by the YCCC Financial Aid Office (FAO), instructions on (1) conducting an online Student Loan Entrance Interview, (2) and how to sign your Direct Loan Master Promissory Note (MPN) will be provided, if required. (3) A short paper Stafford Loan application,



that is part of your award notification packet, must be submitted to the FAO for processing. An FAO staff person will notify you in writing once your application has been processed and you will be provided with general information in regards to anticipated disbursement dates, amounts and cancellation procedures. Normally, your loan funds will be received by the school via Electronic Funds Transfer (EFT) and credited to your student account in the Business Office after the “drop” period of each semester. Any remaining credit balances will be mailed to the student borrower. The interest rate for the subsidized Stafford Loans disbursed on or after July 1, 2013 is fixed and will never exceed 6.8% and unsubsidized Stafford Loans is a fixed rate not to exceed 6.8%. (Interest rates on loans borrowed are adjusted yearly by July 1st.) Students generally have up to ten years to repay these loans and begin making payments 6 months after they cease to be enrolled at half-time (6 credits). Monthly payment amounts are based on the total amount borrowed, interest rate, and the borrower’s past history with the program. However, the minimum monthly payment amount is \$50.

NOTE: As a reminder to graduating seniors, if you received Stafford Loan funds while attending YCCC, you will be required to attend a mandatory Exit Loan Counseling session with the Financial Aid Office prior to picking up your regalia. As part of the student loan default prevention program, the FAO recommends that monthly student loan payments not exceed 8% of anticipated monthly gross income and further recommends student loan borrowing maximums depending on the student’s academic program. See the FAO for more information. To view your student loans, go to [www.nsls.ed.gov](http://www.nsls.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 who is enrolled in a degree or certificate program. The student must be enrolled on a half time basis (or more). A parent may borrow an amount equal to the student’s cost of education minus any financial aid received by the student. The interest rate on Federal PLUS Loans made after July 1, 2012 is variable, set annually, not to exceed 7.9%. The processing fees for a PLUS loan is 4.2%. Repayment begins after the last disbursement of the loan. Borrowers have up to ten years to repay. Applications for the Federal PLUS Loan may be obtained by a participating lender and must be submitted to the YCCC Financial Aid Office for further processing. Federal PLUS proceeds will be received at the College half each semester, via check or EFT. The College will notify the borrower of the loan’s receipt. Since Federal PLUS checks are made co-payable to the parent borrower and the College, they will be mailed to the parent for the first endorsement. Once the signed check is returned to the College, it will be credited to the student’s account in the Business Office. If the Federal PLUS loan causes a credit balance on the student’s account, a check will be issued to the parent borrower.

### ***State Grants***

Many states offer financial aid programs to assist residents with college costs. For the New England states, Alaska, Delaware, Maryland, Pennsylvania and Washington D.C. this grant is portable and may be received at YCCC if the student is from one of these states. Grant amounts vary from state to state, and each state program has its own formula and deadline. States determine their own recipients and notify both the selected students and the applicable colleges of the grant determinations. The state awards are often made separate from the YCCC award letter and, as a result, revisions to the financial aid package may be required. The State of Maine Grant Program Scholarship (SMGP) for an eligible student attending YCCC is up to \$1,000 for full-time attendance and \$500 for part time attendance. Visit [www.famemaine.com](http://www.famemaine.com) under “Education” for other state grant/scholarship opportunities.

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## **The Bernard Osher Scholarship (Osher I & III)**

ADMINISTERED BY THE FINANCIAL AID OFFICE

The Bernard Osher scholarships are awarded by YCCC to full-time matriculated associate degree students (priority given to high school graduating seniors) with demonstrated financial need. To qualify, a student must carry at least 12 credit hours each consecutive semester and be matriculated in an associate degree program. A student must be a Maine resident, as defined by the YCCC policy on residency. To maintain the scholarship, students must achieve by the end of the first semester and/or maintain a minimum cumulative grade point average of 2.5. Priority consideration will be given to students whose FAFSA results (Student Aid Reports) have been received by April 15th.

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

ADMINISTERED BY THE ADMISSIONS OFFICE

Sponsored by the Bernard Osher Foundation

*The Osher II Scholarships will be targeted to matriculated students who have earned less than 24 credits, either full-time or part-time, in the Associate in Arts in Liberal Studies degree program.*

*Applicants must meet the following eligibility requirements:*

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

*Osher V:*

- The Student must be a Maine resident.
- Must be enrolled full or part-time in a degree program.
- Must be a resident of a community that meets the state definition of rural.
- Must be in good academic standing.
- The value of this scholarship is \$1,000.00.

## **YCCC Foundation**

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

## **Other Sources of Scholarships and Grants**

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

## **Child Care Financial Assistance**

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

## **Outside Resources**

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

## **Veterans' Educational Assistance Benefits**

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

## **Native American Tuition Waiver**

YCCCC 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, or the Aroostook Band of Micmac 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.

Eligible students should view the YCCC Financial Aid page on how the waiver is applied.

## **Satisfactory Academic Progress**

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

### **Part 1. SAP Qualitative Measure of Progress (GPA)**

The student's cumulative GPA is not affected by full or part-time enrollment status. Students meeting the following cumulative GPA requirements (based on a 2 year degree) will be considered to have met this measure. Repeated and remedial coursework is counted in this measure. A student placed on "Academic Probation" or "Academic Dismissal" will be considered to not have met this measure. Example: A first-time student who attempts 12 credits, and has a cumulative GPA of 1.75, is considered to have met this measure.

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.

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## **Part 2. SAP Quantitative Measure of Progress**

### **A. 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.

### **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. A 30 credit certificate program would have, at most, 45 attempted credits covered by financial aid.

## **Part 3. SAP Evaluation Period**

The financial aid awarding cycle follows a fall-15 week term, spring-15 week term, and summer-up to 12 week term in the academic year. The Financial Aid Office evaluates Satisfactory Academic Progress at the end of each fall, and spring term; the ensuing summer is evaluated at the end of next fall term.

## **Part 4. Failure to Meet SAP Standards**

### **A. Maximum Time-Frame**

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

### **B. Financial Aid Warning**

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

### **C. Financial Aid Suspension for Students on Warning Status**

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

### **D. Financial Aid Probation for Students on Suspension Status**

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

**E. Regaining Eligibility For Financial Aid**

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

**F. Notification**

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

**Part 5. Appeals**

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

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

All appeals must be submitted in writing, and have documentation. The appeals form can be printed from the Financial Aid section of our web site under “Financial Aid Forms” and must be submitted within 10 business days of the notification of Financial Aid Suspension. The Dean of Students will review appeals weekly or as demand necessitates, and appeals will be emailed to the student immediately following a decision. This decision is final.

**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.**

**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.

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

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

# financial aid

## Financial Aid Refund Policy (Return of Title IV Funds)

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

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

- The term “Title IV Funds” refers to the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs that are available at YCCC: Direct Unsubsidized Federal Stafford Loans, Direct Subsidized Federal Stafford Loans, Federal Parent Direct (Plus) Loans, Federal Pell Grants, Federal Academic Competitiveness Grant (ACG), and Federal Supplemental Equal Opportunity Grants (FSEOG).
- **A student’s withdrawal date is:**
  - The date the student began the institution’s withdrawal process or officially notifies the institution of intent to withdraw. This is accomplished by notifying the Enrollment Services Office and completing the “Withdrawal Form,”
  - OR-**
  - The midpoint of the period for a student who leaves without notifying the institution,
  - OR-**
  - The student’s last date of attendance at a documented academically related activity. The Financial Aid Office will consider the last date of attending classes, taking an exam, computer assisted instruction, academic counseling or advisement, or turning in an assignment.

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

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

$$\text{Number of days completed by student divided by the total number of days in term}^* = \text{Percent of term completed}^{**}$$

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

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

- The percentage of Title IV aid unearned (i.e., to be returned to the appropriate Title IV program) shall be 100% minus the percent earned.

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

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

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

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

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

- ◇ Refunds and adjusted bills will be sent to the student's home address (PLUS refunds will be returned to the parent's address on file) on file in the Business Office following withdrawal. Students are responsible for making arrangements with the Business Office on any portion of their institutional charges that are left outstanding after the Title IV funds are returned. If a student has extenuating circumstances in regards to their withdrawal, and it relates to the student's outstanding institutional charges, the student may address those issues by meeting with the Dean of Students.
- ◇ Institutional and student responsibilities in regard to the return of Title IV funds:
  - YCCC's responsibilities in regard to the Title IV funds include:
    - providing each student with the information given in this policy;
    - identifying students who are affected by this policy and completing the Return of Title IV Funds calculation for those students;
    - returning any Title IV funds that are due the Title IV programs.
  - The student's responsibilities in regard to the return of Title IV funds include:
    - becoming familiar with the Return of Title IV policy;
    - knowledge of how complete withdrawal affects eligibility for Title IV aid.
- ◇ The procedures and policies listed above supercede 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 Enrollment Services in Student Affairs. Once the Director



◇ of Enrollment Services has established a student's withdrawal date, that date will be forwarded and utilized by the Financial Aid Office for all Title IV recalculations.

## **Hope Scholarship/Lifetime Learning Credit/Other Education Credits**

The Taxpayer Relief Act of 1997 ("Act") provides taxpayers with higher education tax incentives, including two new nonrefundable tax credits for payments made for qualified tuition and related expenses (not including activities fees, books, or room and board) for postsecondary education.

## **Hope Scholarship & Lifetime Learning Credits**

Please visit this web site for more information: <http://www2.ed.gov/offices/OPE/PPI/HOPE/index.html>.

## **1098-T**

For the 2014 tax year, YCCC will provide every student, who attended credit courses during the year, with an IRS Form 1098-T by February 1, 2013 reflecting the following information, if his/her eligible charges exceeded grants/scholarships received:

- Name, Address, and Social Security Number of the student
- Name, Address, Contact Name and Telephone Number, and Employer ID of the College
- Indication whether the student attended more or less than half time during the year the same information will also be provided to the IRS by March 1, 2014.

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](http://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 awareness program; require each employee to notify the college of any criminal conviction for violations occurring in the work place; and impose sanctions or remedial actions for convicted employees.

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

Please refer to the college's Alcohol and Drug brochure for more information, and visit the FAFSA website "*drug question*" at [www.fafsa.gov](http://www.fafsa.gov).



# 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, registration fee, insurance fee, and student ID fee. All financial obligations for matriculated students should be satisfied twenty (20) business days prior to the start date of the semester or term. All non-matriculated students must pay all financial obligations at the time of registration. Failure to make full payment to the Business Office for any and all charges may result in grades and academic transcripts being withheld, removal from a course, or possible dismissal from the college. Students who have any outstanding obligations for a prior period at the time of registration will be required to make payment in full prior to the new registration being accepted or processed.

## Credit Course Tuition

Tuition is assessed at a rate of \$88\* per credit hour for in-state students and \$176\* per credit hour for out-of state students. Persons applying under the New England Regional Student Program (APPLE BOOK) will be assessed a tuition rate of \$132\* per credit hour. *\*Rate is subject to change.*

## Fees

Students are assessed fees for various services.

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

- Comprehensive fee: \$8.60 per credit
- Courses in lab format: \$17.20 per credit hour
- Courses in lecture format: \$8.60 per credit hour
- Non-credit course: as published

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

**Graduation/Commencement Fee** A prepaid fee of \$50 is charged to all graduating students. This fee helps defray a portion of the costs for diplomas, caps, gowns, and other graduation/commencement activities.

**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.

**Insurance Fee** Full-time students enrolled in 12 credits or more, either all on campus or a combination of on campus and online, are required to have health insurance. Online courses count to fulfill the 12 credit requirement only if the student is enrolled in at least one (1) course on campus. **A full-time student who is enrolled only in online courses is not eligible for the student health insurance offered by the College.** Any student who has health insurance (for example, through a family member, employment or personal plan) can submit an **insurance waiver form** and the health insurance fee will be taken off the College bill. The fee for students enrolling in the fall semester is \$660. This provides coverage through the end of August of the following year. For students enrolling in the spring semester the cost is \$416. *These rates are subject to change.*

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

# tuition and fees

**Registration Fee** All students are charged a \$10 registration fee at the time they register for each semester or term. This fee pays for processing of registration materials. Registration fees are non-refundable.

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

**Student Activity Fee** All students registered for credit courses are assessed a student activity fee of \$2 per credit hour. This fee provides students with specialized programs and activities, as well as, contributing to the student government activities. Up to \$1 per credit hour may be used by the College to provide at its discretion, funding which directly benefits the students of YCCC.

**Student ID Fee** Annually students are assessed a \$10 fee to cover the cost of a student identification card. Lost cards will be reissued for an additional \$10 fee.

**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 a written request. Charges are as follows:

- Unofficial transcripts: no charge
- Official transcripts: \$5
- Rush Order (mailed within 24 hours): \$10
- First official transcript upon graduation no charge

## 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 and YCCC Faculty & Staff Handbook Policy No. 6.21 and 6.22. 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 and inclusion on the official class lists. Cash, Checks, Visa, MasterCard, and Discover are accepted.

## Installment Payment Plan

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

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

Terms of installment payment plan include:

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

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

## Refund Policy for Credit Courses

**Courses cancelled 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 20th 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 5<sup>th</sup> working day of the start of the term.

## Refunds for Non-Credit Courses

**Courses cancelled by YCCC** 100% of the course fee and registration fee.

**Student withdrawals** in writing to the Continuing Education and Business Services Department

- At least three (3) business days prior to the start date of the course – 100% of course fee.
- Registration Fee is not refundable.
- No refunds after three (3) business days prior to the start date of the course.

## Discounts for Non-Credit Courses

A 15% discount will be given to each participant when he/she registers at the same time for three (3) or more non-credit courses in the same semester. The same discount is also made to each participant when three (3) or more people register from the same company for the same non-credit course at the same time. For purpose of this discount, members of the same family are treated independently. Customized training partners with CEBS should call 207-646-9282 for additional discount information.

# registration

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

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

## **Full-Time and Part-Time Student Status**

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

## **Course Cancellation**

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

## **Add/Drop Period**

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

## **Withdrawal Period**

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

## **Withdrawal Due to Military Activation**

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

## **Withdrawal Under Extraordinary Circumstances**

When an extraordinary circumstance prevents a student from meeting course requirements, the student may request a withdrawal. In this situation, the withdrawal request would be considered only when the circumstances include the most extraordinary events, such as a serious illness or family death. The withdrawal may be from one or more courses at the College. The request for withdrawal under special circumstances requires the student to complete a form

available from Enrollment Services 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 Enrollment Services 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 Enrollment Services 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.

## **Appeals**

Appeals to the Registration Process and Timeline, including add, drop and withdrawal should be made in writing to the Dean of Students.

## **Maximum Allowable Credits**

Students may register for a maximum of 18 credits in one semester without approval from the Dean of Students.

## **Prerequisites**

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

# 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.

<b>Letter Grade</b>	<b>Grade Points</b>	<b>Grade Scale</b>
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.

**NP (No Pass)** Used to signify that a student has not successfully passed the expectations of this “ungraded” course and may not progress to the next course level. It is not calculated in the grade point average (GPA) and no credit hours will be assigned.

**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 Academic Dean. 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 never attended or stopped attending a course during the withdrawal period without officially dropping or withdrawing. The grade “AF” will be computed as “F”.

# academic information and policies

## 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

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.

## 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 in the Student Affairs Office. The form must be submitted to the Department Chair of the course with all supporting documentation, including assignments and other class materials, 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 Academic Dean.
- The Request for Review of Grade form and all supporting documentation will be forwarded to the Office of Enrollment Services.
- If the student is not satisfied with the resolution, he or she may then appeal the decision to the Academic Dean by writing a short letter of appeal within 30 days of their notification from the Department Chair.
- The Academic Dean 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



# academic information and policies

credit for the class only once. Students must pay all associated tuition and fees to repeat a course. Courses attempted more than twice will require consultation with the Director of Enrollment Services or designee before registration.

## **Audit**

An audited course is one in which a student is enrolled, has paid all tuition and fees, but may not be obligated to prepare assignments or take examinations. Faculty are not obligated to grade work presented by students who are auditing. Audited courses yield no academic credit. A student enrolled in a course for credit may switch to “audit” status at any time before the end of the withdrawal period by completing a Registration Form and submitting the form to Enrollment Services in Student Affairs. 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.

## **Pass/No Pass courses**

Certain courses, as listed in course descriptions, utilize the Pass/No Pass grading system. If a student successfully meets the expectations of the course, a P is notated on the transcript, and the student may progress to the next course level. If a student has not successfully met the expectations of the course, a grade of NP is notated on the transcript and the student will not be allowed to progress to the next course level. Academic credit is awarded, when passed, but the course is not calculated in the grade point average. Only credit earned for courses 100 level and above count towards graduation requirements.

## **Attendance and Absences**

Students are expected to attend all enrolled classes regularly and punctually. Each student is responsible for all class work missed regardless of the reason(s) for absence. All students shall be provided, in writing, the attendance requirements established by each instructor. All course attendees must be registered for the course.

## **English and Math Advisement**

All matriculated part-time and full-time students who assess into developmental courses are required to take those courses in their first semester at YCCC. Students assessing into sequenced developmental courses are required to take those courses in successive semesters. For example, a student required to take MAT-092 and MAT-098 prior to their program math requirement will enroll in MAT-092 the first semester and MAT-098 in the second semester. Developmental courses are identified with a course number below 100-level. Students should consult with their academic advisor when planning course selection.

## **Recommended Course/Program Sequence**

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

## **Academic Honesty**

The College promotes and maintains high ethical standards. Submitting the same work in more than one course without prior permission from the instructor of the second course, cheating, plagiarism, or otherwise receiving academic credit under false pretenses are all serious offenses and may result in dismissal from the College. Instructors may dismiss such offenders from courses with the grade of “F” and report the case to the appropriate Department Chair and the Vice President/Academic Dean.



# academic information and policies

## Academic Forgiveness

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

### Conditions:

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

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

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

## Instructor Absences

When an instructor will not be in class, notices will be posted on the classroom doors or students may be notified by an email sent to their YCCC email account. Faculty may choose to arrange a makeup class at the next scheduled class.

## 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.

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- 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 Pass or Fail.
- 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.

## 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 Enrollment Services Office. The college, in accordance with the Family Educational Rights and Privacy Act, will release YCCC transcripts upon written request from the student.

No transcript will be issued until all financial obligations have been met at YCCC. Fees for transcripts are listed under the Tuition and Fees section of the catalog. Official transcripts bear the college seal and signature of a certifying official and are not generally issued to students. Unofficial transcripts are given to students but do not bear the seal of YCCC nor a signature. Official transcripts will be mailed once a week unless a Rush Order is paid for and Enrollment Services accepts it. Official transcripts will not be printed and mailed during the week prior to semester starts nor during the week of the semester add period.

## Grade Reports

One week after the end of each semester, student grades are posted online through their MyYCCC portal account. It is the student's responsibility to log into their portal account to view their grades at the end of each semester. The ability to view grades online will be temporarily disabled for students who have holds on their account.

## Grade Change Policy

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

## Change of Major/Program

Enrolled students wishing to change majors must complete a "Change of Major" form available from Enrollment Services which is located in the Student Affairs Office. This form must be completed in its entirety and requires the signature of the current advisor. This form must be turned into Enrollment Services for processing including the assignment of an advisor. Students

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must meet the prerequisites and graduation requirements of the program of study and catalog year in which they are requesting the change.

## Multiple Degrees/Majors

YCCC students may earn more than one academic degree or credential provided they are different. Each student may earn only one AA, AS or AAS degree. In order to receive the additional credentials, the following conditions must be met:

1. Only one degree and major may be pursued at a time.
2. The primary degree or certificate has been awarded.
3. Student has applied through Admissions for the subsequent credential and been accepted.
4. For each additional degree a minimum of 15 YCCC credit hours beyond the first degree must be earned, and for an additional certificate a minimum of 9 YCCC credit hours must be earned. The additional course work will include, as a minimum, all courses required in the successive degree or certificate not required in the first.

## Effective Catalog for Graduation Requirements

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

## Curriculum Change Policy

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

## Course Substitutions

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

What are the special circumstances that would allow course substitutions?

- A required course is no longer offered at the College.
- A student is on track to graduate at the end of the semester and a required course for which they were scheduled, has been cancelled.
- 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 Academic Advisor and Department Chair for their program/major. Course substitutions are subject to approval by the Director of Enrollment Services and/or the Associate Academic Dean.

## Commencement and Graduation Requirements

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

# academic information and policies

may participate in the Commencement Ceremony (all remedial level work must be completed). Students who participate in the Commencement Ceremony that have one college-level course remaining will have 1 year to complete their last requirement. A student may not participate in more than one Commencement Ceremony for the same degree.

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

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

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

## Academic Standing

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

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

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

Students will be dismissed for failure to earn the minimum acceptable cumulative grade point

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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.

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

## Readmission After Dismissal

Students who have been dismissed 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 dismissal. Academically dismissed students will be removed from registered courses during the semester of dismissal, summer enrollment is excluded from the dismissal process. After the semester of dismissal has passed students may continue their studies at YCCC and are encouraged to seek the counsel of an academic advisor and the Beacon advisor.

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

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

## Assessment of Prior Learning Options

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

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

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

Students who seek credit for prior learning must be formally admitted (matriculated) into a YCCC program. In addition, students must meet the minimum program residency requirement in order to be awarded a degree of the College. Students should also realize that college credit earned through these options may count toward Degree/Certificate requirements, but that the

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credit and grades will not be included in computing the grade point average. The final decision regarding the acceptance of all prior learning credit(s) rests with YCCC.

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

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

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

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

**ACE (American Council on Education) Credit Evaluation** Matriculated students who have participated in programs and courses offered by non-collegiate organizations may qualify for academic credit per the ACE College Credit Recommendation Service Guide. Students may also qualify for academic credit for examinations per the ACE College Credit Recommendation Service.

**CLEP Examination (College Level Examination Program)** Credits may be given to a student who receives a satisfactory score, as recommended by the American Council on Education, on a CLEP examination. The student must make their own arrangements to take the exam(s) and have the scores sent directly to YCCC's Student Affairs Office. These standardized exams are conducted several times throughout the year at university locations in Maine and across the country. In general, YCCC attempts to follow ACE recommendations for credit evaluation.

**Challenge Examinations** Students at YCCC who believe they have mastered college-level course content may petition to satisfy course requirements through the Challenge Exam option



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for a course with an approved YCCC Challenge Exam. Challenge Exams will not be offered for courses that have a national standardized exam that is accepted for YCCC prior learning credit. Challenge Exams will not be computed into the students' Grade Point Average. The following conditions apply:

- Credit will only be awarded for grades of 80/B- or better. The letter grade will be designated on the transcript with a credit type notation of "CE".
- A student may not retake a Challenge Exam.
- A student may not use a Challenge Exam to repeat a course previously taken for credit.
- A student must have met any prerequisites to the course petitioned to be challenged.
- A \$25.00 per credit hour, non-refundable fee must be paid in advance.
- Challenge Exam credits will not count towards the residency requirement.
- Challenge Exams must be taken and results will be given before the end of the add period.

