Welcome to Kennebec Valley Community College.

KVCC provides high-quality education ensuring that our graduates acquire the skills necessary to secure a satisfying profession, engage successfully in further study, or simply find joy in learning. With 36 degree and certificate programs, Kennebec Valley offers a dynamic education relevant to all aspects of Maine’s labor market, with a consistently high job-placement rate and clear pathways for transfer to four-year institutions. The Aspen Institute has ranked KVCC among the top 120 community colleges in the United States three years in a row. The faculty and staff at Kennebec Valley are focused on student success. Classes and support services are designed to help students meet their academic, professional, and personal objectives. This focus on students means that KVCC is an ideal place for all types of people – those starting college directly from high school or those entering college after many years away from an academic setting. Our student body comes from a wide variety of backgrounds, whether traditional students, single mothers, war veterans, disabled students, unemployed adults, or folks simply wanting a change after years on the job. The range of student experiences brings a richness to the campus culture and classroom dynamic.

Whatever your situation, we are here to assist you in getting started, making sure you feel welcome, and guiding you all the way to graduation and beyond. KVCC is accessible and affordable; in the past year approximately 90 percent of our students qualified for a comprehensive financial aid package that covered nearly all tuition and fees. Many of our part-time students also qualify for solid financial aid packages, and the KVCC Foundation provides additional assistance for those in need. It is our responsibility and our collective task to make the education we offer the most effective, efficient, and accessible that it can be for our entire community. Are you worried about student loans? Fewer than 40 percent of our students take out a student loan and therefore more than 60 percent graduate debt-free. For those students who do take out student loans, the typical loan amount is only about $2,500 per year of full-time study – not the crushing debt we so often hear about for students who attend other colleges.

KVCC participates in a block transfer agreement with the University of Maine System wherein credit for all core general-studies courses required for any associate’s degree program transfers hassle-free to any UMaine bachelor’s program. KVCC also has articulation agreements with Thomas College, Husson University, University of New England and other area colleges helping to make a four-year undergraduate experience completely affordable. KV students have recently been admitted to Colby College ensuring that all types of higher education remain within reach.

In the past two years KVCC has invested nearly $30 million in its infrastructure and programming. The new Harold Alfond Campus in Hinckley, Maine – just 5 miles from the KVCC Main Campus in Fairfield – has state of the art classrooms, laboratories, and technology. The new KVCC Center for Science and Agriculture boasts the most beautiful lecture hall in all of Maine. A $2.5 million grant has supported the development of The Farm at KVCC and our new programs in Sustainable Agriculture and Culinary Arts. The College has fully embraced the local food movement with the KVCC Center for Farm-to-Table Innovation, producing nearly 10,000 pounds of produce each year that supplies not only the culinary program, but also the campus cafeteria. Surplus produce is donated to local nonprofits such as Mainers Feeding Mainers. A US Department of Labor grant has also supported KVCC in developing a new academic program in Sustainable Design and Timberframe Carpentry. This program now has the largest carpentry lab of any community college in the northeastern United States where students can raise a complete barn or post-and-beam house indoors. Thanks to a gift from Central Maine Power and leveraging additional resources KVCC now has an indoor Electrical Lineworker Training Facility.

In fall 2016 KVCC will launch a new Honors Program, a rigorous option for students seeking a challenge and wishing to set themselves apart. This new program integrates options for experiential education (internships), portfolio development, and cross-registration in undergraduate courses at other colleges and universities in Maine… from Thomas College to the University of Southern Maine to Colby College.

Of course KVCC still has the strongest education in the trades and health occupations and over 95 percent of our graduates securing jobs within three months of graduation. KVCC graduates also have some of the highest passage rates on licensure examinations in nursing and allied health fields – a clear indicator of the quality of education being delivered.

We urge you to visit our two campuses and talk to our faculty. Let us help you determine a way to get started or resume studies so that you can achieve your goals.

KVCC prides itself on being a friendly, open, and warm community where all students are encouraged to pursue their dreams. It’s time for you to pursue yours.

Richard R. Hopper
President
Kennebec Valley Community College
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DISCLAIMER: Kennebec Valley Community College reserves the right to change any provisions, regulations, procedures, costs, or requirements set forth herein and the right to withdraw or amend any services as may be required or desirable by circumstances.
INTRODUCTION

Kennebec Valley Community College is one of seven community colleges which operate under the authority of the Maine Community College System Board of Trustees. KVCC is a public, non-profit, post-secondary institution supported in part by State legislative appropriations and federal funds.

KVCC is accredited and/or approved by the following agencies: New England Association of Schools and Colleges (NEASC) Commission on Institutions of Higher Education; the Association of Collegiate Business Schools and Programs; the Maine Board of Emergency Medical Services; the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM); the Commission on Accreditation of Allied Health Programs on recommendation of the Medical Assisting Education Review Board; the Maine State Board of Nursing; the Accreditation Commission for Education in Nursing (ACEN); the Accreditation Council for Occupational Therapy Education; the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association; the Joint Review Committee on Education in Radiologic Technology (JRCERT); the Commission on Accreditation for Respiratory Care; the North American Board of Certified Energy Practitioners (NABCEP); The Maine Fuel Board (Department of Professional and Financial Regulation – Office of Professional and Occupational Regulation); Plumbers’ Examining Board (Department of Professional and Financial Regulation – Office of Professional and Occupational Regulation); (Certified Employee Training Program – National Propane Gas Association; International Groundsource Heat Pump Association (IGSHPA); and International Association of Plumbing and Mechanical Officials (IAPMO).

THE CAMPUS

Kennebec Valley Community College is located on two campuses in mid-Maine. Its 70-acre main campus in Fairfield is easily reached by taking Exit 132 off Interstate 95. The 600-acre Harold Alfond Campus is located seven miles north of the Fairfield campus on U.S. Route 201 in Hinckley, Maine. Maps of both campuses are provided at the back of this catalog.

The Farm at KVCC

The Kennebec Valley Community College Farm is located on 120 acres of prime agricultural land at the center of the College’s Harold Alfond Campus. Acquired as a result of the generosity of an Alfond Foundation gift from the Good Will-Hinckley School, the former pasture-based dairy is being converted to a diversified educational farm that demonstrates innovative and sustainable practices appropriate to the climate, soils, and markets of the central Maine region. Our farm features four-season mixed vegetable production in high tunnel-style greenhouses and open fields, as well as rotationally-grazed livestock, small fruits, and other specialty crops. Students and community members are encouraged to participate in learning on the farm through courses offered in the Sustainable Agriculture program as well as on-farm workshops, professional development and community education classes, and volunteer days offered throughout the year.

MISSION STATEMENT

Kennebec Valley Community College prepares students to achieve their educational, professional, and personal goals in a supportive environment through shared values of responsibility, integrity, and respect.

VISION

For our institution:
To be recognized as a leader in educational excellence and innovation in Maine. (Strategic Plan 2010-2015)

For our graduates:
To utilize their education and knowledge for productive and responsible citizenship.

VALUES

Kennebec Valley Community College values:

- Integrity
- Excellence in teaching
- Emerging technology
- A student centered environment
- Diversity
- Intellectual inquiry
• A culture of civility, cooperation, and collegiality
• A welcoming atmosphere for all newcomers
• A strong work ethic
• Creation of opportunities for self fulfillment and lifelong learning
• Personal wellness

IDEALS
Kennebec Valley Community College is dedicated to the pursuit of lifelong learning and supports the development of all members of the college community.

Therefore:

• We strive to foster a community that supports excellence in teaching and learning.
• We support an ethic of civic involvement and responsibility.
• We understand the importance of demonstrating effective communication and responsible behaviors.
• We support the equal rights of all people by recognizing and appreciating differences, including age, race, gender, ability, religious convictions, socio-economic status, ethnic heritage, or sexual orientation.
• We contribute to a safe and secure environment by showing respect for people, ideas, and property.
• We foster critical thinking, creativity, personal and professional integrity, and accountability.
• We value the concepts of individuality, self confidence, and competency; and we recognize that self value is fundamental to achieving personal and academic success.

DEFINITION OF THE EDUCATED PERSON
An educated person possesses knowledge about self, about the world we live in, and the history that has led us to where we are. Beyond this knowledge, the educated person is a lifelong learner, seeking new knowledge wherever and whenever possible. This individual practices the skills of his or her profession in a conscientious, responsible, and accountable manner. In addition, this person possesses the communication and interpersonal skills necessary to speak and write clearly, effectively, and persuasively.

An educated person listens to others’ ideas respectfully and thoughtfully and accepts them or rejects them on the basis of clear and logical thinking. This person utilizes resources and technology to find information both personally and professionally. He or she possesses the analytical skills needed to solve problems and make decisions. As an involved member of the community, this person possesses values that enable him or her to show tolerance and respect for cultural, ethnic, and intellectual diversity.

Based upon the College’s mission and its belief regarding educated people, Kennebec Valley Community College expects that its graduates will:

• Function competently and responsibly as entry level members of their respective professions and trades;
• Communicate clearly, effectively, and persuasively in both the written and spoken word;
• Utilize resources and technology as lifelong learners in pursuit of both their personal and professional goals;
• Recognize opportunities for career advancement through transfer programs with other colleges and universities;
• Solve problems and make decisions based upon logical thinking and analytical skills;
• Respect cultural, ethnic, and intellectual diversity as involved members of their communities.

STUDENT RIGHT TO KNOW
As mandated by the Public Law 101-542, the Student Right-to-Know and Campus Security Act, as amended by Public Law 102-26, the Higher Education Technical Amendments of 1991, KVCC student completion information may be obtained in the Admissions Office. Information concerning crimes on campus is available in the Dean of Student’s office.

NOTICE OF NON-DISCRIMINATION
Kennebec Valley Community College does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, disability, or age or marital, parental or veteran’s status in its programs and activities. Inquiries about the College’s compliance with, and policies that prohibit discrimination on, these bases may be directed to:
Affirmative Action Officer
Kennebec Valley Community College
Dean of Academic Affairs
92 Western Avenue, Fairfield, ME 04937-1367
Telephone: 207-453-5117
Maine Relay Service: 800-457-1220
Fax: 207-453-5010
Internet: http://www.kvcc.me.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
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/

**ACCREDITATION**

Kennebec Valley Community College is accredited by the New England Association of Schools and Colleges (NEASC) through its Commission on Institutions of Higher Education.

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

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

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

Commission on Institutions of Higher Education, New England Association of Schools and Colleges
209 Burlington Road, Bedford, MA 01730-1433
Telephone: 781-271-0022  Email: cihe@neasc.org
Kennebec Valley Community College welcomes applications for admission from prospective students of all ages and backgrounds. The academic credentials and life experience of each applicant are considered on an individual basis. All applicants for credit programs are required to have earned a high school diploma or a state high school equivalency diploma as well as meet program-specific prerequisites.

Students are accepted for admission in the fall, spring, or summer semesters. It is recommended that candidates for admission submit their applications as early as possible. Though KVCC has rolling admissions for most programs, the early accepted student generally has access to a wider selection of courses.

Graduating high school students are encouraged to apply for admission during their senior year. KVCC also offers additional assistance to high school guidance counselors to address questions about programs, admissions, or student life at the College with a dedicated telephone line 207-453-5155 or 1-800-528-5882, ext. 5155.

CAMPUS VISITS

Campus tours, individual appointments, and participation in our small-group visitation programs are strongly recommended for all prospective students. KVCC invites prospective students to schedule an appointment with an admissions representative to discuss their educational interests. Information about academic programs and student support services is provided along with requirements and procedures for admission.

Prospective students are encouraged to contact the Admissions Office at 207-453-5155 or toll free 1-800-528-5882, ext. 5155 to schedule an appointment. For campus tours and participation in our small group visitation programs, call 207-453-5155 or toll-free 1-800-528-5882, ext. 5155.

REQUESTING INFORMATION

Prospective students may request program information and application materials by letter, telephone, fax, email, or by visiting the Admissions Office:

Kennebec Valley Community College, Admissions Office, Frye Building
92 Western Avenue, Fairfield, Maine 04937
Telephone: 207-453-5131 or toll free 1-800-528-5882, ext. 5131 Fax: 207-453-5010
Email: admissions@kvcc.me.edu Web: www.kvcc.me.edu

Please stop by and visit with us; we are always glad to see you!

ENROLLMENT PROCESS

• Complete the online application and submit non-refundable $20.00 application fee at www.kvcc.me.edu.
• Submit official high school transcript or adult diploma and/or GED/HiSET test scores.
• Home-schooled applicants are required to submit an official school transcript or annual assessment of courses completed and one of the following: SAT or GED/HiSET results.
• If transferring from another college or university, submit official transcripts.
• Complete the Accuplacer placement test in English, reading, math, algebra, and computer skills unless exempted. Exemptions include 500 or better SAT scores or successful completion of a college level English or computer course.
• After acceptance, attend a required orientation and registration (SOAR) session to complete course registration.
• Accepted students may pay by cash, check, money order, VISA, MasterCard, Discover, or arrange a payment plan for tuition and fees through the Cashier’s Office.
• Contact the Enrollment Services Center for assistance. Payment is expected at the time of registration.
• Register by mail, fax, phone, or in person at the Enrollment Services Center, Fairfield campus.

INTERNATIONAL STUDENTS:

• Follow admissions process described in the “To Enroll in a Degree or Certificate Program” section above. All documents must be original and translated to English by a certified translator.
• Either submit TOEFL with a score of 500 or better in the paper version or 173 or better in the computerized version, or take the ESL version of the placement test.
• See the International Student section for the process required for the College to submit an I-20 in order to receive an F-1 Visa.
• Contact the Assistant Dean of Enrollment at 207-453-5155 for assistance or additional information.

**PLACEMENT ASSESSMENT**

Applicants to KVCC take the Accuplacer to assess their reading, writing, mathematical, and computer skills. This is not an admission test but helps to determine appropriate course placement. When scores indicate the need, students will be required to successfully complete courses in developmental math, algebra, and English prior to being reviewed for acceptance or, if accepted, prior to enrolling in subsequent college-level course work.

**INDIVIDUALS WITH DISABILITIES**

The College is committed to assisting qualified individuals with disabilities to achieve their educational goals in accordance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990. While the College is ready to provide reasonable accommodations, students are responsible to request accommodations as soon as they become aware of the need. Documentation of the disability and the need for the requested accommodation must be provided.

For information regarding the required documentation, contact the Director of the Learning Commons at 207-453-5084 or toll free 1-800-528-5882, extension 5084 or the Dean of Students at 207-453-5019 or toll free 1-800-528-5882, extension 5019.

**READMISSION**

Students may request readmission by contacting the Admissions Office at 207-453-5131, or toll free 1-800-528-5882, extension 5131. The catalog current at the time of readmission will be used to determine program requirements. Students shall be subject to all rules and regulations effective at KVCC at the time of, or subsequent to, readmission. Students seeking readmission must:

1. Submit a letter requesting readmission.
2. Meet the current admissions and prerequisite requirements that apply to the program at the time of readmission.
3. Request official transcripts for all courses taken at other colleges since attending KVCC.

Upon review of the student’s request and examination of the required data, the student will be notified the Admissions Office of the decision regarding his/her readmission status. Students who left the institution on academic probation may be readmitted with that status. A request for readmission into a program other than the original program requires the submission of a new application as well as an application fee.

**IMMUNIZATION REQUIREMENTS**

All matriculated students born after 1956 are required by Maine State Law to show proof of immunizations for measles, mumps, rubella, and diphtheria/tetanus. Additional immunizations are required in the health programs in order to meet the requirements of the clinical facilities. Documentation must be received prior to attending any classes. For further information, contact the Admissions Office at 207-453-5131, or toll free 1-800-528-5882, extension 5131.
ACADEMIC INFORMATION

ACADEMIC ADVISING

Students enrolled in a degree or certificate program are assigned an academic advisor who will assist the student in course selection and offer general information concerning the student’s academic life. Each semester, during a designated registration period, students will meet with their advisors and register for the next semester. Students should contact their advisors as often as necessary to make certain they are taking courses that are appropriate to their academic program and career plans. The advisor should be consulted before students add or drop courses or change their program of study.

Students should monitor their own academic progress. Descriptions of specific courses are in this catalog and on the KVCC website; additional copies, as well as alternate forms of this publication, may be obtained in the Admissions Office. Advising guides which list specific course requirements for each academic program can be found on the KVCC website. Individual Student Advising Worksheets (Course Needs) can be found through My KV Student Information Portal.

ACADEMIC CALENDAR

The current academic calendar is available in the Student Handbook and on the College website at www.kvcc.me.edu.

ADD/DROP AND WITHDRAWAL OF COURSES

There are specific times during a semester when a student may add, drop, or withdraw from a course. These dates are published in the College’s academic calendar, are noted in the Student Handbook and on the College’s website.

ADDING AND DROPPING A COURSE:

Courses may be added and dropped during the first six (6) business days of a semester on a space-available basis. Students may add and/or drop classes during this period through My KV Student Information Portal.

Students who do not officially drop or withdraw from a course(s) assume all academic consequences and the financial obligation for 100% of tuition and fees. Non-attendance of classes is not considered a drop or withdrawal and jeopardizes the student’s academic record and eligibility for refunds or financial aid. Students who stop attending classes will receive a grade of “AF.” This grade will be figured into the grade point average (GPA).

WITHDRAWAL FROM A COURSE:

Students must contact the Enrollment Services Center in the Frye Building to withdraw from a class. This cannot be done through the My KV Student Information Portal.

Through the 12th week of a semester:

• A student may withdraw from a course only during the semester in which he/she is registered for a specific course. The withdrawal period extends from the beginning of the second week (end of the drop period) in a semester through the twelfth week of fall and spring semesters. Summer sessions vary in length and these dates are not applicable. Contact the Enrollment Services Center in Frye Building for specific information regarding the appropriate withdrawal dates for summer sessions.

• Students are encouraged to discuss a withdrawal with their Academic Advisor as it may impact their progression through an academic program.

• A grade of “W” will appear on a student’s transcript and will not be used to calculate a student’s grade point average (GPA).

• There will be financial consequences associated with withdrawing during this time frame. Students should contact the Financial Aid Office (if the student receives aid) and the Business Office for specific information regarding withdrawal.

• A withdrawal from a course is counted as a course attempted but not completed, and will adversely impact your satisfactory progress as defined by the KVCC Financial Aid Satisfactory Academic Policy. This, in turn, can have adverse financial aid consequences. When withdrawing from a course, students receiving financial aid should contact the Financial Aid Office to discuss the financial consequences and the impact this withdrawal will have on satisfactory academic progress.

In extraordinary circumstances, a withdrawal from a semester may be granted after the twelfth (12th) week in a semester, and a grade of “W” will appear on the student’s transcript. It will not impact the student’s grade point average (GPA).
• An extraordinary circumstance may involve a medical condition, serious illness for student or student’s family, or the death of a family member. Documentation must be provided.
• Students requesting withdrawal status after the 12th week in a semester will be referred to the Dean of Students. A *Special Request Form* is completed, the last date of attendance is recorded, written documentation is gathered, and faculty is notified. The student must make this request for special circumstance withdrawal within 10 business days from the close of the current semester or summer session.
• There will not be a refund of tuition or fees.

Grievance Procedure:
• Should the request for withdrawal be denied, the student will be notified in writing by the Academic Dean or Dean of Students.
• If a student receives a denial to their request to withdraw from a course(s) in a given semester, the student must, within 10 days, respond in writing to the Academic Dean.

The Academic Dean will present the Special Request Form, supporting documentation, and the letter from the student to the Academic Standards Committee for consideration. The student may be asked to attend the Academic Standards Committee meeting to clarify information. The student will be notified in writing of the decision of this Committee. The findings of this Committee are final.

**GRADING SYMBOLS / CODES**

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA</td>
<td>Articulation Agreement</td>
</tr>
<tr>
<td>AF</td>
<td>Stopped attending a course without officially “Dropping.” The grade of “AF” will be computed as an “F.”</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
</tr>
<tr>
<td>CE</td>
<td>Challenge Exam</td>
</tr>
<tr>
<td>CL</td>
<td>CLEP Exam/DANTES Exam</td>
</tr>
<tr>
<td>DS</td>
<td>Directed Study</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>LE</td>
<td>Life Experience Credit</td>
</tr>
<tr>
<td>N</td>
<td>No Show</td>
</tr>
<tr>
<td>NC</td>
<td>Non-Credit</td>
</tr>
<tr>
<td>P</td>
<td>Passed (for pass/fail course, not computed in GPA)</td>
</tr>
<tr>
<td>RP</td>
<td>Repeat</td>
</tr>
<tr>
<td>TR</td>
<td>Transfer</td>
</tr>
<tr>
<td>W</td>
<td>Withdrew (not computed in GPA)</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrew failing (dropped course(s) after mid-point of semester, computed in GPA)</td>
</tr>
<tr>
<td>WIP</td>
<td>Work in Progress</td>
</tr>
<tr>
<td>WP</td>
<td>Withdrew passing (dropped course(s) after mid-point of semester, not computed in GPA)</td>
</tr>
<tr>
<td>*</td>
<td>No grade reported.</td>
</tr>
</tbody>
</table>

**GRADING SYSTEM**

KVCC utilizes a grading system based on “letter grades” which range from “A” to “F.” Letter grades have numerical values which are used to calculate a student’s grade point average (GPA). The usual scale utilized at KVCC is:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Grade</th>
<th>Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>95-100</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td>90-94</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td>70-72</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
<td>65-69</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>60-64</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>Below 60</td>
</tr>
</tbody>
</table>
Departments, programs, and disciplines do reserve the right to modify grading policies to best suit individual courses and programs. Therefore, all course syllabi will contain the grading policies and scales used in the course. Only letter grades are recorded and issued at the end of each semester. The five (5) letter grades reflect the following quality of a student’s performance:

- **A**: Excellent work
- **B**: Above average work; very good work
- **C**: Acceptable, satisfactory work; work met the minimum standard
- **D**: Poor work
- **F**: Unacceptable work

To compute the GPA for a semester, first multiply the grade points earned in each course by the number of credit hours assigned to the course. The resulting product is the number of quality points for that course. Then divide the total number of quality points earned during the semester by the total number of credits attempted in that semester. To compute the cumulative GPA, divide the total quality points earned by the total credits attempted in all semesters. If a course is repeated, the grade of the most recent attempt of that course will be used in calculating the cumulative GPA and for completion of program requirements. The original course will remain on the official transcript for historical purposes only. NOTE: Pass/Fail courses and credit granted through examination or work experience are not considered when computing the GPA.

**POLICY ON INCOMPLETE GRADES**

Students are expected to complete all prescribed course work during the semester in which the course is taken. In extenuating circumstances, a grade of “incomplete” may be given to a student who has nearly completed the requirements of the course. Students must first request and receive an incomplete grade from the instructor. The student has two weeks into the next semester to complete the missing requirements. An appropriate grade will then be awarded. In exceptional circumstances only, a student may petition the instructor and Academic Dean for an extension of the “incomplete” to a time of completion agreed upon by the student, instructor, and Academic Dean. If no arrangements are made and no activity is done, the grade will revert to an “F”.

**DEAN’S LIST**

The Dean’s List shall be prepared at the end of the fall and spring semesters. The list shall be comprised of the names of matriculated students registered for 9 or more credit hours and whose GPA is 3.50 or higher for that semester. Students who are deficient (including incomplete) in a course are not included on the Dean’s List.

**ACADEMIC WARNINGS**

Grades will be reviewed at mid-semester. Anyone receiving less than a “C” or whose performance is unsatisfactory may receive an academic warning. These warnings can be found on the **My KV Student Information Portal**. Students who receive unsatisfactory mid-term grades should meet with their Academic Advisor and instructor(s) to discuss the difficulty(s) in detail.

**ACADEMIC PROBATION**

Academic Probation is a means of alerting students who are in academic jeopardy that they must show academic improvement in order to remain matriculated in their current program of study. Any student placed on probation must receive a GPA of at least 2.0 during the next semester or risk academic dismissal. Dismissed students may appeal to the Vice President/Academic Dean. 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 1-5 credit hours;
- GPA of .50 to 1.50 for 6 to 11 attempted 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.
Students placed on probation will receive written notification of their probationary status. In addition, the student’s permanent record will carry the words, “Academic Probation.”

**ACADEMIC DISMISSAL**

Matriculated students will be dismissed for failure to earn the minimum acceptable cumulative grade point average, as follows:

* Cumulative grade point average of:
  - GPA of .5 or less for 6 to 11 attempted credit hours;
  - GPA of 1.50 or less for 12 to 23 attempted credit hours;
  - GPA of 1.74 or less for 24 to 35 attempted credit hours;
  - GPA of 1.90 or less for 36 to 47 attempted credit hours; and
  - GPA of 1.99 or less for 48 attempted credit hours to end of program.

Dismissed students will receive written notification of their dismissal. Students may appeal the dismissal decision, in writing, to the Vice President/Academic Dean. The appeal will be presented to the Academic Standards Committee. Students who are academically dismissed at the end of their first semester are required to participate in the Academic Recovery program in the next semester. If the appeal is granted, the student will be placed on “Academic Probation” for the next semester. If the appeal is not granted, the student may repeat failed courses as a non-degree seeking student. After successful completion of those courses, the student may reapply to his/her program. If dismissed, the student’s permanent record will carry the words, “Academic Dismissal.”

**WORK AFFILIATION - EXPERIENTIAL EDUCATION**

Many academic programs at KVCC require experiential education with seasoned professionals in the work place. These can be clinical placements, practical hands-on training, or internships. Laboratories, shops, and clinical affiliations all require a certain number of clock hours. If these requirements are not met, a student is not eligible for graduation. Students should check the required hours of work affiliation in their program. Transportation to and from job sites, projects, and clinical affiliations are the responsibility of the student.

**POLICY ON ACADEMIC DISHONESTY**

Students at Kennebec Valley Community College are expected to be honest and forthright in their academic endeavors. Since the assignments, papers, computer programs, tests, and discussions of college course work are the core of the educational process, KVCC demands the strictest honesty of students in their various academic tasks. To ensure that the standards of honesty essential to meaningful academic accomplishment are maintained, the College has set forth a policy that relates to all academic endeavors on or off campus (i.e. classroom, clinical, and work sites). This policy is printed in the Student Handbook. Copies are available in the library and during student orientation.

**DOUBLE MAJOR POLICY**

Students may matriculate in only one program at a time. Following completion of the program, students may be considered for admission to another program.

Students should be required to complete one major within a degree program before a second major is approved. Exception to this policy will be granted only with the approval of the Department Chair and the Vice President/Academic Dean. Consultation with Financial Aid, if applicable, should also occur.

**ATTENDANCE**

Students are expected to attend all classes (face-to-face and online), lab periods, and field work regularly and to arrive promptly. The faculty and administration of KVCC believe that unauthorized or excessive absenteeism or lateness reflects directly upon the reliability of a student and can be an indicator of how the student will perform on the job after graduation. The design of College programs renders lost time virtually impossible to make up, therefore, the College has adopted the following policy:

1. Each instructor takes attendance and reports attendance at each class.
2. It is the student’s obligation to check with the instructor on the first day back for any work missed or to be made up.
3. If a student experiences a major illness requiring an absence of several weeks, he/she may be unable to complete course(s). It is imperative that the student (or his/her designee) notify the instructor.

4. If an instructor is not present when the class is scheduled to begin, the students should report his/her absence to the Enrollment Services Center and/or Department Chair. If the instructor or a substitute is not present 15 minutes after the scheduled start time, the class will be canceled.

GRADUATION REQUIREMENTS

1. All students must successfully complete all courses in their associate degree or certificate program to graduate.
2. Associate degree or certificate candidates must attain a 2.0 minimum cumulative grade point average.
3. All two-year degree and certificate students must complete at least 25% of their credit hours directly at the College.
4. Students with a GPA from 3.50 to 3.699 are designated as graduates with honors.
5. Students with a GPA of 3.70 and higher are designated as graduates with high honors.
6. Degrees and certificates will not be released by the College until all obligations are met.

Two-year programs must be completed within a six-year period or less. Programs of one year must be completed in three years or less. This policy is subject to review by the Academic Dean and appropriate Department Chair.

TRANSFER OF CREDIT

Transfer credit may be awarded for course work completed at an accredited institution of higher education. A grade of “C” or better achieved in courses that are comparable to ones offered in the student’s proposed program at KVCC may be transferred. Grades earned in the transferred course(s) are not computed in the grade point average. It is the student’s responsibility to have “Official” transcript(s) forwarded to the Registrar’s office. Additional documentation may be required.

Any course taken at KVCC prior to matriculation into a specific program will transfer into the program as long as the course meets the requirements and grade required for that program. This grade is computed in the cumulative grade point average.

A student must earn a minimum of 25 percent of his/her certificate or degree credits in residence. A specific program may require a greater percentage of credits to be earned in residence. When a decision regarding transferability of credits is unacceptable, the student may appeal, in writing, to the Academic Dean.

AGE OF ACCEPTABLE TRANSFER CREDITS

In general, courses taken within the past ten years are reviewed. Courses taken more than ten years ago may require additional documentation in order for transfer credit review to occur. The final decision regarding the acceptance of transfer credit(s) rests with Kennebec Valley Community College.

Students desiring to transfer credits earned at Kennebec Valley Community College to another post-secondary school can expect to be evaluated on an individual basis by that institution. Transfer of credits from KVCC to another school/college rests with the receiving institution.

CREDIT BY EXAMINATION

Credit for College Level Examination Program (CLEP), Defense Activity for Nontraditional Education Support (DANTES), and some other nationally standardized general examinations may be granted. Decisions on the granting of credit will be based on minimum acceptance scores in each area and the applicability of those areas to program requirements.

CHALLENGE EXAM POLICY

Some selected KVCC courses may be challenged; however, challenge exams may not be available for all courses. When an appropriate standardized national exam exists (i.e. CLEP, DANTES, ACT, PEP, etc.) this exam will be required. If no such national exam exists, the required exam shall be comparable to the comprehensive final examination taken by all students in the course.

Only one challenge exam per course will be approved by the Department Chair and Academic Dean. The following criteria apply to challenge examinations:
1. The student requesting a challenge exam will present a written justification for the subject area to be challenged. The student must contact the Department Chair as to the availability of the exam and the procedure.

2. Students intending to challenge courses must complete the application and have written approval of the Department Chair prior to taking the exam. The student may not take a challenge exam for a class in which they are currently enrolled.

3. The student must have been accepted in a KVCC program.

4. The student may not retake the challenge exam.

5. In order to receive credit, the student must score 80 or better on the challenge exam.

6. The student will be charged 50% of the current tuition rate plus registration fee, and it must be paid in advance.

**NOTE:** Many colleges will not accept a challenged course for transfer.

**CONCURRENT EDUCATION**

Concurrent education is a program by which high school juniors and seniors may enroll in college credit courses which can be applied to KVCC programs or transferred to other colleges. Students have the support of both their high school guidance counselors and KVCC advisors, and are entitled to all privileges and services.

Kennebec Valley Community College works in collaboration with high school guidance offices for the selection of courses, and offers the following three options:

- **Dual Enrollment (207-453-3514)** is an off-campus program in which KVCC offers credit-bearing general education or introductory technical courses on the high school campus by faculty who are certified to teach courses during the regular school day and have met the criteria for adjunct instructors at KVCC. Students earn the same credits as if they were taking the classes on the College campus.

  To participate, students must meet the following requirements:
  1. Junior or senior standing
  2. Minimum cumulative GPA of a B or better
  3. Have the approval of a parent or guardian
  4. Have the approval of the high school guidance counselor

  There are currently no charges or fees to participate in these classes.

- **Tuition Waiver (207-453-3514)** is another option for high school juniors and seniors to get a “jump-start” on their education by taking introductory college-level general education courses on the KVCC campus.

  Beginning their junior year, students may be enrolled in up to six credits per semester. Students work with their high school guidance office for determination of eligibility, and may choose from a variety of classes being taught by KVCC instructors, either on-line or on campus. Students will be seated in standard KVCC classes along with adults; seats are limited and available on a first-come-first-served basis. Enrollment usually begins the first of the month following the start of our regular enrollment period.

  To qualify, students must meet the following guidelines:

  1. Junior or senior standing
  2. Minimum cumulative GPA of a B or better
  3. Have the approval of a parent or guardian
  4. Have the approval of the high school guidance counselor

  Students are responsible for books and fees. Currently, no tuition waiver courses are available during the summer.

- **Early College for ME (207-453-5009)** is a high school-to-college transition program offered in 74 high schools around the state and is located on the Fairfield campus with satellite services at the Alfond campus. Students are selected by their high schools in their junior year. Students are eligible if they are Maine residents, associated with one of the 74 high schools, and are undecided about college, yet can succeed in college. As juniors they are tested for college readiness by ECforME staff. During their senior year, if approved by their high school, some students may take one or two early college courses, with course tuition, fees, and books paid for by ECforME.

  All participating students have support and advising from ECforME staff through the application processes for college
and federal financial aid and have the opportunity for a scholarship to any one of Maine’s seven community colleges. Scholarships are awarded at $500 per semester for a maximum of $2,000 for a two-year program or $1,000 for a one-year program. ECforME staff is based at the College and continues to support students who receive a scholarship for as long as they meet scholarship requirements.

INDEPENDENT STUDY

The subject matter for this course is developed by the student with permission of the Department Chair and/or sponsoring faculty member. The subject matter must be relevant to an already existing course at an advanced level.

Prerequisites:
1. Have attained at least a 3.0 grade point average.
2. Be in the second year of an Associate Degree program or have successfully completed 30 credit hours.
3. Achieved a “B” or better in a course related to the proposed independent study topic.
4. Submit the course proposal to their sponsoring faculty member, advisor, Department Chair, and Academic Dean for review and approval.

DIRECTED STUDY

Directed Study offers students with unusual needs who are enrolled in a program at the College an opportunity to finish a required course for program completion outside the usual classroom format. This can occur when the required course is not offered during the day or evening and could significantly delay a student’s anticipated program completion date. Directed Study will be considered only for extenuating or unusual circumstances. The student must have a cumulative grade point average of 2.0 or better at the time of the request. Students must have successfully completed a minimum of 15 semester hours at KVCC. Only established catalog courses may be offered in this format.

If the instructor is willing to undertake the Directed Study project, the instructor must request approval in writing from the Academic Dean. A request for approval must be received by the Academic Dean before traditional classes begin or not later than the first two (2) weeks of a given semester (including summer). The Academic Dean will then discuss the project with the Department Chair and the instructor. Final approval rests with the Academic Dean or a designee.

If a Directed Study is approved, the instructor still retains the right to accept or refuse the Directed Study. If a Directed Study is approved, the instructor contracts in writing with the student:
1. When and where they will meet.
2. The assignments to be completed.
3. How and when student learning and progress will be evaluated.
4. A final grade will be submitted in the traditional manner at the end.
5. The “Contract” must be signed by the instructor, the student, the Department Chair, and the Academic Dean or designee.
6. A copy of the course syllabus must be submitted with the “Contract.”
7. A copy of the signed “Contract” must be submitted to the Enrollment Services Center.

The course content and evaluations will be covered within the same time frame as the traditional semester. Tuition is charged at the established per credit hour rate. All tuition and fees associated with the Directed Study must be paid in full before a grade will be awarded.

CREDIT FOR LIFE EXPERIENCE

Life Experience is defined as previous experience in a technical, military, or professional capacity. The experience must be of a professional nature and be within the academic purview of the course(s) being considered for equivalency (e.g., a person who is a manager of a business, with proper documentation, may get credit for internship courses in a management program).

Requirements include:
1. The student must have been formally enrolled in a program and have successfully completed a minimum of four courses in that program before applying for life experience credit.
2. The student must submit supporting documentation, with a cover letter expressing intent, to the Department Chair.
This includes the following procedure:
A. A cover letter must be written by the student stating why he/she should be a candidate for this type of credit.
B. The student must provide a resume.
C. The student must show proof, within the last ten years, of two years’ direct contact in that area for which credit is requested.
D. The student must provide two references from immediate supervisors validating this work experience.
E. The student must provide a job description/narrative of the related job area.
F. Faculty from the appropriate department will review materials provided by the student.
G. A decision will be made within thirty days of completed application.
H. When a nationally standardized exam is available, that option is recommended.

3. An evaluation committee composed of the Academic Dean and appropriate faculty members will review the documentation and make the final decision.

4. Life experience may be exchanged for up to 24 academic credits. The procedure for awarding credit for life experience is currently under review by the Maine Community College System. The above procedure is subordinate to the process soon to be adopted by the MCCS.

**TECHNOLOGY/COMPUTING**

KVCC’s Technology staff is committed to providing information technology hardware and software to support academic excellence and personal growth. To achieve this, multiple computer labs are utilized to deliver both general education and program specific course offerings. All classrooms are equipped with high resolution data projectors to enhance instructor and student presentation capabilities. In addition, an open lab provides student’s access to the College’s computing resources whenever the College is open. Specialized labs are also available in many program areas as well as a lab in the Learning Commons at Lunder Library. Help Desk staff members are available to students and College personnel for technology-related academic assistance during the College’s normal hours of operation. Please check [www.kvcc.me.edu/helpdesk](http://www.kvcc.me.edu/helpdesk) for current operating hours and an explanation of the services provided by the help desk.

Students may be required to use Blackboard in association with many of their required courses. Blackboard is a course tool which allows students access to course content anywhere there is an Internet connection and a supported browser. Students with courses utilizing Blackboard are automatically enrolled in a Blackboard Student Orientation course in Blackboard and are encouraged to utilize this to familiarize themselves with the tool. Support for Blackboard is available through the KVCC Help Desk.

All credit students are issued one KVCC ID card. Replacement cards are available for a $5.00 fee paid to the Business Office. This card is necessary to access computer labs on campus and is part of the College’s Emergency Response Plan. The front of the card possesses the student’s photo, library barcode, and program designation.

College personnel use KVCC e-mail exclusively to communicate with students concerning College business. Students are responsible for checking this e-mail, on a regular basis, throughout the year. Wireless access to the KVCC network is available across campus with a valid student/staff login.

**KVCC HONORS PROGRAM**

**What is it? (Program Overview):** KVCC’s Honors Program is your chance to show four-year schools and future employers your commitment to learning, leadership, and community by taking your KVCC education one step further.

Through a set of experiences tailored to your interests and schedule, you will have the opportunity to:
- Take an Honors Seminar
- Work closely with faculty to design and complete dynamic projects
- Study away or intern

The program provides you with the resources you need to engage in real world applications of your knowledge and skills while challenging you to build a portfolio of exceptional work, regardless of your major.

Students who complete the Honors Program requirements will be recognized at commencement as a KVCC Honors Scholar.
Who is it for? (Eligibility Requirements): Students from all programs are welcome to join the Honors Program, but you must meet the following requirements:

- Successful completion of ENG101
- A minimum GPA of 3.5

For more information and Honors Program news:
Contact Mike Tardiff (mtardiff@kvcc.me.edu), Honors Program Coordinator OR visit the Honors Program webpage at: [http://www.kvcc.me.edu/honors](http://www.kvcc.me.edu/honors).

SERVICE-LEARNING AT KVCC

Many programs at KVCC are committed to the notion that community-based service is a vital component of the curriculum. Programs such as Mental Health and Nursing have long had required service-learning and/or community service programs. Specific classes in Occupational Therapy Assistant, Respiratory Therapy, Physical Therapist Assistant, and Business Administration have promoted civic involvement and service for years. Specific to the general education courses, all sections of Introduction to Psychology, and many sections of Introduction to Sociology and Introduction to Communication incorporate service-learning projects into the curriculum.

Service-learning is a method of teaching and learning and emphasizes hands-on tasks that address real-world concerns as a venue for educational growth. The service-learning experience provides a context for testing, observing, or trying out discipline-based theories, concepts, or skills. Likewise, the academic context enriches the service experience by raising questions about real-world concerns and providing a forum for probing these concerns in-depth. Service-learning, as an educational philosophy, fosters reciprocal learning and critical engagement preparing students to be full and responsible participants in both their profession and their communities.

Benefits for the Student:

- Service-learning gives you hands-on experiences, makes you visible in the community and allows for real life application of what you are learning in the classroom.
- Service-learning has become an important part of resumes and portfolios. Many businesses today not only want to know about your education, but also how involved you are in the community.
- Service-learning also gives you an increased academic understanding, personal/career development, better understanding of larger social issues, and development of civic responsibility.

KVCC CENTER FOR CIVIC ENGAGEMENT

The purpose of the Center for Civic Engagement is to provide support to faculty and students interested and involved in service-learning and community involvement activities. The Center tracks the community-based activities of students as they complete service-learning assignments and as they participate in local civic activities. The Center serves the faculty by providing technical assistance on incorporating Service-Learning activities to meet the learning objectives of their classes. The Center serves the community by providing a contact point at which community agencies can approach the College and develop cooperative agreements which benefit the agency, the students, and the faculty, and support the economic growth of the community in response to changing needs.

ARTICULATION AGREEMENTS

An articulation agreement is the way in which colleges work together to make an easier path from one program level to another. For instance, many of the programs at Kennebec Valley Community College have articulation agreements with other colleges. In many cases, this means that upon completion of a certificate or degree from KVCC, you may continue your studies (full-time or part-time) to complete an associate or bachelor’s degree without loss of credits already earned. Tuition rates are lower at community colleges. Many college students receive their first two years of education at institutions such as KVCC. The cost savings of this approach makes college possible for many people who thought they would be unable to continue their education. KVCC has articulation agreements with the University of Maine System, as well as other public and private colleges and universities. Transfer assistance is available to help students who wish to continue their education after KVCC. A comprehensive list of articulation agreements can be found at [http://kvcc.me.edu/articulation-agreements/](http://kvcc.me.edu/articulation-agreements/).

The University of Maine System and Maine Community College System are committed to providing seamless transfer between the systems. In addition to the many program transfer agreements, the systems are finalizing the components of...
a general education block transfer. Please check the KVCC website for details as the general education block transfer is operationalized.

**MAXIMUM ALLOWABLE CREDITS**

Students may register for a maximum of 18 credits in one semester without the prior permission of his or her Department Chair and the Vice President/Academic Dean.

**STUDENT CONFIDENTIALITY**

According to the Family Education Rights and Privacy Act of 1974, a student has the right to inspect and review any of his/her official records, files, and data directly related to the student that are in the possession of KVCC. Only with written consent from the student is information released about the student to someone other than an official of the College, except as authorized by law. KVCC considers the following information to be directory information which is available to the general public unless a student notifies the Enrollment Services Center that he/she wishes the information to be withheld: name, address, telephone number, dates of attendance, current enrollment status, schedule, major field of study, awards, honors (includes Dean’s list), degree(s) conferred, date of birth, and other non-academic information.
Kennebec Valley Community College offers a variety of services and opportunities designed to help students achieve their goals through engagement, success, and development. Highlighted in this section are the resources, services, and support services available to all students:

- Campus Life
- Academic Support Services
- Resources and Services

**CAMPUS LIFE**

KVCC strives to provide a safe and supportive environment that complements the learning that occurs both in and outside the classroom. Our goal is to help students progress towards completion of their degree program, achieving success and engaging in the College community. With two unique campus locations in Fairfield and Hinckley, KVCC offers enriching services and experiences for students in many different communities.

- The Alfond Campus, home to our Business Administration, Culinary Arts, Education, Liberal Studies, Mental Health, and Sustainable Agriculture programs, provides access to the great outdoors, a working farm, walking trails, a state of the art recreational center, a beautiful chapel, and many back-to-nature activities.
- The Fairfield Campus, home to our Nursing, Allied Health, and Trades and Technology programs, offers a beautiful library, walking trails, a multipurpose center, fitness equipment and a warm and welcoming campus center.

**Café**

*The KV Café on the Fairfield campus offers hot and cold food items, homemade selections, a full breakfast menu, and daily specials. The Café is open during the academic semesters and is closed during vacations and the summer season.*

**Campus Center**

The King Hall Campus Center in Fairfield provides a meeting place for students to relax, participate in activities, have lunch, or meet with friends. The Center offers access to vending machines, a refrigerator, and microwave. The Campus Center is a great gathering place complemented by soft seating, a fireplace, wireless technology, and table space.

The Alfond Campus also provides access to vending machines in the Averill Building in addition to several chill spaces. These spaces, located in the Averill Building and the KVCC Center for Science and Agriculture, will provide comfortable spaces for students to gather, meet, group or individual study and enjoy wireless technology.

**Campus Safety and Security**

The College strives to maintain a safe and secure environment. A number of measures are in place to ensure this: parking lots are well lit and are monitored by video camera surveillance, emergency phones are located in the main areas of each building, a security officer is on campus during evening hours, Fairfield police patrol the campus frequently, and the College’s phone system is used as an on-campus mass notification system. The College has an Emergency Response Team which is responsible for managing any major emergency and/or incident on the campus.

The Annual Security Report is prepared by the Director of Campus Safety and Security and the Dean of Students. It includes information regarding campus safety and security, and the crime statistics for the past three years. A log of criminal activity and/or incidents is maintained by the Director of Campus Safety & Security. The information from this log, in conjunction with a report from the Fairfield Police Department, creates the basis for reporting incidents on campus, on surrounding roads and walkways, and at off campus College events. This report is available on the College’s website by the first of October. An e-mail is generated to the campus community highlighting the availability of the Annual Security Report and encouraging the reporting of all incidents. For more information, contact the Dean of Students at 207-453-5019 or the Director of Campus Safety & Security at 207-453-5116 or visit [www.kvcc.me.edu/campussafety](http://www.kvcc.me.edu/campussafety)

**College Store, Room 127 King Hall (207-453-5135)**

In addition to textbooks, study guides, and reference materials, the College Store offers clothing, computer software, school supplies, and gift items. Other services available include UPS, FedEx, U.S. outgoing mail, fax, and photocopies. The College Store remains open for extended evening hours at the beginning of each new semester. Textbook information is also now available on our home web page.
Enrollment Services Center, Frye Bldg. - Fairfield Campus, Averill Bldg. - Alfond Campus (207-453-5822)

The following departments, located in the Frye Building, have come together to create our Enrollment Services Center:

- **Academic Affairs (207-453-5134)**
  Students may obtain official copies of academic transcripts, have transfer credits from other institutions evaluated, and register for non-credit courses. Undeclared students may register, add, or drop courses.

- **Admissions (207-453-5131)**
  This office processes applications, collects high school and college transcripts, and immunization records. The staff administers placement and admission tests (TEAS-V, PAX-RN, and Accuplacer), and advises undeclared students. Students may contact an admissions counselor at 207-453-5155 for a tour of the campus or an appointment to discuss academic programs and requirements for admission.

- **Advising, Career, and Transfer (207-453-5082)**
  Students are assigned an academic advisor. In the absence of their academic advisor, students may seek general advising services regarding registration, adding, or dropping a course. Individual career counseling and a one credit Career Decision Making course are available to help students take an in-depth look at their personal interests, skills, and traits that might lead them to the selection of a major. Finally, students who are looking to begin their college experience with KVCC and then continue at a four-year institution may receive specialized transfer advising.

- **Business Office (207-453-5140)**
  The Business Office maintains student financial accounts and is responsible for billing, preparing financial aid refund checks, and answering questions regarding a student’s bill.

- **Financial Aid (207-453-3660)**
  All federal and state aid is processed in this office. This includes grants, scholarships, loans, work-study, and Veterans’ Educational Benefits.

The ESC provides a collaborative approach to enrollment services and offers students a single location where they can handle business ranging from admissions and financial aid questions to grades and transcripts. Enrollment services provided by the ESC will be mirrored in the Averill building on the Alfond campus. A student services administrator will be on hand to help students with their questions or concerns.

**Moody Chapel, Alfond Campus**

Moody Memorial Chapel, constructed of granite mined from the local Dodlin Quarry, features an 80-foot aisle, oak pews and pulpit, birch floors, antique organ and grand piano, and bride and groom dressing rooms. The chapel was originally a gift to the Good Will Home Association from Miss Frances E. Moody of Bath, Maine, in memory of her sister, Miss Mary D. Moody. The corner stone was laid on August 3rd, 1896 and the chapel dedicated on the 16th day of June, 1897, marking an important epoch in the history of the Good Will enterprise.

The rooms of the chapel are finished in natural North Carolina pine. The interior is light, cheerful, and attractive. The crowning features are the two memorial windows installed at opposite ends of the chapel proper illustrating lilies and grapes, favorites of the two sisters.

The chapel is non-denominational and seats 275 comfortably, is wheelchair accessible, and offers ample parking. It stands on a knoll facing the Kennebec River.

**National Society for Leadership and Success**

The Society is an organization that helps people discover and achieve their goals. The Society offers life-changing lectures from the nation’s leading presenters and communities where students come together and help one another succeed. Founder Gary Tuerack shared “We are dream supporters - we build leaders, support people in achieving their dreams, and better the world in the process. We get people to ask the all-important question ‘What would you do if you knew you couldn’t fail?’ and then help them to achieve those goals.” Invitations to join the Society are sent to students who are in good academic standing at the beginning of fall and spring semesters. For more information, contact the Director of Student Development at 207-453-5040.
New Student Programs

Each semester, new students are provided several opportunities to participate in events which highlight essential information and connect students to the College, available resources, staff, faculty, and other new KVCC students. These are “must do” events for all new students! For more information, e-mail the First Year Committee at fyec@kvcc.me.edu.

- **Student Orientation and Registration (SOAR)** is a required event for all students who are new to the College. Students participate in several sessions designed to ease the transition into the college student role. This experience creates a connection for new students with campus resources and services, financial aid and Business office information, and the College’s Emergency Response Plan. In addition to this orientation to the College, students register for their first semester of courses.

- **Community Day** is a special event for all new students. This one-time event brings new students together with new and current students in their programs, introduces students to their program faculty, and begins the connection with the College. We like to think of Community Day as “move-in-day” without the move-in!

- **The Student Handbook** is printed each academic year and is available to all students. The Handbook contains the academic calendar, a yearly planner highlighting important dates, events, and activities. It may be used to plan study time and course related due dates. The Handbook is also designed as a reference for College policies related to academics, enrollment, rules and regulations, and the Student Code of Conduct.

**Office of Student Development (207-453-5040)**

The Office of Student Development supports programming that encourages student participation and involvement in co-curricular opportunities. By creating engaging activities and ongoing partnerships, the College strives to create a sense of cohesiveness and campus spirit. This office coordinates student leadership opportunities through new Student Orientation and Registration, Community Day activities, and general interest in academic clubs and organizations. Students are invited to get involved in key groups on both campuses such as Student Senate, Sigma Alpha Pi Leadership Society, and Phi Theta Kappa Honor Society.

**Phi Theta Kappa International Honor Society**

Phi Theta Kappa recognizes and encourages academic scholarship and fellowship among two-year college students through academic achievement and community service. An invitation to membership is extended by the College to those students who have completed twelve KVCC semester credit hours of associate degree coursework with a Grade Point Average of at least 3.5 and who adhere to the Student Code of Conduct. For more information, contact the Director of the Learning Commons (co-advisor) at 207-453-5084.

**Recreational Facilities and Activities**

KVCC provides recreational opportunities in bowling and golf; league opportunities in soccer, softball, and volleyball; and an inter-collegiate experience in ice hockey. On the Fairfield campus, the Multi-Purpose Center, located in Carter Hall, provides gym space for intramural tournaments or shooting some hoops between classes and the Fitness Center offers access to cardio and strength equipment; the Center is open Monday through Friday, 7 am to 9 pm, and Saturday, 7 am to 2 pm. The Alfond Recreational Center on the Alfond campus provides access to a fitness and aerobic studio, a racquetball court, and a hardwood gym floor perfect for basketball, volleyball, and indoor baseball and softball practice activities. This campus also offers student teams access to two baseball diamonds and a soccer field for practice and intramural activities.

**ACADEMIC SUPPORT SERVICES**

**Adult Education Courses (207-453-5101)**

Through a collaborative partnership with adult education providers, the programs and services listed below highlight the assistance available at area locations throughout Kennebec Valley and Mid-Coast Maine. Contact 207-453-5101 to locate an adult education program near you.

- **Adult Transitions Project (ATP)** provides instruction, support services, and coordination to help adults obtain a college degree.

- **Career and Advising Services** include one-on-one advising for education and career selection, assistance with college
and career research, and classes on resume writing and interview techniques.

- **College Preparation Programs** such as biology, chemistry, and algebra are offered. In addition, classes in reading, mathematics, and writing skills are available to prepare for college placement exams.

- **KV Academy** is designed to help adults prepare for and transition to college. In collaboration with area adult education providers, this program offers non-credit academic classes in math, reading, writing, and computer skills. Students may also access college planning assistance, a guided tour of the College, and academic advising.

**Learning Commons - Lunder Library, Fairfield campus and Averill Building, Alfond campus**

The Learning Commons is designed as a comfortable space that fosters collaborative learning, provides a welcoming and flexible learning environment, and inspires students to discover, create, problem-solve and collaborate with their peers. The Commons consolidates services under one roof and brings together library, technology, and academic support services in this dynamic environment.

The Learning Commons helps students achieve their academic goals through providing many services:

- Library and research help
- iPads, tablets and laptops available for student use
- Assistance with the effective use of technology
- Collaborative group study and small instruction spaces
- Peer Tutoring in person or online in most content areas
- Writing & Math services with professional tutors
- Exploration of effective learning strategies
- Access to online resources, including tutorial videos and helpful links
- Testing accommodations for students with disabilities
- Access to assistive technology such as Dragon Naturally Speaking (voice to text), the Kurzweil reader (text to speech), Inspiration (mapping/webbing) and PLATO (skills enhancement in math, writing, science and reading).
- Preparatory sessions for the Accuplacer Placement Test
- Academic coaching in areas such as time management, test taking skills, effective reading strategies and organizational skills
- An Advising Kiosk which provides access to advising & career exploration services

The Learning Commons is located in Lunder Library on the Fairfield Campus. In the Fall of 2014, the Learning Commons will expand to include the Harold Alfond Campus. The Commons will be housed in the Averill Classroom Building on the new campus. For more information, contact the Director of the Learning Commons at 207-453-5084.

**Lunder Library (207-453-5004)**

Lunder Library is at the heart of the Learning Commons and provides access to information resources and services such as research assistance, online resources and interlibrary loan services is available. The library provides students with guaranteed access to more than 130 electronic databases, which together provide access to some 75,000 e-books, 30,000 full-text journals, 20,000 medical illustrations, 7,000 streaming videos, 2,000 audio books, and more. The library’s physical collection of 13,000 items is complemented by a state-wide collection of more than 7.6 million additional items. Using their KVCC ID, students may borrow material from three (3) Colby College libraries, the Thomas College Library, the Waterville Public Library and the MaineGeneral Hospital Library.

**TRIO Student Support Services Project (207-453-5013)**

TRIO Student Support Services at KVCC is a federally sponsored program, funded through the US Department of Education and first created in 1968. KV TRIO has existed since 1993 and has been an integral part of student support services on the campus. The mission of TRIO is to assist low-income/first generation students as well as students with documented disability in persisting in and graduating from KVCC within four years. Where applicable, the program assists students seeking to transfer on to four-year colleges and continue their education. Services provided include individual and group tutoring in math, science, technology, and English, as well as intensive mentoring, advising, and registration. Assistance is offered in financial aid/scholarship/grant awareness and financial literacy assistance. Additionally, first year students are offered instruction in study skills, self-management, accountability, self-advocacy, and note taking. Further information is located on the TRiO website at www.kvcc.me.edu/trio.
RESOURCES AND SERVICES

Accident and Sickness Insurance (207-453-5140)

Currently, KVCC offers basic insurance to all students enrolled in nine (9) or more credit hours. This plan provides students with twelve (12) months of coverage for accident and sickness. The implementation of Affordable Care Act, signed into law this past year, will impact the cost and availability of a health insurance policy for KVCC students beginning in the Fall of 2013. Additional information will be provided on the College’s web page.

Child Care (207-680-7211)

KVCAP offers childcare for children ages six weeks to five years to support students who are in need of full time, full year care. The Educare Central Maine Center is located less than three miles from the KVCC Fairfield campus and is open Monday through Friday, 6:00 a.m. to 6:00 p.m. The Center collaborates with family childcare providers in the area. Part-day programming is also available for preschool aged children.

Computer Labs

KVCC has an open computer lab located in King Hall, a lab located in Lunder Library, and several instructional labs located in each building for specific academic programs.

Counseling (207-453-5019)

Counseling is available through a referral process to a licensed practitioner and is based on the student’s health insurance plan.

Disability Services (207-453-5019)

Assistance with a documented disability (health, physical, mental health, or learning) is available to students who may require accommodations in order to access courses or campus events/activities. Students are encouraged to register in a timely manner with the Dean of Students.

Emergency Medical Care

Twenty-four hour emergency medical care is available at MaineGeneral Medical Center and Inland Hospital in Waterville. These facilities are located within five miles of the Fairfield campus and twelve miles of the Alfond campus.

Housing

At this time, KVCC is a non-residential, entirely commuter campus. Students are encouraged to seek housing on an individual basis through such mediums as websites, newspapers, and local realtors. Information from local landlords on possible rentals may be obtained on the College’s homepage under Admissions. Students will find helpful tips and links to several sources for locating a rental.

Loan Counseling (207-453-5149)

Loan counseling provides information on student loans and the required paperwork.

Technology

- E-mail Account
  Each student is assigned a KVCC e-mail account which is the official means of communication on campus.

- Helpdesk
  A technology helpdesk is available for students needing help with academic-related technology, Blackboard, or accessing student information through the My KV Student Information Portal. Call 1-888-528-5882 or 207-453-5079 for further information.

- Student ID
  A valid student ID is required to gain access to all computer labs, to borrow library materials, and to purchase select...
software from the College Store. For credit students, the fee for the first student ID is part of a comprehensive fee applied to your bill. Replacement IDs cost $5 which must be paid at the Business Office before a replacement ID will be generated.

• **My KV Student Information Portal**
  Students may access their grades, semester schedules, financial aid folder, and other essential information.

• **Blackboard**
  Blackboard is a software tool used to enhance course content for in-class options and is the primary means of access for online courses, used by a majority of courses. Please check with your instructor on whether or not the course uses Blackboard.

**Transportation**

The KVCAP Transportation Program, *KV Explorer*, also has a fixed route public transportation program and the KV Van door-to-door program from Waterville to the Carter Building of the Fairfield campus. Negotiations are under way to expand KVCAP bus service to the Alfond campus in Hinckley. Each service is designed to address the transportation needs of many community members and operates on a small fee basis. Contact 1-800-542-8227 or visit [http://www.kennebecexplorer.com/](http://www.kennebecexplorer.com/)
AUTOMOBILES

Any student who uses an automobile must register that vehicle at the Enrollment Services Center and correctly display a campus registration sticker ($25.00 for the first vehicle and $1.00 for additional vehicles). Parking permits are issued for the academic year and must be renewed annually. Information must be provided by the student so that his/her file may be kept up to date. This is done online in the My KV Student Information Portal. The College reserves the right to revoke the permit if the privilege is abused. Improper parking of vehicles in restricted areas (handicapped spaces, fire lanes and undesignated areas) is prohibited. Parking tickets will be issued for violations.

CHILDREN ON CAMPUS

Due to the concerns for safety of children and for the quality of class sessions, the following policy concerning children on campus has been adopted:

• Children are not allowed in class sessions.
• Children must be supervised at all times while on campus.
• Children may not be left in the library, Campus Center, or in any other campus area while parents attend class.
• College personnel do not supervise children.

STUDENT CODE OF CONDUCT

The Student Code of Conduct contains a set of principles and guidelines that establishes an atmosphere of mutual respect. The Code of Conduct ensures the orderly administration of the College’s academic, athletic and social offerings; secures the opportunity of all students to pursue peacefully their educational objectives; protects the health, safety and welfare of the College and the members of its community; and maintains and protects the real and personal property of the College and the members of its community. The Code applies to all students, clubs & organizations including events sponsored by the College yet occurring off campus.

Additional information regarding the Code of Conduct is available by contacting the Dean of Students at 207-453-5019 or at http://www.kvcc.me.edu/CMSContent/Departments/Student_Services/KVCC_Code_of_Conduct_2013.pdf

INTOXICATING BEVERAGES AND DRUGS

The possession and/or use of alcohol and drugs is strictly prohibited on the school grounds, is a violation of the Student Code of Conduct, and can provide grounds for sanctions, including dismissal.

STUDENTS CONVICTED OF POSSESSION OR SALE OF DRUGS

A federal or state drug conviction can disqualify a student for federal student aid funds if that offense occurred during a period of enrollment for which the student was receiving Title IV aid. For more information, contact the Financial Aid Office at 207-453-5121.

TOBACCO AND SMOKING POLICY

Kennebec Valley Community College is a tobacco-free campus. Kennebec Valley Community College (KVCC) joins with the American College Health Association (ACHA) in supporting the findings of the Surgeon General that tobacco use in any form, active and passive, is a significant health hazard. KVCC further recognizes that second-hand smoke has been classified as a Group A carcinogen by the United States Environmental Protection Agency. KVCC acknowledges the Centers for Disease Control and Prevention (CDC) statistics that 70% of all smokers report that they want to quit smoking completely.

The intent of this Tobacco Policy is to eliminate exposure to second-hand smoke, provide an environment supportive of tobacco-free lifestyles, eliminate the risk of accidental fire, eliminate the health risks associated with expectoration from smokeless tobacco, and eliminate the environmental impact of cigarette litter.

The use of tobacco products or any object or device intended to simulate that use, including electronic cigarettes, on campus is strictly prohibited except within the confines of personal vehicles. The sale, distribution, or advertisement of tobacco products is prohibited.
SEXUAL HARASSMENT AND SEXUAL ASSAULT

Sexual harassment and/or sexual assault of employees or students is a violation of state and federal law and a violation of KVCC policy. Any employee or student who violates those laws or KVCC’s policy will be subject to disciplinary action. KVCC’s policy is located on its website at http://www.kvcc.me.edu/CMSContent/Policies/Policy_1.08.pdf. Questions regarding the policy should be directed to the Affirmative Action Officer at 207-453-5117.

HARASSMENT

KVCC does not tolerate harassment that creates an offensive, hostile, or intimidating work or learning environment. KVCC is committed to preventing and responding promptly and effectively to complaints of harassment.

CAMPUS SAFETY & SECURITY

Kennebec Valley Community College complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act by making the Clery report and statistics information available to students, faculty and staff. The Annual Security Report is prepared annually by the Director of Campus Safety & Security and the Dean of Students. It includes information regarding campus safety and security and the crime statistics for the past three years.

A log of criminal activity and/or incidents is maintained by the Director of Campus Safety and Security. The information from this log, in conjunction with a report from the Fairfield Police Department, creates the basis for reporting incidents on campus, on surrounding roads and walk ways, and at off-campus college events. This report is available on the College’s website by the first of October each year. An e-mail is generated to the campus community highlighting the availability of the Annual Security Report and encouraging the reporting of all incidents.

The Campus Safety and Security page on the College’s website provides information on the following topics:

- Campus Crime Alerts & Timely Warnings
- Reporting Crimes
- Reporting Suspicious Activity
- Voluntary and Confidential Crime Reporting
- Building Security and Access
- Campus Safety and Security Authority
- Emergency Response Plan Dissemination (Evacuation & Lockdown Procedures)
- Crime Prevention and Safety Programs
- Drugs and Alcohol
- College Procedure on Sexual Assault
- Crisis Hotline & Emergency Contact Numbers
- Victims of Sexual Assault
- Registered Sex Offenders

For more information or to report an incident, contact the Director of Safety and Security at 207-453-5116 or the Dean of Students at 207-453-5019.
The financial requirements of the College, changing costs, state and legislative action, and other matters may require an adjustment of these charges and expenses. The College reserves the right to make such adjustments to the estimated charges and expenses as may, from time to time, be necessary. All students (or potential students) acknowledge this reservation by the submission of an application for admission or by registration. **ALL FEES ARE NONREFUNDABLE.**

### TUITION AND FEE SCHEDULE FOR THE ACADEMIC YEARS 2014-16

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MAINE RESIDENT</strong></td>
<td>$90.00 per credit</td>
</tr>
<tr>
<td><strong>NON-RESIDENT TUITION</strong></td>
<td>$180.00 per credit</td>
</tr>
<tr>
<td><strong>NERSP (“APPLE” PROGRAM) PARTICIPANTS</strong></td>
<td>$135.00 per credit</td>
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</tbody>
</table>

### TUITION AND FEES

An enrollment confirmation fee in the amount of $100 is due for payment within ten (10) days of acceptance. The fee is non-refundable.

#### FEES

- **Application** ............................................. $20  Required with the application for admission (non-refundable)
- **Comprehensive Fee** ....................................... 10% of course tuition
- **Activity** ................................................ $3  Per credit hour
- **Parking** .................................................... $25  For first vehicle ($1 for each additional) per year
- **Student Health Insurance** .................. TBD  Student health insurance is required for any student enrolled in 9 credit hours or more and for any student enrolled in the Electrical Lineworker, Precision Machining Technology, Nursing, or any Allied Health Program. Waivers may be granted if proof of alternate coverage is provided.
- **Implementation of the Affordable Care Act will impact the cost and availability of a health insurance policy for KVCC students beginning Fall of 2013. Additional information is provided on the College’s web page.**
- **Additional Risk insurance** ............ $25  For Electrical Lineworker and Precision Machining Technology students
- **Student Liability Insurance** ........... $15  For Allied Health, Nursing, and Education program students
- **Experiential Liability Insurance** .... $18  For-campus
- **Graduation Fee** ................................. $75  Per degree

#### INSTRUCTIONAL FEES

- **First Year Experience Fee** .......... $30  Per credit hour
- **Evaluation of Life Experience** ......... $30
- **Challenge Examination (nonrefundable)** 50% of course tuition, in advance
- **Technical Course Fees** ...................... 20% of course tuition
- **Non-technical Course Fees** .............. 10% of course tuition
- **Course Audit** ................................. $3  1/3 of course tuition and all fees
- **Transcripts** .................................... $10  Per transcript
- **Textbooks/Materials** ....................... $500 - $1,000 Per academic year depending on the program
- **Tools and Equipment (estimates)** ...... $200 - $300
- **$1,200 - $1,500** For Applied Electronics and Computer Technology program
- **$400 - $700** For Electrical Lineworker Technology program
- **$300 - $600** For Electrical Services and Technology program
- **$1,600 - $1,800** For Electrical Technology program
- **Late Fee** ................................. $25  Per semester
- **Payment Plan Fee** ......................... $25  Per semester
TESTING FEES

(Per test, payment due in advance)
Accuplacer Testing .................. $ 20
TEAS-V Testing ......................... $ 45

RESIDENCY

A student is classified as a Maine resident or non-resident for tuition purposes at the time of admission to the College. No student, once having registered as a non-resident student, is eligible for resident classification unless he/she has been a bona fide domiciliary of the State of Maine for at least one year immediately prior to registration for the term for which resident status is claimed.

If the student is enrolled for a full academic program, as defined by the College, it will be presumed that the student is in Maine for educational purposes and that the student is not in Maine to establish a domicile as a permanent resident; thus, the burden will be on the student to prove that he/she has established a Maine domicile by the time of such registration. The domicile of a student who is claimed as a dependent for tax purposes follows that of the parents or legally appointed guardian of the student. If a student classified as a non-resident marries a person who is domiciled in Maine and asserts the establishment of a domicile in Maine, the student shall be presumed to be eligible for resident status at such student’s next registration.

In general, members of the Armed Forces and their dependents are normally granted resident status during the period of active duty.

NEW ENGLAND REGIONAL STUDENT PROGRAM

The College participates in the NERSP or “Apple” Program. This program allows a number of out-of-state students to attend at 150% of in-state tuition if they enter an approved course of study that is not available in their state of residence.

Various restrictions and exceptions apply, and students who wish to be considered must submit their requests in writing to the Admissions Office. High school students should first check with their guidance office to see if the program for which they are applying meets eligibility requirements.

For more information, visit: http://admissions.unh.edu/tuitionfees/new-england-regional-student-program

PAYMENT OF TUITION AND FEES

All College invoices are due and payable upon receipt. Student invoices are normally sent in July, November, and April for full-time students. A late payment fee of $25 will be assessed for all overdue accounts for each semester. A fee of $10 is charged for every check returned by a banking institution. Transcripts or grade certificates will not be released until individual accounts are settled in full.

For further instructions on arranging payments from the U.S. Army, National Guard and Vocational Rehabilitation at Togus, please see KVCC Policies for Veteran Based Payments at http://www.kvcc.me.edu/Pages/General/Policies. There you will also find information about Veteran Dependent Tuition Waivers.

Failure to meet financial obligations may result in Administrative Dismissal from the College. Any problems concerning payment of tuition and fees should be communicated in a timely manner to the Business Manager at 207-453-5132.

PAYMENT PLAN

The College offers a payment plan for those matriculated students enrolled in 6 credit hours or more which requires a $25 fee per semester. The plan requires the following payment schedule:

<table>
<thead>
<tr>
<th>Fall Semester</th>
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<tbody>
<tr>
<td>25% due August 15</td>
<td></td>
</tr>
<tr>
<td>25% due September 15</td>
<td></td>
</tr>
<tr>
<td>25% due October 15</td>
<td></td>
</tr>
<tr>
<td>25% due November 15</td>
<td></td>
</tr>
</tbody>
</table>
Spring Semester
25% due December 15
25% due January 15
25% due February 15
25% due March 15

Summer Semester
34% due May 15
33% due June 15
33% due July 15

CASHIER’S OFFICE

The Cashier’s Office is located in the Enrollment Services Center in Frye Building at the Fairfield campus. Hours of operation are from 8:00 a.m. to 5:00 p.m. Monday through Thursday and 9:00 a.m. to 4:00 p.m. Friday. Payment service is also available at the Enrollment Center located at the Alfond campus.

Acceptable methods of payment are cash, personal check, money order, MasterCard, VISA, and DISCOVER. Students who have questions regarding particular charges on their invoice may call 207-453-5140 for assistance.

STUDENT WAIVER PROGRAMS

• Dual enrollment programs, also called concurrent enrollment programs, are designed to help high school students get a head start towards college. High school juniors or seniors who meet certain criteria are eligible for up to 6 credit hours of waived tuition for general education courses per semester. Registration is on a space-available basis and all course fees and book charges apply.

Concurrent enrollment allows students to earn credit towards their high school graduation as well as college credit, helps to prepare them for the college experience, and is well-suited for students who are interested in a challenge that demands more of their time and independent responsibility. Successful high school students have earned anywhere from 3 to 18 college credits, reducing the costs of a college education and the time it takes to get a degree. At KVCC, there are three different ways that students may participate in concurrent enrollment:

1. Some high schools offer college credit courses at their school during a regular class period, taught by their instructor certified by the college to teach the college curriculum. Students may take as many courses as approved by their guidance office; however, all courses require the same level of commitment as classes on the college campus and therefore students are cautioned to be mindful of the workload. A slight fee is associated with these classes for which the students may be responsible.

2. A second option is to take college courses on the KVCC campus. This option is referred to as tuition waiver and is available to high school juniors and seniors who have a B average or better. Students who meet the criteria complete a tuition waiver form and may enroll in up to 6 credits per semester with the approval of their guidance counselor (and a parent if under 18).

3. A third option is Early College for ME, a high school-to-college transition program offered in 74 high schools around the state. Students are selected by their high schools in their junior year. Students are eligible if they are Maine residents, associated with one of the 74 high schools, and are undecided about college, yet can succeed in college. All participating students have support and advising from ECforME staff through the application processes for college and federal financial aid and have the opportunity for a scholarship to any one of Maine’s seven community colleges. ECforME based at the College and continues to support students who receive a scholarship for as long as they meet scholarship requirements. Contact 207-453-5009 for further information.

High school students who successfully complete 6 or more college credits may be eligible for scholarships. Upon the high school’s recommendation and acceptance by KVCC, the student may receive a scholarship for 24 additional tuition-free credits. Students who elect to transfer earned credits to another college must request an official college transcript through the Registrar’s office. For additional information, contact the Director of Continuing Education and Dual Enrollment at 207-453-3514 or toll free at 1-800-528-5882, extension 3514, or visit our website at http://www.kvcc.me.edu/Pages/Off-Campus-Programs/Off-Campus-Programs.
• **Senior citizens** (who are at least 65 years old) may register on a space available basis for credit courses where tuition is waived. All other fees and charges are applicable.