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

**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 YCCC's Student Affairs Office.

**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 YCCC's Student Affairs Office.

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

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

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

The following conditions apply:

- Students requesting portfolio credit must be matriculated into a degree program and have



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earned 6 YCCC credits, 3 of which must include ENG101 College Composition or the equivalency, prior to submission of Portfolio.

- A maximum of 12 credits may be earned through Portfolio assessment.
- Credits earned through portfolio assessment do not count towards residency requirement.
- Each portfolio will be reviewed only once, resubmissions will not be accepted, 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 Post Secondary 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's degree before transfer, meet grade requirements for each course, and often maintain a minimum GPA (see individual agreements for details). It is important to be in contact with your potential transfer colleges as early in your academic career as possible.

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

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

**Library and Learning Resource Center** The Library/Learning Resource Center provides resources, research support services, and computer labs for all students currently enrolled in all courses or degree/certificate programs. Information resources and services are available to remote learners via the Library pages of the YCCC Website, email, telephone, and fax. The state-of-the-art facility houses books, magazines and journals, multimedia resources, and computer technology to access the on-line catalogs of YCCC and other institutions, on-line databases, the Internet, and the computer applications used in courses. Through cooperative relationships with other libraries, the Library staff can obtain additional materials via interlibrary loan as well. The Library staff also offers educational and support services to assist students in locating information, using the online

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resources, and developing research skills. Schedules of hours, special programs, and other services are posted in the Library or on YCCC's Website from the Library information page.

**Academic Support** The YCCC Learning Center is dedicated to helping students reach their academic and personal goals by providing comprehensive, supportive and innovative academic support. We provide tutoring, workshops, assistive and adaptive technology, computers, study space and individual study strategy consultation. We offer tutoring in Anatomy and Physiology I & II, Accounting and Business courses, Biology, Writing, Psychology, all courses in Mathematics and other subjects. We also help students learn effective time management and test taking strategies to be successful college students. The Learning Center is located in B202 and we are available by email at [learningcenter@yccc.edu](mailto:learningcenter@yccc.edu).

## Institutional Learning Outcomes

York County Community College has established Institutional Learning Outcomes to provide a framework to reflect our shared educational values for an associate degree education. These outcomes are embedded in all degree programs so that YCCC graduates will have acquired knowledge, skills and understanding in the following areas:

1. **Communication** Communicate effectively in a clear, well-organized manner to convey ideas with an intended audience in a variety of academic and professional settings.
2. **Quantitative Competence** Identify, analyze and solve problems that are quantitative in nature.
3. **Global Awareness, Diversity and Tolerance** Respectfully engage with others and analyze issues from a multicultural and global perspective.
4. **Critical Thinking and Problem-Solving** Demonstrate and apply critical and creative thinking and problem solving skills.
5. **Information Literacy** Apply research skills to retrieve and evaluate information and to use it ethically.
6. **Technological Competence** Demonstrate competence in the use of technology to meet personal, academic and professional needs.
7. **Responsibility and Integrity** Act purposefully, ethically, respectfully and responsibly in their interaction with staff, faculty, peers and the institution as a whole.

## General Education Core Areas and Outcomes

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

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

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

## General Education Core Areas

All degree programs at YCCC include a minimum of 15 credits common core in general education courses designed to assure that students have the opportunity to attain the skills, knowledge, qualities, and goals outlined in the four core areas of Communications, Humanities, Social Scienc-

# academic information and policies

es, and Mathematics and Science. These credits are included in the minimum number of general education credits required for your degree program. Each academic degree program has been designed to include 15 credits from the following four Core categories.

## **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.

COM 201	Interpersonal Communications	3 credits
ENG 101	College Composition	3 credits
ENG 211	Technical Writing	3 credits
ENG 212	Business Communications	3 credits
ENG 290	Writing Internship	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	3 credits
ART 122	Drawing for Animation	3 credits
ART 123	Introduction to Painting	3 credits
ART 126	Foundations of Design	3 credits
ART 131	Introduction to Sculpture	3 credits
ART 132	Introduction to Illustration	3 credits
ART 136	Digital Photography	3 credits
ART 200	Topics in Studio Art	3 credits
ASL 101	Beginning American Sign Language	4 credits
ASL 102	American Sign Language II	4 credits
COM 101	Introduction to Film	3 credits
COM 110	Introduction to Digital Filmmaking	3 credits
ENG 112	Introduction to Literature	3 credits
ENG 130	World Literature	3 credits
ENG 201	Creative Writing	3 credits
ENG 205	Creative Non-Fiction	3 credits
ENG 216	Nature Writing	3 credits
ENG 220	Topics in Literature	3 credits
ENG 222	Shakespeare	3 credits
ENG 224	American Literature I	3 credits
ENG 225	American Literature II	3 credits
HUM 101	Introduction to the Humanities	3 credits
HUM 102	Humanities Seminar	3 credits
HUM 110	World Religions	3 credits
HUM 201	Multicultural America	3 credits
HUM 210	Historical & Literary Survey of the Bible	3 credits
HUM 275	The Nature of Dreams	3 credits

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LAT 101	Beginning Latin	4 credits
MUS 101	Music Appreciation	3 credits
MUS 120	YCCC Chorale	3 credits
PHI 102	Ethics in Contemporary Society	3 credits
SPA 101	Conversational Spanish I	4 credits
THE 180	Stand-up Comedy	3 credits

## **Core III. Social Sciences - 3 credits required in all programs**

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

ANT 102	Cultural Anthropology	3 credits
BHS 101	Introduction to Behavioral Health	3 credits
ECO 110	Macroeconomics	3 credits
ECO 120	Microeconomics	3 credits
HIS 101	Western Civilization I	3 credits
HIS 102	Western Civilization II	3 credits
HIS 105	Topics in History	3 credits
HIS 110	United States History to 1877	3 credits
HIS 120	United States History 1877-present	3 credits
HIS 125	U.S. Civil Rights	3 credits
HIS 140	U.S. Religious History	3 credits
POS 101	American Government	3 credits
POS 105	Introduction to International Relations	3 credits
POS 115	Topics in Political Science	3 credits
POS 125	Constitutional Law	3 credits
POS 290	Internship U.S. Government	3 credits
PSY 101	Introduction to Psychology	3 credits
PSY 200	Topics in Psychology	3 credits
PSY 202	Social Psychology	3 credits
PSY 210	Psychology Across the Lifespan	3 credits
PSY 214	Child Development	3 credits
PSY 226	Forensic Psychology	3 credits
PSY 230	Abnormal Psychology	3 credits
PSY 232	Introduction to Counseling	3 credits
PSY 234	Trauma and Recovery	3 credits
PSY 244	Psychosocial Rehabilitation	3 credits
PSY 280	Positive Psychology	3 credits
SOC 101	Introduction to Sociology	3 credits
SOC 200	Topics in Sociology	3 credits
SOC 201	Sociology of the Family	3 credits
SOC 210	Social Problems	3 credits
SOC 232	Death and Dying	3 credits

## **Core IV. Mathematics and Science - 3 credits in mathematics required in all programs**

Courses in Core IV help to provide students the mathematical, scientific, analytical, and critical thinking skills they will need in their programs of study and in everyday living. Core IV courses

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also help students to work independently and collaboratively to solve quantitative and open-ended problems.

BIO 104	Overview of 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 124 & 125	Animal Anatomy and Physiology I w/Lab	4 credits
BIO 126 & BIO 127	Anatomy and Physiology I w/Lab	4 credits
BIO 136 & BIO 137	Anatomy and Physiology II w/Lab	4 credits
BIO 230 & BIO 231	Microbiology w/Lab	4 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 122	Finite Math	3 credits
MAT 127	College Algebra	3 credits
MAT 210	Statistics	3 credits
MAT 220	Trigonometry	3 credits
MAT 227	Pre-Calculus	3 credits
PHY 151	General Physics I w/Lab	4 credits
SCI 101	Introduction to Environmental Science	3 credits
SCI 110	Introduction to Scientific Inquiry	4 credits

# programs of study

## Accounting Associate in Applied Science

**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 Associates in Applied Science degree in Accounting will be able to:

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

# programs of study

## Curriculum Requirements

### Required Program Courses

ACC 111 Accounting I	3
ACC 112 Accounting II	3
ACC 150 Income Tax Accounting	3
ACC 151 Accounting Software Applications	3
ACC 201 Intermediate Accounting I	3
ACC 202 Intermediate Accounting II	3
ACC 204 Managerial Accounting	3
ACC 205 Governmental Accounting	3
BUS 110 Introduction to Business	3
CIS 115 Computer Applications	3
ECO 110 Macroeconomics or	
ECO 120 Microeconomics	3
<hr/>	
	33

## 60 Credits

Credits	Required General Education	Credits
	ENG 101 College Composition	3
	MAT 122 Finite Math	3
	MAT 127 College Algebra	3
	MAT 210 Statistics	3
	PHI 102 Ethics & Contemporary Society	3
	SPE 101 Oral Communication	3
	<u>General Education Core III</u>	<u>3</u>
		21
	<b>Open Electives:</b>	<b>3</b>

## Choose from Program Elective List

## 3 Credits

ACC 290 Accounting Internship	3
BUS 113 Introduction to Personal Finance	3
BUS 205 International Business	3
BUS 250 Principles of Sales	3
BUS 260 Small Business Management	3
CIS 214 Spreadsheet Applications	3
CIS 217 Database Management	3
ECO 110 Macroeconomics	3
ECO 120 Microeconomics	3
FIN 110 Principles of Finance	3
FIN 115 Introduction to Financial Markets	3
FIN 120 Introduction to Money and Banking	3

**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.



## Architectural Design Associate in Applied Science

**Program Description** The Architectural Design Degree curriculum integrates construction methods and materials, building science, structural mechanics and the creation of construction documents. Students participate in team projects to develop problem solving, critical thinking, communication and technical skills. Students learn basic engineering standards and design concepts, and then apply them using CAD. The department utilizes the latest Autodesk software, allowing students to graduate with leading edge skills. To be successful in this program it is desirable that students have a background in computers and math, and have an aptitude for spatial thinking.

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

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

### Curriculum Requirements

### 61 credits

#### Required Program Courses

CAD 102 Introduction to CAD	3
ARC 106 Architecture I	3
ARC 107 Intro Sustainable Design	3
CAD 207 Solid Modeling I	3
CAD 115 Blueprint Reading	3
ARC 202 Architecture II	3
ARC 204 Integrated Energy Design	3
ARC 207 Construction Documents	3
CAD 210 Computer Aided Drafting II	3
CAD 251 3D Presentation	3
	<hr/>
	30

#### Credits

#### Required General Education

ENG 101 College Composition	3
MAT 127 College Algebra	3
MAT 220 Trigonometry	3
PHY 151 General Physics	4
General Education Core I	3
General Education Core II	3
General Education Core III	3
	<hr/>
	22

Open Electives: 3

Program Electives (any ARC or CAD prefix): 6

**Career Opportunities** The Architectural Design Degree prepares students for positions as a CAD drafter or designer for architectural firms, engineering offices, building materials supply companies, or construction related companies. Graduates develop skills that can be applied in Architecture, Interior Design, Structural, Civil, Landscape, Construction, and Manufacturing professions.

# programs of study

## Behavioral Health Studies Associate in Applied Science

**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, and the role of mental health providers.

Graduates of the associate degree program are automatically certified 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.

Graduates of this program will obtain a marketable degree with embedded certification which will allow them to work with multiple populations including individuals confronting mental illness, developmental delays, substance abuse, and other behavioral health conditions.

### Curriculum Requirements      61 credits

Required Program Courses	Credits	Required General Education	Credits
BHS 101 Intro to Behavioral Health	3	ENG 101 College Composition	3
PSY 210 Psychology Across the Lifespan	3	SPE 101 Oral Communications	3
PSY 230 Abnormal Psychology	3	PHI 102 Ethics in Contemp. Society	3
PSY 232 Introduction to Counseling	3	Mathematics, Gen Ed Core IV	3
PSY 234 Trauma and Recovery	3	Lab Science, Gen Ed Core IV	4
PSY 244 Psychosocial Rehabilitation	3	PSY 101 Intro to Psychology	3
SOC 210 Social Problems	3	SOC 101 Intro to Sociology	3
Program Electives	3		22
	33		
		Open Elective	3
Computer Literacy (CIS 115 or CIS 118)	3		
<b>Program Electives</b>	<b>12</b>		
Any BHS, CJS, PSY or SOC course	3 - 12		
ECE 206 Educ. of Child. Special Needs	3		
ECO 110 Macroeconomics	3		
ECO 120 Microeconomics	3		
EDU 105 Intro to Exceptionality	3		
HUM 110 Multicultural America	3		
MAT 210 Statistics	3		
POS 101 US Government	3		

**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, and In-home Support Worker.

## **Business Administration** **Associate in Applied Science**

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

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

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

# programs of study

## Curriculum Requirements

Required Program Courses	Credits
ACC 111 Accounting I	3
ACC 112 Accounting II	3
BUS 110 Introduction to Business	3
BUS 115 Management I	3
BUS 116 Management II	3
BUS 205 International Business	3
BUS 230 Principles of Marketing	3
BUS 244 Business Law	3
BUS 250 Principles of Sales or BUS 260 Small Business Management	3
BUS 113 Introduction to Personal Finance or FIN110 Principles of Finance	3
CIS 115 Computer Applications	3
ECO 110 Macroeconomics or ECO 120 Microeconomics	3
	<hr/>
	36

## 63 credits

Credits	Required General Education	Credits
3	ENG 101 College Composition	3
3	ENG 212 Business Communications or ENG 211 Technical Writing	3
3	MAT 122 Finite Math	3
3	MAT 210 Statistics	3
3	PHI 102 Ethics & Contemporary Society	3
3	PSY 101 Introduction to Psychology or SOC 101 Introduction to Sociology	3
3	General Education Core IV	3
		<hr/>
		21
	<b>Open Elective:</b>	<b>3</b>

## Choose from Program Elective List

ACC 150 Income Tax Accounting	3
ACC 151 Accounting Software Applications	3
ACC 201 Intermediate Accounting	3
ACC 204 Managerial Accounting	3
ACC 205 Government Accounting	3
BUS 113 Personal Finance	3
BUS 250 Principles of Sales	3
BUS 260 Small Business Management	3
BUS 293 Business Administration Internship	3

## 3 Credits

CIS 214 Spreadsheet Applications	3
CIS 217 Database Management	3
ECO 110 Macroeconomics	3
ECO 120 Microeconomics	3
FIN 110 Principles of Finance	3
FIN 115 Intro to Financial Markets	3
FIN 120 Intro to Money and Banking	3

**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**

### **Associate in Applied Science - Finance Concentration**

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

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

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

# programs of study

## Curriculum Requirements

Required Program Courses	Credits
ACC 111 Accounting I	3
BUS 110 Introduction to Business	3
BUS 115 Management I	3
BUS 205 International Business	3
BUS 116 Management II	3
CIS 115 Computer Applications	3
CIS 214 Spreadsheet Applications	3
ECO 110 Macroeconomics or ECO 120 Microeconomics	3
FIN 110 Principles of Finance	3
FIN 115 Introduction to Financial Markets	3
FIN 120 Introduction to Money and Markets	3

## 60 credits

Credits	Required General Education	Credits
3	ENG 101 College Composition	3
3	ENG 212 Business Communication or ENG 211 Technical Writing	3
3	MAT 122 Finite Math	3
3	MAT 210 Statistics	3
3	PHI 102 Ethics & Contemporary Society	3
3	General Education Core III	3
3	General Education Core IV	3
		<hr/> 21

33

### Program Elective List:

ACC 112 Accounting II	3
ACC 150 Income Tax Accounting	3
ACC 151 Accounting Software Applications	3
BUS 113 Personal Finance	3
BUS 230 Principles of Marketing	3
BUS 244 Business Law	3
BUS 250 Principles of Sales	3
BUS 260 Small Business Management	3
CIS 217 Database Management	3
ECO 110 Macroeconomics	3
ECO 120 Microeconomics	3

Open Elective	3
Program Elective (choose from the Program Elective List)	3

**Career Opportunities** Students with an A.A.S. in Business Administration; Finance Concentration, 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.

## 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.

### Curriculum Requirements

Required Program Courses	Credits	Electives:	Credits
ENG 101 College Composition	3	Career Related Cluster*	24
General Education Core I	3	Computer Literacy**	3
General Education Core II	3	<hr/> Open Electives	<hr/> 12
General Education Core III	3		
General Education Core IV, Math	3		
General Education Core IV, Science	3		
General Education Core I - IV	3		
	<hr/> 21		

*\*Selected courses from college catalog if pre-requisites are met, and the Advisor Approved Education Plan*

*\*\*CIS 115 Software Applications or CIS 118 Intro to Computer Technology 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.



# programs of study

## Computer Technology Associate in Applied Science

**Program Description** The Computer Technology program prepares students to work in the corporate information technology field by providing a balanced approach of both practical skills and the theory behind them. The program gives students hands-on experience in diagnostic, repair, and installation; network design and management; programming and server administration. The curriculum is designed to develop critical thinking skills and enable a student to be ready for today's jobs and the ability to thrive in the ever-changing IT landscape.

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

- Describe and apply trouble-shooting techniques and strategies to solve a wide range of computer hardware, software and networking problems.
- Analyze and communicate essential industry concepts in both technical and non-technical terms.
- Create technical reports and documentation through researching and interpreting a variety of industry sources.
- Operate both independently and as a team member on information technology projects.
- Describe and explain ethical issues in technology and the applicable industry standards and codes of conduct.
- Recognize the value of diversity in opinions, values, abilities and cultures of colleagues and customers in a professional environment.
- Research and explain how culture, economics, history and politics affect technology trends.
- Identify and analyze system, network and security requirements for various organizations.
- Apply problem-solving concepts and quantitative analysis to the study of a wide variety of technology problems.

### Curriculum Requirements

### 60 credits

Required Program Courses	Credits	Required General Education	Credits
CIS 118 Introduction to Computer Technology	3	ENG 101 College Composition	3
CIS 152 Computer Hardware	3	ENG 212 Business Communications or ENG 211 Technical Writing	3
NET 110 Networking Essentials I	3	SPE 101 Oral Communications	3
CIS 131 Visual Programming I or CIS 141 Object-Oriented Programming I	3	MAT 127 College Algebra or MAT 122 Finite Math	3
CIS 230 Desktop and Server Administration I	3	MAT 210 Statistics	3
CIS 217 Database Management	3	PHI 102 Ethics & Contemporary Society	3
CIS 220 Information Security	3	General Education Core III	3
	<b>21</b>	General Education Core IV	3
			<b>24</b>

### Program Electives

CIS, MUL, NET or WEB Elective	6	<b>Open Elective:</b>	3
CIS, MUL, NET or WEB 200 Level Elective	3		
Choose one of the following:	3		
BUS 110 Introduction to Business			
BUS 115 Management I			
BUS 116 Management II			

**Career Opportunities** Graduates will be prepared entry level positions in a growth area for both Maine and for the nation. Possible jobs include: PC Computer Repair Technicians, User Support/Helpdesk Specialist, Network Administrator, and Web Developer or Administrator. Additionally, this degree can also be used as a foundation for further studies in a baccalaureate program.

## 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, police and correctional systems organization, the administration of justice and the judiciary, and public attitudes regarding criminal justice issues.

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

- Analyze and explain the functions and roles of all major aspects of the United States criminal justice system.
- Differentiate the institutions, laws and theories that make up the legal system.
- Explain the constitutional constraints under which police and prosecutors must operate in a free society, and the reasoning behind these limitations.
- Explain the importance and application of basic ethical behavior in the exercise of public trust and discretionary authority.
- Explain how multiculturalism and diversity present special challenges to, and opportunities for, the American system of criminal justice.
- Analyze, articulate and communicate criminal justice data and legal information using appropriate technology.
- Demonstrate the ability to record, analyze, interpret and communicate data for decision making and compliance with laws and protocols.

### Curriculum Requirements

#### Required Program Courses

CJS 101 Introduction to Criminal Justice	3
CJS 102 Ethics and Leadership in CJ	3
CJS 120 Criminology	3
CJS 125 Criminal Law	3
Computer Literacy	3
Program Electives	15
<i>(9 credits must be in CJS courses)</i>	
	<b>30</b>

### 61 credits

Credits	Required General Education	Credits
3	ENG 101 College Composition	3
3	PHI 102 Ethics & Contemporary Society	3
3	SPE 101 Oral Communication	3
3	PSY 101 Introduction to Psychology	3
3	SOC 101 Introduction to Sociology	3
3	SOC 210 Social Problems	3
	General Education Core IV	6
	<i>(3 credits must be in math)</i>	
	Lab Science, General Education Core IV	4
		<b>28</b>

#### Program Elective List

CJS 105 Topics in Criminal Justice	3
CJS 140 Criminalistics	3
CJS 201 Contemporary Corrections	3
CJS 205 Police Organizations	3
CJS 210 Juvenile Justices	3
CJS 290 Criminal Justice Internship	3
HUM 201 Multicultural America	3
POS 101 American Government	3
POS 125 Constitutional Law	3
PSY 202 Social Psychology	3
PSY 230 Abnormal Psychology	3
SOC 201 Sociology of the Family	3
BUS 115 Management I <i>or</i>	
BUS 116 Management II	3
ENG 212/ENG 211 Business Communication	
<i>or</i> Technical Writing	3

#### Open Elective

3

**Career Opportunities** The Criminal Justice degree is designed to prepare students for careers in police work, corrections and security in addition to serving as the basis to transfer on to complete a baccalaureate degree. For those already in service the program provides educational progress for promotion and other career development purposes.

# programs of study

## **Culinary Arts** **Associate in Applied Science**

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

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

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

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

## Curriculum Requirements

Required Program Courses	Credits
CUL 102 Introduction to Culinary Arts	3
CUL 104 Food Service Sanitation	3
CUL 108 Principles of Nutrition	3
CUL 106 Foundational Culinary Techniques	4
CUL 156 Advanced Culinary Techniques	4
CUL 256 International and American Regional Cuisine	4
CUL 221 Baking, Pastry, and Desserts	4
BUS 115 Management I <i>or</i> BUS 116 Management II	3
CUL 131 Culinary Operations I	3
CUL 231 Culinary Operations II	3
	<hr/>
	34

## 64 credits

Required General Education	Credits
ENG 101 College Composition	3
MAT 122 Finite Math	3
General Education Core I	3
General Education Core II	3
General Education Core III	3
General Education Core IV	6
	<hr/>
	21
<b>Open Elective</b>	<b>3</b>
<b>Computer Literacy Requirement</b>	<b>3</b>

### Program Elective (choose 3 credits)

CUL 290 Culinary Internship  
 BUS 115 Management I or BUS 116 Management II  
 Any CUL course

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

# programs of study

## Digital Media Associate in Applied Science

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

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

- Display technical skills in traditional and digital media, applying principles of design and color to their work.
- Demonstrate broad knowledge of software applications related to digital media.
- Develop web pages that display both technical knowledge as well as demonstrate design principles.
- Discuss the role of clients, advertisers, art directors, designers and producers.
- Complete a portfolio of finished work that is displayed in a professional manner.
- Work effectively as part of a team, fulfilling specific roles to complete a large scale project.
- Demonstrate academic knowledge required of all YCCC graduates in the general education core areas through effective communication, understanding and utilizing fundamental concepts of qualitative and quantitative data for critical thinking and problem solving, showing information literacy, and appreciating the aesthetics and diversity of human development, diversity and culture.