• Kennebec Valley Community College waives all or a portion of tuition charges for matriculated students who are Maine residents and document their membership or ancestry in a Maine-based **Native American** tribe. To qualify for a KVCC Native American tuition waiver, the student must meet the following eligibility criteria:

1. **Tribal Membership or Ancestry**: The student must be included on the current tribal census or 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 Aroostook Band of Micmac.
2. **Maine Residency**: The student must meet KVCC’s criteria to qualify for in-state tuition charge.
3. **Enrollment**: The student must be accepted into a degree or certificate program and enrolled in credit-bearing courses at KVCC. The student must remain in good academic standing as defined by the College and maintain Satisfactory Academic Progress as defined by Title IV Federal financial aid regulations.
4. **KVCC Native American Waiver Application**: The student must complete and submit a “KVCC Native American Tuition Waiver Application” to the KVCC Financial Aid Office. Once eligibility is established, re-application is not necessary.
5. **Financial Aid Application**: Applicants for the Native American Waiver must complete the Free Application for Federal Student Aid (FAFSA) annually as soon as possible after January 1 and provide the documents required for determining aid eligibility. Applicants must meet the general eligibility requirements for receiving Federal student aid.
6. **Programs taught at other campuses**: Students enrolled in the Fire Science program taking classes at Eastern Maine Community College or the Criminal Justice program taking classes at Washington County Community College must apply for the Native American Waiver at those respective colleges and are subject to their waiver policies.

**Waiver Amount**: The waiver is equal to in-state tuition charged to the student in a semester less any Federal or state need-based grants or scholarships for which the student qualifies. Other restrictions apply:

1. Charges other than tuition are not waived.
2. Tuition is not waived for courses with a grade of NS (no show).
3. Summer session tuition is waived only for students in majors which require summer attendance.

**Duration of Eligibility**: Eligibility for the waiver ends after the student has earned one degree or one certificate or after the student has attempted 90 credits at KVCC, regardless of whether or not the student has earned a credential.

**COURSE AUDIT**

All students who audit courses will be charged one-third of the applicable tuition for each course in addition to applicable course fees. Audited course(s) cannot be counted in determining enrollment status nor can they be included in meeting the minimum credit requirements for satisfactory progress for financial aid.

**THIRD-PARTY SPONSORED STUDENTS**

Sponsors must submit a written instrument verifying unconditional financial responsibility to the Business Office, in conformance with College financial policies, in advance of final student registration.

**ADD/DROP REFUND POLICY**

Courses may be added or dropped during the first 6 (six) business days of the semester on a space available basis. During this add/drop period, tuition and fees will be refunded; book refunds will be processed according to KVCC College Store policies. On day 7, full payment of 100% tuition and fees will be assessed to the student account.

Refund levels may vary for special or short-term courses depending upon the circumstances. No refunds are given for terminations resulting from academic, disciplinary, or financial dismissal. Students who feel that individual circumstances warrant exceptions from the published policy may appeal in writing to the Dean of Finance and Administration.
ELIGIBILITY

Kennebec Valley Community College offers financial help to eligible students who enroll part-time or full-time in credit programs that lead to degrees, certificates, or diplomas, as described in the College catalog. While the primary responsibility for financing an education rests with the student and family, KVCC supplements this obligation with awards from grant, scholarship, work, and loan programs. Qualifying students may use the financial aid awarded from the various financial aid programs to meet both direct school costs (tuition, fees, books, supplies) and off-campus living costs (room, board, transportation, child care, personal expenses).

Financial assistance to students is made available through several federal, state, private, and college financial aid programs. To remain eligible, recipients must apply each year and maintain satisfactory academic progress toward their degrees as outlined in the Satisfactory Academic Progress Policy. This policy and the Financial Aid Refund Policy (for students who change enrollment status by adding/dropping courses or withdrawing from the College) are posted on the KVCC website and copies are available in the Financial Aid Office.

Financial aid is not awarded for credit hour registrations associated with Audits, Challenge Exams, Work Experience Credit, Transfer Credit, or repeats of courses with grades of “Incomplete.”

APPLICATION PROCESS

Though students can apply at any time, they should apply by March 1 for best offers and no later than April 30 to meet the deadline for the State of Maine grant program. Financial aid is still available for students applying later than these dates, but the total awards available may be less. All students must file a Free Application for Federal Student Aid (FAFSA) to qualify for awards from any of the financial aid programs offered by KVCC. Applicants may complete and mail a paper application, or they may file electronically using the web site www.fafsa.ed.gov.

Some students may be required to submit additional forms and federal tax transcripts for themselves and/or spouses or parents. These tax transcripts are obtained from the IRS. In lieu of tax transcripts, those who are required to submit them may access the IRS Data Retrieval tool on the FAFSA to have their IRS data transferred onto their FAFSA.

More complete information regarding the financial aid process is available by contacting the Financial Aid Office (1-800-528-5882, ext. 5121) or accessing “Financial Aid” at the College’s web site http://www.kvcc.me.edu/Pages/Financial-Aid/Financial-Aid-Home.

GRANTS AND SCHOLARSHIPS

Federal Pell Grants: These grants are for very needy students and are the first and largest grants to be awarded. All eligible students will receive awards, though students who would otherwise qualify but have reached their Pell lifetime eligibility limit would not be awarded. Other awards may be added to the student’s “financial aid package” to meet remaining student needs. Awards are available to full-time (12 or more credits per semester), three-quarter time (9 to 11 credits per term), half-time (6 to 8 credits per term), and some less-than-half-time (1 to 5 credits per term) enrolled students. Only undergraduates who have not yet earned a first baccalaureate degree are eligible.

Federal Supplemental Educational Opportunity Grants (FSEOG): FSEOG’s are awarded to students with exceptional need who are also receiving Federal Pell Grants. All part-time and full-time students may qualify for awards, but due to limited funding, all eligible students will not receive awards. Only undergraduates who have not yet earned a first baccalaureate degree are eligible.

State of Maine Grant Programs: These awards are made by the State of Maine to students who demonstrate a certain level of need and are undergraduates who have not yet earned a first baccalaureate degree. The application is the FAFSA form which a student must submit by May 1 each year in order to qualify.

Bernard Osher Scholarship: These are available to students who are Maine residents who have a financial need and are enrolled full-time (12 credit hours per term) in associate degree programs. Recipients will be known as Osher Scholars and must maintain a 2.5 cumulative grade point average to retain eligibility for continued awards during each year of enrollment.

Osher Scholarships for Students in the Associate of Arts in Liberal Studies Degree program: These are granted to first-semester, first-year students who are Maine residents taking at least six credits in their first semester and have accumulated no more than...
24 college credits.

Child Care Scholarships: Limited amounts of funds are available to students from certain Maine communities to assist with child care while students are in on-campus classes. Eligible students must have applied for federal financial aid and have unmet financial need. More information is available in the financial aid section of the KVCC website under “types of aid.”

KVCC Foundation Scholarships: Please see the section which immediately follows.

For more information on other scholarships and grants available through KVCC from the Maine Community College System Office, from KVCC, and from private sources, please contact the Financial Aid Office (1-800-528-5882, ext. 5121) or access “Financial Aid” at the College’s web site http://www.kvcc.me.edu/Pages/Financial-Aid/KVCC-Grants-and-Scholarships

KVCC FOUNDATION MISSION AND BACKGROUND

The mission of the Kennebec Valley Community College Foundation is to provide area citizens with an accessible and affordable quality education. The KVCC Foundation board of Trustees achieves this goal by raising funds to promote and support all educational programs at KVCC; to provide state-of-the-art equipment and facilities; and to ensure access through scholarship funds for needy students.

The KVCC Foundation was established in 1991 with the goal of supporting both the College and its students. The Foundation has raised a portfolio of over $3.5 million to support student scholarships, technology and equipment upgrades, and access to student support services. Since its inception, the Foundation has awarded over $1.1 million in student scholarships, opening the doors to education for more than 1,200 KVCC students.

The KVCC Foundation seeks grant funding specific to KVCC student and program needs. Past grant partnerships have funded scholarships, childcare and transportation subsidies, equipment for the Energy Services Technology, and Precision Machining Laboratories, a green house, and new program and development. Through grant writing and fundraising efforts, the KVCC Foundation provides funds to KVCC programs to enhance the quality of education offered to students. Such funds have assisted in the operating costs of the KVCC Marden Center for Academic Support and in the purchase of a mannequin for the TD Bank Nursing and Allied Health Simulation Lab.

The KVCC Foundation currently manages more than 36 scholarship funds which are, except by donor restriction, awarded to low-income KVCC students. Scholarship awards help students to fill the gap between financial aid awards and the total cost of college (tuition, books, tools, transportation, childcare, etc.). Annual scholarship application instructions are sent via e-mail to new and continuing students, with an application deadline in August. Dependent on funds available, additional application periods may be announced to students via email.

The Foundation offers a range of financial aid opportunities. Students must apply directly to the Foundation to seek support for unmet needs. Additional KVCC Foundation Scholarship information can be found at: http://www.kvcc.me.edu/Pages/Foundation/ScholarshipFunds

In order to be eligible:

- Students must be registered for 6 or more credits in a given semester, as determined by the census date.
- Students must demonstrate an unmet financial need as determined by the KVCC financial aid process (federal methodology).
- Preference for scholarships will be given to students who have financial need but are not eligible for grant aid (such as Pell or Maine State Grant).
- Students with a Bachelor’s degree are eligible for certain Foundation scholarship awards.

For more information on KVCC Foundation scholarships, please contact the KVCC Foundation Office (1-800-528-5882 ext. 5020, foundation@kvcc.me.edu

LOANS - Loans are borrowed and must be repaid with interest.

Subsidized William D. Ford Federal Direct (Stafford) Student Loan: Based on financial need. The principal and interest are both deferred as long as the student is enrolled at least half time (6 credits). In addition, the principal is deferred until six months after the student graduates or drops below 6 credits - this is known as the “grace period.”
Unsubsidized William D. Ford Federal Direct (Stafford) Student Loan: Non-need-based. The interest is either paid while a student is in school or capitalized over the life of the loan. (The principal is deferred until six months after a student graduates or drops below 6 credits.)

Direct PLUS Loan (Parent Loan for Undergraduate Students): This loan is available to parents of a dependent student (parents must have a good credit history to qualify). If a parent is denied a PLUS loan, the dependent student may qualify for an additional unsubsidized Stafford loan. For more information, contact the Financial Aid office.

Alternative Loans: These loans are not federal loans and not federally guaranteed. Borrowers are subject to a credit check, and interest rates vary. KVCC does not have a “preferred lender list” for alternative loans. For more information, check with the Financial Aid Office.

Interest Rates: The Bipartisan Student Loan Certainty Act of 2013 ties federal student loan interest rates to financial markets. Under this Act, interest rates will be determined each June for new loans being made for the upcoming award year, which runs from July 1 to the following June 30. Each loan will have a fixed interest rate for the life of the loan. Students can obtain the current interest rate at https://studentaid.ed.gov/sa/types/loans/interest-rates.

Loan Fees: Because of federal sequestration, loan fees are being adjusted every October 1, though Congress could vote to end sequestration at some point in the future. To access current loan fees, please go to https://studentaid.ed.gov/sa/types/loans/interest-rates.

30-Day Delay in Disbursement for First-Time, First-Year Borrowers: If a student is a first-year undergraduate student and a first-time borrower, KVCC cannot disburse his/her first payment until 30 days after the first day of the enrollment period. This practice ensures that students won’t have a loan to repay if they don’t begin classes or if they withdraw during the first 30 days of classes.

Double-Disbursement of Loans for Students Attending Only One Semester: If a student is only enrolled for one semester (for example, the student is enrolled for fall and graduating at the end of the fall semester), that student’s loans must be disbursed half on the standard disbursement date and half at the mid-point of the semester.

Loan Proration: If a student’s final period of enrollment is shorter than the school’s defined academic year (for example, a student who is graduating after the fall semester), federal regulations require financial aid administrators to prorate annual loan limits. Please check with the Financial Aid Office for more information.

Federal Loan Limits and Refusal to Certify a Stafford Loan: Through debt management and loan counseling, students are discouraged from borrowing more than the “recommended” eight percent of projected first-year earnings. Annual loan limits for subsidized and unsubsidized loans are: $3,500 for first year undergraduates, $4,500 for second year undergraduates, and $5,500 for post-associate degree advanced certificate undergraduates. Dependent students may be eligible to borrow an additional unsubsidized loan of up to $2,000 per academic year. Independent students and dependent students whose parents cannot borrow a PLUS loan may be eligible to borrow an additional unsubsidized Stafford Loan of up to $6,000 per academic year. Individual, comprehensive counseling by KVCC’s Loan Counselor is available on request, and is recommended for any student wishing to borrow. (Borrowers are encouraged to limit borrowing requests to a combination of subsidized and unsubsidized Federal Stafford loans that does not exceed the College’s average 2013-2014 graduating student’s indebtedness of $13,030 for the 60% of graduating students who had loans.) KVCC reserves the right, as granted by the U.S. Dept. of Education, to refuse to certify a student’s Stafford loan or to certify the loan for an amount less than the established federal limits. In that instance, KVCC must document the reason and provide that written explanation to the student. KVCC’s decision is final and cannot be appealed to the Dept. of Education.

SALT Financial Assistance Program: SALT is a free, non-profit backed resource to assist students to take control of their finances and student loans. KVCC has teamed up with SALT to offer its services (which include providing information on budgeting, job search lists, preparing a resume, identity theft, building credit, and letters of recommendation, and helping the student answer or resolve loan questions/problems) free of charge. Students can sign up at www.saltmoney.org.

**WORK STUDY**

Work study positions funded by support from the Federal government, are limited and competitive yet very valuable, and are available both on and off campus. Students earn money to help pay educational costs by performing job responsibilities that
are relevant to their academic program. Students work while they are enrolled and attending college. Community service is encouraged for those whose academic schedules allow.

**VETERANS’ BENEFITS**

All credit programs and some non-credit courses are approved by the Maine State Approving Agency for Veterans Education Programs for the use of the various VA educational assistance programs, more commonly known as “GI Bills.” Qualified military personnel, veterans, and their eligible dependents who are enrolled in approved programs may apply for VA benefits through the Financial Aid Office. Students should obtain VA applications from their Veteran Centers, the KVCC Financial Aid Office, or by going to [www.gibill.va.gov](http://www.gibill.va.gov) to fill out an online application as far in advance of course registration as possible.

Requests for Advance Pay of VA benefits must be submitted to the Financial Aid Office 30 days before the start date of the first semester of enrollment. The Financial Aid Office will assist students with the VA application process, payment problems, and other issues that may arise during enrollment. Students who receive VA benefits may also qualify for other financial aid programs offered by the College and are encouraged to apply.
The Professional Development Division at Kennebec Valley Community College provides non-credit and customized course offerings and training to those individuals, businesses, and organizations that require flexible scheduling and unique, innovative programming.

One of the principal purposes of this division is to meet the training needs of individuals who may wish to upgrade themselves in their positions or retrain for more challenging employment. Courses are not limited to the evenings, nor is instruction restricted to the KVCC campus. The division also offers special seminars, workshops, and credit courses which may be delivered in a variety of locations throughout the state. Specifically tailored programs may be taught at the work site in order to better serve the training needs of a particular business or industry.

Kennebec Valley Community College’s Professional Development Division has an established history in industrial, mechanical, medical, safety, computer, and business training. Areas in which courses are available include, but are not limited to the following:

- Business (Supervisory, Leadership, Customer Service, Stress Management, Writing Workshops, etc.)
- Computers (Microsoft Office - Word, Excel, PowerPoint, Access, etc.)
- Healthcare/Licensure (CPR Trainer, CPR, etc.)
- Trades/Licensure (Welding, CDL, National Electrical Code, LEAN, etc.)
- Personal Enrichment

This list of classes may change; classes may be added or deleted as needed. Contact the Associate Dean of Professional Development at 207-453-5116 or the Director of Continuing Education and Dual Enrollment at 207-453-3514; toll free 1-800-528-5882, extension 5116 or 3514.

Maine Quality Center’s mission is to promote economic development by providing job specific training for new and expanding businesses in Maine. Funded by the State of Maine, the program offers customized education and training, as well as recruitment and screening of trainees, at no cost to either the employer or the trainees. The Quality Center provides tangible incentives for businesses to create new jobs.

For more information or to apply for this program, contact the Associate Dean of Professional Development at 207-453-5116, toll free 1-800-528-5882, extension 5116 or the Director of Continuing Education and Dual Enrollment at 207-453-3514, toll free 1-800-528-5882, extension 3514.
The purpose of a General Education curriculum at a college is to provide all degree-seeking students with generalized knowledge and skills that are needed in every job and in a literate democratic society. It is a point of demonstrable fact that individuals and cultures that attempt to make decisions without sufficient knowledge of natural science, history, philosophy, mathematics, language, culture, geo-politics and geo-economics do not thrive. A person with a general knowledge of the world and of human thought is better prepared to think critically and not succumb to convenient, but erroneous, conclusions. The preservation of a democratic republic requires an electorate that can engage in meaningful and productive discourse based on facts, evidence, and reasoned argumentation. College graduates, including those from KVCC, should be prepared for their contributions to the civic discourse of a literate society. A KVCC general education consists of 21 credit hours of general knowledge and general skills-oriented classes.

General education electives may be chosen from the following fields: Humanities, Math, English, Natural Sciences, and Social Sciences.

### Humanities Requirement

All associate degree programs require a three-credit Humanities course. Humanities, in associate degree programs, are studies which expand the student’s awareness of the human condition and appreciation of human needs, values, and achievements.
Humanities include studies of literature, languages, history, philosophy, religion, and the visual and performing arts.

Explicitly excluded from meeting Humanities requirements are courses in composition, speech, technical writing, and behavioral, physical, and biological sciences. Refer to course descriptions in the back of this catalog for additional information (humanities courses have an (H) designation).

**Natural Science Electives Requirements**

Natural science electives may be chosen from the following fields: Astronomy, Biology, Chemistry, Environmental, and Physics.

**Social Science Electives Requirements**

Social science electives may be chosen from the following fields: Anthropology, Economics, Mental Health, Political Science, Psychology, and Sociology.

**COMMON CORE COURSES**

In order to ensure that all students receive a minimum of 21 hours of general education, the following common core courses are required within each associate degree at Kennebec Valley Community College.

- 100-level math or higher or science ___________________________ 3 credits
- COM104 or COM105 _______________________________ 3 credits
- ENG101 or ENG108 ______________________________ 3 credits
- General Education _____________________________ 6 credits
- Humanities ___________________________ 3 credits
- Social Science ___________________________ 3 credits

**KVCC ESSENTIAL LEARNING OUTCOMES**

KVCC has identified a set of learning outcomes students will achieve during their course of study. These learning out comes are aligned with the UMS Learning Domains. The Essential Learning Outcomes are grouped based on the area of study.

KVCC students will be able to:

**Creative/Arts**
1. Participate in, identify, or evaluate artistic and creative forms of expression.

**Natural Science**
2. Demonstrate both conceptual and practical understanding of scientific method, including the abilities of hypothesis development and testing through observation or experiment, and evaluation of results.
3. Engage in laboratory or field work at a level consistent with standard college laboratory and field courses.
4. Demonstrate the ability to work with both qualitative and quantitative information in applying the scientific process.

**Written Communication**

Written communication is the development and expression of ideas and information in writing. Written communication involves learning to work in many genres and styles. Written communication abilities develop through iterative experiences across the curriculum (AAC&U).

5. Write clear, coherent texts with adherence to proper mechanics.
6. Adapt their writing appropriately for different disciplinary contexts or audiences.
7. Effectively use writing as a means to engage in and communicate processes of critical inquiry, including analysis, synthesis, and argumentation.

**Quantitative Reasoning**

Also known as Numeracy or Quantitative Literacy (QL) is a habit of mind characterized as competency in working with numerical data. QR skills possess the ability to reason from a wide array of contexts. They understand and can create reasonable
sophisticated arguments supported by quantitative evidence and they can clearly communicate those arguments in a variety of formats (using words, tables, graphs, mathematical equations, etc., as appropriate). (AAC&U modified)

8. Reliably perform mathematical operations at the college level.
9. Understand and evaluate quantitative information both in their college work and in broader public discourses.
10. Apply mathematical concepts and techniques in practical situations to solve problems.

**Diversity/Cultural Knowledge**

12. Demonstrate knowledge of cultural worldview frameworks.

**Humanities**

13. Analyze or interpret significant texts or other cultural artifacts.
14. Understand or think critically about meaning (significance) and value, from either an aesthetic, philosophical, literary, or multidisciplinary perspective.

**Social Science**

15. Define causal forces shaping social structures, institutions, or behaviors.
16. Interpret evidence of the interchange among the causal forces shaping social structures, institutions, or behaviors.

**Ethical Reasoning**

17. Understand social and cultural value systems.
18. Understand and evaluate ethical perspectives on environmental issues.
19. Understand and critically evaluate ethical theories or concepts.
20. Work effectively with ethical issues and theories through analysis and evaluation of the theoretical, literacy, historical or artistic texts through which fundamental ethical ideas and problems are presented.
21. Critically evaluate disciplinary claims in the context of ethical, social, and environmental issues.
The Career Studies program is a highly individualized program of study that takes into account all the life experience that a person has had in the work world. As many as 24 credit hours of academic work can be applied towards this degree if you have extensive and diverse work experience. Students build a portfolio that documents their experience and how it aligns with the outcomes of college courses. Students then take other classes to complete the degree.

What Career Studies graduates do:
- Continue studies at universities
- Manage people in companies
- Receive promotions in their current jobs
- Write reports
- Investigate problems
- Gather information and data

Students will learn:
- Writing
- Social systems
- Ethics
- Natural science
- Psychology
- Computer applications
- Analysis
- Communication
- Mathematics

Career Studies graduates work in:
- Military service
- Small companies
- Police departments
- Family businesses
- Public schools
- Criminal justice entities
- Service industries
- Corrections

“My career was sort of stuck since I did not have a college degree. When I learned about the Career Studies degree, I had to check it out. It took me half as long to finish thanks to the program. Now I can be promoted at my company and become a supervisor.”

“The biggest problem I face in my company is not having workers whose skills are matched by their credentials. We need both the skills and credentials that certify professional level.”

Program entry requirements:
To see the entrance requirements for this program, please view the pages ahead, and visit www.kvcc.me.edu/prereq
For further questions about the program, please contact the Academic Dean at:
car@kvcc.me.edu
or go to:
www.kvcc.me.edu/car

Kennebec Valley Community College is an equal opportunity/affirmative action institution and employer.
### Associate in Applied Science Degree

Career/Vocational Technical (A documented portfolio of the student’s prior learning or equivalent coursework will be evaluated.)

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<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites (Co-requisites)</th>
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**TOTAL CREDITS** ...........................................18-24

General Education - Coursework in communication and/or literature; and/or social sciences; and/or humanities; and/or fine arts (12 credits) and coursework in business; and/or mathematics; and/or science (9 credits)

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<th>Course #</th>
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<th>Credits</th>
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**TOTAL CREDITS** ...........................................21

Electives - Career Studies majors may elect courses, in consultation with the Academic Dean or designee, offered by College, provided that prerequisites are met.

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<th>Course #</th>
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<th>Credits</th>
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**TOTAL CREDITS** ...........................................15-21

**TOTAL REQUIREMENTS** .........................................60

Revised: May 6, 2011
DESCRIPTION

The purpose of the Associate in Applied Science Degree in Career Studies is to provide highly individualized and flexible programming to meet the needs of students with significant work and learning experiences whose educational and/or occupational goals cannot be met by the other programs of the College.

ADMISSION REQUIREMENTS

Please refer to the General Admission Requirements. Additional admission requirements are as follows:

1. Significant work and/or learning experience.

EDUCATIONAL OBJECTIVES

The objectives of the Career Studies Program include:

1. Recognizing significant work and/or learning experiences in a broad range of technical, business and specialized career skills.
2. Enhancing educational opportunities for those students who already possess a significant basis of skill and/or learning.
3. Assisting individuals to advance in their chosen occupations.
ALLIED HEALTH PROGRAMS

Advanced Emergency Care
Health Information Technology
  • Medical Coding
Medical Assisting
Occupational Therapy Assistant
Phlebotomy
Physical Therapist Assistant
Radiologic Technology
Respiratory Therapy

PLEASE NOTE:

Criminal Background Checks

Applicants to certain programs need to note that a criminal background check will likely be required while enrolled in the program or as a condition of employment in the field. Certain internship and/or practicum sites, such as health care facilities, may limit or deny clinical privileges to those students who have a prior or current criminal record.

• Should a clinical facility refuse to permit a student to complete a clinical rotation based upon the student’s criminal background check, the student may not be able to complete the program. In the event a student is denied placement at a clinical site the College will likely be required to enter an academic dismissal from the program.
• Additionally, certain licensing boards may refuse to issue a license to practice based upon prior or current criminal offense(s). To learn more about whether the program or profession in which you are interested has such requirements or limitations, contact the appropriate Department Chair.

Infectious Diseases

Applicants who consider a career in Nursing or the Allied Health professions should be aware that during the course of their education and subsequent employment, they will be working in situations where exposure to infectious diseases is probable. This is an occupational risk for all health care workers. Persons should not become health care workers unless they recognize and accept this risk. Proper education and strict adherence to well-established infection control guidelines, however, can reduce the risk to a minimum. Thorough education in infection control procedures is an integral part of each health care program.

Exposure to Latex

Additionally, applicants should be aware that exposure to natural rubber latex (NRL) is likely. Individuals exposed to NRL products may develop allergic reactions such as skin rashes; hives; nasal, eyes, or sinus symptoms; and, rarely, shock.

Costs

Costs associated with required immunizations, criminal background checks, finger printing (when applicable) and admission testing are the responsibility of the applicant.
ADVANCED EMERGENCY CARE

People’s lives often depend on the quick reaction and competent care of Emergency Medical Technicians (EMTs) and Paramedics. They determine the nature and extent of illness or injury and establish priorities for patient care.

The KVCC Advanced Emergency Care programs include the following: a basic EMT course, an advanced EMT certificate, a paramedic certificate, and a college degree (AAS) in Advanced Emergency Care.

What Advanced Emergency Care graduates do:

<table>
<thead>
<tr>
<th>Cardiopulmonary resuscitation</th>
<th>Cardioversion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aid in childbirth</td>
<td>EKG monitoring</td>
</tr>
<tr>
<td>Administer medications</td>
<td>IV therapy</td>
</tr>
</tbody>
</table>

Students will learn:

<table>
<thead>
<tr>
<th>Airway management</th>
<th>Bleeding control</th>
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<tbody>
<tr>
<td>Oxygen therapy</td>
<td>Shock prevention</td>
</tr>
<tr>
<td>Spinal immobilization</td>
<td>Soft tissue injury and fracture care</td>
</tr>
</tbody>
</table>

Advanced Emergency Care graduates work in:

<table>
<thead>
<tr>
<th>Air ambulance services</th>
<th>Private ambulance services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law enforcement agencies</td>
<td>Fire departments</td>
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<tr>
<td>Hospitals</td>
<td>Clinics</td>
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</table>
## ADVANCED EMERGENCY CARE

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites (Co-requisites)</th>
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<tbody>
<tr>
<td><strong>Advanced EMT Certificate</strong></td>
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<tr>
<td>__ __</td>
<td>EMS113* Fundamentals of EMS</td>
<td>3</td>
<td>Admission into Advanced EMT Certificate (EMS115, EMS117, EMS119)</td>
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<tr>
<td>__ __</td>
<td>EMS115* Advanced EMT Clinical Preceptorship and Field Internship</td>
<td>4</td>
<td>Admission into Advanced EMT Certificate (EMS113, EMS117, EMS119)</td>
</tr>
<tr>
<td>__ __</td>
<td>EMS117* Cardiac/Respiratory Emergencies</td>
<td>3</td>
<td>Admission into Advanced EMT Certificate (EMS113, EMS115, EMS119)</td>
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<tr>
<td>__ __</td>
<td>EMS119* Advanced EMT Skills Seminar</td>
<td>2</td>
<td>Admission into Advanced EMT Certificate (EMS113, EMS115, EMS117)</td>
</tr>
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</table>

**TOTAL CREDITS** ................................................... 12

| __ __ | EMS111** | All students must successfully meet AEMT admission requirements prior to enrolling in EMS113, EMS115, EMS117, and EMS119 | 5 |

| **Paramedic Certificate** | | | |
| __ __ | EMS208* | Advanced Emergency Cardiovascular Care | 4 | EMS113, EMS115, EMS117, EMS119 or currently licensed/certified Adv. EMT (EMS209, EMS215) |
| __ __ | EMS209* | Paramedic Emergencies I | 3 | EMS113, EMS115, EMS117, EMS119 or currently licensed/certified Adv. EMT (EMS208, EMS215) |
| __ __ | EMS215* | Paramedic Clinical Preceptorship and Field Internship I | 3 | EMS113, EMS115, EMS117, EMS119 or currently licensed/certified Adv. EMT (EMS208, EMS215) |

**FIRST SEMESTER** | | | |
| __ __ | EMS218* | Paramedic Emergencies II | 4 | EMS208, EMS209, EMS215 (EMS219, EMS225) |
| __ __ | EMS219* | Emergency Care Across the Lifespan | 3 | EMS208, EMS209, EMS215 (EMS218, EMS225) |
| __ __ | EMS225* | Paramedic Clinical Preceptorship and Field Internship II | 3 | EMS208, EMS209, EMS215 (EMS218, EMS219) |

**SECOND SEMESTER** | | | |
| __ __ | EMS228* | Paramedic Emergencies III | 3 | EMS208, EMS209, EMS215, EMS218, EMS219, EMS225 (EMS229, EMS235) |
| __ __ | EMS229* | Paramedic Skills Seminar | 2 | EMS208, EMS209, EMS215, EMS218, EMS219, EMS225 (EMS228, EMS235) |
| __ __ | EMS235* | Paramedic Clinical Preceptorship and Field Internship III | 3 | EMS208, EMS209, EMS215, EMS218, EMS219, EMS225 (EMS228, EMS229) |

**TOTAL CREDITS** ................................................... 28

| **Associate in Applied Science Degree** | | | |

In addition to the 40 credits earned in the Advanced EMT and Paramedic Certificates, students will complete the following to earn the AAS Degree:

| __ __ | BIO213 | Anatomy and Physiology I | 4 | Min. Accuplacer reading score of 80, completion of LEAP seminar, or successful completion of a college level laboratory science course |
| __ __ | BIO214 | Anatomy and Physiology II | 4 | Minimum grade of “C” in BIO213 |
| __ __ | ENG101 | College Composition | 3 | Min. Accuplacer writing score of 74 |
| __ __ | MAT117 | College Algebra (or higher) | 3 | High school algebra, min. Accuplacer algebra score of 75, or successful completion of MAT031 |
| __ __ | PSY101 | Introduction to Psychology | 3 |
| __ __ | Communications Elective | 3 |
| __ __ | General Education Elective | 3 |
| __ __ | Humanities Elective | 3 |
| __ __ | Social Sciences Elective | 3 |

**TOTAL CREDITS** ................................................... 29

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**CRITERIA FOR GRADUATION**

Students in the Advanced EMT and Paramedic Certificates are expected to pass all courses with a “B-“ or better and achieve a GPA of 2.67 or higher. Students in the Advanced Emergency Care Degree are expected to pass all EMS designated courses with a “B-“ or better, all general education courses with a “C“ or better, and attain a final GPA of 2.00 or higher.

Revised: May 6, 2013
DEPARTMENT CHAIR: Betsy Priest, 207-453-5143
~ Certificates, Associate in Applied Science Degree ~

DESCRIPTION

The Advanced Emergency Care Program is a multiple entrance/multiple exit program. It allows students to exit at the end of each certificate and upon successful completion of all degree requirements. Students will be eligible for Maine State licensure and national registration at the Advanced EMT level upon successful completion of the Advanced EMT Certificate, and Paramedic level upon successful completion of the Paramedic Certificate. Students who complete the prescribed general education requirements will receive the Associate in Applied Science degree.

The program is designed to provide the graduate with knowledge, skills, and behaviors to deliver emergency care safely and competently at all levels.

ADMISSION REQUIREMENTS

Please refer to the General Admission requirements provided in the Admissions section of this catalog. In addition to the Immunization Requirements, all students enrolled in any allied health program require the following: Hepatitis B series and titer results, Varicella titer results, and a 2-step PPD test results within the past year.

Additional admission requirements are as follows:

Advanced EMT Certificate
1. Official high school transcript or GED scores.
2. Successful completion of an approved Basic EMT provider course.
3. Current National Registry Certification (or equivalent State certification) at the EMT level with documentation of completion of previous level education and training.
4. Applicants must achieve acceptable scores in Reading, Writing, and Math on the Accuplacer Placement Test.
5. At the start of the first semester of study in this program, students must be in good academic standing, with a required cumulative GPA of 2.0 or higher.
6. Attendance at program orientation session on the first day of class.

Paramedic Certificate
1. Official high school transcript or GED scores.
2. Successful completion of an approved Intermediate level program.
3. Current National Registry Certification (or equivalent State certification) at the Advanced level with documentation of completion of previous level education and training.
4. Test of Essential Academic Skills (TEAS-V):  
   • May be taken twice in an academic year (September to August)  
   • May only be taken three times in total  
   • No less than 45 days between test dates  
   • Test consists of Reading, Math, Science, and English & Language Usage  
5. At the start of the first semester of study in this program, students must be in good academic standing, with a required cumulative GPA of 2.0 or higher.
6. Attendance at program orientation session on the first day of class.

Advanced Emergency Care Degree
1. Concurrent enrollment or completion of the Paramedic Certificate.
2. Successful completion of high school Biology with a laboratory (taken within the last 5 years) with a minimum grade of “C.”
3. Successful completion of high school or college algebra with a minimum grade of “C.”
4. Test of Essential Academic Skills (TEAS-V):  
   • May be taken twice in an academic year (September to August)  
   • May only be taken three times in total  
   • No less than 45 days between test dates  
   • Test consists of Reading, Math, Science, and English & Language Usage
PROGRAM MISSION

The mission of the Advanced Emergency Care Program at Kennebec Valley Community College is to educate and train Advanced EMT and Paramedic level Emergency Care Providers who will deliver appropriate and quality pre-hospital care. The program is committed to providing students with a foundation of knowledge, skills, and behaviors that will provide employment opportunities and form a foundation for lifelong learning.

EDUCATIONAL OUTCOMES

Upon successful completion of the Advanced EMT Certificate, Paramedic Certificate, or Associate in Applied Science degree, the graduate is expected to:

1. Be eligible for the appropriate level of professional credentialing.
2. Behave ethically with tolerance and respect for cultural and ethnic diversity in patients, family members, and fellow health care providers.
3. Demonstrate effective communication skills with patients, family, and coworkers.
4. Demonstrate the critical thinking ability necessary for problem solving and differential diagnosis in emergency medicine.
5. Maintain professional knowledge, skills, and behaviors through lifelong learning.

CAREER OPPORTUNITIES

Career opportunities include vocations in both the public and private sectors. Advanced EMTs and Paramedics work for private ambulance services, air ambulance services, municipal emergency medical systems and fire departments. Additional opportunities exist in hospitals, clinics and in industrial settings.
Health Information Technicians (HITs) care for patients by caring for their medical data. They manage health care records and code medical/surgical information for insurance reimbursement and research in hospitals and other healthcare facilities. HIT professionals ensure the quality of medical records by verifying their accuracy and properly entering data into computer systems.

**What Health Information Technology graduates do:**
- Manage health information systems
- Manage health care data
- Investigate information and coding problems
- Gather information/data
- Store and retrieve health information
- Enter medical code data
- Observe ICD-10 compliance
- Write reports
- Enter medical code data

**Students will learn:**
- Healthcare services organization and delivery
- Medical terminology
- Legal, regulatory, and ethical issues
- Communication
- Statistics, research, and quality management
- Data management
- Reimbursement and revenue cycle management
- Information technology and systems

**Health Information Technology graduates work in:**
- Consulting firms
- Legal offices
- Health departments
- Government agencies
- Pharmaceutical companies
- Physicians’ offices
- Hospitals/clinics
- Software companies

"I really enjoyed the flexibility of this program. I was able to take a few classes at a time until I finished. That flexibility allowed me to continue working while moving forward in getting my degree."

To see the entrance requirements for this program, please view the pages ahead, and visit [www.kvcc.me.edu/adv/hit](http://www.kvcc.me.edu/adv/hit)

For further questions about the program, please contact Betsy Priest at:

hit@kvcc.me.edu

or go to:

www.kvcc.me.edu/hit

Accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), Accreditation Services c/o AHIMA 233 N. Michigan Ave, 21st Floor, Chicago, IL 60601-5800  www.cahiim.org

Kennebec Valley Community College is an equal opportunity/affirmative action institution and employer.
## HEALTH INFORMATION TECHNOLOGY

### Associate in Applied Science Degree

#### FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites (Co-requisites)</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ __</td>
<td>BIO213 Anatomy and Physiology I</td>
<td>4</td>
<td>Min. Accuplacer reading score of 80, completion of LEAP seminar, or successful completion of a college level laboratory science course</td>
</tr>
<tr>
<td>__ __</td>
<td>CPT117 Software Applications I</td>
<td>3</td>
<td>Computer ACCUPLACER score of 76 or greater, CPT018, or permission of instructor</td>
</tr>
<tr>
<td>__ __</td>
<td>ENG101 College Composition</td>
<td>3</td>
<td>Min. Accuplacer writing score of 74</td>
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<tr>
<td>__ __</td>
<td>HIT101 Intro. to Health Information Technology</td>
<td>3</td>
<td>HIT major (ENG101)</td>
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<tr>
<td>__ __</td>
<td>MAS102 Medical Terminology</td>
<td>3</td>
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#### SECOND SEMESTER

<table>
<thead>
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<tr>
<td>__ __</td>
<td>BIO214 Anatomy and Physiology II</td>
<td>4</td>
<td>Minimum grade of “C” in BIO213</td>
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<td>__ __</td>
<td>CPT121 Software Applications II</td>
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<td>Minimum grade of “C” in CPT117</td>
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<tr>
<td>__ __</td>
<td>HIT132 Legal, Ethical, and Regulatory Issues</td>
<td>3</td>
<td>HIT101</td>
</tr>
<tr>
<td>__ __</td>
<td>HIT136 Introduction to Coding and Classification</td>
<td>3</td>
<td>BIO213, HIT101, MAS102 or enrolled in Medical Coding certificate program</td>
</tr>
<tr>
<td>__ __</td>
<td>MAT113 Elements of Mathematics</td>
<td>3</td>
<td>Min. Accuplacer arithmetic score of 55</td>
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</table>

#### THIRD SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
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<th>Prerequisites (Co-requisites)</th>
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</thead>
<tbody>
<tr>
<td>__ __</td>
<td>BIO216 Pathophysiology and Principles of Pharmacology for the Health Professional</td>
<td>3</td>
<td>BIO119, MAS102 or BIO214</td>
</tr>
<tr>
<td>__ __</td>
<td>COM104 Introduction to Communication OR COM105 Interpersonal Communication</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>__ __</td>
<td>HIT142 Directed Practice I</td>
<td>2</td>
<td>HIT101, HIT136, MAS102, MAT113</td>
</tr>
<tr>
<td>__ __</td>
<td>HIT201 ICD-10-CM/PCS Coding &amp; Classification Systems</td>
<td>4</td>
<td>HIT136 (BIO216)</td>
</tr>
<tr>
<td>__ __</td>
<td>HIT210 Management Concepts for Health Care Orgs.</td>
<td>3</td>
<td>HIT101, HIT132, HIT136 (HIT142, HIT211)</td>
</tr>
<tr>
<td>__ __</td>
<td>HIT211 Health Data Collection</td>
<td>3</td>
<td>CPT117, HIT101, MAS102, MAT113</td>
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</table>

#### FOURTH SEMESTER

<table>
<thead>
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<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>__ __</td>
<td>HIT212 Quality Improvement</td>
<td>3</td>
<td>HIT201, HIT210, HIT211</td>
</tr>
<tr>
<td>__ __</td>
<td>HIT222 CPT-4 Coding</td>
<td>4</td>
<td>HIT201</td>
</tr>
<tr>
<td>__ __</td>
<td>HIT243 Directed Practice II</td>
<td>2</td>
<td>HIT142, HIT201, HIT210, HIT211</td>
</tr>
<tr>
<td>__ __</td>
<td>HIT245 Seminar in Health Information Technology</td>
<td>3</td>
<td>HIT142, HIT201, HIT210, HIT211</td>
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<td>__ __</td>
<td>PSY101 Introduction to Psychology</td>
<td>3</td>
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<tr>
<td>__ __</td>
<td>Fine Arts/Humanities/Social Sciences Elective</td>
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</tr>
</tbody>
</table>

#### TOTAL CREDITS

68

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**Criteria for Graduation**

Students must complete 68 credits in the Health Information Technology program and achieve a minimum grade of “C” in all courses. Students must attain a final GPA of 2.0 or higher. Graduates are eligible to sit for the Registered Health Information Technician (RHIT) credentialing examination administered by the American Health Information Management Association.

Revised: September 24, 2013
# Medical Coding Certificate

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites (Co-requisites)</th>
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<tbody>
<tr>
<td></td>
<td><strong>FIRST SEMESTER</strong></td>
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<td></td>
</tr>
<tr>
<td>__ __</td>
<td>BIO213 Anatomy and Physiology I</td>
<td>4</td>
<td>Min. Accuplacer reading score of 80, completion of LEAP seminar, or successful completion of a college level laboratory science course</td>
</tr>
<tr>
<td>__ __</td>
<td>MAS102 Medical Terminology</td>
<td>3</td>
<td></td>
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<tr>
<td></td>
<td><strong>SECOND SEMESTER</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>__ __</td>
<td>BIO214 Anatomy and Physiology II</td>
<td>4</td>
<td>Minimum grade of “C” in BIO213</td>
</tr>
<tr>
<td>__ __</td>
<td>CPT117 Software Applications I</td>
<td>3</td>
<td>Computer ACCUPLACER score of 76 or greater, CPT018, or permission of instructor</td>
</tr>
<tr>
<td>__ __</td>
<td>HIT136 Introduction to Coding and Classification</td>
<td>3</td>
<td>BIO213, HIT101, MAS102 or enrolled in Medical Coding certificate program</td>
</tr>
<tr>
<td></td>
<td><strong>THIRD SEMESTER</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>__ __</td>
<td>BIO216 Pathophysiology and Principles of Pharmacology for the Health Professional</td>
<td>3</td>
<td>BIO119, MAS102 or BIO214</td>
</tr>
<tr>
<td>__ __</td>
<td>HIT201 ICD-10-CM/PCS Coding &amp; Classification Systems</td>
<td>4</td>
<td>HIT136 (BIO216)</td>
</tr>
<tr>
<td>__ __</td>
<td>MAT113 Elements of Mathematics</td>
<td>3</td>
<td>Placement test</td>
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<td></td>
<td><strong>FOURTH SEMESTER</strong></td>
<td></td>
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<tr>
<td>__ __</td>
<td>COM104 Introduction to Communication</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>__ __</td>
<td>HIT222 CPT-4 Coding</td>
<td>4</td>
<td>HIT201</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL CREDITS</strong></td>
<td>34</td>
<td></td>
</tr>
</tbody>
</table>

## Criteria for Graduation

Students must complete 34 credits in the Medical Coding certificate program and achieve a minimum grade of “C” in all courses. Students must attain a final GPA of 2.0 or higher.
DEPARTMENT CHAIR: Betsy Priest, 207-453-5143

Accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)
Accreditation Services c/o AHIMA
233 N. Michigan Ave, 21st Floor, Chicago, IL 60601-5800
www.cahiim.org

~ Associate in Applied Science Degree ~

DESCRIPTION

Health Information Technology combines the expanding arena of health care with the cutting edge of technology. As a health information management professional, you are the expert on patient data that physicians, nurses, and other allied health providers rely on to perform their jobs. Registered Health Information Technicians (RHIT) ensure the quality of medical records by verifying their completeness, accuracy, and proper entry into computer systems. They may also use computer applications to assemble and analyze patient data for the purpose of improving patient care or controlling costs. RHITs often specialize in coding diagnoses and procedures in patient records for reimbursement and research.

ADMISSION REQUIREMENTS

Please refer to the General Admission requirements provided in the Admissions section of this catalog. In addition to the Immunization Requirements, all students enrolled in any allied health program require the following: Hepatitis B series and titer results, Varicella titer results, and a 2-step PPD test results within the past year.

Additional admission requirements are as follows:

1. Official high school transcript or GED scores.
2. Successful completion (grade of “C” or better) within past five years:
   • High school biology with a lab, OR
   • Adult education biology with a lab, OR
   • College biology with a lab (grade of “C” or better), OR
   • BIO213 Anatomy and Physiology I
3. Applicants must achieve acceptable scores in Reading, Writing, Math, and Computer on the Accuplacer Placement Test.
4. At the start of the first semester of study in this program, students must be in good academic standing, with a required cumulative GPA of 2.0 or higher.
5. Required personal essay; form may be obtained in the Admissions Office.
6. For acceptance into the HIT program, applicants must attend the required information session.

PROGRAM MISSION

The mission of the Health Information Technology (HIT) program at KVCC is to provide the necessary educational opportunities to prepare students for certification and practice as Registered Health Information Technicians (RHIT). Health Information Technology is an evolving profession in the health care environment. The HIT program takes the responsibility to educate and develop a skilled work force to support the needs of the health care industry. The HIT professional is a specialist in administering information systems, managing medical records, and coding information for reimbursement and research. With the combined efforts of clinical affiliations, the HIT program offers an opportunity for students to develop the necessary skills, knowledge, and attitudes to attain an AAS degree and eligibility for the RHIT credential.

ADDITIONAL INFORMATION

Applicants to certain programs should be aware that a criminal background check may be required while they are enrolled in the program, or as a condition of employment in the field; certain internship and/or practicum sites, such as health care facilities, may limit or deny clinical privileges to those who have a prior or current criminal record; and certain licensing boards may refuse to issue a license to practice based upon prior or current criminal offense(s). To learn more about whether the program or profession in which you are interested has such requirements or limitations, please see the Department Chair.
EDUCATIONAL OUTCOMES

Upon successful completion of the Health Information Technology program, the graduate is expected to:

1. Comply with the professional code of ethics of AHIMA and maintain effective professional conduct at all times.
2. Be prepared for certification for the RHIT credential.
3. Demonstrate the entry level skills as outlined in the Domains, Subdomains, and Tasks of AHIMA.
4. Demonstrate clear and effective communication skills, critical thinking, and problem solving within their scope of practice.

CAREER OPPORTUNITIES

Hospitals  Home Health Care Agencies  Law Firms
Clinics    Mental Health Facilities  Physicians’ Offices
Nursing Homes  Health Maintenance Organizations  Software Companies
Consulting Firms  Private Insurance Companies

~ Medical Coding Certificate ~

DESCRIPTION

This certificate has been designed for individuals currently working in the health care field who need to upgrade their coding skills for advancement or certification. ICD-10-CM/PCS and CPT coding concepts and guidelines are taught, including computer applications, legal and ethical issues related to coding, and data management skills. All applicants must supply a letter from their employer supporting the need for these courses or a letter describing how this certificate will assist them in their current job. All applications must be approved by the Program Director of the Health Information Technology program. The program is also fully integrated into the Associate of Applied Science degree in Health Information Technology for those students who wish to continue their studies.

ADMISSION REQUIREMENTS

Please refer to the General Admission requirements provided in the Admissions section of this catalog. In addition to the Immunization Requirements, all students enrolled in any allied health program require the following: Hepatitis B series and titer results, Varicella titer results, and a 2-step PPD test results within the past year.

Additional admission requirements are as follows:

1. Successful completion of high school biology course with a laboratory (taken within the last five years) with a minimum grade of “C”.
2. All applicants must supply a letter from their employer supporting the need for these courses or a letter describing how this certificate will assist them in their current job.
3. All applications must be approved by the Program Director of the Health Information Technology program.

EDUCATIONAL OUTCOMES

Upon successful completion of the Medical Coding Certificate, the graduate is expected to:

1. Demonstrate entry level skills in coding with ICD-10-CM/PCS and CPT.
2. Describe the relationship between coding and reimbursement in health care.
3. Demonstrate professional behaviors in the work place including patient confidentiality and professional ethics.
4. Demonstrate clear and effective communication skills, critical thinking, and problem solving within their scope of practice.
5. Participate in activities that foster professional growth and continued competence.

CAREER OPPORTUNITIES

This is a high-demand occupation for which recruitment bonuses are often offered. Medical Coding remains one of the fastest growing professions in today’s allied health fields. The work performed by these professionals requires attention to detail, organization, patient confidentiality, and good communication skills. Employment opportunities are available in hospitals, physicians’ offices, outpatient facilities, and other facilities such as home health and long term care.
Medical Assisting

Medical Assistants perform administrative and clinical tasks that help keep provider practices running smoothly. The education for a Medical Assistant is very diverse; Medical Assistants are trained professionals that are able to perform everything from direct patient care to the management of the ever-changing nature of healthcare administration.

What Medical Assisting graduates do:
- Perform EKGs
- Collect and process lab specimens
- Assist in minor surgeries
- Administer injections
- Billing, coding, and insurance claims
- Maintain medical records
- Obtain vital signs
- Referrals

Students will learn:
- Sterilization techniques
- Law/ethics surrounding healthcare
- Infection control procedures
- Phlebotomy
- Emergency preparedness
- Medical records management
- Pharmacology
- Medical terminology

Medical Assisting graduates work in:
- Provider Practices
- Express Care
- Specialty Practices such as: Pediatrics, Family Practice, Women’s Health Centers, Cardiology, Obstetrics and Gynecology, Geriatrics, Hospitals, and Laboratories

“In my job I get to be on the edge of almost everything happening in healthcare. The possibilities are endless for me with a degree in Medical Assisting from KVCC.”

The front line of medical care

Program entry requirements:
To see the entrance requirements for this program, please visit the pages ahead, and visit www.kvcc.me.edu/adv/mas
For further questions about this program, please contact Ann Walker, Medical Assisting Director, at:
mas@kvcc.me.edu
or go to:
www.kvcc.me.edu/mas

The Medical Assisting Program at Kennebec Valley Community College is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assisting Education Review Board (MAERB).”
Commission on Accreditation of Allied Health Education Programs, 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763 727-210-2350 www.caahep.org
### MEDICAL ASSISTING - Day Option

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites (Co-requisites)</th>
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<tbody>
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<td><strong>FIRST SEMESTER</strong></td>
<td></td>
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</tr>
<tr>
<td>_ _</td>
<td>BIO213   Anatomy and Physiology I</td>
<td>4</td>
<td>Min. Accuplacer reading score of 80, completion of LEAP seminar, or successful completion of a college level laboratory science course</td>
</tr>
<tr>
<td>_ _</td>
<td>COM104   Introduction to Communication OR</td>
<td></td>
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<tr>
<td>_ _</td>
<td>COM105   Interpersonal Communication</td>
<td>3</td>
<td></td>
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<tr>
<td>_ _</td>
<td>CPT117   Software Applications I</td>
<td>3</td>
<td>Computer ACCUPLACER score of 76 or greater, CPT018, or permission of instructor</td>
</tr>
<tr>
<td>_ _</td>
<td>MAS101   Introduction to Medical Assisting</td>
<td>3</td>
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<tr>
<td>_ _</td>
<td>MAS102   Medical Terminology</td>
<td>3</td>
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<td><strong>SECOND SEMESTER</strong></td>
<td></td>
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<tr>
<td>_ _</td>
<td>BIO214   Anatomy and Physiology II</td>
<td>4</td>
<td>Minimum grade of “C” in BIO213</td>
</tr>
<tr>
<td>_ _</td>
<td>ENG101   College Composition</td>
<td>3</td>
<td>Min. Accuplacer writing score of 74</td>
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<tr>
<td>_ _</td>
<td>MAS114   Medical Office Law and Ethics</td>
<td>3</td>
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<td>_ _</td>
<td>MAS115   Medical Assisting Clinical Theory</td>
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<td>BIO213, MAS102 (BIO214, MAS114, MAS117)</td>
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<td>_ _</td>
<td>MAS117   Medical Assisting Clinical Lab</td>
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<td>BIO213, MAS102, MAS114 (MAS115)</td>
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<td>MAT113   Elements of Mathematics (or higher)</td>
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<td>Min. Accuplacer arithmetic score of 55</td>
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<td><strong>THIRD SEMESTER</strong></td>
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<tr>
<td>_ _</td>
<td>BIO216   Pathophysiology and Principles of</td>
<td>3</td>
<td>BIO119, MAS102 or BIO214</td>
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<tr>
<td></td>
<td>Pharmacology for the Health Professional</td>
<td></td>
<td>Pharmacology for the Health Professional</td>
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<td>_ _</td>
<td>MAS211   Insurance Coding for Medical Office</td>
<td>3</td>
<td>BIO214, MAS101, MAS102, MAS114 (BIO216)</td>
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<td>_ _</td>
<td>MAS215   Advanced Medical Assisting Clinical Theory</td>
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<td>BIO214, MAS101, MAS102, MAS114, MAS115, MAS117 (BIO216, MAS217)</td>
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<td>_ _</td>
<td>MAS217   Advanced Medical Assisting Clinical Lab</td>
<td>2</td>
<td>BIO214, MAS101, MAS102, MAS114, MAS115, MAS117 (BIO216, MAS215)</td>
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<tr>
<td>_ _</td>
<td>PSY101   Introduction to Psychology</td>
<td>3</td>
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<td>_ _</td>
<td>Humanities Elective</td>
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<td><strong>FOURTH SEMESTER</strong></td>
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<tr>
<td>_ _</td>
<td>ENG219   Business and Professional Writing</td>
<td>3</td>
<td>Minimum grade of “C” in ENG101 or ENG108</td>
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<tr>
<td>_ _</td>
<td>MAS212   Introduction to Health Insurance and</td>
<td>3</td>
<td>BIO214, MAS102, MAS211</td>
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<tr>
<td></td>
<td>Claims Processing</td>
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<tr>
<td>_ _</td>
<td>MAS234   Clinical/Administrative Office Practicum</td>
<td>5</td>
<td>BIO216, MAS212, MAS215, MAS217</td>
</tr>
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<td>_ _</td>
<td>General Education Elective</td>
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<tr>
<td><strong>TOTAL CREDITS</strong></td>
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</table>

**Criteria for Graduation**

Students must complete 64 credits in the Medical Assisting program and achieve a minimum grade of “C” in all courses. Students must attain a final GPA of 2.0 or higher.

Revised: December 15, 2015
# MEDICAL ASSISTING - Evening Option

<table>
<thead>
<tr>
<th>Course #</th>
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<th>Credits</th>
<th>Prerequisites (Co-requisites)</th>
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<td><strong>Associate in Applied Science Degree</strong></td>
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<td><strong>FIRST SEMESTER</strong></td>
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<tr>
<td>_ _</td>
<td>BIO213 Anatomy and Physiology I.</td>
<td>4</td>
<td>Min. Accuplacer reading score of 80, completion of LEAP seminar, or successful completion of a college level laboratory science course</td>
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<tr>
<td>_ _</td>
<td>MAS101 Introduction to Medical Assisting</td>
<td>3</td>
<td></td>
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<tr>
<td>_ _</td>
<td>MAS102 Medical Terminology</td>
<td>3</td>
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<td><strong>SECOND SEMESTER</strong></td>
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<tr>
<td>_ _</td>
<td>BIO214 Anatomy and Physiology II</td>
<td>4</td>
<td>Minimum grade of “C” in BIO213</td>
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<tr>
<td>_ _</td>
<td>ENG101 College Composition</td>
<td>3</td>
<td>Min. Accuplacer writing score of 74</td>
</tr>
<tr>
<td>_ _</td>
<td>MAS114 Medical Office Law and Ethics</td>
<td>3</td>
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<td></td>
<td><strong>SUMMER SEMESTER I</strong></td>
<td></td>
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<tr>
<td>_ _</td>
<td>COM104 Introduction to Communication OR</td>
<td>3</td>
<td>Computer ACCUPLACER score of 76 or greater, CPT018, or permission of instructor</td>
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<td>_ _</td>
<td>COM105 Interpersonal Communication</td>
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<td>_ _</td>
<td>CPT117 Software Applications I.</td>
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<tr>
<td>_ _</td>
<td>ENG219 Business and Professional Writing</td>
<td>3</td>
<td>Minimum grade of “C” in ENG101 or ENG108</td>
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<tr>
<td>_ _</td>
<td>MAT113 Elements of Mathematics (or higher)</td>
<td>3</td>
<td>Min. Accuplacer arithmetic score of 55</td>
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<td>_ _</td>
<td>PSY101 Introduction to Psychology</td>
<td>3</td>
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<td><strong>FOURTH SEMESTER</strong></td>
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<tr>
<td>_ _</td>
<td>BIO216 Pathophysiology and Principles of Pharmacology for the Health Professional</td>
<td>3</td>
<td>BIO119, MAS102 or BIO214</td>
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<td>_ _</td>
<td>MAS115 Medical Assisting Clinical Theory</td>
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<td>BIO213, MAS102 (BIO214, MAS114, MAS117)</td>
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<td>_ _</td>
<td>MAS117 Medical Assisting Clinical Lab</td>
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<td>BIO213, MAS102, MAS114 (MAS115)</td>
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<td>General Education Elective</td>
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<td>Humanities Elective</td>
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<td></td>
<td><strong>FIFTH SEMESTER</strong></td>
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<tr>
<td>_ _</td>
<td>MAS211 Insurance Coding for Medical Office</td>
<td>3</td>
<td>BIO214, MAS101, MAS102, MAS114 (BIO216)</td>
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<tr>
<td>_ _</td>
<td>MAS215 Advanced Medical Assisting Clinical Theory</td>
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<td>BIO214, MAS101, MAS102, MAS114, MAS115, MAS117 (BIO216, MAS217)</td>
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<td>_ _</td>
<td>MAS217 Advanced Medical Assisting Clinical Lab</td>
<td>2</td>
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<td></td>
<td><strong>SIXTH SEMESTER</strong></td>
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<td>_ _</td>
<td>MAS212 Introduction to Health Insurance and Claims Processing</td>
<td>3</td>
<td>BIO214, MAS102, MAS211</td>
</tr>
<tr>
<td>_ _</td>
<td>MAS234 Clinical/Administrative Office Practicum</td>
<td>5</td>
<td>BIO216, MAS212, MAS215, MAS217</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL CREDITS</strong></td>
<td></td>
<td>64</td>
</tr>
</tbody>
</table>

**Criteria for Graduation**

Students must complete 64 credits in the Medical Assisting program and achieve a minimum grade of “C” in all courses. Students must attain a final GPA of 2.0 or higher.

Revised: December 15, 2015
PROGRAM DIRECTOR: Ann Walker, 207-453-5005

~ Associate in Applied Science Degree ~

“The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assisting Education Review Board (MAERB)”

Commission on Accreditation of Allied Health Education Programs
1361 Park Street, Clearwater, FL 33756
727-210-2350
www.caahep.org

DESCRIPTION

The Medical Assisting program includes clinical and administrative experiences that are competency-based. During the final semester, students will work clinically alongside a provider in his/her practice as well as perform administrative tasks. A Medical Assistant will have direct patient care, provide patient education, obtain and test biological specimens, perform ECG’s and assist the provider in minor office surgeries. Administrative management skills include the understanding of legal and ethical issues, confidentiality, billing and coding, scheduling appointments, referrals, and insurance claims processing.

ADMISSION REQUIREMENTS

Please refer to the General Admission requirements provided in the Admissions section of this catalog. In addition to the Immunization Requirements, all students enrolled in any allied health program require the following: Hepatitis B series and titer results, Varicella titer results, and a 2-step PPD test results within the past year.

Additional admission requirements are as follows:

1. Official high school transcript or GED scores.
2. Successful completion (grade of “C” or better) within past five years:
   • High school biology with a lab, OR
   • Adult education biology with a lab, OR
   • College biology with a lab (grade of “C” or better), OR
   • BIO213 Anatomy and Physiology I
3. Test of Essential Academic Skills (TEAS-V):
   • May be taken twice in an academic year (September to August)
   • May only be taken three times in total
   • No less than 45 days between test dates
   • Test consists of Reading, Math, Science, and English & Language Usage
4. At the start of the first semester of study in this program, students must be in good academic standing, with a required cumulative GPA of 2.0 or higher.
5. For acceptance into the Medical Assisting program, applicants must attend the required information session.
6. Job Shadow and essay (highly recommended):
   • Complete a job shadow experience
   • All information and details are on the Job Shadow and Essay forms
   • These forms are included or may be obtained in the Enrollment Services Center, Frye Building, Fairfield Campus

ADDITIONAL INFORMATION

Applicants to certain programs should be aware that a criminal background check may be required while they are enrolled in the program, or as a condition of employment in the field; certain internship and/or practicum sites, such as health care facilities, may limit or deny clinical privileges to those who have a prior or current criminal record; and certain licensing boards may refuse to issue a license to practice based upon prior or current criminal offense(s). To learn more about whether the program or profession in which you are interested has such requirements or limitations, please see the Department Chair.

PROGRAM MISSION

The mission of the Medical Assisting Program is to prepare students for employment in provider practices, specialty practices, express cares, clinics, hospitals and laboratories. The curriculum provides students with current knowledge in both clinical...
and administrative procedures. The program is committed to providing students with a foundation of knowledge, skills, and behaviors that will carry them into the work force and lifelong learning.

**EDUCATIONAL OUTCOMES**

**Program Goal and Student Learning Outcomes**

To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Upon completion of the program all students will:

1. Be prepared and eligible for the American Association of Medical Assistants certification examination.
   - Student Learning Outcome: Students will achieve passing grade on three mock certification exams which will be equal or greater than the national average for the first time takers.

2. Demonstrate critical thinking and problem solving skills within the boundaries of professional practice.
   - Student Learning Outcome: Students will gather factual information and apply it to a given problem.
   - Student Learning Outcome: Students will analyze logical connections among the facts relevant to a given situation.

3. Demonstrate effective communication with patients, families, and other health care professionals.
   - Student Learning Outcome: Students will demonstrate oral communication within a medical setting.
   - Student Learning Outcome: Students will demonstrate written communication skills within a medical setting.

4. Empathize and employ ethical principles by showing respect for diversity of culture, age, and gender.
   - Student Learning Outcome: Students will demonstrate empathy and respect for all patients.
   - Student Learning Outcome: Students will demonstrate ethical decision making within a medical setting.

5. Demonstrate technical proficiency on all skills necessary to fill the role as a medical assistant.
   - Student Learning Outcome: Students will demonstrate proficiency on all skills as a medical assistant.

**CAREER OPPORTUNITIES**

- Hospital/Laboratories
- Family Practices
- Express Care
- Specialized Medical Practices such as: Cardiology, Urology, Obstetrics and Gynecology, Geriatrics, Pediatric, Women’s Health, Dentistry, and Optometry

**ADDITIONAL PROGRAM REQUIREMENTS**

Students must assume responsibility for transportation and/or other living costs to and from statewide clinical sites.
The goal of Occupational Therapy is to promote skill, function, independence, health, wellness and quality of life in relation to a person’s life occupations and roles. The Occupational Therapy Assistant (OTA/COTA) provides comprehensive OT services under the supervision of an Occupational Therapist (OT/OTR). Occupational Therapy enables people of any social circumstance, age, ability, injury, and/or disease to engage in meaningful life activities - the OCCUPATIONS of life. **KVCC has the only OTA program in the State of Maine.**

### What Occupational Therapy Assistant graduates do:
- Occupation-based interventions
- Ergonomics education
- Independent living skills
- Dementia & caregiver treatment/strategies
- Skills training and acquisition
- Cognitive & neuromuscular re-education
- Functional rehabilitation
- Assistive technology assessment/education
- Environmental modifications
- Client-centered focus
- Assessment and intervention skills
- Creative problem solving
- Therapeutic use of self
- Professional problem solving
- Interprofessional collaboration
- Health and wellness promotion

### Students will learn:
- Evidence-based practice
- Diversity and health literacy
- Activity analysis
- Assessment and intervention skills
- Occupation-based practice
- Therapeutic use of self
- Creative problem solving
- Interprofessional collaboration
- Professional problem solving
- Health and wellness promotion

### Occupational Therapy Assistant graduates work in:
- Hospitals
- Schools and child development clinics
- Mental health settings
- Brain injury rehabilitation
- Rehabilitation
- Workplace health/ergonomics
- Skilled nursing facilities
- Home modifications/Aging in Place

### Program entry requirements:
To see the entrance requirements for this program, please visit the pages ahead, and visit [www.kvcc.me.edu/adv/ota](http://www.kvcc.me.edu/adv/ota)

For further questions about this program, please contact Diane Sauter-Davis, OTA Program Director, at:

ota@kvcc.me.edu

or go to:

[www.kvcc.me.edu/ota](http://www.kvcc.me.edu/ota)
OCCUPATIONAL THERAPY ASSISTANT

<table>
<thead>
<tr>
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<th>Credits</th>
<th>Prerequisites (Co-requisites)</th>
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<td></td>
<td><strong>FIRST SEMESTER</strong></td>
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<tr>
<td></td>
<td>__ __ BIO213 Anatomy and Physiology I ....................</td>
<td>4</td>
<td>Min. Accuplacer reading score of 80, completion of LEAP seminar, or successful completion of a college level laboratory science course</td>
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<tr>
<td></td>
<td>__ __ ENG101 College Composition</td>
<td>3</td>
<td>Min. Accuplacer writing score of 74</td>
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<td></td>
<td>__ __ OTS101 Introduction to Occupational Therapy and Human Occupation</td>
<td>7</td>
<td>(BIO213, ENG101, PSY101)</td>
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<td>__ __ PSY101 Introduction to Psychology .................</td>
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<td><strong>SECOND SEMESTER</strong></td>
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<td>__ __ BIO214 Anatomy and Physiology II ....................</td>
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<td>Minimum grade of “C” in BIO213</td>
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<td>__ __ OTS102 Occupational Therapy across the Life Span I .......</td>
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<td>__ __ COM104 Introduction to Communication ................</td>
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<td>__ __ OTS105 Fieldwork Education I ........................</td>
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<td>__ __ OTS107 Assistive Technology in OT Practice ............</td>
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<td>__ __ OTS201 Practice Environments Seminar ...............</td>
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<td>__ __ Humanities Elective ..................................</td>
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<td><strong>FOURTH SEMESTER</strong></td>
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<td>__ __ OTS206 OTA Fieldwork Education II - A ...............</td>
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<td>__ __ OTS208 Fieldwork Education II - B .................</td>
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<td>All academic coursework as defined in the OTA program of study must be successfully completed prior to taking this course.</td>
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**TOTAL CREDITS .......................................................... 70**

**Criteria for Graduation**

Students must complete 70 credits in the Occupational Therapy Assistant program, achieve a minimum grade of “C,” or “PASS” criteria, in all courses, and attain a final GPA of 2.00 or higher.

Revised: May 29, 2014
DESCRIPTION

This two-year program prepares students to become entry-level Occupational Therapy Assistants in the Occupational Therapy profession. The Occupational Therapy Assistant (OTA/COTA) provides comprehensive OT services under the supervision of an occupational therapist (OT/OTR). OTA's are valued members of the health care team. They assist people of all ages and walks of life to maximize engagement and participation in desired and expected daily life activities through the use of occupations. KVCC has the only OTA program in the State of Maine. Graduates are eligible to sit for the National Board for Certification in Occupational Therapy (NBCOT) exam. Occupational Therapy Assistants must attain and maintain their own license in Maine.

ADMISSION REQUIREMENTS

Please refer to the General Admission requirements provided in the Admissions section of this catalog. In addition to the Immunization Requirements, all students enrolled in any allied health program require the following: Hepatitis B series and titer results, two Varicella shots or Varicella titer results, and a 2-step PPD test results within the past year. Applications are accepted on a rolling admissions basis.

Additional admission requirements are as follows:

1. Official high school and college transcript(s).
2. Accuplacer - Reading:
   • Score of 80 or a college level science class with a lab
   • A minimum grade of C in BIO213, BIO101, or BIO115 will meet this requirement
   • Ten year limit for transfer credits
3. Accuplacer - Sentence Skills:
   • Score of 74 or a college level writing class
   • A minimum grade of C in ENG101 will meet this requirement
4. Accuplacer - Algebra:
   • Score of 75 or a college level algebra course
   • A minimum grade of C in MAT031 or completion of an adult education algebra course will meet this requirement
   • Ten year limit for transfer credits
5. Job shadows and personal reflection statement:
   • Completion of two job shadows (the instructions and details are on the job shadow form)
   • Personal reflection statement needs to be completed (one copy sent to Admissions, one copy is brought with you to the Information Orientation Session)
   • These forms may be obtained at the Admissions Office in the Enrollment Services Center, Frye Building
6. Test of Essential Academic Skills-V (TEAS-V) - required composite score of 60 percentile:
   • Students currently matriculated at KVCC must hold a cumulative GPA of 2.5 at the start of their first semester of program study
   • Students who are transferring must have achieved a cumulative GPA of 2.5 at their previous educational institution
7. At the start of the first semester of study in this program, students must be in good academic standing, with a required cumulative GPA of 2.0 or higher.
8. Occupational Therapy Information Orientation Session:
   • Acceptance requires attendance at an [OTA Information Orientation Session with the OTA Program Director](https://www.acoteonline.org). Students will be notified of the date well in advance.
PERTINENT INFORMATION

Applicants to the OTA program should be aware that a national criminal background check and Maine Department of Education fingerprinting are required while they are enrolled in the program, and as a condition of employment in the field. Certain service learning/fieldwork/practicum sites, such as health care facilities, will most likely limit or deny clinical privileges to those who have a prior or current felony criminal record. State licensing boards may refuse to issue a license to practice based upon prior or current criminal offense(s).

PROGRAM MISSION

The mission of the Occupational Therapy Assistant Program is to prepare students to become competent Occupational Therapy Assistants who will provide Maine with a cadre of qualified and dedicated occupational therapy practitioners to assist its citizens in achieving independence, wellness, and quality of life while maintaining individual choice, human dignity, and personal satisfaction.

EDUCATIONAL OUTCOMES

Upon successful completion of the Occupational Therapy Assistant program, a graduate is expected to:

1. Successfully pass the National Board for Certification in Occupational Therapy (NBCOT) exam.
2. Demonstrate the use of professional values, consistent with the Occupational Therapy Core Values and Ethics, that allow them to function ethically and responsibly by demonstrating tolerance and respect for diversity of culture, age, gender, and ability.
3. Demonstrate effective communication with clients, families, supervisors, and other members of their work environment using cultural competence.
4. Employ logical thinking, critical analysis, problem solving, and creativity within their scope of professional practice.
5. Participate in lifelong learning and professional competency activities as they relate to occupational therapy practice and professional choices.
6. Demonstrate entry level competence as a licensed Occupational Therapy Assistant.

SIGNIFICANT PROGRAM INFORMATION

Students who have been accepted into the Occupational Therapy Assistant program must:

1. Agree to work with an outside agency to collect, document, and track required personal healthcare information (immunization status, BLS/CPR, healthcare background checks, and fingerprinting) as required by the OTA program. Each student is responsible for the cost of this service.
2. Assume personal responsibility for attaining and maintaining the necessary requirements for fieldwork:
   - immunizations/CPR
   - background check/fingerprinting
   - transportation including travel up to 1.5 hours (to and from) fieldwork sites
   - other living costs to and from statewide fieldwork education sites.
3. Meet the OTA program’s deadlines for developing and maintaining a current personal healthcare information portfolio.
4. Have professional liability insurance and healthcare insurance.
5. Have internet access for email, online/blackboard enhanced coursework and/or discussion.
6. Purchase required books and a KVCC/OTAS identification pin.
7. Perform the Essential Performance Skills of the OTA student at KVCC, including professional and critical thinking skills with or without reasonable accommodations.

GRADUATE INFORMATION

Upon completing the OTA program, graduates:

- are eligible to sit for the National Board for Certification in Occupational Therapy exam (NBCOT ®) [National Board for Certification in Occupational Therapy (NBCOT), 12 South Summit Avenue, Suite 100, Gaithersburg, MD 20877-4150, 301-990-7979, FAX 301-869-8492 www.nbcot.org]
- are required to be licensed to work in the State of Maine. [Board of OT Practice, Office of Licensing and Registration,
• receive Mental Health Rehabilitation Technician/Community (MHRT/C) certification based on the educational competencies developed in the OTA program.