### Curriculum Requirements

### 60 credits

Required Program Courses	Credits	Required General Education	Credits
MUL 110 Digital Imaging	3	ART 120 Introduction to Drawing	3
MUL 125 Intermediate Graphic Design	3	ART 126 Foundations of Design	3
MUL 130 Motion Graphics	3	COM 110 Introduction to Digital Film	3
MUL 175 Texture & Lighting	3	ENG 101 College Composition	3
MUL 210 Advanced Digital Imaging	3	General Education Core I	3
MUL 225 3D Modeling & Character Animation	3	General Education Core III	3
WEB 131 Web Page Development	3	General Education Core IV	3
	<u>21</u>	Choose 3 credit Core IV – math	<u>3</u>
			<b>24</b>

200-level Program Elective 3 Open Elective 3

Program Electives 9

BUS 110 Introduction to Business  
BUS 230 Principles of Marketing  
Any CAD, MUL or WEB prefix  
CIS 131 Visual Programming I

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

## Digital Media

### Associate in Applied Science – Animation Concentration

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

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

- Display technical skills in traditional and digital media, applying principles of animation and color to their work.
- Demonstrate broad knowledge of software applications related to animation.
- Develop web pages with animation content and animations that demonstrate both technical knowledge as well as display foundational animation principles.
- Discuss the role of clients, advertisers, art directors, designers and producers.
- Complete a portfolio of finished work that is displayed in a professional manner.
- Work effectively as part of a team, fulfilling specific roles to complete a large scale project.
- Demonstrate academic knowledge required of all YCCC graduates in the general education core areas through effective communication, understanding and utilizing fundamental concepts of qualitative and quantitative data for critical thinking and problem solving, showing information literacy, and appreciating the aesthetics and diversity of human development, diversity and culture.

#### Curriculum Requirements

#### 60 credits

Required Program Courses	Credits	Required General Education	Credits
MUL 110 Digital Imaging	3	ART 120 Introduction to Drawing	3
MUL 130 Motion Graphics	3	ART 122 Drawing for Animation	3
MUL 175 Texture & Lighting	3	ART 126 Foundations of Design	3
MUL 210 Advanced Digital Imaging	3	COM 110 Introduction to Digital Film	3
MUL 225 3D Modeling & Character Animation	3	ENG 101 College Composition	3
MUL 265 Advanced Computer Animation	3	General Education Core I	3
MUL 230 Computer Animation	3	General Education Core III	3
WEB 131 Web Page Development	3	General Education Core IV	3
		General Education Core IV - Math	3
	<hr/>		<hr/>
	24		27

#### Program Electives

6

#### Open Elective

3

BUS 110 Introduction to Business  
 BUS 230 Principles of Marketing  
 Any CAD, MUL or WEB prefix  
 CIS 131 Visual Programming I

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

# programs of study

## Digital Media

### Associate in Applied Science - Graphic Design Concentration

**Program Description** The Associate of Applied Science Degree – Concentration in 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** Successful graduates will be able to:

- Display technical skills in traditional and digital media, applying principles of graphic design and color to their work.
- Demonstrate broad knowledge of software applications related to graphic design, and creation of digital resources.
- Develop web pages that both display technical knowledge as well as demonstrate design principles.
- Discuss the role of clients, advertisers, art directors, designers and producers.
- Complete a portfolio of finished work that is displayed in a professional manner.
- Work effectively as part of a team, fulfilling specific roles to complete a large scale project.
- Demonstrate academic knowledge required of all YCCC graduates in the general education core areas through effective communication, understanding and utilizing fundamental concepts of qualitative and quantitative data for critical thinking and problem solving, showing information literacy, and appreciating the aesthetics and diversity.

#### Curriculum Requirements

#### 60 credits

Required Program Courses	Credits	Required General Education	Credits
CAD 251 3D Presentations	3	ART 120 Introduction to Drawing	3
MUL 110 Digital Imaging	3	ART 126 Foundations of Design	3
MUL 125 Intermediate Graphic Design	3	ART 132 Introduction to Illustration	3
MUL 126 Typography	3	COM 110 Introduction to Digital Film	3
MUL 130 Motion Graphics	3	ENG 101 College Composition	3
MUL 175 Texture and Lighting	3	General Education Core I	3
MUL 210 Advanced Digital Imaging	3	General Education Core III	3
WEB 131 Web Page Development	3	Choose 3 credit Core IV	3
	<b>24</b>	General Education Core IV - Math	3
			<b>27</b>

#### Program Electives:

6

#### Open Elective

3

BUS 110 Introduction to Business  
BUS 230 Principles of Marketing  
Any CAD, MUL or WEB prefix  
CIS 131 Visual Programming I

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



## Early Childhood Education Associate in Applied Science

**Program Description** The Early Childhood Education Associate in Applied Science program is designed to prepare students as skilled and creative early childhood educators. The program curriculum is based upon the standards set by the National Association for the Education of Young Children (NAEYC). The coursework combines theory and practical application in such areas as child growth and development, child guidance and curriculum development, professional growth, and facility directorship with emphasis on such issues as meeting the individual needs of the child, cultural diversity, and inclusion. The Associate in Applied Science Degree program includes two student teaching practicum courses totaling 300 hours in the field. Home care providers and other childcare professionals may utilize their sites for the program's observation course component. All students are required to complete their 300 hours of student teaching at licensed sites approved by the Department.

**Program Learning Outcomes** Upon successful completion of the Associate in Applied Science Degree in Early Childhood Education, graduates will be able to:

- Express a firm knowledge base of concepts and ideas that include curriculum development, methodology, and assessment.
- Integrate effectively the knowledge of child development with the application of learning theories, appropriate principles and best practices.
- Create appropriate instructional plans to actively engage young learners through problem solving, critical thinking and natural inquiry to meet each child's level of development.
- Use clear and effective communication skills (oral and written) with children, parents, professional peers and the community.
- Demonstrate the ability to recognize and meet the needs of diverse learners in the early learning environment.
- Engage in professional development through research, innovative and reflective writing practices in the education field and as life-long skills. [Information Literacy]
- Demonstrate a true enthusiasm for learning, working with young children - birth through primary-age and teaching that encompasses advocating for children and the early childhood profession through service to others and professional collaboration.

### Curriculum Requirements

Required Program Courses	Credits
ECE 101 Introduction to ECE: The Child's Learning Environment	3
ECE 108 Health Safety & Nutrition	3
ECE 170 Observation & Assessment	3
ECE 111 Child Growth & Development	3
ECE 190 Guidance of Young Children	3
ECE 202 Language & Literacy	3
ECE 206 Education of Children w/ Special Needs	3
ECE 207 Infant & Toddler Curriculum Development	3
ECE 210 Management of Child Care Centers	3
ECE 219 Curriculum – Preschool through Primary-age	3
ECE 255 Practicum I 3 Open Electives:	3
ECE 265 Practicum II	4
EDU 160 Technology in Education	3
	<b>40</b>

### 64 credits

Credits	Required General Education	Credits
	ENG 101 College Composition	3
	MAT 122 Finite Math	3
	SCI 101 Introduction to Environmental Science	3
	SPE 101 Oral Communications	3
	General Education Core II	3
	General Education Core III	3
	General Education Core IV	3
	<hr/>	<b>21</b>
	<b>Open Elective</b>	<b>3</b>

# programs of study

## 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:

- Describe the historical foundation of the field of education in the United States, current public laws and recent practices.
- Demonstrate the application of key teaching concepts, integrating strategies in curriculum development, methodology and assessment, to develop a positive effective environment for learning.
- Integrate the knowledge of human development with the application of learning theories, appropriate principles and best practices in a diverse society.
- Construct appropriate instructional plans to actively engage each learner through problem solving, critical thinking and natural inquiry.
- Use clear and effective communication skills (oral and written) through professional collaboration with learners, families, colleagues and the community.
- Illustrate professional development in research and innovative/reflective writing practices in the education field.
- Demonstrate leadership through strong professional ethics and contributions to the education profession.

### Curriculum Requirements

### 61 credits

Required Program Courses	Credits	Required General Education	Credits
EDU 102 Introduction to Teaching	3	ENG 101 College Composition	3
ECE 170 Observation & Assessment	3	SPE 101 Oral Communications	3
EDU 206 Instructional Strategies	3	PSY 101 Introduction to Psychology	3
EDU 105 Introduction to Exceptionality	3	PSY 214 Child Development	3
EDU 160 Technology in Education	3	General Education Core IV, Math	6
	<b>15</b>	General Education Core IV, Lab Science	4
		General Education Core II	3
		General Education Core II-III	3
		<hr/>	
<b>Program Electives</b>	<b>15</b>		<b>28</b>
Any EDU prefix course	3-15		
Any ECE prefix course	3-15		
General Education Core I-IV	3-15	<b>Open Elective</b>	<b>3</b>

**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.

## Health Information Management Associate in Applied Science

**Program Description** This Associate in Applied Science degree in Health Information Management is designed for students to gain the knowledge and skills necessary to analyze, manage and utilize patient data and health information resources. The program focuses on the fundamentals of health information management including the compilation of statistics, medical coding, abstracting medical records and the legal and ethical aspects of working with health information. This program includes a practicum at an approved clinical site.

### **Program Admissions Information**

- High School level biology is recommended.
- High School level Algebra I required & Algebra II are recommended.
- Computer and typing skills are strongly recommended.

### **Program Requirements**

- Students must meet the requirements of the practicum sites which may include a physical examination, specific immunizations, drug testing and criminal background checks. Failure to do so may result in non-completion of the program. Students are responsible for any related costs.
- Students may be required to purchase liability insurance before beginning the practicum.
- Students are responsible for transportation related to the practicum.

*This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This solution is copyrighted by the institution that created it. Internal use, by an organization and/or personal use by an individual for non-commercial purposes, is permissible. All other uses require the prior authorization of the copyright owner.*

# programs of study

## **Curriculum Requirements**

## **60 credits**

### **Required Program Courses**

	<b>Credits</b>
ALH 101 Dynamics of Health Care	3
MAS 105 Medical Terminology	3
MAS 120 Medical Law and Ethics	3
MAS 225 Pharmacology	3
CIS 115 Software Applications	3
CIS 118 Computer Technology	3
BUS 115 Management I or BUS116 Management II	3
HIM 120 Coding and Classification Systems I	3
HIM 125 Coding and Classification Systems II	3
HIM 210 Health Data Management	3
HIM 220 Reimbursement Methods	3
HIM 290 Health Information Management Practicum	3
	<hr/>
	<b>36</b>

### **Required General Education**

	<b>Credits</b>
ENG 101 College Composition	3
SPE 101 Oral Communication	3
PHI 102 Contemporary Ethics	3
PSY 101 Introduction to Psychology	3
MAT 122 Finite Math	3
BIO 104 Overview of Anatomy & Physiology	3
<u>General Education, Core I-IV</u>	<u>3</u>
	<b>21</b>

Open Elective 3

## **Career Opportunities**

This program will prepare graduates for positions in the health information/medical record departments of health care institutions such as hospitals, nursing homes, health maintenance organizations, physician offices, insurance companies and a variety of other health care institutions.

## Health Studies Associate in Science

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

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

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

### Curriculum Requirements

Required Program Courses	Credits
ALH 101 Dynamics of Health Care	3
MAS 105 Medical Terminology	3
PHI 102 Ethics in Contemporary Society or MAS 120 Medical Law and Ethics	3
CIS 115 Computer Applications or CIS 118 Introduction to Computer Technology	3
Program Electives	12
	<hr/> 24

#### Program Electives

Any ALH, MAS, NUR prefix  
Any General Education, Core III or IV  
BUS 115 Management I  
BUS 116 Management II  
ACC 111 Accounting I  
ACC 112 Accounting II

### 60 credits

Required General Education	Credits
ENG 101 College Composition	3
General Education, Core I	3
General Education, Core II	3
PSY 101 Introduction to Psychology	3
PSY 210 Psychology Across the Lifespan or SOC 232 Death and Dying	3
Mathematics, General Education Core IV	3
General Education, Core IV	12
	<hr/> 30
Open Electives	6

# programs of study

## Health Studies Associate in Science

*Advisement for pre-nursing students: Pre-nursing students at YCCC are advised to take the following courses while awaiting acceptance into the nursing program offered jointly with Southern Maine Community College. These courses fit within the Health Studies program.*

SMCC Requirements	Course Advisement	Health Studies Curriculum
College Composition	ENG 101 College Composition	ENG 101 College Composition
Introduction to Psychology	PSY 101 Introduction to Psychology	PSY 101 Introduction to Psychology
Developmental Psychology	PSY 210 Psychology Across the Lifespan	PSY 210 Psychology Across the Lifespan
Introduction to Literature	ENG 112 Introduction to Literature	General Education, Core II
Anatomy & Physiology I & II	BIO 106/107, BIO 126/126, BIO 136/137	General Education, Core IV
Dosage Calculations	NUR 126 Dosage Calculations	Program Electives
Microbiology with Lab	BIO 230/231 Microbiology	Program Electives
Social Science Elective	PSY or SOC (SOC 232 Death and Dying)	Program Elective

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

- Communicate ethically, respectfully, and effectively, including the ability to use writing to analyze and interpret texts, data, and other resources, and to speak effectively in diverse setting.
- Understand and utilize fundamental concepts of mathematics, science, and critical thinking to analyze and solve problems, and to interpret quantitative and qualitative data.
- Effectively search for, analyze, and utilize information resources in an ethical manner and as a tool for lifelong learning.
- Demonstrate a sense of global awareness and an understanding of the values of people from diverse ethnic, racial and religious backgrounds, cultures, and orientations.
- Think critically and utilize concepts and skills across a range of disciplines.
- Demonstrate competence in using technology as a tool in varied academic disciplines, including for communication, research, presentation, and quantitative analysis.

### Curriculum Requirements

### 61 credits

Required Program Courses	Credits	Required General Education	Credits
ENG 101 College Composition	3	General Education Core I-IV	18-27
ENG 112 Introduction to Literature	3	Open Electives**	3-12
PHI 102 Ethics in Contemporary Society	3		
SPE 101 Oral Communications	3		
Computer Literacy – (CIS115 Computer Applications recommended)	3		
General Education Core III (choose from at least two fields)	9		
Mathematics, General Education Core IV*	3		
Lab science, General Education Core IV	4		
	<hr/>		
	31		

\* Students should plan on taking at least one math course after MAT 122/MAT 127 (e.g. MAT 210 or 227) in order to satisfy the math requirements of many four-year colleges including the University of Southern Maine

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



# programs of study

## Medical Assisting Associate in Applied Science

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

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

- Practice effective communication skills with patients, medical personnel, and the public.
- Demonstrate ethical principles and respect for diversity of culture, age, and gender of patients, medical personnel and the public.
- Apply critical and creative thinking and problem solving skills.
- Recognize and apply appropriate medical terminology.
- Demonstrate competency with administrative and clinical procedures.
- Discuss the basic legal concepts in the healthcare field.
- Practice principles of safety in all aspects of patient and clinical procedures.

### Curriculum Requirements

### 60 Credits

Required Program Courses	Credits	Required General Education	Credits
MAS 105 Medical Terminology	3	ENG 101 College Composition	3
MAS 115 Medical Office Administration	3	Math, General Education Core IV	3
MAS 120 Medical Law and Ethics	3	BIO 104 Overview of Anatomy & Physiology	3
MAS 150 Clinical Procedures I	4		
MAS 151 Clinical Procedures I Lab	0	General Education Core IV	3
		PHI 102 Ethics and Contemp. Society	3
MAS 205 Medical Insurance and Coding	3	SPE 101 Oral Communication	3
MAS 225 Pharmacology	3		
MAS 250 Clinical Procedures II	4	PSY 101 Introduction to Psychology	3
MAS 251 Clinical Procedures II Lab	0	PSY 210 Psychology Across the Lifespan	3
		General Education Core I-IV	3
MAS 290 Medical Assisting Practicum	4		
Computer Literacy	3		
	<hr/>		<hr/>
	30		27

Open Elective: 3

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

## Precision Machining Technology Associate in Applied Science

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

<b>Curriculum Requirements</b>	<b>61 Credits</b>
<b>Required Program Courses</b>	<b>Credits</b>
CAD 115 Blueprint Reading	3
PMT 110 Precision Machining I	4
PMT 150 Precision Machining II	4
PMT 125 Principles of CNC	3
PMT 175 CNC Programming and Operations I	3
PMT 210 Precision Machining III	4
PMT 215 CNC Programming and Operations II	3
PMT 250 Precision Machining IV	4
Program Electives	9
	<hr/> 37

<b>Required General Education</b>	
ENG 101 College Composition	3
General Education Core IV, Math	3
General Education Core I	3
General Education Core II	3
General Education Core III	3
General Education Core IV	3
General Education Core II-III	3
	<hr/> 21

Open Elective	3
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### Program Electives

Any PMT prefix course  
 CAD 102 Introduction to CAD  
 CAD 107 Solid Modeling I  
 CAD 111 Mechanical Design

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

**Required Equipment** Students are required to wear OSHA approved work boots or shoes with toe protection and OSHA approved safety glasses while working in the lab.

## Trade & Technical Occupations Associate in Applied Science

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

### Curriculum Requirements

Required Program Courses	Credits	Required General Education	Credits
TTO 199 Apprenticeship	18 or 24	ENG101 College Composition	3
<i>Documented apprenticeship experience</i>		General Education Core I	3
<i>3 years = 18 credits, 4 years = 24 credits</i>		General Education Core II	3
		General Education Core III	3
		General Education Core IV, Math	3
		General Education Core IV, Science	3
<b>Required Program Courses</b>		General Education Core I - IV	3
Career Related Electives*	9 or 15		
Computer Literacy**	3		21
<b>Open Elective</b>	3		

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

\*\* CIS 115 Software Applications or CIS 118 Intro to Computer Technology recommended

## Veterinary Technology Associate in Applied Science

**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 both theoretical-based classroom learning with hands-on laboratory and field experience through external partnerships and clinical experiences to ensure a strong foundation in veterinary technology. The curriculum will prepare students to work with small and large animals. Throughout the program students acquire the foundation of knowledge, attitude, skills and behaviors that are essential to function as a veterinary technician.

**Admissions Information** Applicants must provide proof of completion of high school level biology with lab, chemistry with lab and algebra with a grade of “C” or better. High school level algebra II is recommended.

### Program Requirements

- Clinical experiences are concurrent with didactic learning during laboratory courses and practicum. Clinical sites will be off campus within a 30 mile radius of YCCC when feasible. Field trips may also be required to provide the students with the opportunity to apply skills.
- Students must meet the requirements of the clinical and practicum sites which may include a physical examination, specific immunizations, drug testing and criminal background checks. Failure to do so may result in non-completion of the program.
- Students are responsible for transportation and any costs related to the clinical and practicum experiences including purchasing insurance, transportation costs and vaccinations.
- Students may be required to purchase liability insurance before beginning the clinical or practicum experiences.
- Documentation showing current rabies and hepatitis B vaccinations in addition to the college requirements of tetanus, measles, mumps and rubella vaccinations.
- Must provide proof of a negative TB skin test.
- Possess and maintain health/accident insurance.
- All students must meet the essential functions (skills and technical standards) required of the Veterinary Technician program and profession. Every student will be held to the same standards with or without reasonable accommodations.

### Curriculum Requirements

Required Program Courses	Credits	Required General Education	Credits
VET 101 Introduction to Veterinary Technology	3	ENG 101 College Composition	3
VET 120 Veterinary Pharmacology	3	General Education Core IV, Math	3
VET 125 Veterinary Clinical Methods I	4	BIO 124/125	
VET 215 Laboratory Animal Medicine	3	Animal Anatomy and Physiology I w/Lab	4
VET 225 Veterinary Clinical Methods II	3	BIO 134/135	
VET 220/221 Large Animal Management w/Lab	3	Animal Anatomy and Physiology II w/Lab	4
VET 224 Veterinary Diagnostic Imaging	3	CHM 104 Chemistry for Health Sciences	3
VET 230 Veterinary Clinical Pathology I	3	General Education Core I	3
VET 240 Veterinary Clinical Pathology II	3	General Education Core II	3
VET 190 Veterinary Practicum I	3	General Education Core III	3
VET 290 Veterinary Practicum II	4	General Education Core II-III	3
	<b>35</b>		<b>29</b>

**Career Opportunities** Graduates of this program will be eligible to take the Veterinary Technician National Exam. Graduates may find employment opportunities in veterinary hospitals, clinics, medical laboratories, and in various pet-related industries including research facilities, farm animal medicine, the pharmaceutical industry, and animal health product marketing and sales.

# partnerships

## **A Partnership with Southern Maine Community College Associate Degree in Nursing**

In partnership with York County Community College (YCCC), Southern Maine Community College (SMCC) offers a nursing program on the campus of YCCC. Residents of York County have access to a quality RN program through this partnership. Students may take the required pre-requisites and general education courses for the RN program at SMCC or YCCC. In addition, all nursing courses are offered on the YCCC campus by SMCC. As much as possible, clinical experiences are offered at hospitals and long-term care facilities located in York County.

The SMCC Nursing Program prepares men and women to become registered nurses at the associate degree level. Upon completion of the program, graduates are eligible to take the NCLEX Registered Nurse (RN) licensure examination. The Nursing Program is approved by the Maine State Board of Nursing, 161 Capitol Street, 158 State House Station, Augusta, Maine 04333-0158 (287-1133) and accredited by the National League for Nursing Accrediting Commission (NLNAC), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326 (404-975-5000, [www.nlnac.org](http://www.nlnac.org)). The curriculum blends nursing courses with general education courses to provide a sound theoretical base for nursing practice. Clinical experiences are concurrent with didactic experiences during the four semesters. If students are unable to meet clinical objectives or obtain a course grade of C (76) or better, they fail that nursing course. Students may apply for reinstatement/re-admission to the Nursing Program once.

### **Admission Requirements (SMCC)**

Students apply to the SMCC nursing program through SMCC Enrollment Services. It is advisable for applicants to submit applications as early as possible due to the large number of applicants. Due to the high volume of qualified applicants, Nursing is restricted to Maine residents, except for LPN upgrade.

Applicants to the SMCC Nursing program must:

1. Attend a Mandatory Information Session (attendance is recommended early in the admissions process). Visit the SMCC website at [www.smccme.edu/healthprograms](http://www.smccme.edu/healthprograms).
2. Possess a high-school diploma or GED certificate.
3. Take, or be exempt from, the Accuplacer placement test.
4. Nursing entrance test (NLN PAX-RN) – Students must achieve a 60% Composite score, with 50% in Verbal. Students register for the test on-line at: <https://www.nlnonlinetesting.org/pax/>  
Dates for the test are listed on this website. Review the NLN policies regarding refunds and rescheduling.
5. Maintain a minimum GPA of 2.5 in pre-admission requirements: Dosage Calculations (NURS 100), Anatomy and Physiology 1 – lecture and lab (BIOL 130 & 131) and English Composition (ENGL 100).
6. Achieve at least a B- in NURS 100 and BIOL 130 & 131
7. LPN Upgrade students must meet all of the above requirements. Once these requirements are met, they can sign up for Transition to the ADN Role (NURS 110) with permission from the SMCC Nursing Department Chair. Upon successful completion of all of the requirements, LPN Upgrade students are accepted to the Nursing Program and begin in Nursing 2 (NURS 175).

8. Students transferring from another program must meet the above requirements (except #7). In addition, they must submit a letter of reference from the Chair of their former Nursing program. Clinical nursing credits must be approved by the SMCC Nursing Department Chair and cannot be more than one year old.

*PLEASE NOTE: SMCC Enrollment Services does not automatically receive grades and/or information about any completed admissions requirements to the Nursing Program. It is the student's responsibility to submit reports for completed pre-requisite requirements.*

### **Additional General Education Requirements**

- Anatomy & Physiology II with lab
- Introduction to Psychology
- Developmental Psychology
- Microbiology with lab
- Introduction to Literature
- Social Science Elective (3 credits)
- Arts or Humanities Elective (3 credits)

### **Immunizations and Background Information**

Students accepted to the Nursing program have additional requirements related to immunizations, background checks and CPR certification. To participate in the SMCC nursing program, students must register with the American Databank (ADB) for immunization tracking and a criminal background check 2–3 months before the first clinical course. Please go to [www.smc-cme.edu/ADB](http://www.smc-cme.edu/ADB) for details. Once students begin the program, convictions and pending charges of concern will be reviewed by clinical agencies to determine if students can work at these sites. Students who are not accepted at a clinical agency will not be able to meet program requirements, resulting in dismissal from the Nursing program.

*NOTE: The Maine State Board of Nursing may refuse to grant a license on the basis of the criminal history record information relating to convictions denominated in Title 5, Chapter 341, Section 5301, Subsection 2 of the Maine Revised Statutes Annotated (MRSA).*

# partnerships

## **A Partnership with American Academy McAllister Institute of Funeral Service** **Associate in Occupational Studies in Funeral Service (Online)**

The Partnership between American Academy McAllister Institute of Funeral Service (AAMI) and YCCC (YCCC) allows Maine residents the opportunity to complete the educational requirements to be licensed by the American Board of Funeral Service Education (ABFSE) as a Funeral Director while remaining in Maine (with the exception of a two-week clinical in New York City) through online courses at both institutions. Students may begin their course of study at YCCC and then transfer up to 15 credits to the Funeral Service degree at AAMI. The two-week clinical is a capstone experience at the New York City campus where students will complete the ABFSE accredited funeral service degree program offered by American Academy McAllister Institute.

YCCC Courses may be taken online or on campus. Students must earn a grade of C or better in the courses eligible for transfer. Students may transfer up to 12 credits of General Education courses from YCCC in the areas of:

- Communications
- Humanities and Fine Arts
- Behavioral and Social Studies
- Mathematics and Science
- Students may also transfer 3 credits of Accounting I from YCCC allowing them to register for McAllister's second level accounting course.

For more information consult YCCC's website at [www.yccc.edu](http://www.yccc.edu).



# certificate programs

## Architectural Drafting & Design Certificate Program

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

### **Curriculum Requirements** **18 credits**

Required Program Courses	Credits
CAD 102 Introduction to CAD	3
CAD 115 Blueprint Reading	3
ARC 106 Architecture I	3
CAD 210 Computer-Aided Drafting II	3
ARC 107 Introduction to Sustainable Design	3
ARC 202 Architecture II	3
<hr/>	
	18

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

## Baking and Pastry Certificate Certificate Program

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

### **Curriculum Requirements** **17 credits**

Required Program Courses	Credits
CUL 104 Food Service Sanitation	3
CUL 106 Foundational Culinary Techniques	4
CUL 143 Artisan Breads	3
CUL 221 Baking, Pastry and Desserts	4
CUL 223 Specialty Cakes	3
<hr/>	
	17

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

# certificate programs

## Food Service Specialist Certificate Program

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

### **Curriculum Requirements** **17 credits**

Required Program Courses	Credits
CUL 104 Food Service Sanitation	3
CUL 106 Foundational Culinary Techniques	4
CUL 108 Principles of Nutrition	3
CUL 143 Artisan Breads I	3
CUL 156 Advanced Culinary Techniques	4
<hr/>	
	17

### **Career Opportunities**

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

## Precision Machining Operations Certificate Program

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

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

### **Curriculum Requirements** **17 credits**

Required Program Courses	Credits
CAD 115 Blueprint Reading	3
PMT110 Precision Machining I	4
PMT125 Principles of CNC	3
PMT150 Precision Machining II	4
PMT175 CNC Programming and Operations I	3
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# program sequencing

YCCC has outlined an ideal sequence of coursework for full-time students who begin in fall semester. Some courses will only be offered in either fall or spring semesters, but not in both. Part-time students and students entering during spring/summer usually need more than four semesters to complete their degrees, and should work with their advisors to consider the sequence of course offerings and prerequisites. Some programs are sequenced for part-time study.

# program sequencing

## Accounting Associate in Applied Science

Curriculum Requirements: 60 Credits	Credits	Grade	Semester
<b>First Year, Fall Semester (15 credits)</b>			
ACC 111 Accounting I	3		
BUS 110 Introduction to Business	3		
ENG 101 College Composition	3		
MAT 122 Finite Math	3		
CIS 115 Computer Applications	3		
<b>First Year, Spring Semester (15 credits)</b>			
ACC 112 Accounting II	3		
ACC 204 Managerial Accounting	3		
ECO 110 Macroeconomics or ECO 120 Microeconomics	3		
MAT 127 College Algebra	3		
PHI 102 Ethics and Contemporary Society	3		
<b>Second Year, Fall Semester (15 credits)</b>			
ACC 151 Accounting Software Applications	3		
ACC 201 Intermediate Accounting I	3		
ACC 150 Income Tax Accounting	3		
SPE 101 Oral Communications	3		
MAT 210 Statistics	3		
<b>Second Year, Spring Semester (15 credits)</b>			
ACC 202 Intermediate Accounting II	3		
ACC 205 Governmental Accounting	3		
General Education Core III	3		
Open Elective	3		
Choose 3 credits from Program Elective list	3		
<b>Elective List</b>			
ACC 290 Accounting Internship	3		
BUS 113 Introduction to Personal Finance	3		
BUS 205 International Business	3		
BUS 250 Principles of Sales	3		
BUS 260 Small Business Management	3		
CIS 214 Spreadsheet Applications	3		
CIS 217 Database Management	3		
ECO 110 Macroeconomics	3		
ECO 120 Microeconomics	3		
FIN 110 Principles of Finance	3		
FIN 115 Introduction to Financial Markets	3		
FIN 120 Introduction to Money and Banking	3		

**Architectural Design Associate in Applied Science**

Curriculum Requirements: 61 credits	Credits	Grade	Semester
<b>First Year, Fall Semester (15 credits)</b>			
ARC 106 Architecture I	3		
CAD 102 Intro to CAD	3		
CAD 115 Blueprint Reading	3		
ENG 101 College Composition	3		
MAT 127 College Algebra	3		
<b>First Year, Spring Semester (15 credits)</b>			
ARC 107 Intro Sustainable Design	3		
ARC 202 Architecture II	3		
CAD 210 Computer Aided Drafting II	3		
MAT 220 Trigonometry	3		
General Education Core I	3		
<b>Second Year, Fall Semester (16 credits)</b>			
ARC 204 Integrated Energy Building Design	3		
CAD 207 Solid Modeling I	3		
PHY 151 General Physics	4		
General Education Core III	3		
ARC or CAD Elective	3		
<b>Second Year, Spring Semester (15 credits)</b>			
ARC 207 Construction Documents	3		
CAD 251 3D Presentation	3		
ARC or CAD Elective	3		
General Education Core II	3		
Open Elective	3		

# program sequencing

## Behavioral Health Studies Associate in Applied Science

Curriculum Requirements: 61 Credits	Credits	Grade	Semester
<b>First Year, Fall Semester (15 credits)</b>			
ENG 101 College Composition	3		
Mathematics Course from Core IV	3		
PSY 101 Introduction to Psychology	3		
BHS 101 Introduction to Behavioral Health	3		
SOC 101 Introduction to Sociology	3		
<b>First Year, Spring Semester (15 credits)</b>			
SPE 101 Oral Communications	3		
PHI 102 Ethics in Contemporary Society	3		
PSY 210 Psychology Across the Lifespan	3		
PSY 230 Abnormal Psychology	3		
Computer Literacy (CIS 115 or CIS 118)	3		
<b>Second Year, Fall Semester (16 credits)</b>			
SOC 210 Social Problems	3		
PSY 232 Introduction to Counseling	3		
PSY 234 Trauma and Recovery	3		
Program Elective	3		
General Education Core IV, Lab Science	4		
<b>Second Year, Spring Semester (15 credits)</b>			
PSY 244 Psychosocial Rehabilitation	3		
Program Electives	9		
Open Elective	3		
<b>Program Elective List</b>			
Any BHS, CJS, PSY or SOC course	3-12		
ECE 206 Educ. of Child. Special Needs	3		
ECO 110 Macroeconomics	3		
ECO 120 Microeconomics	3		
EDU 105 Intro to Exceptionality	3		
HUM 110 Multicultural America	3		
MAT 210 Statistics	3		
POS 101 US Government	3		

**Business Administration Associate in Applied Science**

Curriculum Requirements: 63 credits	Credits	Grade	Semester
<b>First Year, Fall Semester (15 credits)</b>			
ACC 111 Accounting I	3		
BUS 110 Introduction to Business	3		
BUS 115 Management I	3		
ENG 101 College Composition	3		
CIS 115 Computer Applications	3		
<b>First Year, Spring Semester (15 credits)</b>			
ACC 112 Accounting II	3		
BUS 116 Management II	3		
ECO 110 Macroeconomics or ECO 120 Microeconomics	3		
MAT 122 Finite Math	3		
PSY 101 Introduction to Psychology or SOC 101 Introduction to Sociology	3		
<b>Second Year, Fall Semester (15 credits)</b>			
BUS 205 International Business	3		
BUS 230 Principles of Marketing	3		
BUS 250 Principles of Sales or BUS 260 Small Business Management	3		
MAT 210 Statistics	3		
PHI 102 Ethics and Contemporary Society	3		
<b>Second Year, Spring Semester (18 credits)</b>			
BUS 244 Business Law	3		
BUS 113 Personal Finance or FIN 110 Principles of Finance	3		
ENG 212 Business Communications or ENG 211 Technical Writing	3		
General Education Core IV	3		
Program Elective	3		
Open Elective	3		



# program sequencing

## Business Administration Associate in Applied Science

<b>Elective List:</b>			
ACC 150 Income Tax Accounting	3		
ACC 151 Accounting Software Applications	3		
ACC 201 Intermediate Accounting	3		
ACC 204 Managerial Accounting	3		
ACC 205 Government Accounting	3		
BUS 113 Personal Finance	3		
BUS 250 Principles of Sales	3		
BUS 260 Small Business Management	3		
BUS 293 Business Administration Internship	3		
CIS 214 Spreadsheet Applications	3		
CIS 217 Database Management	3		
ECO 110 Macroeconomics	3		
ECO 120 Microeconomics	3		
FIN 110 Principles of Finance	3		
FIN 115 Introduction to Financial Markets	3		
FIN 120 Introduction to Money and Banking	3		

## Business Administration Associate in Applied Science - Finance

Curriculum Requirements: 60 credits	Credits	Grade	Semester
<b>First Year, Fall Semester (15 credits)</b>			
ACC 111 Accounting I	3		
BUS 110 Introduction to Business	3		
BUS 115 Management I	3		
ENG 101 College Composition	3		
MAT 122 Finite Math	3		
<b>First Year, Spring Semester (15 credits)</b>			
FIN 110 Principles of Finance	3		
BUS 116 Management II	3		
CIS 115 Computer Applications	3		
ECO 110 Macroeconomics or ECO 120 Microeconomics	3		
General Education Core III	3		
<b>Second Year, Fall Semester (15 credits)</b>			
CIS 214 Spreadsheet Applications	3		
PHI 102 Ethics and Contemporary Society	3		
ENG 212 Business Communications or ENG 211 Technical Writing	3		
MAT 210 Statistics	3		
FIN 115 Financial Markets	3		
<b>Second Year, Spring Semester (15 credits)</b>			
BUS 205 International Business	3		
FIN 120 Money and Banking	3		
General Education Core IV	3		
Program Elective	3		
Open Elective	3		
<b>Program Elective List:</b>			
ACC 112 Accounting II	3		
ACC 150 Income Tax Accounting	3		
ACC 151 Accounting Software Applications	3		
BUS 113 Personal Finance	3		
BUS 230 Principles of Marketing	3		
BUS 244 Business Law	3		
BUS 250 Principles of Sales	3		
BUS 260 Small Business Management	3		
CIS 217 Database Management	3		
ECO 110 Macroeconomics	3		
ECO 120 Microeconomics	3		

# program sequencing

## Computer Technology Associate in Applied Science

Curriculum Requirements: 60 credits	Credits	Grade	Semester
<b>First Year, Fall Semester (15 credits)</b>			
CIS 118 Introduction to Computer Technology	3		
CIS 152 Computer Hardware	3		
NET 110 Networking Essentials I	3		
ENG 101 College Composition	3		
MAT 127 College Algebra or MAT 122 Finite Math	3		
<b>First Year, Spring Semester (15 credits)</b>			
CIS 131 Visual Programming I or CIS 141 Object Oriented Programming I	3		
CIS 230 Desktop and Server Administration I	3		
CIS, NET, or WEB Elective	3		
PHI 102 Ethics and Contemporary Society	3		
MAT 210 Statistics	3		
<b>Second Year, Fall Semester (15 credits)</b>			
CIS 217 Database Management	3		
CIS, NET or WEB Elective	3		
General Education Core III	3		
ENG 211 Technical Writing or ENG 212 Business Communications	3		
SPE 101 Oral Communications	3		
<b>Second Year, Spring Semester (15 credits)</b>			
CIS 220 Information Security	3		
CIS, MUL, NET or WEB 200 Level Elective	3		
<i>Choose one of the following:</i> BUS 110 Introduction to Business or BUS 115 Management I or BUS 116 Management II	3		
General Education Core IV	3		
Open Elective	3		

**Criminal Justice Associate in Applied Science**

Curriculum Requirements: 61 Credits	Credits	Grade	Semester
<b>First Year, Fall Semester (15 credits)</b>			
CJS 101 Introduction to Criminal Justice	3		
CJS 102 Ethics and Leadership in CJ	3		
ENG 101 College Composition	3		
Math, General Education Core IV	3		
Computer Literacy (CIS 115 or CIS 118 recommended)	3		
<b>First Year, Spring Semester (15 credits)</b>			
CJS 120 Criminology	3		
CJS 125 Criminal Law	3		
PHI 102 Ethics and Contemporary Society	3		
General Education Core IV	3		
SOC 101 Introduction to Sociology	3		
<b>Second Year, Fall Semester (18 credits)</b>			
SOC 210 Social Problems	3		
PSY 101 Introduction to Psychology	3		
SPE 101 Oral Communications	3		
Choose 9 credits from CJS courses in Program Elective list	9		
<b>Second Year, Spring Semester (13 credits)</b>			
Lab Science, General Education Core IV	4		
Open Elective	3		
Choose 6 credits from Program Elective list	6		
<b>Elective List:</b>			
CJS 105 Topics in Criminal Justice	3		
CJS 140 Criminalistics	3		
CJS 201 Contemporary Corrections	3		
CJS 205 Police Organizations	3		
CJS 210 Juvenile Justice	3		
CJS 290 Criminal Justice Internship	3		
HUM 201 Multicultural America	3		
POS 101 American Government	3		
POS 125 Constitutional Law	3		
PSY 202 Social Psychology	3		
PSY 230 Abnormal Psychology	3		
SOC 201 Sociology of the Family	3		
BUS 115 Management I or BUS 116 Management II	3		
ENG 212 Business Communication or ENG 211 Technical Writing	3		

# program sequencing

## Culinary Arts Associate in Applied Science

Curriculum Requirements: 64 credits	Credits	Grade	Semester
<b>First Year, Fall Semester (16 credits)</b>			
CUL 102 Introduction to Culinary Arts	3		
CUL 104 Food Safety and Sanitation	3		
CUL 106 Foundational Culinary Techniques	4		
ENG 101 College Composition	3		
MAT 122 Finite Math	3		
<b>First Year, Spring Semester (16 credits)</b>			
CUL 108 Principles of Nutrition	3		
CUL 156 Advanced Culinary Techniques	4		
CUL 131 Culinary Operations I	3		
Computer Literacy	3		
General Education Core II	3		
<b>Second Year, Fall Semester (16 credits)</b>			
CUL 221 Baking, Pastry and Desserts	4		
CUL 231 Culinary Operations II	3		
BUS 115 Management I or BUS 116 Management II	3		
General Education Core I	3		
General Education Core IV	3		
<b>Second Year, Spring Semester (16 credits)</b>			
CUL 256 International and American Regional Cuisine	4		
Program Elective choose 3 credits	3		
General Education Core III	3		
General Education Core IV	3		
Open Elective	3		

## Digital Media Associate in Applied Science

Curriculum Requirements: 60 credits	Credits	Grade	Semester
<b>First Year, Fall Semester (15 credits)</b>			
ART 120 Introduction to Drawing	3		
ART 126 Foundations of Design	3		
ENG 101 College Composition	3		
MUL 110 Digital Imaging	3		
General Education Core IV - Math	3		
<b>First Year, Spring Semester (15 credits)</b>			
COM 110 Intro to Digital Film	3		
MUL 125 Intermediate Graphic Design	3		
MUL 130 Motion Graphics	3		
Program Elective	3		
General Education Core IV	3		
<b>Second Year, Fall Semester (15 credits)</b>			
MUL 225 3D Modeling & Character Animation	3		
WEB 131 Web Page Development	3		
200-Level Program Elective	3		
Program Elective	3		
General Education Core I	3		
<b>Second Year, Spring Semester (15 credits)</b>			
MUL 175 Texture & Lighting	3		
MUL 210 Advanced Digital Imaging	3		
Program Elective	3		
General Education Core III	3		
Open Elective	3		

# program sequencing

## Digital Media Associate in Applied Science – Animation Concentration

Curriculum Requirements: 60 credits	Credits	Grade	Semester
<b>First Year, Fall Semester (15 credits)</b>			
ART 120 Introduction to Drawing	3		
ART 126 Foundations of Design	3		
ENG 101 College Composition	3		
MUL 110 Digital Imaging	3		
General Education Core IV - Math	3		
<b>First Year, Spring Semester (15 credits)</b>			
ART 122 Drawing for Animation	3		
COM 110 Intro to Digital Film	3		
MUL 130 Motion Graphics	3		
Program Elective	3		
General Education Core IV	3		
<b>Second Year, Fall Semester (15 credits)</b>			
MUL 225 3D Modeling & Character Animation	3		
MUL 230 Computer Animation	3		
WEB 131 Web Page Development	3		
Program Elective	3		
General Education Core I	3		
<b>Second Year, Spring Semester (15 credits)</b>			
MUL 175 Texture & Lighting	3		
MUL 210 Advanced Digital Imaging	3		
MUL 265 Advanced Computer Animation	3		
General Education Core III	3		
Open Elective	3		



## Digital Media Associate in Applied Science – Graphic Design Concentration

Curriculum Requirements: 60 credits	Credits	Grade	Semester
<b>First Year, Fall Semester (15 credits)</b>			
ART 120 Introduction to Drawing	3		
ART 126 Foundations of Design	3		
ENG 101 College Composition	3		
MUL 110 Digital Imaging	3		
General Education Core IV - Math	3		
<b>First Year, Spring Semester (15 credits)</b>			
COM 110 Intro to Digital Film	3		
MUL 125 Intermediate Graphic Design	3		
MUL 130 Motion Graphics	3		
Program Elective	3		
General Education Core IV	3		
<b>Second Year, Fall Semester (15 credits)</b>			
ART 132 Introduction to Illustration	3		
MUL 126 Typography	3		
WEB 131 Web Page Development	3		
Program Elective	3		
General Education Core I	3		
<b>Second Year, Spring Semester (15 credits)</b>			
MUL 175 Texture & Lighting	3		
MUL 210 Advanced Digital Imaging	3		
CAD 251 3D Presentations	3		
General Education Core III	3		
Open Elective	3		

# program sequencing

## Early Childhood Education Associate in Applied Science

Curriculum Requirements: 64 credits	Credits	Grade	Semester
<b>First Year, Fall Semester (15 credits)</b>			
ECE 101 Introduction to ECE: The Child's Learning Environment	3		
ECE 108 Health Safety & Nutrition	3		
ECE 111 Child Growth & Development	3		
ENG 101 College Composition	3		
MAT 122 Finite Math	3		
<b>First Year, Spring Semester (18 credits)</b>			
ECE 202 Language & Literacy	3		
ECE 206 Education of Children w/Special Needs	3		
ECE 207 Infant & Toddler Curriculum	3		
ECE 170 Observation and Assessment	3		
EDU 160 Technology in Education	3		
General Education Core III	3		
<b>Second Year, Fall Semester (15 credits)</b>			
ECE 190 Guidance of Young Children	3		
ECE 219 Curriculum –Preschool + Primary-age	3		
ECE 255 Practicum I	3		
SPE 101 Oral Communication	3		
General Education Core II	3		
<b>Second Year, Spring Semester (16 credits)</b>			
SCI 101 Introduction to Environmental Science	3		
ECE 210 Management of Child Care Centers	3		
ECE 265 Practicum II	4		
Open Elective	3		
General Education Core IV	3		

## Education Associate in Science

Curriculum Requirements: 61 credits	Credits	Grade	Semester
<b>First Year, Fall Semester (15 credits)</b>			
EDU 102 Introduction to Teaching	3		
EDU 105 Introduction to Exceptionality	3		
ENG 101 College Composition	3		
PSY 101 Introduction to Psychology	3		
General Education Core IV, Math	3		
<b>First Year, Spring Semester (15 credits)</b>			
EDU 160 Technology in Education	3		
Program Electives	6		
General Education Core IV, Math	3		
SPE 101 Oral Communication	3		
<b>Second Year, Fall Semester (16 credits)</b>			
PSY 214 Child Development	3		
ECE 170 Observation & Assessment	3		
Program Elective	3		
General Education Core II	3		
General Education Core IV, Lab Science	4		
<b>Second Year, Spring Semester (15 credits)</b>			
EDU 206 Instructional Strategies	3		
General Education Core II-III	3		
Program Electives	6		
Open Elective	3		

# program sequencing

## Health Information Management Associate in Applied Science

Curriculum Requirements: 60 credits	Credits	Grade	Semester
<b>First Year, Fall Semester (15 credits)</b>			
ALH 101 Dynamics of Health Care	3		
MAS 105 Medical Terminology	3		
CIS 115 Software Applications	3		
ENG 101 College Composition	3		
MAT 122 Finite Math	3		
<b>First Year, Spring Semester (15 credits)</b>			
HIM 120 Coding and Classification Systems I	3		
MAS 120 Medical Law and Ethics	3		
BIO 104 Overview of Anatomy & Physiology	3		
PSY 101 Introduction to Psychology	3		
CIS 118 Computer Technology	3		
<b>Second Year, Fall Semester (15 credits)</b>			
HIM 125 Coding and Classification Systems II	3		
HIM 210 Health Data Management	3		
MAS 225 Pharmacology	3		
PHI 102 Contemporary Ethics	3		
SPE 101 Oral Communications	3		
<b>Second Year, Spring Semester (15 credits)</b>			
HIM 220 Reimbursement Methods	3		
HIM 290 Health Information Management Practicum	3		
BUS 115 Management I or BUS116 Management II	3		
General Education, Core I-IV	3		
Open Elective	3		

*This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This solution is copyrighted by the institution that created it. Internal use, by an organization and/or personal use by an individual for non-commercial purposes, is permissible. All other uses require the prior authorization of the copyright owner.*

**Health Studies Associate in Science**

Curriculum Requirements: 60 credits	Credits	Grade	Semester
<b>First Year, Fall Semester (15 credits)</b>			
ALH 101 Dynamics of Health Care	3		
ENG 101 College Composition	3		
Mathematics course from Core IV	3		
MAS 105 Medical Terminology	3		
CIS 115 Computer Applications or CIS 118 Introduction to Computer Technology	3		
<b>First Year, Spring Semester (13 credits)</b>			
Program Elective	3		
PSY 101 Introduction to Psychology	3		
General Education, Core I	3		
General Education, Core IV	4		
<b>Second Year, Fall Semester (16 credits)</b>			
PSY 210 Psychology Across the Lifespan or SOC 232 Death and Dying	3		
General Education, Core II	3		
PHI 102 Ethics in Contemporary Society or MAS 120 Medical Law and Ethics	3		
Open Elective	3		
General Education, Core IV	4		
<b>Second Year, Spring Semester (16 credits)</b>			
General Education Core IV	4		
Program Electives	9		
Open Elective	3		

# program sequencing

## Liberal Studies Associate in Arts

Curriculum Requirements: 61 Credits	Credits	Grade	Semester
<b>First Year, Fall Semester (12 credits)</b>			
ENG 101 College Composition	3		
Mathematics course from Core IV *	3		
General Education Core III	3		
Open Elective	3		
<b>First Year, Spring Semester (18 credits)</b>			
Computer Literacy (CIS 115 Computer Applications recommended)	3		
ENG 112 Introduction to Literature	3		
PHI 102 Ethics in Contemporary Society	3		
SPE 101 Oral Communications	3		
Choose a 3 credit course from Core I-IV	3		
General Education Core III **	3		
<b>Second Year, Fall Semester (16 credits)</b>			
Lab science course, General Education Core IV	4		
General Education Core III **	3		
General Education Core I-IV or Open Electives***	9		
<b>Second Year, Spring Semester (15 credits)</b>			
General Education Core I-IV	15		

\* Students should plan on taking at least one math course after MAT 122/MAT 127 (e.g. MAT 210 or 227) in order to satisfy the math requirements of many four-year colleges including the University of Southern Maine.