CAREER OPPORTUNITIES

Graduates can work with many populations: Children and Youth • Education • Health and Wellness • Mental Health • Productive Aging • Rehabilitation, Disability and Participation • Work and industry

TRADITIONAL OPPORTUNITIES INCLUDE: Hospitals • Skilled Nursing Facilities • Child Development Programs • Inpatient & Outpatient Mental Health Facilities • Rehabilitation Centers • Community Home Health Agencies • Adults with Developmental Disabilities Programs • Schools • Brain Injury Rehabilitation • Outpatient Clinics

NON-TRADITIONAL AND EMERGING PRACTICE NICHEs INCLUDE: Accessibility & Home Modification • Employment Supports • Ergonomics & Workplace Health • Older Driver Assessment • Alzheimer’s Disease and Caregiver Training • Low-Vision Rehabilitation • End of Life Care • Assisted Living and Aging in Place • Technology and Assistive-Device Assessment and Intervention • Health and Wellness Coaching • Community Mental Health Partnerships • Obesity • Independent Living Skills/Community Reintegration
Phlebotomists draw blood from patients for clinical and medical testing, donations, research, and transfusions. Phlebotomists have the satisfaction of knowing that their work helps the health and well-being of their communities by aiding with the diagnosis and treatment of illness.

**What Phlebotomy graduates do:**
- Apply anatomy knowledge
- Properly label blood specimens
- Assist blood donations
- Work with hospital teams
- Interact compassionately with patients
- Use needles to draw for blood tests
- Apply knowledge of medical terms
- Observe and enforce safety procedures

**Students will learn:**
- Safety protocols
- Infection control
- Medical terminology
- College writing
- Blood collection tube color codes
- Proper venous palpation
- Best practices for blood draws
- Interpersonal competence

**Phlebotomy graduates work in:**
- Clinics
- Insurance companies
- Nursing homes
- Hospital laboratories
- Donor centers
- Intensive care units
- Private laboratories
- Research facilities

“I am so glad that I chose to take the Phlebotomy program at KVCC. This program has challenged me and changed my life in ways I never thought possible. It has helped me grow into a better person and given me a solid foundation with which to build upon. I learned that I can achieve my goals and overcome my fears all while helping others. I am extremely proud of myself and my choice. Thank you KVCC!”

“Going into Phlebotomy is my first step to becoming a nurse.”

**Program entry requirements:**
To see the entrance requirements for this program, please view the pages ahead, and visit [www.kvcc.me.edu/adv/pbt](http://www.kvcc.me.edu/adv/pbt)
For further questions about the program, please contact Betsy Priest at:
[pbt@kvcc.me.edu](mailto:pbt@kvcc.me.edu)
or go to:
[www.kvcc.me.edu/pbt](http://www.kvcc.me.edu/pbt)

Kennebec Valley Community College is an equal opportunity/affirmative action institution and employer.
<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites (Co-requisites)</th>
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<tbody>
<tr>
<td></td>
<td><strong>Certificate</strong></td>
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<tr>
<td><strong>FIRST SEMESTER</strong></td>
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<td></td>
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<tr>
<td>_ ___</td>
<td>COM104   Introduction to Communication OR</td>
<td>3</td>
<td></td>
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<tr>
<td>_ ___</td>
<td>COM105   Interpersonal Communication</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>_ ___</td>
<td>ENG101   College Composition</td>
<td>3</td>
<td>Min. Accuplacer writing score of 74</td>
</tr>
<tr>
<td>_ ___</td>
<td>MAS102   Medical Terminology</td>
<td>3</td>
<td></td>
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<tr>
<td>_ ___</td>
<td>MAT113   Elements of Mathematics (or higher)</td>
<td>3</td>
<td>Min. Accuplacer arithmetic score of 55</td>
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<td><strong>SECOND SEMESTER</strong></td>
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<tr>
<td>_ ___</td>
<td>CPT117   Software Applications I</td>
<td>3</td>
<td>Computer ACCUPLACER score of 76 or greater,</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>CPT018, or permission of instructor</td>
</tr>
<tr>
<td>_ ___</td>
<td>MLT103   Phlebotomy</td>
<td>6</td>
<td>MAS102</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS** 21

Students must complete 21 credits in the Phlebotomy certificate program and achieve a minimum grade of “C” in all courses. Students must maintain a final GPA of 2.0.
DESCRIPTION

The Phlebotomy certificate includes coursework designed to provide the necessary skills and knowledge to be eligible to take the ASCP - American Society for Clinical Pathology Board of Certification Exam. This certificate also provides additional foundational general education coursework applicable and transferable to other degree programs. A Phlebotomy Technician is an integral member of the allied health care team whose primary function is the collection of blood samples. The Phlebotomy Technician facilitates the collection and transportation of laboratory specimens, and is often the patient’s only contact with the medical laboratory. The need to assure quality and patient safety mandates strict professional behavior and standards of practice for Phlebotomists. Many professionals who plan to become a medical assistant, nurse, or medical laboratory scientist often start out by working in a medical office or hospital as a phlebotomist. Because phlebotomy entails a fairly short training period, and because phlebotomist jobs are relatively easy to find and obtain, phlebotomy is a great way for someone to try out the medical profession. Jobs for phlebotomists are available at hospitals, medical offices, and clinics.

ADMISSION REQUIREMENTS

Please refer to the General Admission requirements provided in the Admissions section of this catalog. In addition to the Immunization Requirements, all students enrolled in any allied health program require the following: Hepatitis B series and titer results, Varicella titer results, and a 2-step PPD test results within the past year.

Additional admission requirements are as follows:
1. Official high school transcript or GED scores.
2. Applicants must achieve acceptable scores in Reading, Writing, Math, and Computer on the Accuplacer Placement Test.
3. At the start of the first semester of study in this program, students must be in good academic standing, with a required cumulative GPA of 2.0 or higher.

ADDITIONAL INFORMATION

Clinical Rotations consist of fifteen eight hour days. Clinical assignments will be given to the students after the start of the class. Clinical rotations will be held on the days the students are not scheduled for class.

PROGRAM MISSION

To prepare students for successful completion of the ASCP - American Society for Clinical Pathology Board of Certification Exam and provide a general education transfer foundation for transfer into other degree programs.

EDUCATIONAL OUTCOMES

Upon successful completion of the Phlebotomy program, the graduate is expected to:
1. Be prepared and eligible to take the ASCP - American Society for Clinical Pathology Board of Certification Exam.
2. Have completed foundational general education coursework applicable and transferable to other degree programs.

ADDITIONAL PROGRAM REQUIREMENTS

Attendance is mandatory at all classroom and clinical rotations as assigned. Appropriate hospital dress code must be followed while on clinical rotations. Students will be required to do a minimum of 100 successful venipunctures, 25 successful skin punctures, and participate in an orientation at a full service laboratory. In addition, students must:
- Have a passing grade of 75 in MLT103 in order to participate in clinical rotations.
- Complete required proof of immunization form for Hepatitis B, Diphtheria, Tetanus, Rubella, Rubeola, Tuberculosis (2-step) screening, and proof of Chicken Pox and Mumps.
- Have a valid Healthcare Provider CPR card prior to starting clinical rotations.

CAREER OPPORTUNITIES

<table>
<thead>
<tr>
<th>Family Planning Centers</th>
<th>Hospitals/Laboratories</th>
<th>Physicians' Offices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Practice Clinics</td>
<td>Pediatrics' Offices</td>
<td>Specialized Medical Offices</td>
</tr>
<tr>
<td>Federally Funded Health Care Programs</td>
<td></td>
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</tr>
</tbody>
</table>

KENNEBEC VALLEY COMMUNITY COLLEGE
PHYSICAL THERAPIST ASSISTANT

Help patients regain mobility

Physical Therapist Assistants (PTA) work as part of a team to provide physical therapy services under the direction and supervision of the physical therapist. PTAs help patients regain movement as they recover from conditions that limit their mobility and ability to perform daily functional activities.

What Physical Therapist Assistant graduates do:

- Assist the Physical Therapist in treatment of individuals of all ages with medical problems or other health-related conditions
- Perform functional activities and exercises with patients
- Instruct patients in self-care
- Promote mobility, pain control, function, and prevention of disability

Students will learn:

- Therapeutic exercise
- Use of mobility devices
- Physical agents
- Balance training/retraining
- Use of exercise equipment
- Massage
- Posture screening
- Biomechanics

Physical Therapist Assistant graduates work in:

- Hospitals
- Skilled units in nursing homes
- Pediatric facilities
- Sports medicine clinics
- Home care
- Rehabilitation centers
- Outpatient clinics
- Private practices
- Schools
- Wellness centers

“I had been doing the same job for 16 years and I needed a change. The PTA program forced me out of the ‘comfort’ zone I had become so used to. The professors believed in me even when I was unsure of myself. Their passion for their profession was evident by their use of ‘real world’ scenarios. This single mom of two is very proud to be part of KVCC’s PTA alumni.”

Program entry requirements:

To see the entrance requirements for this program, please visit the pages ahead, and visit www.kvcc.me.edu/adv/pta

For further questions about this program, please contact Verla Ubert at:

pta@kvcc.me.edu

or go to:

www.kvcc.me.edu/pta

The Physical Therapist Assistant program at Kennebec Valley Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314 Telephone: 703-706-3245 Email: accreditation@apta.org Website: http://www.capteonline.org

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<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites (Co-requisites)</th>
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<tr>
<td></td>
<td><strong>FIRST SEMESTER</strong></td>
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<tr>
<td>213</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
<td>Min. Accuplacer reading score of 80, completion of LEAP seminar, or successful completion of a college level laboratory science course</td>
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<tr>
<td>101</td>
<td>College Composition</td>
<td>3</td>
<td>Min. Accuplacer writing score of 74</td>
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<tr>
<td>101</td>
<td>Introduction to Psychology</td>
<td>3</td>
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<tr>
<td>105</td>
<td>Self-Paced Medical Terminology for PTAs</td>
<td>1</td>
<td>Enrolled in PTA program</td>
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<tr>
<td>107</td>
<td>Introduction to Kinesiology for the PTA</td>
<td>2</td>
<td>(BIO213, PTS111)</td>
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<td>111</td>
<td>Physical Therapy I</td>
<td>4</td>
<td>Enrolled in PTA program</td>
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<td></td>
<td><strong>SECOND SEMESTER</strong></td>
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</tr>
<tr>
<td>204</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
<td>Minimum grade of “C” in BIO213</td>
</tr>
<tr>
<td>104</td>
<td>Introduction to Communication OR</td>
<td>3</td>
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<tr>
<td>105</td>
<td>Interpersonal Communication</td>
<td>3</td>
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<tr>
<td>112</td>
<td>Physical Therapy II</td>
<td>4</td>
<td>BIO213, PTS105, PTS107, PTS111 (BIO214, PTS116, PTS117)</td>
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<tr>
<td>116</td>
<td>Pathology</td>
<td>3</td>
<td>BIO213, PTS105, PTS107, PTS111 (BIO214, PTS112, PTS117)</td>
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<tr>
<td>117</td>
<td>Kinesiology for the PTA</td>
<td>3</td>
<td>BIO213, PTS105, PTS107, PTS111 (BIO214, PTS112, PTS116)</td>
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<tr>
<td></td>
<td><strong>SUMMER SESSION</strong></td>
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<td>120</td>
<td>PTA Clinical Education I</td>
<td>4</td>
<td>BIO214, PTS105, PTS107, PTS111, PTS112, PTS116, current CPR certification, all required immunizations, titers, and background check</td>
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<td></td>
<td><strong>THIRD SEMESTER</strong></td>
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<tr>
<td>117</td>
<td>College Algebra</td>
<td>3</td>
<td>High school algebra, min. Accuplacer algebra score of 75, or successful completion of MAT031</td>
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<tr>
<td>215</td>
<td>Developmental Psychology</td>
<td>3</td>
<td>PSY101</td>
</tr>
<tr>
<td>211</td>
<td>Physical Therapy III</td>
<td>4</td>
<td>BIO214, PTS105, PTS107, PTS112, PTS120 (PTS215)</td>
</tr>
<tr>
<td>215</td>
<td>Neuroscience</td>
<td>3</td>
<td>BIO213, BIO214, PTS112, PTS116 (PTS211)</td>
</tr>
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<td></td>
<td>Humanities Elective</td>
<td>3</td>
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<td></td>
<td><strong>FOURTH SEMESTER</strong></td>
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<tr>
<td>218</td>
<td>PTA Clinical Education II</td>
<td>6</td>
<td>PTS120, PTS211, PTS215, all required general ed. courses (current CPR certification, all required immunizations, titers, and background check)</td>
</tr>
<tr>
<td>220</td>
<td>PTA Clinical Education III</td>
<td>6</td>
<td>PTS218 (current CPR certification, all required immunizations, titers, and background check)</td>
</tr>
<tr>
<td>222</td>
<td>PTA Seminar</td>
<td>1</td>
<td>PTS220</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS** ............................................ 67

**Criteria for Graduation**

Students must complete 67 credits in the Physical Therapist Assistant program, achieve a minimum grade of “C,” or “PASS” criteria, in all courses, and attain a final GPA of 2.00 or higher. Most states, including Maine, require licensure to practice as a physical therapist assistant. Graduates are eligible to sit for the Federation of State Boards of Physical Therapy Physical Therapist Assistant Licensing Examination.
DESCRIPTION

Physical Therapist Assistants, under the direction and supervision of a physical therapist, assist with specific components of treatment interventions. Their duties may include a variety of interventions including therapeutic exercises, functional training in both self-care, sports, and work reintegration, use of adaptive equipment, wound management, airway clearance, and the use of physical agents. They attain their requisite skills through extensive academic and clinical education. The Physical Therapist Assistant program is competency-based and provides sequential learning experiences progressing from theoretical to applied using patient simulations in the laboratory and finally to actual patient treatments in clinical education centers. During clinical education courses, students may practice at facilities throughout Maine under the supervision of clinical instructors.

Applicants to the Physical Therapist Assistant program should be aware that physical therapist assistants are involved in the provision of direct care to patients. Under the supervision of a physical therapist, the physical therapist assistant may be responsible for selected procedural interventions, data collection, and communication, including written documentation associated with the completion of the intervention. The physical therapist assistant must also be able to make judgments and modifications regarding the safety and comfort of the patient having the intervention. Therefore, the student must have observational, communication, motor, cognitive, psychosocial, and behavioral abilities sufficient to carry out the above responsibilities. Technical accommodation can be made available for some disabilities in some of these areas, but a student must be able to perform in a reasonably independent manner.

For students to successfully complete the Physical Therapist Assistant program, they must be capable of performing with or without reasonable accommodation the following:

1. The physical ability to lift, move, and reposition patients; safely guard patients when standing and ambulating patients on level surfaces and stairs.
2. A visual acuity with corrective lenses to identify equipment calibrations, distinguish color changes of a patient’s skin, and collect patient data.
3. The manual dexterity to manipulate instrument dials and perform various therapeutic interventions.
4. The tactile ability to palpate pulses and palpate specific components of the musculoskeletal system.
5. A hearing ability with auditory aids to understand the normal speaking voice without viewing the speaker’s face, hear timers and call bells from patients, take/hear blood pressure and lung sounds with a stethoscope, and hear alarms and emergency signals.
6. Effective communication when explaining procedures, receiving information verbally and from written documentation; documenting in a patient’s chart; exhibiting appropriate interpersonal skills; and recognizing and responding appropriately to nonverbal behavior of self and others.
7. The ability to function safely under stressful conditions and the ability to adapt to an ever changing environment inherent in clinical situations involving patient care.

ADMISSION REQUIREMENTS

Please refer to the General Admission requirements provided in the Admissions section of this catalog. Applications will be accepted on a rolling admissions basis throughout the year.

Additional admission requirements are as follows:

1. Official high school and college transcript(s).
2. Accuplacer - Reading:
   • Score of 80 or a college level biology class with a lab
   • A minimum grade of C in BIO213, BIO101, or BIO115 will meet this requirement
   • Ten year limit for transfer credits
3. Accuplacer - Sentence Skills:
   • Score of 74 or a college level writing course
   • A minimum grade of C in ENG101 will meet this requirement
4. Accuplacer - Algebra:
   • Score of 75 or a college level algebra course
   • A minimum grade of C in MAT117 will meet this requirement
   • Ten year limit for transfer credits
5. Physics:
   • High school physics course with a lab (grade of C+), or adult education physics course with a lab (grade of C+), or college physics course with a lab (grade of C or better)
   • Successful completion of the PLATO Physics module will meet this requirement; call 453-5084 for additional information
   • Ten year limit for transfer credits
6. Clinical job shadows and admission essay:
   • Completion of two job shadows (the instructions and details are on the job shadow form)
   • Completion of admission essay (prompts are located on the admission essay form)
   • These forms may be obtained at the Enrollment Services Center, Frye Building, in Fairfield
7. Test of Essential Academic Skills-V (TEAS-V) - required composite score of 60 percentile:
   • May be taken twice in an academic year (September to August) no less than 45 days between test dates
   • Test consists of Reading, Math, Science, and English & Language Usage
   • Test may be taken only three times in total
   • Instructions on how to register for a test date will be mailed to students; payment is expected at the time of test date registration
8. Academic standing:
   • Students currently matriculated at KVCC must hold a cumulative GPA of 2.5 at the start of their first semester of program study
   • Students who are transferring must have achieved a cumulative GPA of 2.5 at their previous educational institution
9. For acceptance into the PTA program, applicants must attend the required information session:

**ADDITIONAL INFORMATION**

All non-physical therapy courses required for the Physical Therapist Assistant program must be completed prior to the spring semester of the second year in order to participate in Clinical Education II (PTS218). General education courses supportive to the program may be taken prior to or concurrently with technical (PTS) courses. Students must achieve a minimum grade of “C” and/or “Pass” in all required general education and technical (PTS) courses in order to progress through the curriculum.

Clinical education centers are statewide. Students may be assigned to a clinical education center that requires the student to commute a distance from home or assume a temporary residence near the center. Students are responsible for transportation and/or other living costs to and from clinical education centers.

A criminal background check is required while enrolled in the Program and as a condition of employment in the field; health care facilities may limit or deny clinical privileges to those who have a prior or current criminal record and licensing boards may refuse to issue a license to practice based upon prior or current criminal offense(s).

**PROGRAM MISSION**

The mission of the Physical Therapist Assistant program at Kennebec Valley Community College is to provide the opportunity for an education to prepare students for licensure and safe practice as physical therapist assistants. Physical therapy is a growing and changing health care field which requires practitioners who can adapt to change and are socialized into lifelong learning. The program assumes a responsibility for developing a skilled work force to help meet the dynamic physical therapy needs of the community and to enhance the quality of existing physical therapy services. Through a cooperative effort with clinical education centers, the Physical Therapist Assistant program offers an opportunity for the students to develop necessary knowledge, skills, and professional behaviors to attain an Associate in Applied Science Degree in Physical Therapist Assistant.
EDUCATIONAL OUTCOMES

Upon successful completion of the Physical Therapist Assistant program, the graduate is expected to:

1. Possess knowledge to become successfully licensed as a Physical Therapist Assistant.
2. Competently and safely practice as an entry level Physical Therapist Assistant.
3. Demonstrate professional behaviors as an entry level Physical Therapist Assistant.

ADDITIONAL PROGRAM REQUIREMENTS

Students who have been accepted must:

1. Obtain a short white lab coat, KVCC/SPTA name pin, stethoscope, sphygmomanometer, watch with a sweep second hand, a gait belt, and a goniometer.
2. Hold current Basic Life Support certification (CPR for the Healthcare Provider from the American Heart Association or Professional Rescuer from the American Red Cross).
3. Provide proof of immunization against diphtheria and tetanus; provide titers (with results) for measles, mumps, rubella, varicella, and Hepatitis B (series and titer), and a two-step PPD.
4. Agree to work with an outside agency to collect, document, and track criminal background checks as required by the PTA program. Each student is responsible for the cost of this service.
5. Have Internet access for online/Blackboard enhanced courses and/or discussions.
6. Assume responsibility for transportation and/or other living costs to and from clinical sites.

CAREER OPPORTUNITIES

Typical settings include: Hospitals, Rehabilitation Centers, Nursing Homes, Outpatient Clinics, Home Care Agencies, Community Health Centers, Pediatric Facilities, Private Practices, Sports Medicine Clinics.
Radiologic Technologists produce images of the body using radiation and imaging technology. These x-ray images help physicians diagnose and treat a variety of medical conditions. By practicing radiation safety, they ensure their patients are protected during procedures. Radiologic Technologists educate patients by explaining the procedures and any associated risks. The accurate production of such images is absolutely essential in modern medicine. Additional certifications for graduates may include: CT, Mammography, Ultrasound, MRI, Nuclear Medicine, Radiation Therapy, and Cardiovascular Procedures.

What Radiologic Technologists do:
- Assist patients during imaging process
- Ensure patient safety
- Assist in the preparation and administration of contrast media
- Evaluate the quality of images
- Ensure proper infection control
- Perform diagnostic imaging in hospitals and clinics

Students will learn:
- Patient assessment and care
- Pathology and pharmacology
- Anatomy and physiology
- Quality management
- Radiation safety
- Image production

Radiologic Technology graduates work in:
- Physician offices
- Mobile imaging centers
- Travel companies
- Clincs
- Hospitals

“I transferred into KVCC’s Radiologic Technology program and have the unique experience of comparing two college’s Radiology programs. I found KVCC’s program (including the clinical sites) to be 100% more thorough, welcoming, and encouraging. The instructors were experienced, helpful, approachable, and truly interested in my performance and future job placement.”

Program entry requirements:
To see the entrance requirements for this program, please view the pages ahead, and visit www.kvcc.me.edu/adv/rad
For further questions about the program, please contact Betsy Priest at:
rad@kvcc.me.edu
or go to:
www.kvcc.me.edu/rad

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## RADIOLOGIC TECHNOLOGY

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites (Co-requisites)</th>
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<tbody>
<tr>
<td></td>
<td><strong>ASSOCIATE IN SCIENCE DEGREE</strong></td>
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<td></td>
<td><strong>FIRST SEMESTER</strong></td>
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<tr>
<td>__ __</td>
<td>BIO213   Anatomy and Physiology I</td>
<td>4</td>
<td>Min. Accuplacer reading score of 80, completion of LEAP seminar, or successful completion of college level laboratory science course</td>
</tr>
<tr>
<td>__ __</td>
<td>CPT      Computer Elective</td>
<td>3</td>
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<tr>
<td>__ __</td>
<td>RAD101   Radiographic Positioning I</td>
<td>3</td>
<td>(RAD111, RAD121)</td>
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<tr>
<td>__ __</td>
<td>RAD111   Clinical Practicum I</td>
<td>3</td>
<td>(RAD101, RAD121)</td>
</tr>
<tr>
<td>__ __</td>
<td>RAD121   Patient Care and Medical Terminology</td>
<td>3</td>
<td>(RAD101, RAD111)</td>
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<tr>
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<td><strong>SECOND SEMESTER</strong></td>
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<tr>
<td>__ __</td>
<td>BIO214   Anatomy and Physiology II</td>
<td>4</td>
<td>Minimum grade of “C” in BIO213</td>
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<tr>
<td>__ __</td>
<td>MAT117   College Algebra (or higher)</td>
<td>3</td>
<td>High school algebra, min. Accuplacer algebra score of 75, or successful completion of MAT031</td>
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<tr>
<td>__ __</td>
<td>RAD102   Radiographic Positioning II &amp; Contrast Media</td>
<td>3</td>
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<td>__ __</td>
<td>RAD112   Clinical Practicum II</td>
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<td>RAD101, RAD111</td>
</tr>
<tr>
<td>__ __</td>
<td>RAD131   Principles of Radiographic Exposure and</td>
<td>2</td>
<td>MAT117 Processing</td>
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<tr>
<td></td>
<td><strong>SUMMER SESSION (8 WEEKS)</strong></td>
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<tr>
<td>__ __</td>
<td>ENG101   College Composition</td>
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<td>Min. Accuplacer writing score of 74</td>
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<tr>
<td>__ __</td>
<td>RAD103   Radiographic Positioning III</td>
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<td>RAD102, RAD112</td>
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<tr>
<td>__ __</td>
<td>RAD113   Clinical Practicum III</td>
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<td>RAD102, RAD112</td>
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<td><strong>THIRD SEMESTER</strong></td>
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<tr>
<td>__ __</td>
<td>BIO216   Pathophysiology &amp; Principles of Pharmacology</td>
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<td>BIO119 and MAS102 or BIO214 for the Health Professional</td>
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<td>__ __</td>
<td>COM104   Introduction to Communication OR</td>
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<tr>
<td>__ __</td>
<td>COM105   Interpersonal Communication</td>
<td>3</td>
<td></td>
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<tr>
<td>__ __</td>
<td>PHY213   Radiographic Physics</td>
<td>3</td>
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<td>__ __</td>
<td>PSY101   Introduction to Psychology</td>
<td>3</td>
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<td>__ __</td>
<td>RAD211   Clinical Practicum IV</td>
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<td>RAD113</td>
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<tr>
<td>__ __</td>
<td>RAD220   Principles of Radiographic Exposure and</td>
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<td>RAD131 (PHY213) Processing II</td>
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<td>__ __</td>
<td>RAD212   Clinical Practicum V</td>
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<td>RAD214   Quality Assurance &amp; Ethical &amp; Legal Issues</td>
<td>1</td>
<td>RAD131, RAD220</td>
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<td>__ __</td>
<td>RAD216   Introduction to Imaging Modalities</td>
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<td>RAD218   Radiation Biology and Protection</td>
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<td><strong>TOTAL CREDITS</strong></td>
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</table>

### Criteria for Graduation

Students must complete 75 credits in the Radiologic Technology program, achieve a minimum grade of “C” in all courses, and attain a final GPA of 2.0 or higher.

Revised: December 15, 2015
DESCRIPTION

The Radiologic Technology program provides education and training to individuals interested in the field of medical imaging. A Radiologic Technologist is a scientific artist who works as part of the health care team. With this art, they contribute to the diagnostic treatment of the patient. They assist the radiologist and are responsible for the accurate demonstration of body structures on a radiograph or other image receptor. The Radiologic Technologist determines the proper exposure factor, manipulates medical imaging equipment, and evaluates the radiographic images for quality assurance. The Radiologic Technologist assures patient protection and comfort as well as patient education during imaging procedures.

ADMISSION REQUIREMENTS

Please refer to the General Admission requirements provided in the Admissions section of this catalog. In addition to the Immunization Requirements, all students enrolled in any allied health program require the following: Hepatitis B series and titer results, Varicella titer results, and a 2-step PPD test results within the past year.

Additional admission requirements are as follows:

1. Official high school transcript or GED scores.
2. CPR Certification by American Heart Association (Healthcare Provider) OR American Red Cross (Professional Rescuer).
3. Successful completion (grade of “C” or better) within past five years:
   - High school biology with a lab, OR
   - Adult education biology with a lab, OR
   - College biology with a lab (grade of “C” or better), OR
   - BIO213 Anatomy and Physiology I
4. Successful completion (grade of “C” or better) within past five years:
   - High school Algebra I, OR adult education algebra, AND
   - Accuplacer algebra score of 75 or greater, OR
   - MAT031 Introduction to Algebra (pass), OR
   - MAT117 College Algebra
5. Test of Essential Academic Skills (TEAS-V):
   - May be taken twice in an academic year (September to August)
   - May only be taken three times in total
   - No less than 45 days between test dates
   - Test consists of Reading, Math, Science, and English & Language Usage
6. At the start of the first semester of study in this program, students must be in good academic standing, with a required cumulative GPA of 2.0 or higher.
7. For acceptance into the RAD program, applicants must attend the required information session.

PROGRAM MISSION

The mission of the Radiologic Technology program at KVCC is to educate and train qualified personnel to provide direct service to patients using radiation, to produce the required image needed for medical diagnosis from an integral perspective. We also offer students experiences in the most recent imaging advancements and the new technological modalities in the production of images in the medical field.
PROGRAM GOALS AND STUDENT LEARNING OUTCOMES

1. Goal: Students will be clinically competent.
   • Student Learning Outcome: Students will demonstrate appropriate positioning skills
   • Student Learning Outcome: Students will select appropriate technical factors
   • Student Learning Outcome: Students will practice radiation safety.

2. Goal: Students will demonstrate communication skills.
   • Student Learning Outcome: Students will demonstrate oral communication skills
   • Student Learning Outcome: Students will demonstrate written communication skills.

3. Goal: Students will develop critical thinking skills.
   • Student Learning Outcome: Students adapt routine procedures for non-routine patients.
   • Student Learning Outcome: Students will critique images to determine diagnostic quality.

4. Goal: Students will model professionalism.
   • Student Learning Outcome: Students will demonstrate work ethics.
   • Student Learning Outcome: Students will summarize the value of lifelong learning.

ADDITIONAL PROGRAM REQUIREMENTS

It is expected that students will be able to make the necessary arrangements in order to complete all scheduled rotations. Students must assume responsibility for transportation and/or living costs to and from statewide clinical sites.

Once accepted into the program, the student must:

1. Provide proof of immunization against tetanus, measles, mumps, rubella, varicella, hepatitis B and titer, a negative test for tuberculosis. Students who do not furnish proof of adequate immunization will be administratively dismissed from the program.

2. Hold current Basic Life Support certification (CPR for the Healthcare Provider from the American Heart Association or Professional Rescuer from the American Red Cross).

CAREER OPPORTUNITIES

Radiologic Technology is one of the allied health professions in high demand. Employment opportunities are available in hospitals, physicians’ offices, imaging centers, as well as traveling opportunities.
A Respiratory Therapist (RT) treats people who have breathing or cardiopulmonary difficulties, such as premature infants or adults who have lung diseases such as asthma and COPD. They consult with doctors and develop a treatment plan. A Respiratory Therapist cares for patients in Intensive Care Units on life support.

What Respiratory Therapy graduates do:
- Analyze blood specimens
- Manage artificial airways/ventilators
- Diagnose lung/breathing disorders
- Recommend/administer treatments
- Educate patients and families to manage lung diseases

Students will learn:
- Cardiopulmonary assessment
- Infection control
- Resuscitation devices
- Ventilator management
- Disaster preparedness
- Administration of medical gases
- Airway management
- Therapeutic communication

Respiratory Therapy graduates work in:
- Hospitals
- Intensive care units
- Newborn and pediatric units
- Outpatient care centers
- Home healthcare

“My instructors in the RT program were excellent. I can’t say enough about their level of education and how it has provided me with the tools necessary to be a competent Respiratory Therapist.”

Program entry requirements:
To see the entrance requirements for this program, please visit the pages ahead, and visit www.kvcc.me.edu/adv/rt
For further questions about this program, please contact Danielle Schryver at:
rt@kvcc.me.edu
or go to:
www.kvcc.me.edu/rt

RESPIRATORY THERAPY
Facilitate and monitor breathing for patients in emergency and surgical care settings

Accredited by the Commission on Accreditation for Respiratory Care (COARC)
1248 Harwood Road, Bedford, TX 76021-4244
Telephone: 817-283-2835, Website: www.coarc.com

Kennebec Valley Community College is an equal opportunity/affirmative action institution and employer.
RESPIRATORY THERAPY

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites (Co-requisites)</th>
</tr>
</thead>
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</tbody>
</table>

**Associate in Science Degree**

**FIRST SEMESTER**

| __   | BIO213       | 4       | Min. Accuplacer reading score of 80, completion of LEAP seminar, or successful completion of a college level laboratory science course |
| __   | CHE112*      |         | General Chemistry OR (MAT117 or equivalent mathematical aptitude) |
| __   | CHE113*      | 3/4     | HS Chemistry recommended |
| __   | RTS111       | 5       | Admission in RT program |
| __   | RTS117       | 3       | Admission in RT program |

**SECOND SEMESTER**

| __   | BIO214       | 4       | Minimum grade of “C” in BIO213 |
| __   | ENG101       | 3       | Min. Accuplacer writing score of 74 |
| __   | MAT117       | 3       | High school algebra, min. Accuplacer algebra score of 75, or successful completion of MAT031 |
| __   | RTS112       | 5       | RTS111 |
| __   | RTS121       | 3       | CHE113, RTS111, RTS117 (RTS112) |

**SUMMER SESSION (6 WEEKS)**

| __   | PSY101       | 3       |                         |
| __   | RTS120       | 3       | RTS112, RTS117, RTS121 (RTS127) |
| __   | RTS127       | 2       | BIO214, RTS112, RTS117, RTS121 (RTS120) |

**THIRD SEMESTER**

| __   | RTS223       | 3       | RTS120, RTS127 (RTS226, RTS229) |
| __   | RTS225       | 3       | RTS112, RTS117, RTS121, RTS127 (RTS223, RTS229) |
| __   | RTS226       | 3       | BIO214, RTS121, RTS127 (RTS223, RTS225) |
| __   | RTS229       | 5       | RTS120, RTS127 (RTS223, RTS225, RTS226) |
| __   | Social Sciences Elective | 3 |

**FOURTH SEMESTER**

| __   | COM104       | 3       |                         |
| __   | COM105       |         |                         |
| __   | RTS224       | 3       | RTS223, RTS226, RTS229 (RTS230) |
| __   | RTS230       | 5       | RTS229 (RTS224, RTS231) |
| __   | RTS231       | 1       | RTS229 (RTS230) |
| __   | Humanities Elective | 3 |

**TOTAL CREDITS** ........................................... 73/74

* CHE112 will be accepted to meet this requirement; however, CHE113 is the preferred course.

**Criteria for Graduation**

Students must complete 73/74 credits in the Respiratory Therapy program, achieve a minimum grade of “C” in all courses, and attain a final GPA of 2.0 or higher. Upon successful completion of the program, graduates are eligible to sit for credentialing examinations administered by the National Board for Respiratory Care. Graduates are eligible to apply for a Maine license to practice Respiratory Care.

Revised: May 6, 2013
DESCRIPTION

This program prepares students to become qualified members of the respiratory care profession. Students are provided the opportunity to acquire knowledge, skills, and behaviors required to evaluate, treat, and manage patients with respiratory diseases and other cardiopulmonary disorders. Throughout the program the student will develop and refine critical thinking skills necessary for implementation of respiratory care protocols and clinical decision making.

The student will develop effective written and verbal communication skills with patients, families and various members of the healthcare team. Upon completion of the program the student will be able to apply evidence-based medicine to clinical practice and be a contributing member of the collaborative healthcare team. The educational foundation provided will prepare the respiratory therapy graduate for new and emerging responsibilities in a changing healthcare environment.

ADMISSION REQUIREMENTS

Please refer to the General Admission requirements provided in the Admissions section of this catalog. In addition to the Immunization Requirements, all students enrolled in any allied health program require the following: Hepatitis B series and titer results, Varicella titer results, and a 2-step PPD test results within the past year.

Additional admission requirements are as follows:

1. Official high school transcript or GED scores.
2. Successful completion (grade of “C” or better) within past five years:
   • High school biology with a lab, OR
   • Adult education biology with a lab, OR
   • College biology with a lab (grade of “C” or better), OR
   • BIO213 Anatomy and Physiology I
3. Successful completion (grade of “C” or better) within past five years:
   • High school Algebra I, OR adult education algebra, AND Accuplacer algebra score of 75 or greater, OR
   • MAT031 Introduction to Algebra (pass), OR
   • MAT117 College Algebra
4. Test of Essential Academic Skills (TEAS-V):
   • May be taken twice in an academic year (September to August)
   • May only be taken three times in total
   • No less than 45 days between test dates
   • Test consists of Reading, Math, Science, and English & Language Usage
5. At the start of the first semester of study in this program, students must be in good academic standing, with a required cumulative GPA of 2.0 or higher.
6. For acceptance into the RT program, applicants must attend the required information session.
7. Chemistry is not a requirement for admission to the RT program; it is strongly recommended (grade “C” or better):
   • High school chemistry with a lab, OR
   • Adult education chemistry with a lab, OR
   • College chemistry with a lab

PROGRAM MISSION

The mission of the Respiratory Therapy Program at Kennebec Valley Community College is to educate and train competent Respiratory Therapists who will provide patients in all health care settings with appropriate and quality respiratory care services. The program is committed to providing students with a foundation of knowledge, skills, and behaviors that will carry them into the work force and lifelong learning.
EDUCATIONAL OUTCOMES

Upon successful completion of the Respiratory Therapy program, the graduate is expected to:

1. Be prepared and competent to provide respiratory care services within his/her scope of practice.
2. Demonstrate professional behaviors that allow him/her to function ethically and responsibly by showing tolerance and respect for diversity of culture, age, and gender.
3. Demonstrate effective communication with patients, families, and other members of the health care community.
4. Be capable of critical thinking and problem solving within his/her scope of professional practice.
5. Participate in activities that foster professional growth as lifelong learners.