\*\* Students must choose from at least two fields in the Core III area.

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

# program sequencing

## Medical Assisting Associate in Applied Science

Curriculum Requirements: 60 credits	Credits	Grade	Semester
<b>First Year, Fall Semester (15 credits)</b>			
MAS 105 Medical Terminology	3		
MAS 115 Medical Office Administration	3		
ENG 101 College Composition	3		
Math, General Education Core IV	3		
BIO 104 Overview of Anatomy and Physiology	3		
<b>First Year, Spring Semester (16 credits)</b>			
MAS 150 Clinical Procedures I	4		
MAS 151 Clinical Procedures I Lab	0		
Computer Literacy Requirement	3		
PHI 102 Ethics and Contemporary Society	3		
SPE 101 Oral Communications	3		
PSY 101 Introduction to Psychology	3		
<b>Second Year, Fall Semester (16 credits)</b>			
MAS 120 Medical Law and Ethics	3		
MAS 205 Medical Insurance and Coding	3		
MAS 250 Clinical Procedures II	4		
MAS 251 Clinical Procedures II Lab	0		
PSY 210 Psychology Across the Lifespan	3		
General Education Core IV	3		
<b>Second Year, Spring Semester (13 credits)</b>			
MAS 225 Pharmacology	3		
MAS 290 Practicum	4		
General Education Core I-IV	3		
Open Elective	3		



# program sequencing

## Precision Machining Technology Associate in Applied Science

Curriculum Requirements: 61 credits	Credits	Grade	Semester
<b>First Year, Fall Semester (16 credits)</b>			
PMT 110 Precision Machining I	4		
PMT 125 Principles of CNC	3		
CAD 115 Blueprint Reading	3		
ENG 101 College Composition	3		
Math, General Education Core IV	3		
<b>First Year, Spring Semester (16 credits)</b>			
PMT 150 Precision Machining II	4		
PMT 175 CNC Programming and Operations I	3		
Program Electives	3		
General Education Core I	3		
General Education Core II	3		
<b>Second Year, Fall Semester (16 credits)</b>			
PMT 210 Precision Machining III	4		
PMT 215 CNC Programming and Operations II	3		
Program Electives	3		
General Education Core III	3		
General Education Core IV	3		
<b>Second Year, Spring Semester (13 credits)</b>			
PMT 250 Precision Machining IV	4		
Program Elective	3		
General Education Core II-III	3		
Open Elective	3		

## Trade & Technical Occupations Associate in Applied Science

Curriculum Requirements: 60 credits	Credits	Grade	Semester
<b>First Year, Fall Semester (12 credits)</b>			
ENG 101 College Composition	3		
General Education Core III	3		
General Education Core IV, Math	3		
General Education Core I-IV	3		
<b>First Year, Spring Semester (12 credits)</b>			
General Education Core I	3		
General Education Core II	3		
General Education Core IV, Science	3		
Open Elective	3		
<b>Second Year, Fall Semester (12 to 18 credits)</b>			
Career Related Electives	9 or 15		
<i>Student and advisor select career related electives specific to the apprenticeship focus or likely career path within the field. 12 for 4 yr apprenticeship, 18 for 3 yr apprenticeship</i>			
CIS 115 Software Applications Or CIS 118 Intro to Computer Technology	3		
<b>Second Year, Spring Semester (18 to 24 credits)</b>			
TTO 199 Apprenticeship	18 to 24		
<i>(Documented apprenticeship experience) 18 for 3 yr. apprenticeship or 24 for 4 yr. apprenticeship</i>			

# program sequencing

## Veterinary Technology Associate in Applied Science

Curriculum Requirements: 64 Credits	Credits	Grade	Semester
<b>First Year, Fall Semester (16 credits)</b>			
VET 101 Introduction to Veterinary Technology	3		
BIO 124/125 Animal Anatomy and Physiology I w/Lab	4		
ENG 101 College Composition	3		
Math, General Education Core IV	3		
General Education Core III	3		
<b>First Year, Spring Semester (17 credits)</b>			
VET 120 Veterinary Pharmacology	3		
VET 125 Veterinary Clinical Methods I	4		
BIO 134/135 Animal Anatomy and Physiology II w/Lab	4		
CHM 104 Chemistry for Health Science	3		
General Education, Core II	3		
<b>Second Year, Fall Semester (15 credits)</b>			
VET 190 Veterinary Practicum I	3		
VET 215 Laboratory Animal Medicine	3		
VET 225 Veterinary Clinical Methods II	3		
VET 230 Veterinary Clinical Pathology I	3		
General Education Core I	3		
<b>Second Year, Spring Semester (16 credits)</b>			
VET 220/221 Large Animal Management w/Lab	3		
VET 240 Veterinary Clinical Pathology II	3		
VET 224 Veterinary Diagnostic Imaging	3		
VET 290 Veterinary Practicum II	4		
General Education Core II-III	3		

## Architectural Drafting & Design Certificate Program

*\* Intended for part-time study*

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

## Bakery and Pastry Certificate Program

*\* Intended for part-time study*

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

## Food Service Specialist Certificate Program

*\* Intended for part-time study*

Curriculum Requirements: 17 credits	Credits	Grade	Semester
<b>First Year, Fall Semester (10 credits)</b>			
CUL 104 Food Service Sanitation	3		
CUL 106 Foundational Culinary Techniques	4		
CUL 143 Artisan Breads	3		
<b>First Year, Spring Semester (7 credits)</b>			
CUL 108 Principles of Nutrition	3		
CUL 156 Advanced Culinary Techniques	4		

# program sequencing

## Precision Machining Operations Certificate Program

*\* Intended for part-time study*

Curriculum Requirements: 17 credits	Credits	Grade	Semester
<b>First Year, Fall Semester (10 credits)</b>			
PMT 110 Precision Machining I	4		
PMT125 Principles of CNC	3		
CAD 115 Blueprint Reading	3		
<b>First Year, Spring Semester (7 credits)</b>			
PMT 150 Precision Machining II	4		
PMT 175 CNC Programming and Operations	3		

# course descriptions

## **ACC 111 - Accounting I**

*3 credits/3 contact hours*

The course will focus on the basic financial accounting model step by-step, from the fundamental accounting equation through the accounting cycle. The course will explore bookkeeping techniques and practices, as well as covering the basic understanding of accounting practices and procedures. Prerequisite: C or better in MAT 092 or appropriate Math Placement Exam score.

## **ACC 112 - Accounting II**

*3 credits/3 contact hours*

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

## **ACC 150 - Income Tax Accounting**

*3 credits/3 contact hours*

An introduction to federal taxation of the income of individuals. Tax laws are examined by means of illustrative examples and problems. Prerequisite: ACC 111

## **ACC 151 - Accounting Software Applications**

*3 credits/3 contact hours*

A hands-on introduction to accounting software; topics include payroll, inventory, accounts payable, accounts receivable, job cost and point-of-sale applications. Popular software packages in the areas of tax, audit and financial statement preparation are used. Prerequisite: ACC 112

## **ACC 201 - Intermediate Accounting I**

*3 credits/3 contact hours*

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

## **ACC 202 - Intermediate Accounting II**

*3 credits/3 contact hours*

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

## **ACC 204 - Managerial Accounting**

*3 credits/3 contact hours*

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

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## **ACC 205 - Governmental Accounting**

*3 credits/3 contact hours*

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

## **ACC 290 - Accounting Internship**

*3 credits/3 contact hours*

This course provides the student an opportunity to expand their individual skill base and apply specific competencies in a real world environment. This course is designed to promote professional development by providing challenging, valuable work experience and prepare students for a future career in the field. Skills learned in the core courses will be applied while performing 135 hours at the internship site. In addition, students will be required to work with their faculty sponsor to complete written assignments related to the experience. Prerequisites: 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.

## **ALH 101 - Dynamics of Health Care**

*3 credits/3 contact hours*

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

## **ANT 102 - Cultural Anthropology**

*3 credits/3 contact hours*

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

## **ARC 105 - Interior Design I**

*3 credits/3 contact hours*

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

## **ARC 106 - Architecture I**

*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 produce full sets of working drawings for two-story residential structures.

## **ARC 107 - Introduction to Sustainable Design**

*3 credits/3 contact hours*

This course is a study of sustainable design and green building. Students will learn about rating systems for sustainable buildings such as the Leadership in Energy and Environmental Design (LEED) and other programs. Topics include existing and future green building standards and

technology, environmental impacts, site analysis and building orientation, passive and active solar design elements, water conservation, day lighting, energy systems, and innovative design. Prerequisite: ENG 101

## **ARC 200 - Topics in Architecture**

*3 credits/3 contact hours*

This course explores a specialized topic in the fields of architecture and construction. Students will learn the fundamentals of the topic, including general principles and concepts, the use and application of materials and tools, and relevant vocabulary. The goal is to increase the student's awareness of historical and/or current trends in architecture and construction. Prerequisite: ARC 106

## **ARC 202 - Architecture II**

*3 credits/3 contact hours*

This course builds upon the architectural concepts of ARC 106 including space planning, design concepts, windows and doors, structural components, and construction documents. Students will utilize AutoCAD and Architectural Desktop software as tools to design and create technical drawings. Emphasis is on residential construction, with full compliance of industry standards and building codes. Students interact as a team to develop complete building projects. Prerequisites: CAD 102 and ARC 106

## **ARC 204 - Integrated Energy Building Design**

*3 credits/3 contact hours*

This course presents building and energy topics that influence the shape of buildings. Utilizing the latest CAD software, students incorporate efficient energy elements into the design and planning process. This class will concentrate on the electrical, plumbing, and heating requirements, and Residential-Check to produce functional drawings in compliance with the International Building Code. The course will integrate sustainable and affordable design concepts according to the U.S Green Building Council. Prerequisite: ARC 202

## **ARC 205 – Interior Design II**

*3 credits/3 contact hours*

This course provides an in-depth study of design elements for residential and non-residential interiors including: basic design principles; floor plans, furniture and accessories; codes and standards; as well as analyze and resolve design problems; learn appropriate applications of design materials and offer practical presentation techniques. Prerequisite: ARC 105

## **ARC 207 - Construction Documents**

*3 credits/3 contact hours*

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

## **ARC 290 - Architecture Internship**

*3 credits/3 contact hours*

This course provides the student an opportunity to integrate classroom theory and knowledge with the daily practices of a work environment of a company in the architecture or building industry. The course is designed to promote professional development by providing challenging and valuable work experience and prepare students for future careers in the architectural design field. In addition to 135 hours working in the field, students will also be required to work



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with their faculty sponsor and to submit written assignments on a regular basis. Prerequisites: ARC202, a cumulative GPA of 3.0, with at least 30 credits earned in the program of study and permission of the Department Chair.

## **ART 110 - Art Appreciation**

*3 credits/3 contact hours*

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

## **ART 120 - Introduction to Drawing**

*3 credits/4 contact hours*

This course is an introduction to the problems, techniques, and materials of drawing. Each class project will focus on a different aspect of visual perception, composition, and artists' materials. The aim of the course is to develop an understanding of the technical and aesthetic issues involved in composing drawings. Students will complete a research project, which analyzes the work of an artist in relation to the topics covered in class.

## **ART 122 - Drawing for Animation**

*3 credits/4 contact hours*

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

## **ART 123 - Introduction to Painting**

*3 credits/4 contact hours*

This hands-on course provides an introduction to the fundamental techniques of painting. The basis of the course is studio work, augmented by demonstrations and student-driven critique sessions. The course content will intersect with other arts-based fields of study, including drawing, color theory, and composition.

## **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.

## **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.

## **ART 132 - Introduction to Illustration**

*3 credits/3 contact hours*

This course introduces the techniques of illustration required to produce a finished commercial

artwork. Accuracy of rendering will be emphasized. The course will focus on traditional illustration skills and media, and students will complete several projects that demonstrate foundational knowledge. Prerequisite: ART 120

## **ART 136 - Digital Photography**

*3 credits/3 contact hours*

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

## **ART 200 - Topics in Studio Art**

*3 credits/4 contact hours*

This hands-on course explores a genre, method or specialized topic in studio art. Students will learn the fundamentals of the topic, including general principles and techniques, the use and application of materials and tools, and relevant vocabulary. Representative works and artists also will be explored.

## **ASL 101 - Beginning American Sign Language**

*4 credits/4 contact hours*

This course provides an introduction to American Sign Language, with an emphasis on basic ASL conversation skills. Students will study ASL vocabulary, finger spelling, and grammar, and learn to apply that knowledge in various conversational situations. Students will also learn about the history of ASL and Deaf culture, including specific issues and controversies as they relate to the Deaf community.

## **ASL 102 - American Sign Language II**

*4 credits/4 contact hours*

This course builds upon the skills and knowledge acquired in ASL I01. Students will increase their ASL vocabulary, refine their fingerspelling skills, deepen their understanding of ASL grammar, and learn to apply their knowledge in advanced conversational situations. The course will also add to students' understanding of Deaf culture as well as linguistic issues related to ASL. Prerequisite: ASL 101

## **BHS 101 - Introduction to Behavioral Health**

*3 credit hours/3 contact hours*

This course explores multiple aspects of behavioral health services including the history, models of service delivery, diverse populations, helping skills, and ethical considerations. There is an emphasis on career options within the behavioral health field and students will have the opportunity to explore areas of vocational interest.

## **BIO 104 - Overview of 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.

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## **BIO 105 - Marine Biology/Lab**

*4 credits/5 contact hours*

This course is an introduction to marine plants and animals, especially those native to the area. Students will be introduced to the biological processes of all forms of life in the sea. This course employs YCCC's proximity to ocean and estuaries as a natural field laboratory. Prerequisite: Grade of C or better in MAT 098 or appropriate Mathematics Placement Exam score.

## **BIO 106 - General Biology I**

*4 credits/3 contact hours*

Biology I provides a comprehensive examination of the fundamental concepts of biology, including the chemical properties of life, cellular biology and physiology, and genetics. Evolution will be utilized as the central theme in all discussions; providing a coherent view of life in the light of natural selection and the diversity of species. This class assumes previous experience with scientific laboratory course work. Must be taken concurrently with BIO 107. Prerequisite: Grade of C or better in MAT 098 or appropriate Mathematics Placement Exam score.

## **BIO 107 - General Biology I Lab**

*0 credits/2 contact hours*

This laboratory provides experience with the concepts and principles covered in General Biology I (BIO 106). Laboratory exercises relate to lecture topics and introduce students to the fundamentals of laboratory procedure, as well as providing an applied reinforcement of lecture topics. Must be taken concurrently with BIO 106. Prerequisite: Grade of C or better in MAT 098 or appropriate Mathematics Placement Exam score.

## **BIO 116 - General Biology II**

*4 credits/3 contact hours*

General Biology II provides a rigorous examination of modern biological theory, as well as an introduction to the anatomy and physiology of animal systems. Topics include natural selection and the evolution of populations, phylogeny, plant and animal diversity, and animal form and function. Must be taken concurrently with BIO 117. Prerequisites: BIO 106/BIO 107.

## **BIO 117 - General Biology II Lab**

*0 credits/2 contact hours*

General Biology II Lab presents exercises that relate to the General Biology II lecture topics and introduce students to the fundamentals of laboratory procedure, as well as providing an applied reinforcement of lecture topics. Must be taken concurrently with BIO 116. Prerequisites: BIO 106/107.

## **BIO 124 - Animal Anatomy and Physiology I**

*4 credits/3 contact hours*

This course is the first of a two-semester sequence that examines the basic principles of animal anatomy and physiology. Structure-function relationships are examined at all levels throughout the course, as well as comparisons between cat, dog, horse, a ruminant, and smaller domesticated animals. Topics include anatomical terminology, cell structure and function, tissue organization and the skeletal, muscular and cardiovascular systems. Must be taken concurrently with BIO 125. Prerequisites: Grade of C or better in MAT 098 or appropriate Mathematics Placement Exam score

## **BIO 125 - Animal Anatomy and Physiology I Lab**

*0 credits/2 contact hours*

Laboratory exercises relate to the lecture topics in Animal Anatomy and Physiology I (BIO 124) and focus on animal histology and gross anatomy with comparisons made between the cat, dog, horse, ruminant and smaller domesticated animals. Must be taken concurrently with BIO 124. Prerequisite: Grade of C or better in MAT 098 or appropriate Mathematics Placement Exam score.

## **BIO 126 - Anatomy and Physiology I**

*4 credits/3 contact hours*

The first of a two-semester sequence examining basic principles of human anatomy and physiology. Structure-function relationships are examined at all levels. Topics include anatomical terminology, cell structure and function, tissue organization and the skeletal, muscular and nervous systems, including the special senses. Must be taken concurrently with BIO 127. Prerequisites: BIO 106/107.

## **BIO 127 - 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 and gross anatomy. Must be taken concurrently with BIO 126. Prerequisites: BIO 106/107.

## **BIO 136 - Anatomy and Physiology II**

*4 credits/3 contact hours*

A continuation of BIO 126, this course focuses on the organ systems of the human body. The Anatomy and Physiology II is a continuation of Anatomy and Physiology I (BIO126/127). 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. Must be taken concurrently with BIO 137. Prerequisites: BIO 126/127.

## **BIO 137 - Anatomy and Physiology II Lab**

*0 credits/2 contact hours*

Laboratory exercises relate to the lecture topics in Anatomy and Physiology II (BIO 136) and focus on human histology, gross anatomy and physiology. Must be taken concurrently with BIO 136.

## **BIO 230 - Microbiology**

*4 credits/3 contact hours*

The biology of bacteria, fungi, protozoa, helminths and viruses will be presented, with an emphasis on those that impact humans. The structure, growth and metabolism of microbes will be examined in the context of their physical, chemical and biological environment. Mammalian immunity and antimicrobial methods will also be explored. Must be taken concurrently with BIO 231. Prerequisites: BIO 136 and BIO 137 (can be taken concurrently).

## **BIO 231 - Microbiology Laboratory**

*0 credits/2 contact hours*

The laboratory will focus on the culturing and identification of microbes using differential growth, staining and biochemical methods. Aseptic technique will be emphasized. Must be taken concurrently with BIO 230. Prerequisites: BIO 136 and BIO 137 (can be taken concurrently)

## **BUS 110 - Introduction to Business**

*3 credits/3 contact hours*

This survey course covers the many facets of business and gives the student a general knowledge of the modern business environment. The economic, social, legal, ethical systems affecting US businesses are explored. The general concepts of business organization, management, "the people aspects" of business, together with the functions of production, marketing, accounting, and finance are investigated. Co-requisite: ENG 095 or appropriate Reading Placement Exam score.

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## **BUS 113 - Introduction to Personal Finance**

*3 credits/3 contact hours*

The skills developed in this class are applicable to personal financial management. Course material involves how people spend, save, protect and invest their financial resources. Topics include tax management, personal budgeting, consumer loans, credit card management and a brief introduction to insurance concepts. Prerequisite: C or better in MAT 092 or appropriate Math Placement Exam score.

## **BUS 115 - Management I**

*3 credits/3 contact hours*

Introduces some of the basic concepts of supervising other employees including directing and delegating work, motivating employees, monitoring and evaluating work, and building a strong work unit. The evolving and changing trends of the supervisor's role as a member of the organization's management team, is also discussed. Co-requisite: ENG 095 or appropriate reading Placement Exam score.

## **BUS 116 - Management II**

*3 credits/3 contact hours*

This course explores the many functions involved in personnel administration, as performed by human resource department administrators and first-level managers. Multiple aspects of human resource management are explored including human resource planning, recruiting, interviewing, selecting, placing, training, motivating, evaluating, rewarding, and disciplining employees. Pay systems, job evaluations, and some labor - management issues are presented. Co-requisite: ENG 095 or appropriate Reading Placement Exam score.