ADDITIONAL INFORMATION AND PROGRAM REQUIREMENTS

Applicants to certain programs should be aware that a criminal background check will be required while they are enrolled in the program, or as a condition of employment in the field; certain internship and/or practicum sites, such as health care facilities, may limit or deny clinical privileges to those who have a prior or current criminal record; and certain licensing boards may refuse to issue a license to practice based upon prior or current criminal offense(s). To learn more about whether the program or profession in which you are interested has such requirements or limitations, please see the Department Chair.

Students may be scheduled for day, evening, and night clinical experiences throughout the program. It is expected that students will be able to make the necessary arrangements in order to complete all scheduled rotations. Students must assume responsibility for transportation and/or living costs to and from statewide clinical sites.

All respiratory therapy courses are Blackboard enhanced courses and some of these courses may be offered in an online format. Ideally, students should have off-campus Internet access in order to complete online course activities.

Once accepted into the program, the student must:

1. Provide proof of immunization against tetanus, measles, mumps, rubella, varicella, Hepatitis B, and a negative test for tuberculosis (PPD). Students who do not furnish proof of adequate immunization will be administratively dismissed from the program.
2. Provide proof of annual PPD after the initial negative PPD.
3. Provide proof of flu immunization annually while participating in the clinical component of the program.
4. Hold current Basic Life Support certification (CPR for the Healthcare Provider from the American Heart Association or Professional Rescuer from the American Red Cross).

CAREER OPPORTUNITIES

- Hospitals
- Skilled Nursing Facilities
- Physicians’ Offices
- Medical Centers
- Non-traditional Job Sites
- Home Care
DEPARTMENT CHAIR: Marjorie York, 207-453-3604

~ Associate in Science and Associate in Applied Science Degrees ~

Accredited by the Association of Collegiate Business Schools and Programs
7007 College Boulevard, Suite 240, Overland Park, KS 66211

BUSINESS PROGRAMS

- Business Administration with options in Accounting, Computer Systems Integration, and Marketing/Management
- Computer Aided Drafting and Design
“Accounting practices make so much sense to me, but I learned how important it is to business and industry. There isn’t anywhere I can’t go to get a job because I love what I do and my skills are needed everywhere.

I am going to work for a while then go and get my 4-year degree and probably my CPA.”

Governments, businesses, education, healthcare, and the arts all employ accounting practices to make sure money is properly managed in organizations. Accounting is the invisible activity that makes organizations operate or fall apart. It is the profession that requires absolute adherence to ethical practices to ensure that scandals never occur. Every organization needs people with accounting skills, and employees who are good at accounting and bookkeeping practices make or break businesses.

**What Accounting graduates do:**
- Manage payroll
- Maintain financial records
- Manage and analyze budgets
- Attend four-year institutions
- Provide and assist tax services
- Earn national ABA certification
- Provide essential data
- Become entrepreneurs

**Students will learn:**
- Financial management
- Managerial accounting
- Federal taxation
- Cost accounting
- Compilation and accounting ethics
- Tax accounting
- Economics
- Financial reporting and analysis

**Accounting graduates work in:**
- Family businesses
- Banks
- Small and large companies
- Education and training organizations
- Service and entertainment industries
- Manufacturing industries
- Government offices

To see the entrance requirements for this program, please view the pages ahead, and visit [www.kvcc.me.edu/prereq](http://www.kvcc.me.edu/prereq)

For further questions about the program, please contact Marjorie York at:
- acc@kvcc.me.edu
- or go to:
- [www.kvcc.me.edu/acc](http://www.kvcc.me.edu/acc)
## BUSINESS ADMINISTRATION - Accounting Option

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<thead>
<tr>
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<th>Credits</th>
<th>Prerequisites (Co-requisites)</th>
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<tr>
<td>___ ___</td>
<td>ACC111* Principles of Accounting I ................</td>
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<td>___ ___</td>
<td>BUS116* Business Law ..................................</td>
<td>3</td>
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<tr>
<td>___ ___</td>
<td>CPT117* Software Applications I ....................</td>
<td>3</td>
<td>Computer ACCUPLACER score of 76 or greater, CPT018, or permission of instructor</td>
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<td>___ ___</td>
<td>ENG101 College Composition ..........................</td>
<td>3</td>
<td>Min. Accuplacer writing score of 74</td>
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<td>___ ___</td>
<td>MAT117 College Algebra ................................</td>
<td>3</td>
<td>High school algebra, min. Accuplacer algebra score of 75, or successful completion of MAT031</td>
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<td>___ ___</td>
<td>General Education Elective ...........................</td>
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<td>___ ___</td>
<td>ACC112* Principles of Accounting II ...............</td>
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<td>ACC111</td>
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<td>___ ___</td>
<td>ACC211* Accounting Spreadsheet &amp; Database Apps ....</td>
<td>3</td>
<td>ACC111 and CPT117 with grade of “C” or better (ACC112)</td>
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<td>___ ___</td>
<td>BUS115* Principles of Management ...................</td>
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<td>ENG219 Business and Professional Writing ..........</td>
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<td>A grade of “C” or higher in ENG101 or ENG108</td>
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<td>MAT225 Math for Business and Economics ............</td>
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<td>Minimum grade of “C” in MAT17</td>
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<tr>
<td>___ ___</td>
<td>ACC212* Computerized Accounting Applications ......</td>
<td>3</td>
<td>ACC111 and CPT117 with grade of “C” or better (ACC112)</td>
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<td>___ ___</td>
<td>ACC213* Federal Taxation .............................</td>
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<td>ACC215* Cost Accounting ................................</td>
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<td>ACC112 with grade of “C” or better</td>
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<td>ACC217* Intermediate Accounting I ..................</td>
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<td>ACC112 with grade of “C” or better</td>
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<td>___ ___</td>
<td>ECO113 Principles of Economics I (Macro) ..........</td>
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<td>___ ___</td>
<td>ACC218* Intermediate Accounting II ................</td>
<td>3</td>
<td>ACC112 with grade of “C” or better</td>
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<tr>
<td>___ ___</td>
<td>ACC220* Principles of Payroll Administration ......</td>
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<td>ACC112 with a grade of “C” or better</td>
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<td>___ ___</td>
<td>ACC222* Capstone Review Course of Accounting ......</td>
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<td>ACC112, ACC213, ACC215, ACC217 (grade of “C” or better in ACC courses), BUS116, CPT117 (all ACC courses that fall in the last semester)</td>
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<td>___ ___</td>
<td>BUS250* Virtual Office Simulation/Internship ......</td>
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<td>Students must have completed 30 credits of their Business Administration option</td>
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<td>COM104 Introduction to Communication OR</td>
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<td>COM105 Interpersonal Communication ..................</td>
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<td>___ ___</td>
<td>ECO114 Principles of Economics II (Micro) ..........</td>
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<tr>
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<td><strong>TOTAL CREDITS</strong></td>
<td>69</td>
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</table>

### Criteria for Graduation

Students must complete 69 credits in the Business Administration - Accounting option and achieve a minimum grade of “C” in designated common and program core courses (*). Students must attain a final GPA of 2.0 or higher.

Revised: April 18, 2013
Business Administration - Accounting

DEPARTMENT CHAIR: Marjorie York, 207-453-3604
~ Associate in Applied Science Degree ~

DESCRIPTION
The Accounting option’s primary focus is to prepare students as paraprofessionals who have a wide array of skills and knowledge in pursuing a business career. The integration of accounting and tax software provides real world application in the areas of payroll, accounts payable, accounts receivable, inventory, federal taxation, spreadsheets, and databases.

All accounting majors will have the opportunity to take the National ACAT exam for accreditation in accounting through the Accreditation Council for Accountancy and Taxation. The capstone review course will prepare students for this exam. Students will also have the opportunity to work collaboratively with students from the other Business options in a simulated office environment to include the “Virtual Office” and incorporated internship program.

PROGRAM MISSION
The mission of the Business Administration program is to help the student develop marketable business skills while still providing the broader courses necessary to produce an “educated person.” Instead of limiting the education to narrow technical training, the Business faculty will help students develop tools to use the rest of their lives.

The Business Administration program is made up of three business options: Accounting, Computer Systems Integration, and Marketing/Management. Students from all business options will have the opportunity to apply their skills in a team taught office simulation in the fourth semester.

EDUCATIONAL OUTCOMES
Upon successful completion of the Accounting option, the graduate is expected to:

1. Be a lifelong learner who stays current in his/her field so as to perform accounting functions according to the Financial Accounting Standards Board and other governing agencies.
2. Be a conscientious professional who practices within the legal and ethical parameters of accounting.
3. Be an effective communicator who is able to listen and respond appropriately while respecting the differences within and between groups in the community.
4. Be a paraprofessional accountant who will have a broad array of skills and knowledge to use effectively in the 21st century.
5. Achieve the nationally recognized credential of Accredited Business Accountant by passing the ACAT exam.

CAREER OPPORTUNITIES
- Account Clerk
- Accounts Payable Clerk
- Accounts Receivable Clerk
- Credit Manager
- Jr. Accountant
- Payroll Clerk
- Tax Preparer
The Associate in Applied Science degree in Business Administration - Computer Systems Integration is a program that has been developed upon the immediate needs of industry and Maine employers. Students will learn about fundamental business practices that apply to all businesses, and how those practices are improved by computer systems. Strong businesses rely on processes that are adapted to employees’ talents, proper equipment, and properly designed software. No solution is the same from business-to-business, and companies need highly trained thinkers who can match the capacity of computer systems with the needs of people who use them. Students can graduate and secure jobs in businesses immediately, or they can transfer to a baccalaureate program.

**What Computer Systems Integration graduates do:**

- Database management
- Help Desk support
- Technical support
- Database development
- Systems analysis
- Computer systems security
- Informatics analysis
- Network management

**Students will learn:**

- Business fundamentals
- Database structure and management
- Computer industry compliance
- Business processes
- Project management
- Computer systems security
- Computer industry standards
- Workflow optimization

**Computer Systems Integration graduates work in:**

- Small and large companies
- Utility companies
- Education
- Healthcare technology
- Finance
- Retail
- Government agencies

“The Computer Systems Integration program at KVCC is a perfect blend of computers and business needed to help businesses optimize their business practices. Having people who know computers is one thing; having people who know how to ask why a business is using computers in a certain way is something even more valuable.”

**Program entry requirements:**

To see the entrance requirements for this program, please view the pages ahead, and visit [www.kvcc.me.edu/prereq](http://www.kvcc.me.edu/prereq)

For further questions about the program, please contact Marjorie York at:

**csi@kvcc.me.edu**

or go to:

[www.kvcc.me.edu/csi](http://www.kvcc.me.edu/csi)

This workforce solution was funded by a $13 million grant awarded by the U.S. Department of Labor’s Employment and Training Administration. Kennebec Valley Community College is an equal opportunity/affirmative action institution and employer. Adaptive equipment will be provided upon request to persons with disabilities. For more information, please call 207-453-5117.
BUSINESS ADMINISTRATION - Computer Systems Integration Option (© 2014 William Dolan)

<table>
<thead>
<tr>
<th>Course #</th>
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<td></td>
<td><strong>FIRST SEMESTER</strong></td>
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</tr>
<tr>
<td>1</td>
<td>ACC111* Principles of Accounting I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>BUS115* Principles of Management</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>CPT126* Introduction to Digital Literacy</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>ENG101* College Composition</td>
<td>3</td>
<td>Min. Accuplacer writing score of 74</td>
</tr>
<tr>
<td>5</td>
<td>MAT117* College Algebra</td>
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<td>High school algebra, min. Accuplacer algebra score of 75</td>
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<td></td>
<td><strong>SECOND SEMESTER</strong></td>
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<tr>
<td>6</td>
<td>ACC112* Principles of Accounting II</td>
<td>3</td>
<td>ACC111</td>
</tr>
<tr>
<td>7</td>
<td>BUS118* Legal Aspects of Business Information Systems</td>
<td>3</td>
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<tr>
<td>8</td>
<td>COM104 Introduction to Communication</td>
<td>3</td>
<td></td>
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<tr>
<td>9</td>
<td>CPT128* Fundamentals of Network Administration</td>
<td>3</td>
<td>CPT126</td>
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<tr>
<td>10</td>
<td>ENG219 Business and Professional Writing</td>
<td>3</td>
<td>A grade of “C” or higher in ENG101 or ENG108</td>
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<td>11</td>
<td>MAT225 Math for Business and Economics</td>
<td>3</td>
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<tr>
<td>12</td>
<td>BUS203* Business Systems Integration</td>
<td>3</td>
<td>CPT126</td>
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<td>13</td>
<td>BUS205* Data Systems Analysis</td>
<td>3</td>
<td>CPT126</td>
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<tr>
<td>14</td>
<td>CPT207* Network Design and Management</td>
<td>3</td>
<td>CPT126, CPT128</td>
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<td>15</td>
<td>ECO113* Principles of Economics I (Macro)</td>
<td>3</td>
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<tr>
<td>16</td>
<td>ECO114* Principles of Economics II (Micro)</td>
<td>3</td>
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<td>17</td>
<td>PHI110 Introduction to Contemporary Ethics</td>
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<td>ENG101</td>
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<td>18</td>
<td>BUS208* Project Management</td>
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<tr>
<td>19</td>
<td>BUS210* Database Design and Management OR</td>
<td>3</td>
<td>BUS205</td>
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<tr>
<td>20</td>
<td>BUS212* Interactive User Interface Design</td>
<td>3</td>
<td>BUS203, CPT207</td>
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<tr>
<td>21</td>
<td>BUS214* Information Systems Security</td>
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<td>BUS118, BUS203</td>
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<td>22</td>
<td>BUS250* Virtual Office Simulation/Internship</td>
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<td>Students must have completed 30 credits of their Business Administration option</td>
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<td>Social Science or Humanities Elective</td>
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**Criteria for Graduation**

Students must complete 63 credits in the Associate in Applied Science in Business Administration - Computer Systems Integration option and achieve a minimum grade of “C” in designated common and program core courses (*). Students must attain a final GPA of 2.0 or higher.

**Advanced Certificate Option for CSI Students**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites (Co-requisites)</th>
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<tr>
<td>1</td>
<td><strong>FIRST SEMESTER</strong></td>
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<tr>
<td>2</td>
<td>ETC110* Computer Technology Fundamentals</td>
<td>3</td>
<td>Basic computer skills</td>
</tr>
<tr>
<td>3</td>
<td>ETC212* Linux Operating Systems and Mobile Devices</td>
<td>3</td>
<td>ETC110</td>
</tr>
<tr>
<td>4</td>
<td>ETL113 Electrical Circuits I</td>
<td>3</td>
<td>MAT114</td>
</tr>
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<td>5</td>
<td><strong>SECOND SEMESTER</strong></td>
<td></td>
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<tr>
<td>6</td>
<td>ETC112* Apple Computer Support Essentials</td>
<td>3</td>
<td>ETC110</td>
</tr>
<tr>
<td>7</td>
<td>ETC119* Digital Electronics</td>
<td>3</td>
<td>ETL113</td>
</tr>
<tr>
<td>8</td>
<td>ETC211* Network Operating Systems</td>
<td>3</td>
<td>ETC110 (ETC241)</td>
</tr>
<tr>
<td>9</td>
<td>ETC245* Networking Applications Lab</td>
<td>1</td>
<td>(ETC241)</td>
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<tr>
<td>10</td>
<td>ETC250* Computer Technology Applications</td>
<td>3</td>
<td>ETC110</td>
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<td></td>
<td><strong>TOTAL CREDITS</strong></td>
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This workforce product was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. 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.

Revised: December 15, 2015
DESCRIPTION

The Computer Systems Integration option provides the student with the background necessary to develop and maintain appropriate IT organizational structures that support the needs of a variety of businesses.

PROGRAM MISSION

The mission of the Business Administration program is to help the student develop marketable business skills while still providing the broader courses necessary to produce an “educated person.” Instead of limiting the education to narrow technical training, the Business faculty will help students develop tools to use the rest of their lives.

The Business Administration program is made up of three business options: Accounting, Computer Systems Integration, and Marketing/Management. Students from all business options will have the opportunity to apply their skills in a team taught office simulation in the fourth semester.

EDUCATIONAL OUTCOMES

Upon successful completion of the Computer Systems Integration option, the graduate is expected to:

1. Be a critical thinker who uses knowledge and skill to solve challenging computer related problems.
2. Be an effective communicator who is able to listen and respond appropriately while respecting the differences within and between groups in the business community.
3. Fine tune existing systems or design and develop new systems helping companies achieve their IT goals and objectives.
4. Test information system capacity, capability, and security.
5. Participate in lifelong learning and professional competency activities as they relate to the computer field.
6. Balance technical functionality and visual elements to create systems that are not only operational but also usable and adaptable to changing user needs.

CAREER OPPORTUNITIES

- Systems Integration Manager
- Test Manager
- Systems Consultant
- Data Systems Analyst
- Computer Resource Manager
- Computer Support Specialist
- Processing Manager
- Operations Manager
Businesses are everywhere and they are the lifeblood of the economy and good jobs. Employees with strong business skills and knowledge are key to making businesses thrive and grow. Businesses need leaders, managers, and marketing ideas to achieve their goals, and our Marketing/Management degree will give you the tools necessary to be a powerful asset to any business in any field.

What Marketing/Management graduates do:

- Supervise employees
- Assist management in decision-making
- Become store managers
- Attend four-year institutions
- Market products
- Develop business plans
- Design websites
- Become entrepreneurs

Students will learn:

- Personal investment planning
- Business law
- Marketing
- Accounting
- Small business/entrepreneurship
- Economics
- Federal taxation
- Professional writing

Marketing/Management graduates work in:

- Family businesses
- Banks
- Service industries
- Small and large companies
- Non-profit organizations
- Education and training organizations
- Manufacturing industries
- Government offices

Strategies to promote business

Accredited by the Association of Collegiate Business Schools and Programs
7007 College Boulevard, Suite 240, Overland Park, KS  66211

Program entry requirements:

To see the entrance requirements for this program, please view the pages ahead, and visit www.kvcc.me.edu/prereq

For further questions about the program, please contact Marjorie York at:
bus@kvcc.me.edu
or go to:
www.kvcc.me.edu/bus
## BUSINESS ADMINISTRATION - Marketing/Management Option

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites (Co-requisites)</th>
</tr>
</thead>
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<td></td>
<td><strong>FIRST SEMESTER</strong></td>
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<tr>
<td>ACC111</td>
<td>Principles of Accounting I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BUS113*</td>
<td>Marketing</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BUS116*</td>
<td>Business Law</td>
<td>3</td>
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<tr>
<td>CPT117</td>
<td>Software Applications I</td>
<td>3</td>
<td>Computer ACCUPLACER score of 76 or greater, CPT018, or permission of instructor</td>
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<td>ENG101</td>
<td>College Composition</td>
<td>3</td>
<td>Min. Accuplacer writing score of 74</td>
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<tr>
<td>MAT117</td>
<td>College Algebra</td>
<td>3</td>
<td>High school algebra, min. Accuplacer algebra score of 75, or successful completion of MAT031</td>
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<td><strong>SECOND SEMESTER</strong></td>
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<tr>
<td>ACC112</td>
<td>Principles of Accounting II</td>
<td>3</td>
<td>ACC111</td>
</tr>
<tr>
<td>BUS115*</td>
<td>Principles of Management</td>
<td>3</td>
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<tr>
<td>BUS119*</td>
<td>Integrated Marketing Communications</td>
<td>3</td>
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<tr>
<td>COM104</td>
<td>Introduction to Communication OR</td>
<td>3</td>
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<td>COM105</td>
<td>Interpersonal Communication</td>
<td>3</td>
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<td>MAT225</td>
<td>Math for Business and Economics</td>
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<td>ACC213</td>
<td>Federal Taxation</td>
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<tr>
<td>ECO113</td>
<td>Principles of Economics I (Macro)</td>
<td>3</td>
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<td>ECO120*</td>
<td>Investment Planning in Our Society</td>
<td>3</td>
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<tr>
<td>ENG219</td>
<td>Business and Professional Writing</td>
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<td>Humanities Elective</td>
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<tr>
<td></td>
<td><strong>FOURTH SEMESTER</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS125*</td>
<td>Introduction to E-Commerce</td>
<td>3</td>
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<tr>
<td>BUS218*</td>
<td>The Entrepreneur’s Guide to Small Business</td>
<td>3</td>
<td>ACC112 Management</td>
</tr>
<tr>
<td>BUS250*</td>
<td>Virtual Office Simulation/Internship</td>
<td>3</td>
<td>Students must have completed 30 credits of their Business Administration option</td>
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<tr>
<td>ECO114</td>
<td>Principles of Economics II (Micro)</td>
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<td><strong>TOTAL CREDITS</strong></td>
<td>63</td>
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</table>

**Criteria for Graduation**

Students must complete 63 credits in the Business Administration - Marketing/Management option and achieve a minimum grade of “C” in designated common and program core courses (*). Students must attain a final GPA of 2.0 or higher.

Revised: December 15, 2015
DESCRIPTION

The Marketing/Management option provides the student with the background necessary to work toward managerial positions in organizations operating in the marketing of a product or in a service capacity. Students will also have the opportunity to work collaboratively with students from the other Business option in a simulated office environment to include the “Virtual Office” and incorporated internship program.

PROGRAM MISSION

The mission of the Business Administration program is to help the student develop marketable business skills while still providing the broader courses necessary to produce an “educated person.” Instead of limiting the education to narrow technical training, the Business faculty will help students develop tools to use the rest of their lives.

The Business Administration program is made up of three business options: Accounting, Computer Systems Integration, and Marketing/Management. Students from all business options will have the opportunity to apply their skills in a team taught office simulation in the fourth semester.

EDUCATIONAL OUTCOMES

Upon successful completion of the Marketing/Management option, the graduate is expected to:

1. Use communication and interpersonal skills to speak and write clearly, effectively, and persuasively in the world of business and commerce.
2. Use the analytical skills needed to solve problems and make decisions related to the various functions required of an individual working in the field of marketing and management.
3. As a member of the business community, recognize and respect cultural, ethnic, and intellectual diversity.

CAREER OPPORTUNITIES

- Administrative Assistant
- Advertising
- Associate Store Manager
- Human Relations Assistant
- Industrial Sales Agent
- Insurance Adjuster
- Insurance Agent
- Retail Management Associate
- Retail Marketing Agent
- Wholesale Sales Representative
Computer-Aided Design (CAD) is the process where a drafter/designer/engineer creates drawings or models that illustrate a product or project before it is ready to be built. The drafter is the key link in the design-engineering process, and must possess a working knowledge of design principles, material properties, and manufacturing processes. CAD systems are used by companies as diverse as family jewelers to those that build jet airplanes.

**What Computer-Aided Drafting and Design graduates do:**
- Continue studies at universities
- Develop new industry prototypes
- Design new buildings
- Provide quality improvements
- Design mechanical parts
- Plan and program construction projects
- Work in teams
- Draw plans for building renovations

**Students will learn:**
- Engineering technology
- 3-D Modeling
- Drafting
- 2-D modeling
- Detailing
- Computer applications
- Analysis
- Designing
- Project development

**Computer-Aided Drafting and Design graduates work in:**
- Federal agencies
- Small companies
- Municipal planning offices
- Engineering firms
- Manufacturing companies
- Architectural firms
- Fabrication plants
- Programming and design firms

“I never thought I was creative at drawing until I was exposed to the power of computer designing tools. Thanks to KVCC I have the skills that can adapt to any work setting that uses design principles with computers. I may not be an expert in everything, but now there is almost nothing I can’t learn how to do quickly.”

---

**Program entry requirements:**
To see the entrance requirements for this program, please view the pages ahead, and visit [www.kvcc.me.edu/prereq](http://www.kvcc.me.edu/prereq)

For further questions about the program, please contact the Academic Dean at:

**cad@kvcc.me.edu**

or go to:

[www.kvcc.me.edu/cad](http://www.kvcc.me.edu/cad)
## Associate in Science Degree

### FIRST SEMESTER

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites (Co-requisites)</th>
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<tr>
<td>______</td>
<td>BPT125* Construction Print Reading</td>
<td>3</td>
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<tr>
<td>______</td>
<td>CPT101* Introduction to Computer Information Systems</td>
<td>3</td>
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<tr>
<td>______</td>
<td>CPT140* Computer Aided Design I</td>
<td>3</td>
<td>(MAT117, BPT125 or BPT126)</td>
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<td>______</td>
<td>ENG101 College Composition</td>
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<td>Min. Accuplacer writing score of 74</td>
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<td>MAT117 College Algebra</td>
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<td>High school algebra, min. Accuplacer algebra score of 75, or successful completion of MAT031</td>
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### SECOND SEMESTER

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<tr>
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<td>COM105 Interpersonal Communication</td>
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<td>______</td>
<td>CPT119* Visual Basic</td>
<td>3</td>
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<td>______</td>
<td>CPT240* Computer Aided Design II</td>
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<td>Minimum grade of “C” in CPT140, BPT125 or BPT126 (MAT218)</td>
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<td>Minimum grade of “C” in MAT117 or MAT119</td>
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### THIRD SEMESTER

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<td>CPT241* Advanced Building Design</td>
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<td>Minimum grade of “C” in CPT240 and MAT218</td>
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<td>______</td>
<td>CPT243* Advanced Mechanical Design</td>
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<td>Minimum grade of “C” in CPT240 and MAT218</td>
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<td>PHI101 Introduction to Philosophy</td>
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<td>PHY111 Elements of Physics</td>
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<td>SOC101 Introduction to Sociology</td>
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### FOURTH SEMESTER

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<td>CPT244* CAD Capstone</td>
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<td>Minimum grade of “C” in CPT241 and CPT243 (Must be in final semester of program)</td>
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<td>______</td>
<td>CPT___* Computer Elective</td>
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<td>PSY101 Introduction to Psychology</td>
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<td>(ENG101)</td>
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<td>_______ 200 Level Math or Science Elective</td>
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<td>______</td>
<td>_______ Social Sciences Elective</td>
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**TOTAL CREDITS**: 61/62

### Criteria for Graduation

Students must complete 61-62 credits in the Computer-Aided Drafting and Design program and achieve a minimum grade of “C” in designated common and program core courses (*). Students must maintain a final GPA of 2.0 or higher.

Revised: May 1, 2013
DESCRIPTION

The Computer Aided Drafting and Design program at Kennebec Valley Community College prepares students for immediate employment as CAD designers. This high demand industry has proven to provide long-term, rewarding careers for CAD designers who enjoy challenging, self-paced, creative work environments.

PROGRAM MISSION

The mission of the Computer Aided Drafting and Design program is to prepare individuals to apply technical skills and advanced computer software and hardware to the creation of graphic representations and simulations in support of engineering projects. Instruction in engineering graphics, two-dimensional and three-dimensional engineering design, solids modeling, engineering animation, computer-aided drafting (CAD), computer-aided design (CADD), and auto-CAD techniques is included.

EDUCATIONAL OUTCOMES

Upon successful completion of the Computer Aided Drafting and Design program, the graduate is expected to:

1. Be a person who utilizes resources and technology to find information both personally and professionally in computer-related fields.

2. Be a competent professional who displays the computer skills and interpersonal skills necessary to speak and write clearly, effectively, and persuasively.

3. Be a critical thinker who uses technology to analyze and solve problems in the computer field.

4. Be a self-starter who uses theory, facts and principles learned in the classroom and through internships to accomplish a given goal without direction.

CAREER OPPORTUNITIES

Students completing the Computer Aided Drafting and Design degree will be prepared for employment as: Architectural Drafters, Aeronautical Drafters, Civil Drafters, Electrical Drafters, Manufacturing Drafters, and Mechanical Drafters.
ENGLISH AND HUMANITIES DEPARTMENT

DEPARTMENT CHAIR: Stephen Duren, 207-453-3522

ENGLISH AND HUMANITIES PROGRAM

Liberal Studies

DEPARTMENT MISSION

The English and Humanities Department defines its mission as:

- Promoting an environment which is supportive of student growth and achievement in the humanities
- Supporting students’ success in their program of study
- Promoting ethical, responsible thought and action
- Encouraging creative and critical thinking and problem solving
- Developing students’ abilities to acquire, synthesize and apply new knowledge
- Encouraging reflective discourse
- Promoting effective written communication
- Providing an ethical, humane learning environment throughout the curriculum and through studies in the humanities, and arts
- Offering a success-building path in higher education that supports transfer and continued study beyond the two-year degree
- Enhancing students’ abilities to interact with others in the workplace and community
“A Liberal Studies degree prepared me for the world of work in the top three things employers say they need: communication, work ethic, and critical thinking.”

For many students, KVCC is just the first step in their educational journey. Students who finish their associate degree at a community college have a far greater chance of finishing their bachelor’s degree at a four-year college or university than students who sample only a few classes. The Liberal Studies program is a fun and sensible way to save money on the first two years of a four-year degree.

**What Liberal Studies graduates do:**
- Continue studies at universities
- Manage people in companies
- Write materials for organizations
- Research questions using data
- Develop practices of operation
- Analyze problems within departments

**Students will learn:**
- Writing
- Literature
- Philosophy
- History
- Sociology
- Psychology
- Communication
- Science
- Art
- Economics
- Mathematics
- Languages

**Liberal Studies graduates work in:**
- Nonprofit organizations
- Small and large businesses
- Social service agencies
- Communications
- Education
- Local, state, and federal offices
- Hospitality
- Sales

**Program entry requirements:**
To see the entrance requirements for this program, please view the pages ahead, and visit [www.kvcc.me.edu/prereq](http://www.kvcc.me.edu/prereq)

For further questions about the program, please contact Mark McCafferty at:

**ls@kvcc.me.edu**

or go to:

[www.kvcc.me.edu/ls](http://www.kvcc.me.edu/ls)
# Associate in Arts Degree

## FIRST SEMESTER

<table>
<thead>
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<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>FYE125</td>
<td>Liberal Studies Seminar</td>
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<tr>
<td>COM104*</td>
<td>Introduction to Communication</td>
<td>3</td>
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<td>ENG101*</td>
<td>College Composition</td>
<td>3</td>
<td>Min. Accuplacer writing score of 74</td>
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<td>MAT1***</td>
<td>Math Elective</td>
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<td>Min. Accuplacer arithmetic score of 55</td>
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<tr>
<td>PSY101*</td>
<td>Introduction to Psychology OR</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SOC101*</td>
<td>Introduction to Sociology</td>
<td>3</td>
<td>* Humanities Elective</td>
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</tbody>
</table>

## SECOND SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites (Co-requisites)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG121*</td>
<td>Introduction to Literature</td>
<td>3</td>
<td>ENG101 or ENG108</td>
</tr>
<tr>
<td>HUM101*</td>
<td>Multi-Cultural Nature of American Society OR</td>
<td>3</td>
<td>ENG101 or ENG108</td>
</tr>
<tr>
<td>ANT101*</td>
<td>Cultural Anthropology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>**</td>
<td>General Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>**</td>
<td>Science Course with Lab</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>**</td>
<td>Social Science Elective (any ECO, PSY, SOC)</td>
<td>3</td>
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</table>

## THIRD SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG2**</td>
<td>English Elective</td>
<td>3</td>
<td>ENG101 or ENG121</td>
</tr>
<tr>
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<td>Fine Art Elective (any MUS, ART, ENG210)</td>
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<td></td>
</tr>
<tr>
<td>**</td>
<td>General Elective</td>
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<td></td>
</tr>
<tr>
<td>**</td>
<td>General Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>**</td>
<td>Social Science Elective (must be 200 level)</td>
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## FOURTH SEMESTER

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>INT201*</td>
<td>Seminar in Inquiry</td>
<td>3</td>
<td>A grade of “C” or higher in ENG101, COM104, ENG121, HUM101 or ANT 101, and PSY101 or SOC101</td>
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<tr>
<td>**</td>
<td>General Elective (must be 200 level)</td>
<td>3</td>
<td></td>
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<tr>
<td>**</td>
<td>General Elective (must be 200 level)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>**</td>
<td>General Elective (must be 200 level)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>**</td>
<td>Humanities Elective (must be 200 level)</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL CREDITS........................................61/62**

* Students must achieve a minimum grade of “C” in all required courses or core courses.

** Students planning to transfer to specific institutions or programs are responsible for choosing electives that will fulfill the requirements for those institutions or programs. Failure to work closely with their academic advisor and/or transfer counselor may result in credits that do not fulfill the necessary requirements or that do not transfer. Students should be aware that the requirement for 2xx level coursework in this program requires advanced planning with their advisor to ensure that the prerequisites for these classes are met.

**Note:**

1. All incoming students in the Liberal Studies program who have earned less than 15 credits are required to take FYE125 as part of their first semester.
2. COM104 and ENG101 are to be completed in the first semester or within the first 15 credits.
3. Of the 18 General Elective credits required, 9 must be taken at the 2xx level. A 2xx-level course in the same discipline will serve to meet the criteria of a 1xx-level elective.

**Criteria for Graduation**

Students must complete 61/62 credits in the Liberal Studies program and attain a final GPA of 2.0 or higher.

Revised: September 25, 2013
PROGRAM DIRECTOR: Mark McCafferty, 207-453-3638
~ Associate in Arts Degree ~

DESCRIPTION
The Liberal Studies program is the result of the Community College Partnership between the Maine Community College System and the University of Maine System, and is designed to assist students in exploring career, educational interests, and in preparing them to transfer to a four-year institution. The curriculum is designed to allow students the flexibility of selecting classes best suited to help them meet their personal, professional, and academic goals. A close working relationship with students’ advisors, advisors from other institutions, and with other members of the KVCC community is vital.

Students enrolled in the Liberal Studies program may transfer to the University of Maine System or another baccalaureate degree-granting college. Students who are planning on transferring to a four-year college should evaluate the transfer college’s foreign language requirements and take language courses at KVCC accordingly.

AdvantageU is a statewide program that guarantees admission to Maine’s public universities for those students enrolled in the Liberal Studies degree at one of Maine’s community colleges. With advising from the community college and/or the university, students are offered a seamless pathway to a baccalaureate degree. Students should work closely with their KVCC academic advisor and/or may contact the Transfer Counselor at 207-453-5082. Additional information can be found on the transfer website. www.kvcc.me.edu/transfer

Students in the Liberal Studies program may continue at Kennebec Valley Community College by applying to one of over twenty programs in the following areas: Allied Health, Biological Science, Business, Computer Science, Education, Nursing, and Trades and Technology. Students, after clarifying their career goals, may also decide to transfer into a community college program offered at one of the seven community colleges in Maine.

ADMISSION REQUIREMENTS
All KVCC programs require a high school diploma in reading, writing and mathemetics, or (GED) equivalent. Note: Prior to enrollment, all incoming students are required to take the placement test. Depending on scores in math or English portions of the assessment, students may be required to complete developmental courses prior to enrollment in college-level courses. Please refer to the General Admission Requirements. Additional admission requirement is successful completion of high school algebra or the equivalent with a grade of “C” or better.

PROGRAM MISSION
The Liberal Studies program provides students with a strong foundation in general education, thereby preparing them to transfer to a four-year college or university in pursuit of a Bachelor’s degree, transfer to an Associate in Science or Associate in Applied Science degree in a community college program, or enter the workplace with knowledge and skills necessary for a variety of career choices.