## **BUS 120 - Topics in Business**

*3 credits/3 contact hours*

This course provides an exploration of a particular area of business, business issue, business related event, or time period as it relates to the study of business. The course may be repeated for credit when the topic varies.

## **BUS 205 - International Business**

*3 credits/3 contact hours*

This course will provide students with an understanding of the interdisciplinary nature of international business and will explore the development of international business. Theories and methods of international trade; financing mechanism and terms used in export documentation and export finance; the effects of economics, political and cultural environment on international business and trade; impact of geography in business transactions; legal aspects of international business; and developing an effective international marketing strategy will be covered. Prerequisite: BUS 110

## **BUS 230 - Principles of Marketing**

*3 credits/3 contact hours*

This course introduces the student to consumer and institutional behavior patterns and the overall role of marketing in the economy. Discussion includes the analysis of theoretical marketing processes and the strategies of product development, pricing, promotion and distribution, and their applications to business and the individual consumer. Prerequisite: BUS 110

## **BUS 244 - Business Law**

*3 credits/3 contact hours*

The purpose of this course is to give the student a better understanding of the government regulation of business. The course describes the origins, development, and sources of law. The

legal system is described, emphasizing the areas relating to the regulation of business. The major emphasis corresponds to public law affecting business, not traditional private law. The law concerns matters with which a business manager must deal: government, stockholders, competitors, employees, and the public. Includes discussion of contract law. Prerequisite: BUS 110

## **BUS 250 - Principles of Sales**

*3 credits/3 contact hours*

Introduces the student to the basics of personal selling and serves as a preparation for a successful sales career. The course explores social and ethical issues as well as psychology, communication, and persuasion. The dynamics of prospecting for new customers and closing the sale are considered. Special emphasis is placed on actual sales presentation through role-playing. Students also study the role of advertising in selling a product or service. Prerequisite: BUS 110

## **BUS 260 - Small Business Management**

*3 credits/3 contact hours*

This course enables the students to review and apply managerial and organizational concepts studied in previous courses to small businesses. Topics include strategic planning and development, span of control, and operational practices, culminating in the development of a comprehensive business plan. Prerequisites: BUS 110 and ACC 111.

## **BUS 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. Prerequisites: BUS 110, BUS 115, BUS 116, a cumulative GPA of 3.0, at least 30 credits earned in the program of study, and permission of the department chair of designee.

## **CAD 102 - Introduction to CAD**

*3 credits/3 contact hours*

Students are introduced to CAD software to produce technical drawings. Students will learn the necessary commands and functions to create a variety of two-dimensional drawings. The course uses a hands-on approach, with all topics being directly applied in the CAD lab. Students should possess proficient computer skills.

## **CAD 107 - Solid Modeling I**

*3 credits/3 contact hours*

This course introduces the design concepts of 3-D solid modeling using parametric CAD software. Students will create models with dimensional and geometric constraints, with parametric features. From the 3-D models, the student will create annotated 2-D engineering drawings. This is a hands-on course with all content directly applied in the lab. Prerequisite: CAD 102

## **CAD 111 - Mechanical Design I**

*3 credits/3 contact hours*

This course introduces concepts and methods for mechanical design, manufacturing and engineering. The course includes an exploration of manufacturing materials, fastener application and representation, dimensioning techniques, welding processes, and symbol application. Students will apply industry and engineering graphics standards to CAD models, annotated parts and assemblies, and engineering drawings. Design projects will be developed using a combination of 2D CAD and 3D solid models. Prerequisite: CAD 102 or CAD 110

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## **CAD 115 – Blueprint Reading**

*3 credits/3 contact hours*

This introductory course is designed to develop critical thinking, problem solving, and visual perception skills in the context of technical drawing. Emphasis is on drafting and design standards, based on current ASME and ANSI standards, size description, view location, dimensioning, and the identification of symbols and interpretation of engineering drawings.

## **CAD 204 - Solid Modeling II**

*3 credits/3 contact hours*

The course focuses on advanced modeling techniques, sheet metal modeling, and engineering drafting. From the 3D models, students will analyze assemblies and develop documentation and presentations. The course is hands-on and project-based with all content directly applied in the lab. Prerequisite: CAD 107

## **CAD 210 - Computer-Aided Drafting and Design II**

*3 credits/3 contact hours*

This course is designed to develop your critical thinking, problem solving skills, and visual perception with introductory techniques in the context of a technical drawing. This course is designed as a continuation of CAD 102. Emphasis will be placed on dimensioning and tolerancing, groups and details, 3D drawing and modeling, surface modeling and rendering, and solid modeling. Prerequisite: CAD 102

## **CAD 217 - 3D CAD**

*3 credits/3 contact hours*

This course teaches students how to create wireframe, surface, and solid models to represent three-dimensional objects utilizing the most current CAD software. Real life visualizations are produced using materials and rendering functions. A variety of methods are used to generate assemblies, technical drawings, and output files. Prerequisite: CAD 102 or MUL 225

## **CAD 218 - Topics in CAD**

*3 credits/3 contact hours*

This course explores a specialized topic in the fields of computer aided drafting and design. Students will learn the fundamentals of the topic, including general principles and concepts, the use and application of materials tools, and relevant vocabulary. The goal is to increase the student's awareness of historical and/or current trends in engineering and design. Prerequisite: CAD 102

## **CAD 251 - 3D Presentation**

*3 credits/3 contract hours*

In this course students will experiment with different methods and techniques for the presentation of project proposals. The emphasis is on digital modeling as an essential tool for design, visualization, and presentation. The fundamental subject matter can be applied to a variety of applications such as consumer products or architectural design. Students will create displays using printed output, display boards, and physical models.

Prerequisite: CAD 210 or MUL 125 or WEB 133.

## **CAD 290 - CAD Internship**

*3 credits/3 contact hours*

This course provides the student an opportunity to integrate classroom theory and knowledge with the daily practices of a work environment of a company that utilizes the drafting and design process. The course is designed to promote professional development by providing challenging and valuable work experience and prepare students for future careers in the drafting and design field. In addition to 135 hours working in the field, students are required to work with



their faculty sponsor and to submit written assignments on a regular basis. Prerequisites: CAD 210, a cumulative GPA of 3.0, with at least 30 credits earned in the program of study and permission of the Department Chair.

## **CHM 104 - Chemistry for Health Sciences**

*3 credits/3 contact hours*

This one-semester introductory course presents an overview of general chemistry, organic chemistry and biochemistry. Basic information on atoms, elements, compounds, states of matter, and chemical reactions is studied, with an emphasis on organic macromolecules (carbohydrates, proteins, lipids and nucleic acids) that are crucial for life. The role of water, acids, and bases is explored. This course is geared toward students in allied health fields. Prerequisite: Grade of C or better in MAT 098 or appropriate Mathematics Placement Exam score.

## **CHM 106 - General Chemistry I**

*4 credits/3 contact hours*

General Chemistry I provides a comprehensive examination of the fundamental concepts of chemistry including matter and energy, atomic structure and atomic theory and chemical bonding and chemical reactions. A two-fold emphasis on understanding the molecular interactions that underlie everything around us and developing and strengthening problem solving skills will be utilized as central themes in all discussions. Must be taken concurrently with CHM 107. Prerequisite: Grade of C or better in MAT 098 or appropriate Mathematics Placement Exam score.

## **CHM 107 - General Chemistry I Laboratory**

*0 credits/2 contact hours*

This laboratory provides experience with the concepts and principles covered in General Chemistry I (CHM 106). Laboratory exercises relate to lecture topics and introduce students to the fundamentals of chemistry laboratory procedure. Must be taken concurrently with CHM 106. Prerequisite: Grade of C or better in MAT 098 or appropriate Mathematics Placement Exam score.

## **CHM 116 - General Chemistry II**

*4 credits/3 contact hours*

General Chemistry II provides a comprehensive examination of the fundamental concepts of chemistry including the gas laws, properties of liquids and solids and intermolecular forces, solutions, acids and bases, chemical equilibrium and oxidation reduction reactions. A two fold emphasis on understanding molecular interactions and strengthening problem solving skills will be utilized as central themes in all discussions. Must be taken concurrently with CHM 117. Prerequisite: CHM 106/CHM 107

## **CHM 117 - General Chemistry II Laboratory**

*0 credits/2 contact hours*

This laboratory provides experience with the concepts and principles covered in General Chemistry II (CHM 116). Laboratory exercises relate to lecture topics and are a continuation of fundamental chemistry laboratory procedure and technique. Must be taken concurrently with CHM 116. Prerequisite: CHM 106/CHM 107

## **CIS 115 - Software Applications**

*3 credits/3 contact hours*

This hands-on course covers the use of various computer application programs in academic and professional settings. The student will enhance their computer literacy skills, focusing on the use of PC system 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.



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## **CIS 118 - Introduction to Computer Technology**

*3 credits/3 contact hours*

This course provides a general overview of the many areas of computer technology. Topics introduced include computer hardware, web design, programming, operating systems, application software, security, and the principles of networks. Hands-on exercises will allow the student to create small programs, explore the inner workings of personal computers, utilize and install application software packages, and build simple networks.

## **CIS 131 - Visual Programming I**

*3 credits/3 contact hours*

This course covers the principles of effective program development using the event-driven programming language. Students create object-oriented programs with effective user interfaces and logically constructed code for event-driven applications. Students develop algorithms, apply Object Oriented Programming principles and gain an understanding of the process of writing good computer code. Students create their programs in the Visual Basic.NET programming environment.

## **CIS 132 - Visual Programming II**

*3 credits/3 contact hours*

This course continuation develops more complex applications in the Microsoft.Net environment. Students use the principles of effective program development to develop event-driven applications. Students develop programs with effective user interfaces and logically constructed code to create advanced computer applications. Students develop algorithms to access and process data from various file types, work with classes and objects and explore ADO.Net and ASP.Net. Students use the Visual Basic.Net IDE to code their programs. Prerequisite: CIS 131

## **CIS 141 – Object-Oriented Programming I**

*3 credits/3 contact hours*

This course is an introduction to structured programming using an objects-first approach. Topics covered in this course include algorithms, functions, data structures, data types, objects, classes, abstraction, and inheritance. Students will be exposed to basic software development practices, including design, debugging and testing practices. Prerequisite: MAT 098

## **CIS 152 - Computer Hardware**

*3 credits/3 contact hours*

This course is an introduction to the installation, maintenance and repair of PCs and related equipment. The areas of study will include: troubleshooting desktop and laptop hardware and software, hardware identification and replacement, and an introduction to network hardware and software. This course includes both theory and hands-on activities.

## **CIS 214 - Spreadsheet Applications**

*3 credits/3 contact hours*

This is an entry-level course using electronic spreadsheet software. Students produce professional reports that perform simple business or personal calculations, financial or scientific calculations, or database management and creating charts. Prerequisite: CIS 115 or CIS 118

## **CIS 217 - Database Management**

*3 credits/3 contact hours*

This course covers the conceptual designs and practical management of database management systems (DBMS). Topics include relational databases, representing databases as files, sorting and searching, concurrency issues, client-server models, and protecting data security. Students learn how to use, design, and manage databases in a network setting using a Structured Query Language (SQL) environment. Prerequisite: CIS 115 or CIS 118

## **CIS 220 - Information Security**

*3 credits/3 contact hours*

This course covers the principles of computer, network, and data security with an emphasis on defensive strategies to safeguard information. Topics covered in this course include protecting the applications and operating systems, limiting exposure to known risks, hardening networks, and use of guidelines to safeguard data. Prerequisites: PHI 102 and CIS 118.

## **CIS 230 - Desktop and Server Administration I**

*3 credits/3 contact hours*

This course covers the basics of administering computers in a corporate environment, including end-user (desktop) systems and multi-user / back-end (server) systems. A combination of lectures, discussions, and hands-on assignments will provide the students with a broad exposure to the management of users, file systems, software, process, and system administration. Management of small network services will be introduced. Students will create small computer workgroups comprised of similar operating systems. Prerequisite: CIS 152

## **CIS 290 - Special Topics in Computer Technology**

*3 credits/3 contact hours*

The topics covered in this course vary from semester to semester. The goal is to increase the student's awareness of the most current technology and the current issues in the field of information technology.

## **CIS 295 - Information Technology Internship**

*3 credits/3 contact hours*

This course provides the student an opportunity to apply theory and classroom skills into the practices of a work environment in computer technology. The course is designed to promote professional development by providing challenging and valuable work experience and prepare students for future careers in the field. In addition to field work, students will also be required to submit written assignments on a regular basis. Students are expected to spend a minimum of 135 hours working at the internship site and complete written assignments related to the experience. Prerequisites: CIS 230 and NET 110, a cumulative GPA of 3.0, with at least 30 credits earned in the computer technology program and permission of the Department Chair.

## **CJS 101 - Introduction to Criminal Justice**

*3 credits/3 contact hours*

This course explores the historical development, current operation, and future trends of criminal justice. Emphasis will be placed on contemporary problems in the definition of law, the enforcement of law, strategies of policing, judicial systems, sentencing strategies and correctional practices. Content includes not only practices in the United States, but also other cultures and their systems of justice.

## **CJS 102 - Ethics and Leadership in Criminal Justice**

*3 credits/3 contact hours*

This course is an exploration of professionalism and decision making in criminal justice through the lens of ethics, codes of conduct and leadership in organizations. The course will survey various ethical dilemmas and leadership theories. With this foundation, the students will examine their own decision making process, apply these concepts to current problems and issues facing criminal justice professionals and understand that ethical leadership should exist at all levels of the profession.

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## **CJS 105 - Topics in Criminal Justice**

*3 credits/3 contact hours*

This course investigates special topics and emerging issues within the criminal justice system. Topics discussed will be outside of those carried in the catalog on a regular basis. The course may be repeated for credit when the topic varies.

## **CJS 120 - Criminology**

*3 credits/3 contact hours*

This course will define crime and evaluate the various ways crime is measured. Students will be provided with an overview of the more popular criminological theories, emphasizing the biological, psychological and sociological schools of thought. In addition, crime control and prevention strategies as they relate to each theory will be examined in terms of theory, practice and effectiveness. Major crime typologies will be defined and discussed.

## **CJS 125 - Criminal Law**

*3 credits/3 contact hours*

This course is an introductory study of criminal law in America; a study of the behavior that society has deemed to be unacceptable and worthy of punishment. The course will focus on the basic elements of crimes and defenses. Substantive criminal law will be covered, which defines such crimes as murder, rape, assault, perjury, extortion and offenses against national security. The general principles of criminal liability, punishment, and criminal defenses based on self-defense, necessity, entrapment, diminished capacity and insanity will be discussed.

## **CJS 140 - Criminalistics**

*3 credits/3 contact hours*

This course provides the student with the entry level forensic skills instrumental in conducting a complete and thorough criminal or civil investigation. Students will study the principles of effective crime scene management as well as what types of information can be learned from physical evidence as a result of laboratory analysis. The course is designed to prepare students in legal and practical documentation, collection, preservation and laboratory analysis of physical evidence discovered during a criminal investigation. Actual criminal investigations will be presented and discussed.

## **CJS 201 - Contemporary Corrections**

*3 credits/3 contact hours*

The focus of this course is to introduce the student to correctional systems in the USA. 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: CJS 101

## **CJS 205 - Police Organizations**

*3 credits/3 contact hours*

This course covers the principles of police organization, administration, and community policing, as well as the selection, training, promotion and socialization of officers. Topics will include: patrol operations, ethics and deviance, civil liability, police-community relations and personnel systems. The deployment of personnel, tactical operations and the use of specialized equipment will also be covered. Prerequisite: CJS 101

## **CJS 210 - Juvenile Justice**

*3 credits/3 contact hours*

The course will examine the impact of family, school, community and abuse on the conduct of juveniles. Topics to be covered will include: the history of the juvenile justice system, including a review of the current status of the system and juvenile crime trend data; research examining the

pathways that children and youth follow into delinquent behavior; theoretical approaches to delinquency, and the evolution of, and evidence behind, current policy and practice in the Juvenile Court System, juvenile corrections and probation. Gangs, delinquency, and violence in schools will also be studied. Prerequisite: CJS 101 or CJS 120

## **CJS 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. Prerequisites: Criminal Justice majors with at least 30 credits earned in the Criminal Justice program, a cumulative GPA of 3.0 and permission of department chair or his/her designee.

## **COM 101 - Introduction to Film**

*3 credits/3 contact hours*

Film techniques, terminology, and criticism are studied, using a variety of recent popular films on television and videotape as the subjects for discussion and analysis. Prerequisite: ENG 101

## **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.

## **COM 201 - Interpersonal Communications**

*3 credits/3 contact hours*

Provides students an overview of interpersonal communication theory pertaining to the self, family, and relationships. Students will explore how communication initiates, develops, and/or creates problems in interpersonal relationships and how it can repair them. The course also situates interpersonal communication in the field of communication studies. Prerequisite: ENG 101

## **CUL 102 - Introduction to Culinary Arts**

*3 credits/3 contact hours*

This course will provide an overview of the culinary profession, its history and interaction with society and the aspects of presenting food. Topics discussed will be the food service industry and career paths within it, cuisine from a regional, historical and societal perspective, and the organization and terminology of the professional kitchen. Also students will become familiar with the aesthetic theories behind presentation including color theory, shape, texture, aroma and the physiology of taste.

## **CUL 104 - Food Service Sanitation**

*3 credits/3 contact hours*

Lectures on the causes of food-borne illnesses and accident prevention practices in food service establishments are presented. A Hazard Analysis of Critical Control Point (HACCP) Management-oriented treatment for the prevention of food-borne illnesses, safe food handling, personal hygiene, sanitary design and care of facilities and equipment, pest control, and self-inspection. Students will review and interpret food service laws for consumer protection and standards for

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employee working conditions. Students are also introduced to the methodology of dishwashing systems for the best sanitation results. Utilization of materials, causes, and prevention of accidents, and discussion of elementary first aid including the Heimlich Maneuver are covered with emphasis on employee training. Upon successful completion of this course the student will receive a certificate from the National Restaurant Association.

## **CUL 106 - Foundational Culinary Techniques**

*4 credits/8 contact hours*

Students will learn the basics of handling, storing and preparing food. Starting with knife skills, students will move on to the preparation of stocks, sauces and soups. They will then study the preparation of vegetables, starches, meats, seafood and poultry with a focus on the basic formulas and cooking methods. Students will also be exposed to foundational baking techniques. Prerequisite: CUL 104 (or may be taken concurrently)

## **CUL 108 - Principles of Nutrition**

*3 credits/3 contact hours*

This course studies the relationship between food and health. The importance of nutritionally balanced and well-prepared meals is emphasized through study of the functions of carbohydrates, fats, proteins, and fiber in the diet. Emphasis is on the principles of nutrition, the six basic nutrients, and related health concepts. Various eating behaviors, recommended dietary intakes and tools for diet management will be discussed.

## **CUL 131 - Culinary Operations I**

*3 credits/3 contact hours*

An introduction to the design and management of the professional kitchen. In this course students will learn about menu design, writing and costing recipes, kitchen design, forecasting work-force requirements, and assess purchasing requirements. Students will also be given an overview of the financial management practices common in the restaurant industry. Prerequisite: MAT 092 or appropriate Mathematics Placement Exam score.

## **CUL 143 - Artisan Breads**

*3 credits/4 contact hours*

This course is an exploration of the styles, techniques and artistry of small scale bread production. Students will learn the different types of grains and dough used in artisan bread making. They will learn to develop recipes and analyze flaws in production. Prerequisite: CUL 106 (may be taken concurrently)

## **CUL 156 - Advanced Culinary Techniques**

*4 credits/8 contact hours*

Students will learn advanced preparations for meats, seafood and poultry. They will be exposed to game meats and variety meats. The techniques of charcuterie and garden manger, as well as dessert preparation will be explored. They will also learn banquet and buffet preparation and presentation techniques. Prerequisite: CUL 106

## **CUL 200 - Topics in Culinary, Lab**

*3 credits/4 contact hours*

This hands-on course investigates specialized topics in the culinary arts focused on any combination of the following; the application of different technologies to cooking methods, a geographical exploration of cuisine, and a historical treatment of culinary traditions. Students will learn the fundamental principles and techniques of the topic area. Topics discussed will either be outside of those carried in the catalog on a regular basis or a more in depth treatment of a specialized topic. The course may be repeated for credit when the topic varies. Prerequisite: CUL 106

## **CUL 221 - Baking, Pastry and Desserts**

*4 credits/8 contact hours*

This course will entail the study of breads, doughs, custards, meringues, and candies in conjunction with the use of fruits and chocolate. These elements will be used to produce desserts as well as savory applications. Students will learn presentation and decorating techniques that will include dessert sauces, decoration, chocolate and sugar work. Prerequisite: CUL 106

## **CUL 223 - Specialty Cakes**

*3 credits/4 contact hours*

In this course students will explore advanced topics in the production and decoration of cakes. Cakes will include multi-tiered and novelty designs. Students will also develop advanced decorating techniques involving icings, frostings and fondant. They will gain experience in the production of cakes for special occasions such as weddings and themed events as well as signature cakes suitable for restaurant service. Prerequisite: CUL 221 (can be taken concurrently)

## **CUL 231 - Culinary Operations II**

*3 credits/3 contact hours*

Building on Culinary Operations I, students will learn the application of analytical techniques and use of Profit and Loss statements to control food, labor and inventory costs. This course will explore the importance of marketing concepts, the assessment of customer expectations and the role of technology in a restaurant. Prerequisite: CUL 131

## **CUL 256 - International and American Regional Cuisine**

*4 credits/8 contact hours*

A study of cooking techniques and preparations from across Europe, Asia and the New World. Cuisines covered will include Provencle, Italian regional, Chinese, Southeast Asian, Cajun and Creole. Students will be exposed to the culinary traditions of the regions with particular focus on the use of herbs, spices and ingredients that give the cuisines their distinct character. Prerequisite: CUL 156

## **CUL 290 - Culinary Internship**

*3 credits/3 contact hours*

The culinary internship provides students with a hands-on learning experience in the kitchens of area food service operations. The internship will be under supervised conditions and is designed to give students practical experience in a working environment. The student will be required to complete 135 hours of supervised work experience in the industry and submit written assignments. Prerequisite: CUL 156, a cumulative GPA of 3.0, with at least 30 credits earned in the program of study and permission of the Department Chair.

## **ECE 101 - Introduction to Early Childhood Education – The Child’s Learning Environment**

*3 credits/3 contact hours*

The student explores theory and application of early childhood programs, past and present. The student examines the professional qualities and skills necessary for working with young children from six weeks to eight years using the National Association for the Education of Young Children guidelines. Based upon developmentally appropriate physical, cognitive, and social environments, the student studies appropriate materials and best practices - multicultural and inclusive, which meet the diverse needs of the child. Observation of learning environment components in existing programs, portfolio development, and expositions of acquired learning outcomes are integral parts of this course.



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## **ECE 108 - Health, Safety, & Nutrition of Young Children**

*3 credits/3 contact hours* This course is designed to help students understand the correlation between health, safety, and nutrition and to explore ways in which children can become involved and responsible for their own well-being. Emphasis will be placed on adults assisting young children to develop good habits and attitudes regarding health, safety, and nutrition. Students research and present current safety and health, issues, policies, and procedures.

## **ECE 111 - Child Growth and Development**

*3 credits/3 contact hours*

Development of the child from conception to preadolescence will be studied in this course. Topics include the physical, socio-emotional, psychological and cognitive development of young children. Students document and apply their research and learning pertaining to developmental theory in several formats including but not limited to observation, presentations, developmentally appropriate practices and portfolio development.

## **ECE 170 - Observation and Assessment**

*3 credits/3 contact hours*

This course is designed to increase objectivity and detail when interpreting performance. Each student completes forty-five hours in the field. The student observes and records developmental characteristics and skills and patterns of behavior. Students attend weekly seminars to explore, review and revise recorded forms of observation completed at an approved site. Students research various assessment measures. Each student uses the information observed at a site to create a teacher-made assessment activity and documentation tools. The student performs the assessment in the field site. The student documents, assesses, and reports the outcome of the field application. Prerequisites: ENG 101 and (ECE 111 or PSY 214)

## **ECE 190 - Guidance of Young Children - Birth to Primary Age**

*3 credits/3 contact hours*

The students examine the various theorists' philosophies to guiding young children's behavior and the application of techniques that will help each child learn to care about themselves and others. The students review the diverse needs of a young child's development - specifically detailing social/emotional growth. The course content addresses learning styles, personality types, parenting styles, adult/child peer group interactions, and other criteria that influence behavior. The students develop and practice their own guidance philosophy and techniques based upon research and observation of best practices. Prerequisite: ECE 111

## **ECE 202 - Language and Literacy Curriculum Practices**

*3 credits/3 contact hours*

This course reviews the development of language in infants, toddlers, and young children. Students will learn how to encourage and enhance verbal and nonverbal skills by creating an interactive and communication-rich environment filled with oral and written resources. Students will evaluate literature, poetry, and music for the enrichment of the child's natural learning environment and practice appropriate methods for using stories, books, finger plays, poetry, puppetry, flannel boards, dramatic and thematic play. Prerequisites: ECE 101 and ECE 111

## **ECE 206 - Education of Children with Special Needs**

*3 credits/3 contact hours*

This course is designed to introduce students to the field of special education. Students explore causes and characteristics of various disabilities. Students learn to identify special needs in children, to refer children to appropriate professional resource personnel and to collaborate with parents and with special education professionals. Students learn the appropriate methods to care for and to teach children with special needs in inclusive or special home and facility settings.

Students explore appropriate early intervention and interaction strategies for young children with disabilities such as collaboratively developing an individual family serve plans (IFSP). Prerequisite: ECE 111

## **ECE 207 - Infant & Toddler Curriculum Development & Practices**

*3 credits/3 contact hours*

The students review and re-examine the developmental areas of child growth from birth to age three years. This in-depth study of social-emotion, cognitive, physical, and language development in the very young child provides a basis for implementing developmentally appropriate curriculum through the selection of materials, the modeling of language, and the creation of nurturing environments. Students explore concepts and methods dealing with inclusion programs for exceptional children. Students research and select pedagogy that encourages and enhances cognitive, physical and social/emotional growth through the role of play in the learning environment. Also, students explore the influence of various issues of development such as attachment and brain growth research to the selection of pedagogy and activities for the very young child. Students create a working professional curriculum portfolio. Prerequisites: ECE 101 and ECE 111

## **ECE 210 - Management of Child Care Centers**

*3 credits/3 contact hours*

The emphasis of this course is based upon the methods of organizing and operating childcare centers. Students explore legal regulations, equipment needs and selection, community relations, budgetary needs and resources, employment procedures and child placement in the program. The students evaluate all components of a successful program: development of ethical, appropriate program philosophy, placement and transition of children, hiring practices, schedules, health and safety procedures, use of developmental domains, ages and stages of development and other aspects of program to meet children's individual needs. Prerequisites: ECE 101 and ECE 111

## **ECE 219 - Curriculum Preschool through Primary-age**

*3 credits/3 contact hours*

The course focus is upon major elements of curriculum planning in early childhood education. Students learn to use skill and developmental growth assessment of children to design daily, weekly and long-range instructional planning. They research various types of schedules to meet the individual learning needs of preschool to primary-age children. The students research learning styles and learning theories as well as the use of commercial curriculum materials. The students develop lesson plans and behavioral objectives for learning activities. The students explore and design instructional materials for use in child-centered developmentally appropriate activities with a community of young learners 3 years – 8 years of age. Prerequisite: ECE 202

## **ECE 255 - Practicum I**

*3 credits/3 contact hours*

In this course students perform a supervised teaching experience in an approved licensed early childhood program in the community. Each student will complete 135 hours during the 14 weeks of practicum in the placement site and attend weekly seminars on campus. Students research, design, perform and assess developmentally appropriate practices with a specified group of young children between the ages of six weeks and eight years. The students develop a professional teaching portfolio as a documentation tool including professional observation materials, lesson plans, curriculum design, facility information and reflective assessment through journal entries. The students are observed at least twice during the semester by a college supervisor. Prerequisite: C or better in ECE 170



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## **ECE 265 - Early Childhood Practicum II**

*4 credits/4 contact hours*

This course provides students with supervised teaching experiences in licensed approved early childhood programs in the community. Each student attends weekly College seminars and completes 180 hours of practicum. The student interacts with a specific group of children between the ages of six weeks and eight years over a 14-week period. The student develops and performs supervised on-site developmentally appropriate curriculum plans weekly as an assistant in the classroom, as well as a one week-long unit as lead teacher. Also, the student develops a professional portfolio, a practicum solo-week documentation board and a resume. Prerequisite: C or better in ECE 255

## **ECO 110 - Macroeconomics**

*3 credits/3 contact hours*

This course is concerned with the behavior of economic aggregate, which include total output and income, the price levels and inflation, total employment and unemployment, economic growth, money, the banking system, and the formulation of fiscal and monetary policies in the pursuit of economic stabilization.

## **ECO 120 - Microeconomics**

*3 credits/3 contact hours*

This course introduces the theory and practice of contemporary microeconomics. The primary focus of this course is on how individuals and societies deal with allocating scarce resources to satisfy the needs and wants of individual members of a society. Furthermore, the course provides better understanding of the various economic forces that affect daily decision-making.

## **EDU 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 includes a survey of historical trends and philosophical perspectives shaping education as well as discussion of major issues in today, including national and state frameworks for learning (Maine Learning Results). 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.

## **EDU 105 - Introduction to Exceptionality**

*3 credits/3 contact hours*

The students examine the tenets of the special education law, Individuals with Disabilities Education Act, IDEA. The students study the categorical areas of special education, learning disabilities, emotional/behavioral impairment, attention deficit/hyperactive disorder, giftedness, mental retardation, severe/multiple disabilities, autism, other health impairment, physical disabilities, traumatic brain injury, communication impairments, hearing impairments, and visual impairments. Students explore etiology and diagnosis of the categorical areas and learn methods of educational intervention for each. Students connect the needs of the categorical areas to the mandate for instruction in the regular curriculum.

## **EDU 160 - Technology in Education**

*3 credits/4 contact hours*

The students explore software and Web sites aimed at the learner and teacher with an emphasis on critically assessing computer activities for learners. The students will research and assess appropriate teaching aids and resources. Students develop plans and strategies for using other types of technical media: teaching, learning and assessment tools. Students receive a basic introduction to the current operating system and to the Internet.

## **EDU 206 - Instructional Strategies**

*3 credits/3 contact hours*

Throughout this course students develop an understanding of the value of serving all learners in a learning environment. Students explore modifications, adaptations, motivational techniques and instructional strategies for the learning community based upon individual learner's needs. Students investigate, design and practice a variety of teaching methods for use in any classroom where one may encounter a wide spectrum of diversity and learning styles. Prerequisites: EDU 105 and (ECE 111 or PSY 214)

## **ENG 095 - Reading and Writing Workshop**

*3 credits/3 contact hours*

This intensive course is designed to prepare students for college-level reading and writing assignments. Students will learn reading comprehension and critical reading strategies, as they work with articles, essays, and college textbooks. Short writing assignments will focus on basic writing skills, including paragraph development, sentence structure, and mechanics. Prerequisite: Reading Placement Exam

## **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 use their own knowledge and that of experts to clearly communicate ideas and arguments. Students will draft, revise and edit short and long essays, including a research paper, and submit a writing portfolio at the end of the semester. Prerequisite: C or better in ENG 095 or Reading Placement Exam

## **ENG 112 - Introduction to Literature**

*3 credits/3 contact hours*

This course introduces students to varied forms of literature, including short stories, poetry, drama, novels, and film, and focuses on developing students' abilities to respond to and interpret literary texts. Prerequisite: ENG 101

## **ENG 130 - World Literature**

*3 credits/3 contact hours*

This course introduces students to contemporary world literature while emphasizing issues of multiculturalism and globalism. The course takes a regional approach to studying literature so that historical and contextual perspectives can inform the texts. Class readings will explore the effects of cross-cultural contact to show the inter-connectedness of cultures in an increasingly globalized world. Works to be covered include short story, drama, poetry, historical documents, and critical texts. Prerequisite: ENG 101

## **ENG 201 - Creative Writing**

*3 credits/3 contact hours*

This course introduces students to elements of writing fiction, creative essays, and poetry. Students will complete exercises designed to develop techniques and craft; study literary texts; and develop a portfolio of writing. The course will include frequent workshops in which students read and discuss the writing of their peers. Prerequisite: ENG 101

## **ENG 205 - Creative Non-Fiction**

*3 credits/3 contact hours*

This course explores the genre of creative non-fiction. Students will read and analyze various forms in this literary genre, including memoir, journalism, nature writing, and practice these forms in their own writing. Prerequisite: ENG 101 or permission of instructor

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## **ENG 211 - Technical Writing**

*3 credits/3 contact hours*

Covers a variety of technical writing and workplace communication tasks, including technical and business correspondence, technical instructions and documentation, proposals, presentations, and technical graphics. Prerequisite: ENG 101

## **ENG 212 - Business Communications**

*3 credits/3 contact hours*

Provides simulated experience with communications problems students may actually encounter in the business world. This problem-solving approach provides students with the theory, psychology, organization and mechanics of good business letters, memoranda, and reports. Prerequisite: ENG 101

## **ENG 216 - Nature Writing**

*3 credits/3 contact hours*

This course explores the American tradition of nature writing. Students will read and discuss various forms in this literary genre, including poetry, essays, and environmental journalism, and will practice these forms in their own writing. The course will include several field trips to local nature preserves and sanctuaries. Prerequisite: ENG 101

## **ENG 220 - Topics in Literature**

*3 credits/3 contact hours*

This course centers on close reading of texts related by topic, theme, or historical period. The course may be repeated for credit when the topic varies. Prerequisite: ENG 101

## **ENG 222 – Shakespeare**

*3 credits/3 contact hours*

This course introduces students to the works of William Shakespeare. Students will read and discuss a selection of Shakespeare's plays and poems and will learn about the historical context surrounding Shakespeare's work. Prerequisite: ENG 101

## **ENG 224 – American Literature I**

*3 credits/3 contact hours*

This course is a survey of American literature from the Colonial era to the Civil War. Topics include indigenous origin and creation tales; Colonial-era poetry; captivity narratives; the development of short story; the Transcendentalist movement; and the American Gothic tradition. Prerequisite: ENG 101

## **ENG 225 – American Literature II**

*3 credits/3 contact hours*

This course is a survey of American literature from end of the Civil War through World War II. Topics include the Realist and Naturalist Movements, the development of Modernism, the Harlem Renaissance and the emergence of new and diverse literary voices. Prerequisite: ENG 101

## **ENG 290 - Writing/Communications Internship**

*3 credits/3 contact hours*

Student interns are placed in a professional setting in which they apply skills in writing and/or multimedia communications to develop materials such as press releases, articles, web texts, profiles and brochures or complete other multimedia projects such as slide shows, podcasts, or short videos. Specific placements will be determined by the skills that students bring to the internship. Students are expected to spend a minimum of 135 hours working in the field and complete written assignments, including a professional resume, that are relevant to the placement. Prerequisites: ENG 101 and 30 credit hours toward a degree program, with a minimum cumulative GPA of 3.0, and permission of department chair.

## **FIN 110 - Principles of Finance**

*3 credits/3 contact hours*

This course is a basic introduction to the principles underlying financial institutions and financial analysis. Course material includes application of time value of money concepts to valuation of financial instruments, cost of capital concepts, capital structure, dividend policy and other issues in corporate finance. Prerequisite: ACC 111

## **FIN 115 - Introduction to Financial Markets**

*3 credits/3 contact hours*

Course material involves a survey of how financial markets work, with a special emphasis on U.S. markets. The course is a survey of Wall Street finance, from the financier's point of view. Topics include: Understanding stocks, how Wall Street functions, basic concepts of trading and investing, and an overview of financial instruments: growth stocks, bonds, preferred stocks, money markets, mutual funds, gold, options and technical analysis. Prerequisite: ACC 111

## **FIN 120 - Introduction to Money and Banking**

*3 credits/3 contact hours*

Course material involves a survey of how the banking system works. The course is taught from the banker's point of view. Topics include: who obtains credit, how much credit is obtainable, who is likely to be denied credit, credit reports, the financial structure of banks, the banking regulatory system, deposit insurance, checking, savings, commercial, residential and consumer lending. Prerequisite: ACC 111

## **HIM 120 - Medical Coding and Classification Systems I**

*3 credits/3 contact hours*

This course focuses on the use and maintenance of applications and processes to support clinical classification and coding. Students will learn to apply diagnosis codes and adhere to current regulations and established guidelines in code assignment. Prerequisites: Grade of C or better in MAS 105

## **HIM 125 - Coding and Classification Systems II**

*3 credits/3 contact hours*

This course will expand upon the systems used in HIM120 including the maintenance of applications and processes to support clinical classification and coding. Students will learn to apply diagnosis codes, adhere to current regulations and established guidelines in code assignment with the use of case studies and simulated application. Prerequisites: HIM 120

## **HIM 210 - Health Data Management**

*3 credits/3 contact hours*

This course focuses on the collection, maintenance, preparation, analysis and interpretation of healthcare data. Students will learn the importance of maintaining complete and accurate patient records and to apply health record documentation guidelines to ensure organizational compliance with regulations and standards. Prerequisites: MAT 122 and MAS 105

## **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.

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## **HIS 102 - Western Civilization: From 1715 to the Present**

*3 credits/3 contact hours*

This course is a continuation of HIS 101, Western Civilization to 1715. It is a basic survey and introduction to the heritage of Western society from early modern times to the present. Particular attention is given to the Enlightenment, the Age of Democratic Revolution, the Industrial Revolution, Victorian Europe and the World Wars.

## **HIS 105 - Topics in History**

*3 credits/3 contact hours*

This course provides an exploration of a particular theme, issue, or time period as it relates to the study of history. The course may be repeated for credit when the topic varies.

## **HIS 110 - United States History to 1877**

*3 credits/3 contact hours*

A survey of American history covering the political, social, and economic development of the United States through the period of the Civil War and Reconstruction. Students will also complete an independent research project on a specific topic in U.S. history. Prerequisite: ENG 101 recommended

## **HIS 120 - United States History 1877 to the Present**

*3 credits/3 contact hours*

A survey course of American political, social, and economic development following Reconstruction. Examines the historical experience of the American people through the major ideas and forces that have shaped the nation. Focus is placed on the urban industrial age, liberal political reform, and American world leadership. Prerequisite: ENG 101 recommended

## **HIS 125 - U.S. Civil Rights: The Struggle for Equality and Justice**

*3 credits/3 contact hours*

This course surveys the journey of civil rights through the literary voices and social movements that framed and fueled the quest for civic equality in U.S. history. Students will engage an overview of the U.S. struggle for equal rights by examining speeches, sermons, music, and movements. Through interaction with literary, audio, and video resources, students will increase not only their understanding of the issues but of the eloquence of public discourse and action required to produce social change. Students will thus enhance their critical thinking, reading, and writing skills in conjunction with gaining appreciation of the challenging nature of civil rights in both historical and contemporary terms. Prerequisite: C or better in ENG 095, or appropriate Reading Placement Exam score

## **HIS 140 – U.S. Religious History**

*3 credits/3 contact hours*

This course entails a survey of 400 years of the U.S. religious saga, noting major themes, groups, persons, trends, and contributions of the central religious movements and institutions in U.S. history. Focus is also given to the interchange between religion, culture, morality and politics. The course further emphasizes critical thinking skills, interpretation, reasoning, dialogue, and the expression of ideas in writing. Prerequisite: C or better in ENG 095 or appropriate Reading Placement Exam score

## **HUM 101 - Introduction to the Humanities**

*3 credits/3 contact hours*

This course serves as an introduction to the major arts that comprise the humanities: Literature, theater, music, fine arts, and film. The course seeks to increase students' appreciation for, and familiarity with, the humanities; provide students with the vocabulary and skills to pursue fur

ther investigations into the humanities; and help students use the humanities to deepen their critical thinking skills.

## **HUM 102 - Humanities Seminar**

*3 credits/3 contact hours*

This seminar introduces students to the Humanities through exploration of a theme or topic as expressed in art, dance, drama, literature, music, and philosophy. The Seminar may be repeated for credit when the topic varies. Prerequisite: ENG 101, or co-registration in ENG 101

## **HUM 110 - World Religions**

*3 credits/3 contact hours*

This course provides a survey of the major religions that have had a worldwide impact on human history, culture, and civilization. Particular attention will be given to the religious traditions and beliefs of Judaism, Hinduism, Buddhism, Christianity, and Islam. Civil religion, universalism, and the influence of secular culture on religions will be discussed. The course also emphasizes critical thinking skills, interpretation, reasoning, and the expression of ideas in writing. Prerequisite: C or better in ENG 095, or appropriate Reading Placement Exam score

## **HUM 201 - Multicultural America**

*3 credits/3 contact hours*

This course takes an interdisciplinary approach to examining multicultural America. Students will study issues related to race relations, ethnicity, gender, and class conflict in contemporary and historical America. Questions to be studied include: What does it mean to be an American in a diverse society? How do we define and discuss ethnic, racial, and class differences? How have newcomers adjusted to, or resisted, the process of Americanization? Why have Americans either welcomed or excluded immigrants? Class resources will include literature, historical texts, film, and other materials. Students will complete an independent project in which they research a relevant, current, or historical issue. Prerequisite: ENG 101

## **HUM 210 - Historical and Literary Survey of the Bible**

*3 credits/3 contact hours*

This course provides an overview of the historical background, cultural context, literary genre, and thematic content of the Judeo-Christian Bible. Attention will be given to textual understanding based on historical and literary interpretation. Correlations will be made to contemporary language, morality, religion, and culture. Prerequisite: ENG 101

## **HUM 275 - The Nature of Dreams**

*3 credits/3 contact hours*

This course will explore ideas about the nature of dreams throughout history and in diverse cultures. Students will analyze dreams in relation to questions about knowledge, science, selfhood, society, morality and divinity. Prerequisite: ENG 101

## **LAT 101 - Beginning Latin**

*4 credits/4 contact hours*

This course serves as an introduction to Latin, with attention to the fundamental language skills: reading/writing, speaking/listening, and cultural knowledge. Particular emphasis will be given to grammatical concepts, as well as to Latin's influence on English and its ongoing value as a tool for English speakers.

# course descriptions

## **MAS 105 - Medical Terminology**

*3 credits/3 contact hours*

This course is designed for the student to learn to build, analyze, spell and pronounce a medical vocabulary based on anatomical systems as they relate to symptoms, pathologic conditions and diagnostic and therapeutic procedures. Word elements, prefixes, and suffixes form the basis for building the medical vocabulary. The course also provides the opportunity to learn common medical abbreviations used in medical documents and reports.

## **MAS 115 - Medical Office Administration**

*3 credits/3 contact hours*

This course provides an understanding of the administrative functions of a medical office and builds upon the foundations of professionalism, communication skills and management. Students will learn the process of overseeing the physical office, policies and procedures, records and schedules, liability insurance, inventories, equipment, finances, software, file entries for patients, codes and claims, documentation and report generation, electronic medical records (EMR), and transcription.

## **MAS 120 - Medical Law and Ethics**

*3 credits/3 contact hours*

This course examines medical-legal guidelines, requirements and ethics as related to the Medical Assistant. Students will learn about laws regulating their professional responsibilities, including the acquisition, storage and dissemination of confidential medical information. Topics include consent, the physician-patient relationship, responsibility and rights, guidelines for third party agreements, and professional liability. Health occupation licensure and accreditation of medical facilities will be examined at both the federal and state levels. Prerequisite: MAS 105

## **MAS 150 - Clinical Procedures I**

*4 credits/3 contact hours*

This course develops and defines the student's theoretical knowledge encompassing the principles of infection control and aseptic technique in both medical and surgical aseptis. Taking an accurate medical history and charting/documenting are introduced, as well as standard safety precautions in the office and clinical settings. Vital signs and physical measurements are presented, and an understanding of assisting with physical examinations and minor office procedures are established. Must be taken concurrently with MAS 151. Prerequisite: MAS 105.

## **MAS 151 - Clinical Procedures I Laboratory**

*0 credits/2 contact hours*

Preparation and operation of medical equipment, including personal protective equipment (PPE), autoclave, sphygmomanometer, otoscope, ophthalmoscope, and anthropometric measuring equipment. Emphasis will be on proper clinical techniques and procedures, and patient safety. A mock clinic is included during the course that encompasses the entire skill set learned. Must be taken concurrently with MAS150. Prerequisite: MAS105.

## **MAS 205 - Medical Insurance and Coding**

*3 credits/3 contact hours*

This course focuses on the support of medical practice finances, third-party billing, processing of claims, and applying managed care policies, procedures and fee schedules. Three types of coding systems and the relationship between procedures and diagnostic codes will be covered. The coding systems include: Current Procedural Terminology (CPT), International Classification of Diseases- Clinical Modification (ICD-CM), and the Healthcare Financing Common Procedural Coding System (HCPCS). Prerequisites: MAS 105 and MAS 115



## **MAS 225 - Pharmacology**

*3 credits/3 contact hours*

The focus of this course is on the ethical and legal preparation and administration of medication to include classes of drugs, drug forms, drug actions, side effects, emergency use, substance abuse, calculation of dose and immunizations. The preparation and administration of parenteral and non-parenteral medication is presented as well as prescriptions including prescription parts, safekeeping, recordkeeping, reordering and controlled substances. The maintenance of immunization records, medication disposal and the principles of intravenous therapy in terms of terminology and theory are discussed. Prerequisites: MAS 105 and BIO 104

## **MAS 250 - Clinical Procedures II**

*4 credits/3 contact hours*

This course teaches specimen collection methods and diagnostic testing techniques for Medical Assistants. Venipuncture and capillary puncture methods of blood collection are taught, as well as collecting specimens for urinalysis, microbial and immunological testing. Diagnostic methods include the electrocardiogram and urinalysis. Students are also introduced to the administration of oral and parenteral medications. Nutrition and health promotion are discussed, as well as orthopedic and pediatric techniques. Safety for health providers and patients is emphasized. Must be taken concurrently with MAS 251. Prerequisites: MAS 150/MAS 151

## **MAS 251 - Clinical Procedures II Laboratory**

*0 credits/2 contact hours*

This course is the laboratory component for Clinical Procedures II. The lab will reinforce the topics covered in the lecture component and will allow students to perform clinical procedures related to those topics. Must be taken concurrently with MAS 250. Prerequisite: MAS 150/MAS 151

## **MAS 290 - Medical Assisting Practicum**

*4 credits/4 contact hours*

This 160 hour rotation to clinical affiliate sites is the culmination of didactic training. This supervised practicum is set in various ambulatory health care settings wherein the student will perform both administrative and clinical procedures. This is a mandatory practicum for graduation. Prerequisites: MAS 250/251, a cumulative G.P.A. of 3.0, with at least 45 credits earned in the program of study and permission of the Department Chair.