EDUCATIONAL OUTCOMES
Upon successful completion of the Liberal Studies program, the graduate is expected to:

1. Demonstrate effective communication by means of listening, speaking, reading and writing in varied situations.
2. Demonstrate mathematical skills, critical analysis, and logical thinking to solve problems and interpret quantitative information.
3. Demonstrate an understanding of the human life process, individual development, thinking process, and behavior.
4. Demonstrate comprehension and the application of research methods and scientific inquiry.
5. Demonstrate a knowledge of different groups and organizations in societies and respect for varied cultural values.
MATH AND SCIENCE DEPARTMENT

DEPARTMENT CHAIR: Kathy Englehart, 207-453-5192

MATH AND SCIENCE PROGRAMS

Culinary Arts
General Science
Sustainable Agriculture

DEPARTMENT MISSION STATEMENT

The Math and Science Department offers year-round academic instruction that supports the students’ success in their respective programs of study and in their pursuit of lifelong learning. The department encourages students to problem solve by utilizing creative and critical thinking techniques. The Math and Science faculty members foster appropriate communication and interpersonal skills for the students’ personal and professional development.
Great cuisine starts with high quality, nutritious, and flavorful ingredients. It begins where crops are grown, animals are raised, and wild foods harvested. The modern chef in Maine needs to know more than culinary techniques and kitchen management skills. KVCC’s culinary arts program strongly connects good agriculture and sustainable practices to what happens in the kitchen.

**What Culinary Arts graduates do:**
- Prepare meals
- Prepare hors d’oeuvres
- Manage kitchen work flow
- Order food from vendors
- Slice and cut food items
- Organize kitchen cookware
- Greet customers
- Work in teams

**Students will learn:**
- Farming/food production methods
- Advantages of buying locally
- Food purchasing and storage
- Sustainable food systems
- Preparation techniques
- Menu planning and nutrition
- Kitchen sanitation and safety
- Where food comes from
- Meal serving
- Farm-to-table connections

**Culinary Arts graduates work in:**
- Schools, colleges, and universities
- Hospitals
- Restaurants
- Nursing homes
- Country clubs
- Large companies
- Family businesses
- Catering and entertainment businesses

“We are very proud to be starting our sustainability-oriented Culinary Arts program at KVCC. What makes this program different is that it focuses on local aspects of food preparation and connects this with raising and growing the food locally too.”

Richard Hopper, Ed.D
KVCC President

**Program entry requirements:**
To see the entrance requirements for this program, please visit the pages ahead, and visit [www.kvcc.me.edu/prereq](http://www.kvcc.me.edu/prereq)

For further questions about this program, please contact Kelly Clarke at:

[cul@kvcc.me.edu](mailto:cul@kvcc.me.edu)
or go to:

[www.kvcc.me.edu/cul](http://www.kvcc.me.edu/cul)
### CULINARY ARTS

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites (Co-requisites)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td><strong>Associate in Applied Science Degree</strong></td>
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</tr>
<tr>
<td></td>
<td><strong>FIRST SEMESTER</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ _</td>
<td>CUL101 Introduction to Culinary Arts</td>
<td>2</td>
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<tr>
<td>_ _</td>
<td>CUL111 Food Safety and Sanitation</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>_ _</td>
<td>CUL121 Culinary Arts I</td>
<td>5</td>
<td>(CUL100 and CUL101)</td>
</tr>
<tr>
<td>_ _</td>
<td>ENG108 Technical Writing</td>
<td>3</td>
<td>Min. Accuplacer writing score of 74</td>
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<tr>
<td>_ _</td>
<td>MAT113 Elements of Mathematics (or higher)</td>
<td>3</td>
<td>Min. Accuplacer arithmetic score of 55</td>
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<td><strong>SECOND SEMESTER</strong></td>
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<td></td>
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<tr>
<td>_ _</td>
<td>COM104 Introduction to Communication OR</td>
<td>3</td>
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<td>_ _</td>
<td>COM105 Interpersonal Communication</td>
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<td></td>
</tr>
<tr>
<td>_ _</td>
<td>CUL122 Culinary Arts II</td>
<td>5</td>
<td>CUL121 (CUL132)</td>
</tr>
<tr>
<td>_ _</td>
<td>CUL124 Baking and Pastry I</td>
<td>5</td>
<td>CUL121 (CUL122, CUL132)</td>
</tr>
<tr>
<td>_ _</td>
<td>CUL132 Food and Beverage Purchasing</td>
<td>3</td>
<td>CUL121 (CUL122)</td>
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<td><strong>THIRD SEMESTER</strong></td>
<td></td>
<td></td>
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<tr>
<td>_ _</td>
<td>CUL205 American Regional Cuisine</td>
<td>5</td>
<td>CUL122 (CUL231)</td>
</tr>
<tr>
<td>_ _</td>
<td>CUL231 Classical Cuisine</td>
<td>5</td>
<td>CUL122 (CUL205)</td>
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<tr>
<td>_ _</td>
<td>FSN121 Sustainable Food Systems</td>
<td>3</td>
<td>CUL124, CUL132 (CUL205 and CUL231)</td>
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<td>_ _</td>
<td>Humanities Elective</td>
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<td>3</td>
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<td><strong>FOURTH SEMESTER</strong></td>
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<tr>
<td>_ _</td>
<td>CUL232 International Cuisine</td>
<td>5</td>
<td>CUL205, CUL231 (CUL242)</td>
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<td>_ _</td>
<td>CUL242 Food Service Management</td>
<td>3</td>
<td>CUL122, CUL132, CUL231, FSN121</td>
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<td>_ _</td>
<td>Nutrition, Farm/Food Science</td>
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<td>3</td>
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<tr>
<td>_ _</td>
<td>Social Sciences Elective</td>
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<td><strong>TOTAL CREDITS</strong></td>
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<td>62</td>
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<td><strong>Culinary Arts Certificate</strong></td>
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<td>_ _</td>
<td>CUL111 Food Safety and Sanitation</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>_ _</td>
<td>CUL121 Culinary Arts I</td>
<td>5</td>
<td>(CUL100 and CUL101)</td>
</tr>
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<td>_ _</td>
<td>CUL122 Culinary Arts II</td>
<td>5</td>
<td>CUL121 (CUL132)</td>
</tr>
<tr>
<td>_ _</td>
<td>CUL124 Baking and Pastry I</td>
<td>5</td>
<td>CUL121 (CUL122, CUL132)</td>
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<td></td>
<td><strong>TOTAL CREDITS</strong></td>
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<td>18</td>
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</table>

**Criteria for Graduation**

Students must complete 62 credits in the Culinary Arts degree or 18 credits in the Culinary Arts certificate and achieve a minimum grade of “C” in all courses. Students must attain a final GPA of 2.0 or higher.

Revised: June 16, 2015
Culinary Arts

DEPARTMENT CHAIR: Kathy Englehart, 207-453-5192
~ Associate in Applied Science Degree ~

DESCRIPTION

The new Culinary Arts AAS degree is an innovative program that will include a farm-to-table focus. The two-year curriculum will include basic and advanced food preparation techniques, nutrition, menu planning, kitchen sanitation and safety, food purchasing and storage, and meal serving. Graduates of this program will have an in-depth knowledge of a sustainable food system, including where the food comes from, the advantages of buying locally, various farming and production methods, and the value of sustainable and ethical ingredients.

The Culinary Arts certificate is designed to build a core of foundational skills that will allow the individual to enter the food service industry. The intensive hands-on coursework is perfect for an individual interested in job-retraining or for food service workers interested in developing their job skills in the culinary field. Graduates are prepared for employment as cooks, cooks’ helpers, and assistant bakers in restaurants or institutions where operations include food service.

ADMISSION REQUIREMENTS

Please refer to the General Admission Requirements. Additional admission requirements are as follows:

1. Acceptable Accuplacer scores.

PROGRAM MISSION

The mission of the Culinary Arts degree program is to prepare graduates for successful entry into the food service industry as competent cooks.

EDUCATIONAL OUTCOMES

Upon successful completion of the Culinary Arts AAS degree program, the graduate is expected to:

1. Demonstrate the ability to work in a professional kitchen as a cook.
2. Apply the concepts and techniques of sanitation to a food service environment.
3. Demonstrate the use of proper purchasing, storage, and costing techniques to profitably operate a food service establishment.
4. Participate in activities that support a sustainable food system.

Upon successful completion of the certificate in Culinary Arts, the graduate is expected to:

1. Demonstrate the foundational skills required to work in a professional kitchen as a cook or cook’s assistant.
2. Apply the concepts and techniques of sanitation to a food service environment.

CAREER OPPORTUNITIES

Graduates are prepared for employment as cooks, cooks’ helpers, and assistant bakers in restaurants or institutions where operations include food service, such as schools, hospitals, and nursing homes.
GENERAL SCIENCE - BIOLOGICAL SCIENCE TRACK

Study how living things work

For many students, KVCC is just the first step in their educational journey. Students who finish their associate degree at a community college have a far greater chance of finishing their bachelor’s degree at a four-year college or university than students who sample only a few classes. The General Science-Biological Science program provides an ideal way to both save money and get a strong start to becoming a biologist, medical doctor, veterinarian, or physical assistant.

What Biological Science graduates do:
- Analyze data
- Collect data
- Process samples
- Continue as a higher student
- Assist lab researchers
- Provide technical assistance
- Work in teams
- Develop experiments
- Run lab tests

Students learn:
- Cell biology
- Mathematics
- Ecology
- Physiology
- Chemistry
- Data analysis
- Marine biology
- Anatomy
- Experimentation
- Laboratory practices
- Microbiology
- Professional writing

Biological Science graduates work/enter in:
- Colleges and universities
- Research labs
- Research institutes
- Start-up companies
- Governmental agencies
- Field stations

I love biology and the instructors at KVCC only made my love for it grow. The faculty care so much, and they make sure you learn what you are supposed to.

When I left KVCC to study for my bachelor’s, I missed the quality and rigor at KVCC.”

Program entry requirements:
To see the entrance requirements for this program, please view the pages ahead, and visit www.kvcc.me.edu/prereq
For further questions about the program, please contact Kathy Englehart at:
bio@kvcc.me.edu
or go to:
www.kvcc.me.edu/bio
## GENERAL SCIENCE - Biology Option

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites (Co-requisites)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSOCIATE IN SCIENCE DEGREE</strong></td>
<td></td>
<td></td>
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<td><strong>FIRST SEMESTER</strong></td>
<td></td>
<td></td>
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<tr>
<td>___</td>
<td>BIO101 Biology I</td>
<td>4</td>
<td>See below</td>
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<tr>
<td>___</td>
<td>FYE125 First Year Seminar</td>
<td>1</td>
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<tr>
<td>___</td>
<td>CHE112 General Chemistry I</td>
<td>4</td>
<td>(MAT117 or equivalent mathematical aptitude)</td>
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<tr>
<td>___</td>
<td>ENG101 College Composition</td>
<td>3</td>
<td>Min. Accuplacer writing score of 74</td>
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<tr>
<td>___</td>
<td>MAT117 College Algebra</td>
<td>3</td>
<td>High school algebra, min. Accuplacer algebra score of 75, or successful completion of MAT031</td>
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<td><strong>SECOND SEMESTER</strong></td>
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<td></td>
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<tr>
<td>___</td>
<td>BIO102 Biology II</td>
<td>4</td>
<td>Minimum grade of “C” in BIO101</td>
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<tr>
<td>___</td>
<td>CHE115 General Chemistry II</td>
<td>4</td>
<td>Minimum grade of “C” in CHE112</td>
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<tr>
<td>___</td>
<td>COM104 Introduction to Communication OR</td>
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<td></td>
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<tr>
<td>___</td>
<td>COM105 Interpersonal Communication</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>___</td>
<td>CPT117 Software Applications I</td>
<td>3</td>
<td>Computer ACCUPLACER score of 76 or greater, CPT018, or permission of instructor</td>
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<td>___</td>
<td>PSY101 Introduction to Psychology</td>
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<td><strong>THIRD SEMESTER</strong></td>
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<td></td>
<td></td>
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<tr>
<td>___</td>
<td>BIO219 Microbiology</td>
<td>4</td>
<td>BIO101 or BIO214</td>
</tr>
<tr>
<td>___</td>
<td>ENG218 Advanced Technical Writing</td>
<td>3</td>
<td>A grade of “C” or higher in ENG101 or ENG108</td>
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<tr>
<td>___</td>
<td>MAT226 Precalculus</td>
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<td>Minimum grade of “C” in MAT117</td>
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<td>____</td>
<td>200 Level Science Elective</td>
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<td></td>
</tr>
<tr>
<td>____</td>
<td>Fine Arts or Language Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>FOURTH SEMESTER</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>____</td>
<td>MAT227 Calculus I</td>
<td>4</td>
<td>MAT218 or MAT226</td>
</tr>
<tr>
<td>____</td>
<td>200 Level Science Elective</td>
<td>3/4</td>
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</tr>
<tr>
<td>____</td>
<td>General Education Elective</td>
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<td></td>
</tr>
<tr>
<td>____</td>
<td>Humanities Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>____</td>
<td>Social Sciences Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>TOTAL CREDITS</td>
<td>65-67</td>
<td><strong>BIO101 prerequisite:</strong> Successful completion of a high school or adult education biology (within the past 5 years), satisfactory performance on the departmental placement test, or permission of instructor.</td>
<td></td>
</tr>
</tbody>
</table>

**Criteria for Graduation**

Students must complete 65-67 credits in the General Science degree - Biology option and achieve a minimum grade of “C” in all courses. Students must attain a final GPA of 2.0 or higher.
For many students, KVCC is just the first step in their educational journey. Students who finish their associate degree at a community college have a far greater chance of finishing their bachelor’s degree at a four-year college or university than students who sample only a few classes. The General Science-Health Occupations program provides an ideal way to both save money and get a strong start for more studies here at KVCC or at a university/college.

What Health Occupations graduates do:

- Support staff
- Collect data
- Do admissions

- Continue education at KVCC
- Continue education at universities
- Conduct some assessments

- Assist patients
- Work in teams
- Answer phones

Students learn:

- Microbiology
- Medical terminology
- Professional writing

- Physiology
- Communication
- Data analysis

- Anatomy
- Laboratory practices
- Data collection

Health Occupations graduates work in:

- Hospitals
- Health education organizations
- Governmental agencies
- Educational institutions
- Health clinics

- Continue education in Allied Health or Nursing programs at KVCC

Program entry requirements:

To see the entrance requirements for this program, please view the pages ahead, and visit www.kvcc.me.edu/prereq

For further questions about the program, please contact Kathy Englehart at:

hlth@kvcc.me.edu

or go to:

www.kvcc.me.edu/hlth
# GENERAL SCIENCE - Health Occupations Option - Advanced Emergency Care

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites (Co-requisites)</th>
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<tbody>
<tr>
<td>BIO125</td>
<td>Health Science Seminar</td>
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<tr>
<td>BIO101</td>
<td>Biology I</td>
<td>4</td>
<td></td>
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<tr>
<td>EMS111</td>
<td>Emergency Medical Technology I</td>
<td>5</td>
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</tr>
<tr>
<td>ENG101</td>
<td>College Composition</td>
<td>3</td>
<td>Min. Accuplacer writing score of 74</td>
</tr>
<tr>
<td>PSY101</td>
<td>Introduction to Psychology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BIO102</td>
<td>Biology II</td>
<td>4</td>
<td>Minimum grade of “C” in BIO101</td>
</tr>
<tr>
<td>CHE112</td>
<td>General Chemistry I</td>
<td>4</td>
<td>(MAT117 or equivalent mathematical aptitude)</td>
</tr>
<tr>
<td>COM104/105</td>
<td>Introduction to Communication / Interpersonal Communication</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MAT117</td>
<td>College Algebra</td>
<td>3</td>
<td>High school algebra, min. Accuplacer algebra score of 75, or successful completion of MAT031</td>
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**TOTAL CREDITS**: 63

BIO101 prerequisite: Successful completion of a high school or adult education biology (within the past 5 years), satisfactory performance on the departmental placement test, or permission of instructor.

**Criteria for Graduation**

Students must complete 63 credits in the General Science degree - Health Occupations (Advanced Emergency Care) option and achieve a minimum grade of “C” in all courses. Students must attain a final GPA of 2.0 or higher.
# GENERAL SCIENCE - Health Occupations Option - Health Information Technology

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<td>MAS102 Medical Terminology</td>
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<td>BIO115 or permission of instructor</td>
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<td><strong>TOTAL CREDITS</strong></td>
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BIO101 prerequisite: Successful completion of a high school or adult education biology (within the past 5 years), satisfactory performance on the departmental placement test, or permission of instructor.

**Criteria for Graduation**

Students must complete 62 credits in the General Science degree - Health Occupations (Health Information Technology) option and achieve a minimum grade of “C” in all courses. Students must attain a final GPA of 2.0 or higher.

Revised: May 6, 2013
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BIO101 prerequisite: Successful completion of a high school or adult education biology (within the past 5 years), satisfactory performance on the departmental placement test, or permission of instructor.

**Criteria for Graduation**

Students must complete 62 credits in the General Science degree - Health Occupations (Medical Assisting) option and achieve a minimum grade of “C” in all courses. Students must attain a final GPA of 2.0 or higher.
### GENERAL SCIENCE - Health Occupations Option - Nursing

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### Criteria for Graduation

Students must complete 60 credits in the General Science degree - Health Occupations (Nursing) option and achieve a minimum grade of “C” in all courses. Students must attain a final GPA of 2.0 or higher.
GENERAL SCIENCE - Health Occupations Option - Occupational Therapy Assistant

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ASSOCIATE IN SCIENCE DEGREE

FIRST SEMESTER

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<td>Min. Accuplacer writing score of 74</td>
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SECOND SEMESTER

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THIRD SEMESTER

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<td>(ENG101)</td>
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FOURTH SEMESTER

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<td>BIO119, MAS102 or BIO214</td>
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TOTAL CREDITS: 62

BIO101 prerequisite: Successful completion of a high school or adult education biology (within the past 5 years), satisfactory performance on the departmental placement test, or permission of instructor.

CRITERIA FOR GRADUATION

Students must complete 62 credits in the General Science degree - Health Occupations (Occupational Therapy Assistant) option and achieve a minimum grade of “C” in all courses. Students must attain a final GPA of 2.0 or higher.

Revised: May 6, 2013
### GENERAL SCIENCE - Health Occupations Option - Phlebotomy

<table>
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<td>__ __</td>
<td>FSN201 Introduction to Food Science</td>
<td>3</td>
<td>100 level college science course</td>
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<td>__ __</td>
<td>MAS114 Medical Office Law and Ethics</td>
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<td>__ __</td>
<td>___________________ Fine Arts or Language Elective</td>
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<td><strong>FOURTH SEMESTER</strong></td>
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<tr>
<td>__ __</td>
<td>BIO102 Biology II</td>
<td>4</td>
<td>Minimum grade of “C” in BIO101</td>
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<tr>
<td>__ __</td>
<td>BIO216 Pathophysiology and Principles of Pharmacology for the Health Professional</td>
<td>3</td>
<td>BIO119, MAS102 or BIO214</td>
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<tr>
<td>__ __</td>
<td>ENG218 Advanced Technical Writing</td>
<td>3</td>
<td>A grade of “C” or higher in ENG101 or ENG108</td>
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<tr>
<td>__ __</td>
<td>FSN211 Human Nutrition</td>
<td>3</td>
<td>BIO115 or permission of instructor</td>
</tr>
<tr>
<td>__ __</td>
<td>MAT117 College Algebra</td>
<td>3</td>
<td>High school algebra, min. Accuplacer algebra score of 75, or successful completion of MAT031</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS**: 62

BIO101 prerequisite: Successful completion of a high school or adult education biology (within the past 5 years), satisfactory performance on the departmental placement test, or permission of instructor.

**Criteria for Graduation**

Students must complete 62 credits in the General Science degree - Health Occupations (Phlebotomy) option and achieve a minimum grade of “C” in all courses. Students must attain a final GPA of 2.0 or higher.

Revised: May 6, 2013
### GENERAL SCIENCE - Health Occupations Option - Physical Therapist Assistant

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites (Co-requisites)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>FIRST SEMESTER</strong></td>
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<tr>
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<td>BIO125 Health Science Seminar</td>
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<tr>
<td>_ _</td>
<td>BIO213 Anatomy and Physiology I</td>
<td>4</td>
<td>Min. Accuplacer reading score of 80, completion of LEAP seminar, or successful completion of a college level laboratory science course</td>
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<tr>
<td>_ _</td>
<td>ENG101 College Composition</td>
<td>3</td>
<td>Min. Accuplacer writing score of 74</td>
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<tr>
<td>_ _</td>
<td>MAT117 College Algebra</td>
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<td>High school algebra, min. Accuplacer algebra score of 75, or successful completion of MAT031</td>
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<td>_ _</td>
<td>PSY101 Introduction to Psychology</td>
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<td>_ _</td>
<td>BIO214 Anatomy and Physiology II</td>
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<td>Minimum grade of “C” in BIO213</td>
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<tr>
<td>_ _</td>
<td>COM104 Introduction to Communication OR</td>
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<td>_ _</td>
<td>COM105 Interpersonal Communication</td>
<td>3</td>
<td></td>
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<tr>
<td>_ _</td>
<td>PHY111 Elements of Physics</td>
<td>4</td>
<td>Minimum grade of “C” in MAT117 or MAT119</td>
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<tr>
<td>_ _</td>
<td>PSY215 Developmental Psychology</td>
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<td>Humanities Elective</td>
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<tr>
<td>_ _</td>
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<td>_ _</td>
<td>CHE112 General Chemistry I</td>
<td>4</td>
<td>(MAT117 or equivalent mathematical aptitude)</td>
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<tr>
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<td>_ _</td>
<td>MAT220 Statistics</td>
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<td>PHY211 Elements of Physics II</td>
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<td>Minimum grade of “C” in PHY111</td>
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<td>Minimum grade of “C” in BIO101</td>
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<td>(ENG101)</td>
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<td>_ _</td>
<td>Fine Arts or Language Elective</td>
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<td></td>
<td><strong>TOTAL CREDITS</strong></td>
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</table>

BIO101 prerequisite: Successful completion of a high school or adult education biology (within the past 5 years), satisfactory performance on the departmental placement test, or permission of instructor.

**Criteria for Graduation**

Students must complete 63 credits in the General Science degree - Health Occupations (Physical Therapist Assistant) option and achieve a minimum grade of “C” in all courses. Students must attain a final GPA of 2.0 or higher.
# GENERAL SCIENCE - Health Occupations Option - Radiologic Technology

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
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<td><strong>ASSOCIATE IN SCIENCE DEGREE</strong></td>
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<td><strong>FIRST SEMESTER</strong></td>
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<td></td>
</tr>
<tr>
<td>____</td>
<td>BIO125 Health Science Seminar</td>
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</tr>
<tr>
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<td>ENG101 College Composition</td>
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<td>Min. Accuplacer writing score of 74</td>
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<td>____</td>
<td>MAT117 College Algebra</td>
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<td>High school algebra, min. Accuplacer algebra score of 75, or successful completion of MAT031</td>
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<tr>
<td>____</td>
<td>PHY111 Elements of Physics</td>
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<td>Minimum grade of “C” in MAT117 or MAT119</td>
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<td><strong>SECOND SEMESTER</strong></td>
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<td>BIO214 Anatomy and Physiology II</td>
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<td>Minimum grade of “C” in BIO213</td>
</tr>
<tr>
<td>____</td>
<td>COM104 Introduction to Communication OR</td>
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<td></td>
</tr>
<tr>
<td>____</td>
<td>COM105 Interpersonal Communication</td>
<td>3</td>
<td></td>
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<td>____</td>
<td>PHY213 Radiographic Physics</td>
<td>3</td>
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<tr>
<td>____</td>
<td>PSY101 Introduction to Psychology</td>
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<td>Humanities Elective</td>
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<td><strong>THIRD SEMESTER</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>____</td>
<td>BIO101 Biology I</td>
<td>See below</td>
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<tr>
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<td>CHE112 General Chemistry I</td>
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<td>(MAT117 or equivalent mathematical aptitude)</td>
</tr>
<tr>
<td>____</td>
<td>BIO216 Pathophysiology and Principles of</td>
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<td>BIO119, MAS102 or BIO214</td>
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<td>____</td>
<td>CPT117 Software Applications I</td>
<td>3</td>
<td>Computer ACCUPLACER score of 76 or greater, CPT018, or permission of instructor</td>
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<tr>
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<td>PSY215 Developmental Psychology</td>
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<td>CHE115 General Chemistry II</td>
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<td>MAT220 Statistics</td>
<td>3</td>
<td>Minimum grade of “C” in MAT117</td>
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<td>63</td>
<td></td>
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</tbody>
</table>

**BIO101 prerequisite:** Successful completion of a high school or adult education biology (within the past 5 years), satisfactory performance on the departmental placement test, or permission of instructor.

**Criteria for Graduation**

Students must complete 63 credits in the General Science degree - Health Occupations (Radiologic Technology) option and achieve a minimum grade of “C” in all courses. Students must attain a final GPA of 2.0 or higher.

Revised: May 6, 2013
## Associate in Science Degree

### FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites (Co-requisites)</th>
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<td>BIO125</td>
<td>Health Science Seminar</td>
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<td>Min. Accuplacer reading score of 80, completion of LEAP seminar, or successful completion of a college level laboratory science course</td>
</tr>
<tr>
<td>BIO213</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
<td>Min. Accuplacer reading score of 80, completion of LEAP seminar, or successful completion of a college level laboratory science course</td>
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<tr>
<td>CHE113</td>
<td>Introduction to Biochemistry</td>
<td>3</td>
<td>HS Chemistry recommended</td>
</tr>
<tr>
<td>ENG101</td>
<td>College Composition</td>
<td>3</td>
<td>Min. Accuplacer writing score of 74</td>
</tr>
<tr>
<td>MAT117</td>
<td>College Algebra</td>
<td>3</td>
<td>High school algebra, min. Accuplacer algebra score of 75, or successful completion of MAT031</td>
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### SECOND SEMESTER

<table>
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<td>Anatomy and Physiology II</td>
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<td>COM104</td>
<td>Introduction to Communication OR</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>COM105</td>
<td>Interpersonal Communication</td>
<td>3</td>
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<td>CPT117</td>
<td>Software Applications I</td>
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<td>Computer ACCUPLACER score of 76 or greater, CPT018, or permission of instructor</td>
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<tr>
<td>PSY101</td>
<td>Introduction to Psychology</td>
<td>3</td>
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### THIRD SEMESTER

<table>
<thead>
<tr>
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<tr>
<td>CHE112</td>
<td>General Chemistry I</td>
<td>4</td>
<td>(MAT117 or equivalent mathematical aptitude)</td>
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<td>ENG218</td>
<td>Advanced Technical Writing</td>
<td>3</td>
<td>A grade of “C” or higher in ENG101 or ENG108</td>
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<td>MAT220</td>
<td>Statistics</td>
<td>3</td>
<td>Minimum grade of “C” in MAT117</td>
</tr>
<tr>
<td>PHI110</td>
<td>Introduction to Contemporary Ethics</td>
<td>3</td>
<td>(ENG101)</td>
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<td>SOC101</td>
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### FOURTH SEMESTER

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<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites (Co-requisites)</th>
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<tr>
<td>BIO216</td>
<td>Pathophysiology and Principles of Pharmacology for the Health Professional</td>
<td>3</td>
<td>BIO119, MAS102 or BIO214</td>
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<td>BIO219</td>
<td>Microbiology</td>
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<td>BIO101 or BIO214</td>
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<td>CHE115</td>
<td>General Chemistry II</td>
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<td>Minimum grade of “C” in CHE112</td>
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<td>Fine Arts or Language Elective</td>
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</table>

**TOTAL CREDITS** .................................................. 60

### Criteria for Graduation

Students must complete 60 credits in the General Science degree - Health Occupations (Respiratory Therapy) option and achieve a minimum grade of “C” in all courses. Students must attain a final GPA of 2.0 or higher.

Revised: May 6, 2013
GENERAL SCIENCE - 
PRE-PHARMACY TRACK

Prepare to become a pharmacist

For many students, KVCC is just the first step in their educational journey. Students who finish their associate degree at a community college have a far greater chance of finishing their bachelor’s degree at a four-year college or university than students who sample only a few classes. The General Science-Pre-pharmacy program provides an ideal way to both save money and get a strong start to becoming a pharmacist.

What Pre-Pharmacy graduates do:
- Analyze data
- Work in teams
- Continue education at universities

Students learn:
- Microbiology
- Anatomy
- Chemistry
- Professional writing
- Laboratory practices
- Physiology
- Cell biology
- Mathematics
- Data analysis

Pre-pharmacy graduates work/enter in:
- Pharmacies
- Research labs
- Educational institutions
- Pharmacy programs as students
- Governmental agencies
- Large companies

“My studies in General Science allowed me to go to pharmacy school. I saved $30,000 by coming to KVCC for the first two years.”

“I thought I wanted to go to pharmacy school, but realized I needed more time before I was ready. This program prepared me to be a pharmacy tech in a local store. Now I am working and learning a lot about the industry and customer service.”

Program entry requirements:
To see the entrance requirements for this program, please view the pages ahead, and visit www.kvcc.me.edu/prereq
For further questions about the program, please contact Kathy Englehart at:
phrm@kvcc.me.edu
or go to:
www.kvcc.me.edu/phrm

Kennebec Valley Community College is an equal opportunity/affirmative action institution and employer.
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<tr>
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<td>Health Science Seminar</td>
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</tr>
<tr>
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<td>ENG101</td>
<td>College Composition</td>
<td>3</td>
<td>Min. Accuplacer writing score of 74</td>
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<td>MAT226</td>
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<td>Biology II</td>
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<td>Introduction to Communication</td>
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<td>MAT227</td>
<td>Calculus I</td>
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<td>MAT218 or MAT226</td>
</tr>
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<td>BIO213</td>
<td>Anatomy and Physiology I</td>
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<td>Min. Accuplacer reading score of 80, completion of LEAP seminar, or successful completion of a college level laboratory science course</td>
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**TOTAL CREDITS** ................................................. 62

BIO101 prerequisite: Successful completion of a high school or adult education biology (within the past 5 years), satisfactory performance on the departmental placement test, or permission of instructor.

**Criteria for Graduation**

Students must complete 62 credits in the General Science degree - Pre-Pharmacy option and achieve a minimum grade of “C” in all courses. Students must attain a final GPA of 2.0 or higher.
DESCRIPTION

The General Science program provides students with a strong foundation in both science and mathematics. This program of study is appropriate for students interested in studying health-related careers, pre-pharmacy, biology, physical science or pre-engineering. The curriculum design is flexible, allowing a student to select an academic option that will be specific for his/her academic goal.

Upon completion of the General Science program, graduates will have acquired practical knowledge and skills for continuing education or employment in related fields.

ADMISSION REQUIREMENTS

Please refer to the General Admission Requirements. Additional admission requirements are as follows:

1. Successful completion of high school algebra and high school biology or chemistry with a minimum grade of “C”.

PROGRAM MISSION

The mission of the Associate in Science degree in General Science is to provide students with a strong foundation in science and mathematics, thereby allowing the student the opportunity to transfer to a university in pursuit of a bachelor’s degree, transfer to another community college program, or earn better entrance into a science related career.

EDUCATIONAL OUTCOMES

Upon successful completion of the General Science program, the graduate is expected to:

1. Demonstrate competency in accessing scientific information using basic scientific references and literature;
2. Be capable of critical thinking and problem solving within his/her area of expertise;
3. Demonstrate competency with laboratory techniques commonly encountered in an undergraduate laboratory setting;
4. Demonstrate clear and organized written and oral skills in, and in reporting and explaining results of experiments;
5. Apply the core concepts of introductory sciences to real world problems which require integrating these concepts to achieve the best solutions.
6. Use their scientific educational experiences to provide a solid foundation for further study of the sciences or related fields.

CAREER OPPORTUNITIES

• Animal Care and Research Facilities
• Agricultural Research Facilities
• Bioscience Laboratories
• Biotechnology Companies
• Quality Control
• Plant Propagation and Greenhouse Facilities

TRANSFER OUTLOOK

Many students in the General Science program will continue their studies by transferring into a health or science degree program. Students should check the requirements of the transfer institution and meet with career and academic/transfer counselors for specific program planning.
Sustainable agriculture is the production of food, fiber, or other plant or animal products using farming techniques that protect the environment, public health, human communities, and animal welfare. This form of agriculture enables us to produce healthful food without compromising the ability of future generations to do the same. It is also easiest to accomplish these goals when the emphasis is on growing things locally. Come join this important economic movement by starting at KVCC.

What Sustainable Agriculture professionals do:

- Work to develop and improve soil
- Develop better crop-growing tactics
- Operate small farms
- Perform handiwork
- Breed livestock and working animals
- Develop business and marketing plans
- Investigate and develop best growing and raising practices

Students will learn about:

- Farm infrastructure
- Crop production
- Plant and animal science
- Sustainable livestock management
- Soil science
- Agricultural marketing
- Small business
- Pest management

Sustainable Agriculture graduates work in/on:

- Private farms
- Nursery/greenhouse growing facilities
- Agribusiness corporations
- Agriculture education entities
- Small family farms
- Seed production companies
- Governmental agencies
- Public schools

“We are excited by the promise of sustainable agriculture for the State of Maine. More and more people are understanding how important proper nutrition is, and how important it is to grow food in a sustainable way. The program at KVCC will generate economic activity and will positively impact food supplies in Maine.”

Richard Hopper, Ed.D.
KVCC President

Program entry requirements:

To see the entrance requirements for this program, please view the pages ahead, and visit www.kvcc.me.edu/prereq
For further questions about the program, please contact Kathy Englehart at:
agr@kvcc.me.edu
or go to:
www.kvcc.me.edu/agr

Photo courtesy of Johnny’s Selected Seeds
## SUSTAINABLE AGRICULTURE

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites (Co-requisites)</th>
</tr>
</thead>
</table>

### Associate in Applied Science Degree

#### FIRST SEMESTER

- AGR101 Principles of Sustainable Agriculture 3
- AGR110 Soil Science 4 \(\text{"C" or better in high school, adult ed or college level biology or chemistry within last 5 years}\)
- BIO108 Plant Science 4
- ENG101 College Composition 3 \(\text{Min. Accuplacer writing score of 74}\)

#### SECOND SEMESTER

- AGR114 Crop Production 3 \((\text{AGR112})\)
- BIO107 Animal Science 4
- COM104 Introduction to Communication OR COM105 Interpersonal Communication 3
- MAT114 Technical Math (or higher) 3 \(\text{Min. Accuplacer arithmetic score of 55}\)
- Social Sciences Elective 3

#### SUMMER SEMESTER

- AGR124 Summer Internship 3 \(\text{"C" or better in AGR114 and BIO107}\)

#### THIRD SEMESTER

- ACC111 Principles of Accounting I 3
- AGR225 Farm Infrastructure I 3 \(\text{"C" or better in AGR114}\)
- AGR230 Sustainable Livestock Management 3 \(\text{"C" or better in BIO107}\)
- AGR___ Elective 3
- BUS115 Principles of Management 3

#### FOURTH SEMESTER

- AGR235 Farm Infrastructure II 3 \(\text{AGR225, MAT114}\)
- BUS119 Integrated Marketing Communications 3
- BUS234 Agribusiness 3 \(\text{"C" or better in BUS115}\)
- AGR, FSN, or CUL Elective 3
- Humanities Elective 3

### TOTAL CREDITS 63

#### Criteria for Graduation

Students must complete 63 credits in the Sustainable Agriculture degree program and achieve a minimum grade of "C" in all courses. Students must attain a final GPA of 2.0 or higher.

AGR124 Summer Internship is also available to be completed during fall or spring semesters.

Revised: December 15, 2015
Sustainable Agriculture

DEPARTMENT CHAIR: Kathy Englehart, 207-453-5192
~ Associate in Applied Science Degree ~

DESCRIPTION

The Sustainable Agriculture program provides students with both the technical and small business skills needed to manage or develop a small farm or agricultural business. The course work will utilize a problem solving approach to engage students in solving complex real world problems presented by local members of the industry. Students will expand their knowledge and hone their skills in sustainable farm principles and practices by participating in a summer internship at the College’s farm or local agricultural business.

The two year curriculum includes classes in soil, plant and animal science, crop production, integrated pest management, farm infrastructure and sustainable livestock management. Business courses include agricultural marketing, accounting and small business. Graduates are awarded an Associate in Applied Science degree.