## **MAT 092 - Introduction to Algebra**

*3 credits/3 contact hours*

This course reviews the basic operations with whole numbers, fractions, decimals, percents, ratios and proportions. The course covers an introduction to basic algebra including variables, algebraic expressions, writing and solving linear equations and inequalities, Cartesian coordinates, graphing linear equations and applied problem solving. This is a pre-college level course and credit does not count toward graduation in any degree program. Prerequisite: Appropriate score on Mathematics Placement Exam

## **MAT 098 - Intermediate Algebra**

*3 credits/3 contact hours*

This course covers the fundamentals of algebra including solving equalities and inequalities in one variable, graphing linear functions and inequalities in two variables, working with polynomials, rational expressions, and quadratic equations. This is a pre-college level course and credit does not count toward graduation in any degree program. Prerequisite: P or C or better in MAT 092 or appropriate Mathematics Placement Exam score



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## **MAT 122 - Finite Math**

*3 credits/3 contact hours*

This course is a survey course of mathematical topics that are relevant to a contemporary society useful in our contemporary world. Topics include, but are not limited to, logic, combinatorics, probability, statistics, finance, and geometry. Problem solving skills are emphasized in all topics. Use of a scientific calculator is required. Prerequisite: C or better in MAT 098 or appropriate Mathematics Placement Exam score

## **MAT 127 - College Algebra**

*3 credits/3 contact hours*

This course covers solving and graphing linear equalities and inequalities, quadratic and polynomial functions, graphing linear, polynomial and rational functions, exponential and logarithmic functions, and systems of equalities and inequalities. A graphing calculator is required. Prerequisite: Grade of C or better in MAT 098 or appropriate Mathematics Placement Exam.

## **MAT 210 - Statistics**

*3 credits/3 contact hours*

This course studies methods of collecting, organizing, summarizing and presenting data. Students will develop skills in examining and interpreting data using statistical techniques. Topics include sampling theory, descriptive statistics, probability theory, normal distributions, hypothesis testing, inference, regression and correlation. A scientific calculator that handles statistics is highly recommended. Prerequisite: MAT 122 or MAT 127.

## **MAT 220 - Trigonometry**

*3 credits/3 contact hours*

This course provides some of the more advanced tools necessary to continue on to Calculus for those students interested in mathematics, science, engineering, architecture, or manufacturing. Students will learn the basic geometry of angles, triangles, arcs, solid objects, three dimensional space, trigonometric functions, and vectors. Students are required to bring a scientific or graphing calculator to class. Prerequisite: MAT 127

## **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. Students are required to bring a graphing calculator to class. Prerequisite: MAT 127 or appropriate Mathematics Placement Exam

## **MUL 110 - Digital Imaging**

*3 credits/3 contact hours*

This course explores the fundamentals of image editing, object creation, and animation. Topics covered in this course include scripting and design methods, enhanced interactivity, and use of multimedia functions. Students use visual and object oriented techniques throughout the course using basic concepts of photo editing software.

## **MUL 122 - Digital Illustration**

*3 credits/3 contact hours*

This course introduces students to the fundamentals of Digital Illustration. Students will explore the various features of vector based drawings using current vector based illustration software. Use of Bezier curves and control of vector based creation tools will be practiced, as well as the creation of quality digital illustrations.

## **MUL 125 - Intermediate Graphic Design**

*3 credits/3 contact hours*

This course takes the fundamental concepts and practices of Introduction to Graphic Design and expands on their application in real world situations. Students use desktop publishing software to create graphics and documents to print media. An emphasis is placed on developing an understanding of publishing vocabulary and terminology. Prerequisites: ART 120, ART 126, and MUL 110.

## **MUL 126 - Typography**

*3 credits/3 contact hours*

This course provides an introduction to the art of typography with an emphasis placed on fundamental type design techniques including: type rendering, letter spacing, type and headline groupings, type relationships, type images and type applications. The course includes letter forms and their use in visual communications, image composition, portfolio development, and critical analysis. This course includes the use of computers and image editing software. Prerequisite: ART 126

## **MUL 130 - Motion Graphics**

*3 credits/3 contact hours*

Students study storyboard layout and how it plays a role in animation. Students explore design and the design process, animation throughout history, and animation development from the flipbook to more modern day computer animation. This course covers the basics of animation concepts. Prerequisite: ART 120

## **MUL 170 - Introduction to Game Development**

*3 credits/3 contact hours*

This course provides an introduction to 3D game design and level editing. Building a game level will show the student several concepts including: aesthetic and game flow considerations, controlling game environment, scripting, texture and model creation/ importing, and shader use. Students will be introduced to the construction and implementation of their own textures and game assets for use in the game, as well as game story development.

## **MUL 175 - Texturing & Lighting**

*3 credits/3 contact hours*

This course focuses on the visual refinement of 3D lighting, texturing, and rendering. Artistic applications of the lighting and texturing and the difference in final output they create are explored. Students will enhance their knowledge of 3D modeling and animation through the use of realistic textures and the development of atmospheres using various lighting techniques. Prerequisite: MUL 110

## **MUL 180 - 2D Game Design**

*3 credits/3 contact hours*

This course is intended to describe the basics of 2D game design and level editing. Students will design and create 2D graphics, use specific styles and themes, create animated symbols, action scripting, and use common external code classes to control game play. Students will be focused on the role that scripting plays in games, and adjusting existing code to create their own unique module from the provided code samples. Students will design the game environment and the success of the module to operate as designed.

## **MUL 185 - 3D Game Design**

*3 credits/3 contact hours*

This course will familiarize students with the creation and editing tools used in commercial 3D game design. Students will create graphical environments and models, program behavior and functionality, and work within a Quality Assurance environment. Prerequisite: MUL 170

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## **MUL 200 - Topics in Digital Media**

*3 credits/3 contact hours*

This hands-on course explores a specialized topic in Digital Media. Students will learn the fundamentals of the topic, including general principles and techniques, the use and application of materials and tools, and relevant vocabulary. The goal is to increase the student's awareness of the current techniques and trends in the field of Digital Media. Prerequisite: MUL 110

## **MUL 210 - Advanced Digital Imaging**

*3 credits/3 contact hours*

This course provides advanced techniques using pixel based and vector based image editing software, as well as instruction in computer graphics hardware usage, design and the professional environment. Students will receive training in generating vector graphics for illustrations and preparing work for professional printing. Prerequisite: MUL 110

## **MUL 225 - 3D Modeling and Character Animation**

*3 credits/3 contact hours*

This course builds upon the concepts of 3D computer modeling and character creation. Students will explore animating characters and creating personality in those characters, with a focus on sketching and development of objects and characters through storyboarding to actual models. Animating through pivot points and the use of bones is practiced and compared. Prerequisite: MUL 110

## **MUL 230 - Computer Animation**

*3 credits/4 contact hours*

The history of animation and the impact of computer animation on the making of film are explored. Students use drawing pads, pencils, and markers to begin the conceptual development of coherent, impactful animation. Storyboarding skills are refined and further enhanced. Students explore the process of developing a concept from sketch to screen. Students create a complete animation in this course. Building a scene, lighting and texturing, and integration of sound is explored. Critical analysis skills are learned and employed in the practice of the course. Prerequisite: MUL 130

## **MUL 265 - Advanced Computer Animation**

*3 credits/4 contact hours*

This course is the culmination of the animation skills learned in the foundational courses. In addition to furthering the understanding of animation as a discipline, computer generated special effects are explored and used. Using skills recently gained in the previous courses, the class will create a project animation as a production team where cooperative and organizational skills are stressed and put into practice. The process of developing the skills and techniques to create rich, complete, well done animation is the primary focus. Student will refine animations from previous courses for inclusion in their portfolio. Prerequisites: MUL 225 and MUL 230

## **MUL 270 - Video Editing**

*3 credits/3 contact hours*

This capstone course is intended to guide students into making their own demo reel, highlighting the skills they have learned, and demonstrating their expertise. Students will learn how to edit multi-track video and audio clips, cut separate pieces of footage, compression settings for optimal viewing, and design leading to a DVD demo reel. Students will experience and learn foundational skills in video and audio editing. Students will be introduced to audio recording and mixing, and mixing soundtracks with video segments. Prerequisite: MUL 130 or COM 110

## **MUL 290 - Digital Media 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 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 Digital Media 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. Prerequisite: Students who have completed 45 credit hours, minimum curriculum GPA of 3.0, and consent of Department Chair.

## **MUS 101 - Music Appreciation**

*3 credits/3 contact hours*

This course guides students towards a deeper understanding of music by exposing them to many different kinds of music from around the world and by developing their knowledge of musical elements and their listening skills. Students will learn to identify their own emotional and thoughtful responses to music and to express those responses in spoken and written form. Coursework will include attendance to at least one live musical performance. Prerequisite: ENG 101 recommended

## **MUS 120 - YCCC Chorale**

*3 credits/3 contact hours*

This course provides theoretical and practical musical knowledge by allowing students to participate in a vocal ensemble. Students will learn basic concepts in music theory, and as a group they will practice the skills necessary for successful vocal performances. Coursework will include participation in one or more group performances for the YCCC community. This mixed-voice ensemble is open to all students without audition.

## **NET 110 - Networking Essentials I**

*3 credits/ 4 contact hours*

This course introduces students to network terminology and protocols, safety, network content standards, LANs, WANs, OSI models, cabling, cabling tools, router, router programming, star topology, IP addressing, and network standards. In addition, instruction and training are provided in the proper care, maintenance, and use of networking software tools, and equipment and all local, state and federal safety, building, and environmental codes and regulations.

## **NUR 126 - Dosage Calculations**

*2 credit/2 contact hours*

This course is required for students interested in a nursing program. It focuses on mathematical calculations used by nurses in the clinical setting. Students must possess basic math skills (knowledge of decimals, fractions, metric system, conversion between systems of measurement, ratio-proportion, and ability to do basic algebraic equations) required for medication calculations. This course will emphasize safety and accuracy required for medication administration. It will include clinically based problems that provide students with the practice needed to master clinical calculations. A simple use calculator is permitted but not required. Prerequisite: Grade of C or better in MAT 098 or appropriate Mathematics Placement Exam score

## **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

# course descriptions

methods for arriving at ethical solutions and decisions. The course emphasizes critical thinking skills and reasoning, and the expression of ideas in writing. Prerequisite: ENG 101

## **PHY 151 - General Physics I**

*4 credits/5 contact hours*

This course is a laboratory-based introduction to physics for college students. Topics covered include measurement, kinematics and force, dynamics, work and energy, impulse and momentum, motion, and fluids. Students are required to bring a scientific or graphing calculator to class.

Prerequisite: MAT 220

## **PMT 110 – Precision Machining I**

*4 credits/8 contact hours*

Students will be introduced to basic precision machining theory and operation as well as the importance of workplace and machine safety. The course will focus on the development of best work practices and the principles of Lean Manufacturing. The fundamentals of precision measuring, layout, hand tool, lathes, drill press, and milling will be covered. The course will discuss a variety of general industry safety and health hazards that a worker may encounter. The course will stress hazard identification, avoidance, control and prevention and will include how to identify, abate, avoid and prevent job related hazards. Successful completion of the course will include students receiving the 10 hour card from the OSHA Training Institute.

## **PMT 125 - Principles of CNC**

*3 credits/5 contact hours*

This course will introduce students to the fundamentals of Computer Numerical Control (CNC) machines, machine terminology and equipment. Students will learn the basics of manual programming, using G and M codes, and operating CNC machines.

## **POS 101 - American Government**

*3 credits/3 contact hours*

This course examines the American system of government: its political institutions, as well as the processes and problems of government. Focus is on the federal government with special attention paid to the roots of the federal system and the development of the Constitution. Students will study the role of the three branches of government in the resolution of modern political issues.

## **POS 105 - Introduction to International Relations**

*3 credits/3 contact hours*

This course will examine the structures, processes, and issues that shape contemporary international relations. Topics include national and international security in the Post Cold War era; problems of the international political economy; the impact of terrorism; international conflict resolution, human rights, and global environmental politics.

## **POS 115 - Topics in Political Science**

*3 credits/3 contact hours*

This course focuses on special topics or emerging issues in the field of political science. Topics discussed will be outside of those carried in the catalog on a regular basis. The course may be repeated for credit when the topic varies.

## **POS 125 - Constitutional Law**

*3 credits/3 contact hours*

This course is a survey of American constitutional law emphasizing civil rights and individual liberties, including an analysis of federal and state court decisions that interpret the United States

Constitution as to the authority and process of criminal justice agencies. Students will develop an understanding of constitutional frameworks for criminal justice procedures and policies.

## **POS 290 - Government Internship**

*3 credits/3 contact hours*

The purpose of this course is to assist students in developing basic skills, understanding, and applications related to the possibilities and problems of democracy in the tradition of U.S. government and citizenship. This internship experience 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. Prerequisite: POS 101 or SOC 210

## **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, altered states of consciousness, learning and thinking, human development, personality, behavior disorders and therapies, and social psychology.

## **PSY 200 - Topics in Psychology**

*3 credits/3 contact hours*

This course focuses on special topics or emerging issues in the field of psychology. Topics discussed will be outside of those carried in the catalog on a regular basis. The course may be repeated for credit when the topic varies. Prerequisite: PSY 101

## **PSY 202 - Social Psychology**

*3 credits/3 contact hours*

This course focuses on the theories, research methods, and the status of scientific knowledge about social influences on human behavior. Topics include social psychological approaches to social influence, social perception and cognition, attitudes, group dynamics, prejudice, conformity, obedience, aggression and prosocial behavior. Prerequisite: PSY 101

## **PSY 210 - Psychology Across the Lifespan**

*3 credits/3 contact hours*

This course focuses on the theories, research methods, and the status of scientific knowledge about human development across the lifespan. Topics include the interplay of psychological and environmental factors in physical, cognitive, social and personality development from birth through adulthood. Prerequisite: PSY 101

## **PSY 212 - Adolescent and Adult Development**

*3 credits/3 contact hours*

Beginning with the transition to adulthood, the course will provide an overview of the major theories, issues and research in the scientific study of human development. The interplay of biological and cognitive factors, interpersonal relationships, social structure, and cultural values in shaping the individual's development through adulthood will be examined. Prerequisite: PSY 101

## **PSY 214 - Child Development**

*3 credits/3 contact hours*

An introduction to the science of human development from infancy through childhood. The course will examine children's physical, cognitive, and emotional development, including the social and cultural contexts of development. Prerequisite: PSY 101

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## **PSY 226 - Forensic Psychology**

*3 credits/3 contact hours*

This course will focus on the application of psychological principles to the legal system and understanding criminal behavior from a psychological perspective. Topics will include the psychology of crime and aggression, juvenile delinquency, criminal profiling, and the legal system's procedures relevant to the right of defendants, victims, children and mental patients. Prerequisite: PSY 101

## **PSY 230 - Abnormal Psychology**

*3 credits/3 contact hours*

This course considers the major diagnostic, etiologic, and treatment issues for a variety of categories of abnormal behavior and psychological disorders. Specifically, the course will examine disorders related to anxiety, stress & trauma, mood, schizophrenia, eating and substance abuse, memory & organic dysfunctions, and personality. We will also examine the social, cultural, and legal issues related to psychopathology. Prerequisite: PSY 101

## **PSY 232 - Introduction to Counseling**

*3 credits/3 contact hours*

An introduction to various theories of behavior change, including dynamic, behavioral, cognitive, humanistic, and existential approaches to therapy. Individual, group, and family therapies will be discussed. Prerequisite: PSY 230 (can be taken concurrently)

## **PSY 234 - Trauma and Recovery**

*3 credits/3 contact hours*

This course will provide an overall theoretical basis for trauma assessment and intervention. Students will learn concepts of trauma theory, treatment options, and stages of recovery. The psychological and biological effects of trauma will be examined and clinical outcomes for the major trauma-specific disorders will be explored. Prerequisite: PSY 230 (may be taken concurrently)

## **PSY 244 - Psychosocial Rehabilitation**

*3 credits/3 contact hours*

This course will examine psychosocial rehabilitation as a core organizing principle of all behavioral health care. The philosophies and values of psychosocial rehabilitation and their application in essential client services will be examined with a focus on diagnosis, treatment options, and recovery models. Attention will be given to the experience of disability, components of service delivery, and the importance of collaborative planning. Prerequisite: PSY 230

## **PSY 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

## **SCI 101 - Introduction to Environmental Science**

*3 credits/3 contact hours*

This course is an introduction to the basic principles of environmental science. Topics including energy, resources, and waste management and air, water, and soil pollution are addressed within ecological and social contexts. Classroom discussions and projects will focus on current local, state, national, and international issues. The main purpose of the course is to engage students in a dialog that goes beyond superficial explanations of complex events. 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 appreciating the implications of selecting (or not selecting) any of those options.

## **SCI 110 - Introduction to Scientific Inquiry/lab**

*4 credits/5 contact hours*

This course is an inquiry-based introduction to the scientific process as a way of understanding the world around us. Introduction to Scientific Inquiry utilizes some of the central themes of biology as a framework for the development of the critical thinking skills that form the intellectual core of science. Selected topics from molecular, cell, and organismal biology as well as topics from the fields of ecology and evolutionary biology are covered. During hands-on, minds-on laboratory exercises, students generate hypotheses based on observations of natural phenomena, then design and conduct experiments to test those hypotheses. Appropriate methods of collecting, analyzing, and representing empirical data are discussed and employed. Emphasis is placed on rational thought and the formation of valid conclusions. Prerequisite: Grade of C or better in MAT 098 or appropriate Mathematics Placement Exam score

## **SOC 101 - Introduction to Sociology**

*3 credits/3 contact hours*

This course analyzes the social and cultural forces, which govern human behavior. Topics include social interaction and organization, socialization processes, primary groups and the family, collective behavior, population, and ecology.

## **SOC 200 - Topics in Sociology**

*3 credits/3 contact hours*

This course focuses on special topics or emerging issues in the field of sociology. 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: SOC 101

## **SOC 201 - Sociology of the Family**

*3 credits/3 contact hours*

Explores the family from historical, contemporary and cross-cultural perspectives. Familial relationships throughout the life span are explored within the context of the following topics: gender roles and power within the family, choice of partners, marriage, alternative life styles, parenting, domestic violence, divorce and remarriage. Prerequisite: SOC 101

## **SOC 210 - Social Problems**

*3 credits/3 contact hours*

This course will develop students' skills of critical analysis through the application of sociological principles to current social issues. Examples of issues which may be examined are: stratification and inequality around the globe, poverty, health care, homelessness, aging, racial/ethnic conflict, gender roles and national and global conflict. Prerequisite: SOC 101

## **SOC 232 - Death and Dying**

*3 credits/3 contact hours*

This course provides a basic background on historical and contemporary perspectives on death and dying. Topics include attitudes toward death and preparation for death; the understanding of and care for the terminally ill; funeral rites; burial, mourning and grief practices; grief counseling; suicide and euthanasia. Attention will be given to American practices regarding death, as well as cross-cultural interpretation. Prerequisite: SOC 101 or PSY 101



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## **SPA 101 - Conversational Spanish I**

*4 credits/4 contact hours*

This course teaches Spanish conversation and grammar with practice in business situations, particularly those suitable for the hospitality and tourism industries. The course will use a variety of oral situations and scenarios to equip students to function in different situations within a Spanish-speaking context. This course offers interpersonal transactions and geographical and cultural awareness of the Hispanic world.

## **SPE 101 - Oral Communications**

*3 credits/3 contact hours*

Experiential learning is emphasized through a variety of life and career-oriented speaking situations, including relating personal experiences, giving directions, making announcements, using exhibits, reading from a manuscript, delivering informative talks and participating in a persuasive exercise. Also included are listening techniques and exercises, and the study of nonverbal communications, and interviewing. Prerequisite: ENG 101

## **THE 180 - Stand-up Comedy**

*3 credits/3 contact hours*

This performance course offers students the opportunity to develop, practice and perform a 5-minute stand-up comedy routine. The course will explore the craft of writing comedy, the history of stand-up comedy, and comedy performance elements. Students will analyze and critique contemporary comics, participate in a field trip to a comedy show, and perform their routines to a live audience at YCCC.

## **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. During the course of the semester 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.

## **WEB 131 - Web Page Development**

*3 credits/3 contact hours*

This course explores the basics of developing a web site through all stages from planning through creation to implementation. Course topics include how to structure and design an effective web site: writing HyperText Markup Language to display content and allow interactivity; production and incorporation of graphics and multimedia elements; putting a site online; and ways to promote a web site.

## **WEB 133 - Web Page Programming**

*3 credits/3 contact hours*

This course extends student knowledge of web site design using JavaScript. Students acquire a foundation in Java Scripting techniques and create useful scripts for customized and dynamic web pages. Working in a web-programming environment, students learn to write, compile and execute object-oriented JavaScript programs including both applets and stand-alone applications. Prerequisite: WEB 131

## **WEB 211 - Web Site Programming**

*3 credits/3 contact hours*

This course builds on the student's programming skills and background providing the student with an overview of web server management and functionality, and an exploration of server-side scripting. This course emphasizes the use of ASP (Active Server Pages) for web site management. Other topics include current technologies such as PERL, PHP, and JSP. Students explore new and emerging web technologies. Prerequisite: WEB 133 or CIS 131

# directories

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## **YCCC Foundation**

The YCCC Foundation is a non-profit organization established in 1995 to raise funds for student scholarships and college priorities not funded by state appropriations. The Foundation Board of Directors is comprised of business and civic leaders committed to advancing the goals of the college community. The Board is responsible for securing and managing private contributions, planned gifts, and other donations from individuals and corporations. The YCCC Foundation is the preferred channel for private gifts to the College, through annual giving programs, planned gifts, and major or special gift campaigns. Gifts to the Foundation qualify for the maximum tax deduction allowed under the law.

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## Adjunct Faculty

York County Community College enjoys the support of a gifted and credentialed group of adjunct faculty each semester. The following list indicates those who taught at YCCC in Academic Year 2012-2013.

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**Adam Birt**, B.A. Colby College

**Susan Blake**, A.S. Andover College, B.S. St. Joseph's College

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# glossary

**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.

# glossary

**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 up to the two thirds mark and receive a grade of "W".





***yccc.edu***

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