The intensive Sustainable Vegetable Production certificate program is to provide students with the knowledge and skills to be employed at a farm enterprise with vegetable production focus or other agriculture related industries. The credential also provides the opportunity to continue studies in the two-year Sustainable Agriculture associate degree program or to transfer to a four-year college or university in pursuit of a bachelor’s degree.

ADMISSION REQUIREMENTS

Please refer to the General Admission Requirements. Additional admission requirements are as follows:

1. Successful completion of high school algebra and high school biology or chemistry with a minimum grade of “C”.

PROGRAM MISSION

The mission of the Sustainable Agriculture degree program is to provide students with the knowledge and skills in sustainable agriculture to be employed in the industry and the opportunity to transfer to a four-year college or university in pursuit of a bachelor’s degree.

EDUCATIONAL OUTCOMES

Upon successful completion of the Sustainable Agriculture program, the graduate is expected to:

1. Possess the knowledge and skills necessary for a successful career in agriculture.
2. Identify, develop, and practice traditional and alternative agricultural methods.
3. Use technical and learned knowledge to collaborate and solve complex agricultural problems.
4. Demonstrate effective communication skills.

CAREER OPPORTUNITIES

- Farm manager/supervisor
- Agriculture technician
- Nursery/greenhouse grower
- Seed production and sales
- Agribusiness
- Quality control technician
NURSING DEPARTMENT

DEPARTMENT CHAIR: Marcia Parker, 207-453-5167

NURSING PROGRAMS

ADN (Associate Degree Nursing) and LPN to ADN

ADMISSION REQUIREMENTS

In order to be considered for admission into the Nursing program, applicants must first be admitted to the College (refer to General Admission Requirements) and designate Associate Degree Nursing as their curriculum. Applicants must be in good academic standing in their current course of study (high school or college) in order to be admitted to the program. Computer literacy is essential. The program has a limited enrollment and only admits generic applicants for the fall semester. Admission is on a first-qualified, first-served basis. Applicants are encouraged to complete the admission requirements as early as possible. Students who wish to be matriculated while completing prerequisites should apply to the General Science Degree program.

EDUCATION - GPA (current course of study is considered)

High School Applicants

- High school GPA of 3.0 or higher
- Biology - minimum grade of B (3.0) in a one-year laboratory course
- Chemistry - minimum grade of B (3.0) in a one-year laboratory course
- Math - minimum grade of B (3.0) in a one-year algebra course

All Other Applicants

- High school graduate/GED
- Completion of following courses at KVCC (or equivalent) with a GPA of 3.0 or higher:
  - MAT117 College Algebra (3 credits)
  - BIO213 Anatomy and Physiology I (4 credits)
  - ENG101 College Composition (3 credits)

Note: A transfer credit GPA of 3.0 or higher is required.

ADMISSION TESTING

Admission testing, required developmental course work, and indicated re-testing must be completed before applicants are admitted to the Nursing program. This requirement is satisfied by successfully completing the NLN PAX-RN Examination. The test may be retaken twice in order to meet the minimum percentile ranks. Visit [http://www.kvcc.me.edu/CMSContent/Departments/AcDept_Nursing/NLN_PAX_Info_Sheet.pdf](http://www.kvcc.me.edu/CMSContent/Departments/AcDept_Nursing/NLN_PAX_Info_Sheet.pdf) for a current schedule of test dates and minimum percentile ranks for each testing area.

BASIC LIFE SUPPORT FOR HEALTH CARE PROFESSIONALS

All applicants are required to complete a current course in Basic Life Support certification (CPR for the Healthcare Provider from the American Heart Association or Professional Rescuer from the American Red Cross). This certification must be maintained throughout the Nursing course of study in order to maintain program eligibility.

IMMUNIZATIONS

All applicants are required to provide proof of immunization against tetanus, measles, mumps, rubella, varicella (titer) and Hepatitis B (series and titer), and a negative test for tuberculosis (TB) using the two-step method.

LPN TO ADN CURRICULUM

In order to be considered for admission into the Associate Degree Nursing program, LPN applicants must first be admitted to the College (refer to General Admission Requirements) and designate Associate Degree Nursing as their curriculum. Computer literacy is essential.
EDUCATION

LPN applicants must submit official transcripts which provide proof of the completion of a State Board of Nursing approved practical nursing program similar to practical nursing programs in the State of Maine. Applicants must have graduated with a grade-point average (GPA) of 3.0 or higher from their practical nursing program. All LPN applicants enter the Nursing program in the second semester of the Nursing curriculum:

To enter the second semester nursing course (NUR122), the Licensed Practical Nursing applicant must have completed:

1. BIO213, ENG101, and MAT117 with a minimum grade of “B”, and an overall GPA of 3.0 or higher.

ADMISSION TESTING

Admission testing, required developmental course work, and indicated re-testing must be completed before applicants are admitted to the Nursing program. This requirement is satisfied by successfully completing the NLN PAX-RN Examination. The test may be retaken twice in order to meet the minimum percentile ranks. Visit http://www.kvcc.me.edu/CMSContent/Departments/AcDept_Nursing/NLN_PAX_Info_Sheet.pdf for a current schedule of test dates and minimum percentile ranks for each testing area.

BASIC LIFE SUPPORT FOR HEALTH CARE PROFESSIONALS

LPN applicants are required to complete a current course in Basic Life Support certification (CPR for the Healthcare Provider from the American Heart Association or Professional Rescuer from the American Red Cross). This certification must be maintained throughout the Nursing course of study in order to maintain program eligibility.

IMMUNIZATIONS

LPN applicants are required to provide proof of immunization against tetanus, measles, mumps, rubella, varicella (titer) and Hepatitis B (series and titer), and a negative test for tuberculosis (TB) (2-step PPD).

PLEASE NOTE:

Criminal Background Checks

Applicants to certain programs need to note that a criminal background check will likely be required while enrolled in the program or as a condition of employment in the field. Certain internship and/or practicum sites, such as health care facilities, may limit or deny clinical privileges to those students who have a prior or current criminal record.

- Should a clinical facility refuse to permit a student to complete a clinical rotation based upon the student’s criminal background check, the student may not be able to complete the program. In the event a student is denied placement at a clinical site the College will likely be required to enter an academic dismissal from the program.
- Additionally, certain licensing boards may refuse to issue a license to practice based upon prior or current criminal offense(s). To learn more about whether the program or profession in which you are interested has such requirements or limitations, contact the appropriate Department Chair.

Infectious Diseases

Applicants who consider a career in Nursing or the Allied Health professions should be aware that during the course of their education and subsequent employment, they will be working in situations where exposure to infectious diseases is probable. This is an occupational risk for all health care workers. Persons should not become health care workers unless they recognize and accept this risk. Proper education and strict adherence to well-established infection control guidelines, however, can reduce the risk to a minimum. Thorough education in infection control procedures is an integral part of each health care program.

Exposure to Latex

Additionally, applicants should be aware that exposure to natural rubber latex (NRL) is likely. Individuals exposed to NRL products may develop allergic reactions such as skin rashes; hives; nasal, eyes, or sinus symptoms; and, rarely, shock.

Costs

Costs associated with required immunizations, criminal background checks, finger printing (when applicable) and admission testing are the responsibility of the applicant.

KENNEBEC VALLEY COMMUNITY COLLEGE
NURSING
ADN PROGRAM

Become a registered nurse and make a difference

Nursing is the largest health care profession in the United States, providing limitless and rewarding career opportunities for men and women. The Associate Degree in Nursing at KVCC prepares students to care for individuals and families, helping them attain, maintain, or recover optimal health and functioning.

What Nursing graduates do:

- Provide direct care
- Take health histories
- Use monitoring equipment
- Discharge patients
- Perform physical examinations
- Do diagnostic testing/analyze results
- Administer treatment/medications
- Provide emotional support to patients

Students will learn:

- Basic human needs
- Common health problems
- Legal and ethical issues
- Roles of the healthcare team
- Nutrition and pharmacology
- Management and supervisory skills
- Therapeutic communication skills
- Factors that impact health

Nursing graduates work in:

- Hospitals
- Maternity and pediatric settings
- Critical care units
- Cancer centers
- Mental health units
- Medical offices
- Rehabilitation/long-term care centers
- Dialysis facilities
- Surgical centers
- Home health agencies

“I have wanted to be a nurse for most of my life. KVCC has made that possibility a reality for me. It was the hardest thing I have ever done, but the things that are most important in life are the hardest to earn.”

Program entry requirements:

To see the entrance requirements for this program, please visit the pages ahead, and visit www.kvcc.me.edu/adv/nur

For further questions about this program, please contact Marcia Parker at: nur@kvcc.me.edu
or go to: www.kvcc.me.edu/nur

Approved by the Maine State Board of Nursing
161 Capitol Street, 158 State House Station, Augusta, Maine 04333-0158
Tel: 207-287-1333 - www.state.me.us/boardofnursing
Accredited by the Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road, NE, Suite 850, Atlanta, Georgia, 30326
Tel: 404-975-5000 - Fax 404-975-5020 - info@acenursing.org | www.acenursing.org

Kennebec Valley Community College is an equal opportunity/affirmative action institution and employer.
# ADN PROGRAM

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites (Co-requisites)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Associate in Science Degree</strong></td>
<td></td>
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<tr>
<td></td>
<td><strong>FIRST SEMESTER</strong></td>
<td></td>
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<tr>
<td>__ __</td>
<td>BIO213   Anatomy and Physiology I</td>
<td>4</td>
<td>Min. Accuplacer reading score of 80, completion of LEAP seminar, or successful completion of a college level laboratory science course</td>
</tr>
<tr>
<td>__ __</td>
<td>ENG101   College Composition</td>
<td>3</td>
<td>Min. Accuplacer writing score of 74</td>
</tr>
<tr>
<td>__ __</td>
<td>MAT117   College Algebra</td>
<td>3</td>
<td>High school algebra, min. Accuplacer algebra score of 75, or successful completion of MAT031</td>
</tr>
<tr>
<td>__ __</td>
<td>NUR118   Foundations of Nursing</td>
<td>9</td>
<td>Admission to the Nursing program, BIO213, ENG101, MAT117</td>
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<tr>
<td></td>
<td><strong>SECOND SEMESTER</strong></td>
<td></td>
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<tr>
<td>__ __</td>
<td>BIO214   Anatomy and Physiology II</td>
<td>4</td>
<td>Minimum grade of “C” in BIO213</td>
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<tr>
<td>__ __</td>
<td>PSY101   Introduction to Psychology</td>
<td>3</td>
<td></td>
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<tr>
<td>__ __</td>
<td>NUR122   Nursing Across the Lifespan I</td>
<td>9</td>
<td>BIO213, ENG101, MAT117, NUR118, or current Maine LPN License (BIO214, PSY101)</td>
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<tr>
<td></td>
<td><strong>THIRD SEMESTER</strong></td>
<td></td>
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<tr>
<td>__ __</td>
<td>BIO219   Microbiology</td>
<td>4</td>
<td>BIO101 or BIO214</td>
</tr>
<tr>
<td>__ __</td>
<td>PSY215   Developmental Psychology</td>
<td>3</td>
<td>PSY101</td>
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<tr>
<td>__ __</td>
<td>NUR224   Nursing Across the Lifespan II</td>
<td>9</td>
<td>BIO213, BIO214, ENG101, MAT117, NUR122 or NUR126, PSY101 (BIO219, PSY215)</td>
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<tr>
<td></td>
<td><strong>FOURTH SEMESTER</strong></td>
<td></td>
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<tr>
<td>__ __</td>
<td>COM104   Introduction to Communication</td>
<td>3</td>
<td></td>
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<tr>
<td>__ __</td>
<td>SOC101   Introduction to Sociology</td>
<td>3</td>
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<td>__ __</td>
<td>Humanities Elective</td>
<td>3</td>
<td></td>
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<tr>
<td>__ __</td>
<td>NUR227   Nursing Across the Lifespan III</td>
<td>7</td>
<td>BIO214, BIO219, ENG101, MAT117, NUR224, PSY215 (COM104, NUR229, Humanities Elective, Sociology Elective)</td>
</tr>
<tr>
<td>__ __</td>
<td>NUR229   Transition into Nursing Practice for the ADN</td>
<td>2</td>
<td>BIO213, BIO214, BIO219, ENG101, MAT117, NUR224, PSY101, PSY215 (COM104, NUR227, Humanities Elective, Sociology Elective)</td>
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<tr>
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<td><strong>TOTAL CREDITS</strong></td>
<td></td>
<td>69</td>
</tr>
<tr>
<td>__ __</td>
<td>NUR126   LPN Transition to the ADN Role*</td>
<td>1</td>
<td>Admission to the Nursing Program</td>
</tr>
</tbody>
</table>

*Required of all licensed practical nurses and must be completed prior to entering NUR224 (third semester of the curriculum).

## Criteria for Graduation

To graduate, students must achieve a **minimum grade of “C” in all courses** (a final GPA of 2.0 or higher) and a “satisfactory” rating in the clinical portion of each nursing course. Students are graded “satisfactory” or “unsatisfactory” in the clinical component of nursing courses.

**NOTE:** All applicants to the Nursing Program should be aware that the Maine State Board of Nursing may refuse to grant a license on the basis of criminal history record information relating to convictions denominated in Title 5, Chapter 341, subsection 3301 of the Maine Revised Statutes Annotated.

Revised: January 28, 2014
DEPARTMENT CHAIR: Marcia Parker, 207-453-5167

~ Associate in Science Degree ~

Approved by the Maine State Board of Nursing
161 Capitol Street, 158 State House Station, Augusta, Maine 04333-0158
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Accredited by the Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road, NE, Suite 850, Atlanta, Georgia, 30326
Tel: 404-975-5000 - Fax 404-975-5020 - info@acenursing.org | www.acenursing.org

DESCRIPTION

The Nursing Program prepares women and men for entry-level positions in the nursing profession. Successful completion of the ADN program of study qualifies graduates to receive an Associate in Science Degree in Nursing (ADN). The ADN qualifies the graduate for the National Council Licensure Examination (NCLEX-RN) and application for state licensure as a registered nurse (RN) in the state of Maine. The program is approved by the Maine State Board of Nursing (MSBN) and accredited by the Accreditation Commission for Education in Nursing (ACEN).

The program of study combines general education and nursing studies in the classroom with selected laboratory and clinical experiences in providing nursing care to patients in a variety of health care settings. Students may be scheduled for day, evening, and weekend clinical experiences throughout the program. It is expected that students will be able to make the necessary arrangements in order to complete all scheduled rotations. Nursing courses require students to participate in approximately 18 to 24 hours per week of classroom and clinical activities. Attendance is essential. General education courses supportive to the nursing major must be taken prior to or concurrent with nursing courses as stipulated in the curriculum design. Completion of all non-nursing general education courses is strongly recommended prior to program entry. Nursing courses must be taken in consecutive semesters. Students must achieve a minimum grade of “C” in all required general education and nursing courses in order to progress through the curriculum. A general education course may only be repeated once in order to achieve the minimum grade.

Applicants to the Nursing Program should be aware that nursing at the Associate Degree level involves the provision of direct care to patients. A student in the Nursing Program must have the knowledge and ability to effectively assess a patient’s biopsychosocial needs. Furthermore, the student must be able to analyze data in order to state a patient’s problem, comprehensively plan independent and collaborative interventions, implement the plan of care, and evaluate the care given, as well as the patient’s response to the care. Therefore, the student must have observational, communication, motor, cognitive, psychosocial, and behavioral abilities sufficient to carry out the above responsibilities. Technological accommodation can be made available for some disabilities in some of these areas, but a student must be able to perform in a reasonably independent manner. The use of a trained intermediary is not permitted since a student’s judgment would be influenced by someone else’s observations.

In order to be considered for admission or to be retained in the Nursing Program, all applicants must have the following abilities and skills:

1. A visual acuity with corrective lenses to identify: cyanosis, absence of respiratory movement in patients; read small print on medication containers, health care providers’ prescriptions, monitors, and equipment calibrations.
2. A hearing ability with auditory aids to: understand the normal speaking voice without viewing the speaker’s face; hear monitor alarms, emergency signals, call bells from patients and telephone orders; take/hear blood pressure, heart, lung, vascular, and abdominal sounds with stethoscope.
3. The physical ability to stand for prolonged periods of time, perform cardiopulmonary resuscitation, lift, move, and reposition patients, and move from room to room or maneuver in limited spaces.
4. Effective communication in verbal and written form by speaking clearly and succinctly when explaining treatment procedures, describing patients’ conditions, and implementing health teaching. Write legibly and correctly in patients’ charts for legal documentation and enter data accurately in the electronic medical record.
5. The manual dexterity to use sterile techniques to insert catheters, withdraw blood, and prepare and administer all medications.
6. The tactile ability to palpate pulses, determine warmth and coolness, detect enlarged nodes and lumps.
7. The ability to function safely under stressful conditions and the ability to adapt to a dynamic environment inherent in clinical situations involving patient care.

The Nursing Program is designed to keep pace with current health care trends and technology in order to meet the dynamic health care needs of the community, and to prepare students for the challenges of the nursing profession. The curriculum is subject to change without notice in order to comply with the requirements of accrediting agencies, clinical facilities, and/or the College. For the most current information, applicants should visit the KVCC Nursing Program website at http://www.kvcc.me.edu/Pages/Nursing/Nursing-Home.

Students in the Nursing Program are expected to be computer proficient in keyboarding, word processing, and the use of the Internet. All nursing courses are Blackboard enhanced courses. Ideally, students should have off-campus Internet access in order to complete online course activities.

Students who are not successful in a nursing course do not progress to the subsequent nursing course; unsuccessful students must withdraw from the Nursing Program. Students who are not successful in completing a nursing course may be considered for re-admission to the Nursing Program one time only. Acceptance for re-admission depends upon:

1. the overall past performance of the applicant;
2. completion of actions taken by the applicant for remediation;
3. availability of space in the Nursing Program;
4. program duration limits.
5. additional coursework.

Students who are not successful in the first semester nursing course (NUR118) must apply to restart the Nursing Program through the Admissions Office. Current admission requirements must be met. Re-entrance into the 2nd, 3rd, or 4th semesters is done by petitioning the Academic Dean and the nursing faculty.

NOTE: All applicants to the Nursing Program should be aware that the Maine State Board of Nursing may refuse to grant a license on the basis of criminal history record information relating to convictions denominated in Title 5, Chapter 341, subsection 5301 of the Maine Revised Statutes Annotated. To participate in the Nursing Program, students must attest to criminal history and pending criminal data. 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. Students found to be untruthful or misleading on the attestation statement may be dismissed from the Nursing Program.

PROGRAM MISSION

The purpose of the Nursing Program is to educate graduates who will function competently as entry level Associate Degree nurses. The program is designed to meet the learning needs of students who are pursuing an initial career in nursing, or students who wish to change career goals. Graduates of the Nursing Program are prepared to provide nursing care to individuals within the scope of nursing practice in a variety of acute, long-term, and community health settings.

EDUCATIONAL OUTCOMES

Upon successful completion of the ADN Nursing Program, the graduate is expected to be:

1. a competent provider of complex nursing care who uses the nursing process with individuals and groups to promote and maintain health, prevent illness, and facilitate adaptation to stressors.
2. a respectful communicator who is able to listen and respond thoughtfully in a therapeutic and professional manner, both verbally and non-verbally.
3. an efficient and effective manager of complex nursing care who utilizes appropriate resources and personnel for a group of patients.
4. a critical thinker who uses knowledge and skill to solve problems and to make decisions.
5. a culturally sensitive person who recognizes and respects diversity within and between groups of people.
6. a responsible and accountable practitioner who functions within the legal and ethical boundaries of the nursing profession.
7. a person who practices self-care activities and continuing personal and professional growth.
NURSING GRADUATE COMPETENCIES

Patient-Centered Care

The KVCC ADN graduate will provide holistic care that recognizes an individual’s preferences, values, and needs, and respects the patient as a partner in providing compassionate, coordinated, age and culturally appropriate, safe and effective care.

Professionalism

The KVCC ADN graduate will demonstrate accountability for the delivery of standard-based nursing care that is consistent with moral, altruistic, legal, ethical, regulatory, and humanistic principles.

Leadership

The KVCC ADN graduate will influence the behavior of individuals or groups of individuals within their environment in a way that will facilitate the establishment and acquisition/achievement of shared goals.

Systems-Based Practice

The KVCC ADN graduate will demonstrate an awareness of and responsiveness to the larger context of the health care system, and will demonstrate the ability to effectively call on microsystem resources to provide care that is of optimal quality and value. (Adapted from ACGME, n.d.)

Informatics and Technology

The KVCC ADN graduate will use information and technology to communicate, manage knowledge, mitigate error, and support decision making. (QSEN, 2007)

Communication

The KVCC ADN graduate will interact effectively with patients, families, and colleagues, fostering mutual respect and shared decision making, to enhance patient satisfaction and health outcomes.

Teamwork and Collaboration

The KVCC ADN graduate will function effectively within nursing and interdisciplinary teams, fostering open communication, mutual respect, shared decision making, team learning, and development. (Adapted from QSEN, 2007)

Safety

The KVCC ADN graduate will minimize risk of harm to patients and providers through both system effectiveness and individual performance. (QSEN, 2007)

Quality Improvement

The KVCC ADN graduate uses data to monitor the outcomes of care processes, and uses improvement methods to design and test changes to continuously improve the quality and safety of health care systems. (QSEN, 2007)

Evidence-Based Practice

The KVCC ADN graduate will identify, evaluate, and use the best current evidence coupled with clinical expertise and consideration of patients’ preferences, experience and values to make practice decisions. (Adapted from QSEN, 2007)
DEPARTMENT CHAIR:  Mark Kavanaugh, 207-453-3689

SOCIAL SCIENCES PROGRAMS

   Education Program:  Autism Spectrum Disorder Studies, and Early Childhood Education; Infant and Toddler Caregiving
   Advanced Certificate
   Mental Health Rehabilitation

DEPARTMENT MISSION

Social Sciences deal with many of life’s most compelling and controversial issues. Key areas of study include the self-concept, human development, education, mental health, prejudice and discrimination, sexuality, personal relationships, criminal behavior, memory, cognition, creativity, emotions, society, social structures, organizations, and culture. In short, the Social Sciences use rigorous scientific methods to reveal the innermost workings of people and society; engaging topics that touch every corner of our daily lives. Those who study the social sciences not only cultivate a better understanding of social life, they also unearth ways to resolve pervasive and long-standing social problems. In this fashion, many social scientists not only strive to understand the social world, they aim to improve it.
ADVANCED CERTIFICATE IN INFANT & TODDLER CAREGIVING

Help young children reach developmental milestones

Early childhood education is a career in which a person can influence the future world by growing future minds. The Infant and Toddler advanced certificate provides students with a specialized focus on the unique strengths and needs of infants and toddlers. Students will study the comprehensive development of the young child, birth to three years, with a focus on understanding current brain research and best caregiving practices.

**What Infant and Toddler Caregiving graduates do:**
- Work directly with infants and toddlers
- Use caregiver strategies with infants
- Foster gross motor skills development
- Observe child skills development
- Foster physical/cognitive development
- Create learning environments
- Foster social development
- Plan healthy activities

**Students will learn:**
- How to create healthy and safe environments for infants and toddlers
- How to create stable, emotional/interpersonal environments
- To design, implement, and evaluate individual and group experiences
- To develop experiences and caregiver strategies that support families

**Infant and Toddler Caregiving graduates work in:**
- Early child development programs
- Early intervention programs
- Day care centers
- Preschool programs
- Public schools
- Public and private schools
- Recreational centers
- Early Head Start programs
- Family households as nannies
- Home-based childcare centers

“Working with infants can be an important time in the development of the brain.
I have always found this to be fascinating, and now I get to specialize in this and work in a setting where my passion for babies can be used for the next generation.”

**Program entry requirements:**
To see the entrance requirements for this program, please visit the pages ahead, and visit [www.kvcc.me.edu/prereq](http://www.kvcc.me.edu/prereq)
For further questions about this program, please contact Mark Kavanaugh at:
ict@kvcc.me.edu
or go to:
[www.kvcc.me.edu/itc](http://www.kvcc.me.edu/itc)

Kennebec Valley Community College is an equal opportunity/affirmative action institution and employer.
## Advanced Certificate

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites (Co-requisites)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE260</td>
<td>Infant Toddler Seminar</td>
<td>1</td>
<td>AAS degree in Early Childhood Education or related field inc. ECE131, ECE135, ECE140</td>
</tr>
<tr>
<td>ECE265</td>
<td>Infants and Toddlers I: Social Beings and Ability to Communicate</td>
<td>3</td>
<td>AAS degree in Early Childhood Education or related field, ECE140, ECE seminar</td>
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<tr>
<td>ECE270</td>
<td>Infants and Toddlers II: Strong and Healthy Bodies and Curious Minds</td>
<td>3</td>
<td>AAS degree in Early Childhood Education or related field, ECE140, ECE seminar</td>
</tr>
<tr>
<td>ECE275</td>
<td>Working in Partnership with Families</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE280</td>
<td>Infant Toddler Language and Literacy</td>
<td>3</td>
<td>AAS degree in Early Childhood Education</td>
</tr>
</tbody>
</table>

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### TOTAL CREDITS

13

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**Criteria for Graduation**

Students must complete 13 credits in the Infant and Toddler Caregiving Advanced Certificate and achieve a minimum grade of “C” in all courses.

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Revised: May 6, 2011
Autism Spectrum Disorders (ASDs) are developmental disabilities that typically last throughout a person’s lifetime. People with ASDs sometimes have significant impairments in social skills and communication. KVCC’s program builds skills for educators working with those on the spectrum and their families as they create lifelong adaptations.

**What Autism Spectrum Disorders professionals do:**
- Work with ASD-affected infants and toddlers
- Foster maximum physical/cognitive development in ASD-affected children
- Provide safe and stable environments for ASD-affected children
- Promote social and emotional development in ASD-affected children
- Create ASD-sensitive learning environments

**Students will learn:**
- ASD collaborative teams
- Distraction activities
- Behavior management
- ASD traits
- ASD intervention and advocacy
- Group leadership
- Family support
- Assistive technologies

**Autism Spectrum Disorders Studies graduates work in:**
- Social services
- Community mental health agencies
- Pre-schools and ECE centers
- Early intervention programs
- Childcare centers
- School districts
- Case management
- Governmental policy agencies

“My nephew has an autism spectrum condition and this motivated me to become involved in the education of such children. Setting proper boundaries in the right way, early on, makes a huge difference. Now I can help frustrated parents and teachers with their struggles with growing numbers of children.”

**Program entry requirements:**
To see the entrance requirements for this program, please view the pages ahead, and visit [www.kvcc.me.edu/prereq](http://www.kvcc.me.edu/prereq)
For further questions about the program, please contact Mark Kavanaugh at:
[asd@kvcc.me.edu](mailto:asd@kvcc.me.edu)
or go to:
[www.kvcc.me.edu/asd](http://www.kvcc.me.edu/asd)
# AUTISM SPECTRUM DISORDER STUDIES

## Associate in Applied Science Degree

### FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites (Co-requisites)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CPT117   Software Applications I</td>
<td>3</td>
<td>Computer ACCUPLACER score of 76 or greater, CPT018, or permission of instructor</td>
</tr>
<tr>
<td></td>
<td>EDU101*  Educating Children with Disabilities</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EDU103*  Language Development</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EDU210*  Introduction to Autism Spectrum Disorders</td>
<td>3</td>
<td>EDU101</td>
</tr>
<tr>
<td></td>
<td>ENG101   College Composition</td>
<td>3</td>
<td>Min. Accuplacer writing score of 74</td>
</tr>
</tbody>
</table>

### SECOND SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites (Co-requisites)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>COM104 Introduction to Communication OR</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>COM105   Interpersonal Communication</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EDU225*  Approaches to Working with Persons with</td>
<td>3</td>
<td>EDU210</td>
</tr>
<tr>
<td></td>
<td>Autism Spectrum Disorders</td>
<td></td>
<td>Autism Spectrum Disorders</td>
</tr>
<tr>
<td></td>
<td>EDU230*  Children and Autism Spectrum Disorders</td>
<td>3</td>
<td>EDU210 (EDU225)</td>
</tr>
<tr>
<td></td>
<td>EDU235*  Data Collection, Interpretations, and Usage</td>
<td>3</td>
<td>EDU101, EDU210</td>
</tr>
<tr>
<td></td>
<td>PSY101   Introduction to Psychology</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

### THIRD SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites (Co-requisites)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>EDU240*  Practicum I: Autism Studies</td>
<td>3</td>
<td>EDU210, EDU225, EDU230,</td>
</tr>
<tr>
<td></td>
<td>EDU245*  Assist Technology and ASD</td>
<td>3</td>
<td>EDU210 or permission of instructor</td>
</tr>
<tr>
<td></td>
<td>EDU250*  Working with Family Members</td>
<td>3</td>
<td>EDU210</td>
</tr>
<tr>
<td></td>
<td>SOC101   Introduction to Sociology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>_____    Math Elective</td>
<td>3</td>
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### FOURTH SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
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<th>Credits</th>
<th>Prerequisites (Co-requisites)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BIO115   Human Biology (or other lab science)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EDU255*  Collaboration with Team Members for ASD</td>
<td>3</td>
<td>EDU210</td>
</tr>
<tr>
<td></td>
<td>EDU260*  Practicum II</td>
<td>4</td>
<td>All technical courses &amp; current CPR/first aid certificate. Must pass SBI/DHHS background checks (EDU255)</td>
</tr>
<tr>
<td></td>
<td>PSY215   Developmental Psychology</td>
<td>3</td>
<td>PSY101</td>
</tr>
<tr>
<td></td>
<td>_____    Humanities Elective</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL CREDITS........................................62**

This listing of courses allows the student to meet pre-requisites and to complete this program in two years. It is anticipated that the majority of the students will be already employed Ed. Tech. II’s working daily. The classes will be offered evenings, possibly weekends, and summers to accommodate their work schedules.

**Criteria for Graduation**

Students must complete 62 credits in the Autism Spectrum Disorder Studies option and achieve a minimum grade of “C” in all core courses (*). Students must attain a final GPA of 2.0 or higher.

Revised: April 18, 2013
EARLY CHILDHOOD EDUCATION

Prepare young children for a successful future

The early years of a child’s life are crucial in the development of the future adult brain. Stimulation early-on makes the brain adjust in ways that will have a lasting effect. Early childhood education is a career in which a person can influence the world by growing future minds.

What Early Childhood Education professionals do:
- Work directly with infants and toddlers
- Work with young children up to age 8
- Foster physical/cognitive development
- Foster social and emotional development
- Demonstrate ethical behavior
- Observe child skills/development
- Create learning environments
- Plan curriculum and activities

Students will learn:
- History of early childhood education
- Health, safety, and nutrition practices
- Literacy development theory
- Benefits of early childhood education
- Child development plans
- How to engage families and community
- How to identify typically and atypically developing children

Early Childhood Education graduates work in:
- Preschools and childcare centers
- Developmental therapy centers
- After-school programs
- Elementary schools
- Family and small businesses
- Head Start programs

“I couldn’t ask for a better life lesson than to be in the classroom learning and teaching beside a teacher with over ten years of experience.

The Early Childhood Education program has been a life changing experience. The support of the Education staff has made my dream of being a teacher an achievable goal.”

Program entry requirements:
To see the entrance requirements for this program, please view the pages ahead, and visit www.kvcc.me.edu/prereq
For further questions about the program, please contact Mark Kavanaugh at:
ec@kvcc.me.edu
or go to:
www.kvcc.me.edu/ece
## EARLY CHILDHOOD EDUCATION

### Associate in Applied Science Degree

#### FIRST SEMESTER

<table>
<thead>
<tr>
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<tr>
<td>_ _</td>
<td>CPT117 Software Applications I</td>
<td>3</td>
<td>Computer ACCUPLACER score of 76 or greater, CPT018, or permission of instructor</td>
</tr>
<tr>
<td>_ _</td>
<td>ECE131* Introduction to Early Childhood</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>_ _</td>
<td>ECE135* Observing and Recording Children’s Behavior</td>
<td>3</td>
<td>Must pass SBI and DHHS background checks</td>
</tr>
<tr>
<td>_ _</td>
<td>ENG101 College Composition</td>
<td>3</td>
<td>Min. Accuplacer writing score of 74</td>
</tr>
<tr>
<td>_ _</td>
<td>PSY101 Introduction to Psychology</td>
<td>3</td>
<td></td>
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#### SECOND SEMESTER

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<tr>
<td>_ _</td>
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<td>COM105 Interpersonal Communication</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>_ _</td>
<td>ECE134* Health, Safety, and Nutrition</td>
<td>3</td>
<td>ECE131 or ECE135</td>
</tr>
<tr>
<td>_ _</td>
<td>ECE140* Fostering Growth and Development in Infants</td>
<td>3</td>
<td>ECE131 or ECE135</td>
</tr>
<tr>
<td>_ _</td>
<td>ECE145* Fostering Growth and Development: the Preschool Years OR</td>
<td>3</td>
<td>ECE131 or ECE140</td>
</tr>
<tr>
<td>_ _</td>
<td>ECE148* Fostering Growth and Development: Early Preschool Years OR</td>
<td>3</td>
<td>ECE 131 or ECE140</td>
</tr>
<tr>
<td>_ _</td>
<td>ECE200* Practicum II: Early Childhood</td>
<td>4</td>
<td>ECE131, ECE135, ECE155, and at least one of ECE140, ECE145, ECE148</td>
</tr>
<tr>
<td>_ _</td>
<td>MAT113 Elements of Mathematics (or higher math)</td>
<td>3</td>
<td>Min. Accuplacer arithmetic score of 55</td>
</tr>
</tbody>
</table>

#### THIRD SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
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<th>Credits</th>
<th>Prerequisites (Co-requisites)</th>
</tr>
</thead>
<tbody>
<tr>
<td>_ _</td>
<td>ECE133* Language, Literacy, and Literature for Young</td>
<td>3</td>
<td>ECE131 or ECE135</td>
</tr>
<tr>
<td>_ _</td>
<td>ECE145* Fostering Growth and Development: the Preschool Years OR</td>
<td>3</td>
<td>ECE131 or ECE135</td>
</tr>
<tr>
<td>_ _</td>
<td>ECE148* Fostering Growth and Development: Early Preschool Years OR</td>
<td>3</td>
<td>ECE 131 or ECE140</td>
</tr>
<tr>
<td>_ _</td>
<td>ECE200* Practicum II: Early Childhood</td>
<td>4</td>
<td>ECE131, ECE135, ECE155, and at least one of ECE140, ECE145, ECE148</td>
</tr>
<tr>
<td>_ _</td>
<td>SOC101 Introduction to Sociology</td>
<td>3</td>
<td></td>
</tr>
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<td>_ _</td>
<td>Humanities Elective</td>
<td>3</td>
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<th>Credits</th>
<th>Prerequisites (Co-requisites)</th>
</tr>
</thead>
<tbody>
<tr>
<td>_ _</td>
<td>BIO115 Human Biology (or other lab science)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>_ _</td>
<td>BUS115 Principles of Management</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>_ _</td>
<td>ECE158* Including Children with Special Needs in Early Childhood Settings</td>
<td>3</td>
<td>ECE135, ECE140, and either ECE145 or ECE148</td>
</tr>
<tr>
<td>_ _</td>
<td>ECE250* Practicum III: Early Childhood</td>
<td>4</td>
<td>All required ECE courses</td>
</tr>
<tr>
<td>_ _</td>
<td>PSY215 Developmental Psychology</td>
<td>3</td>
<td>PSY101</td>
</tr>
</tbody>
</table>

**Total Credits:** 63

### Criteria for Graduation

Students must complete 63 credits in the Early Childhood Education option and achieve a minimum grade of “C” in all core courses (*); students must attain a final GPA of 2.0 or higher.

Revised: April 18, 2013
DEPARTMENT CHAIR:  Mark Kavanaugh, 207-453-3689

Associate in Applied Science Degrees, Advanced Certificate

DESCRIPTION

The Education Program consists of two degree options - Autism Spectrum Disorder Studies option and Early Childhood Education option. The Autism Spectrum Disorders Studies degree program will prepare students for work as Education Technician II’s working with individuals with an autism spectrum disorder (ASD) in public schools, in home based services, in early intervention programs, Head Starts, child care, special purpose programs and in other community settings. The coursework includes both academic courses and practical application courses in understanding and planning for work with individuals with Autism Spectrum Disorders. Two practicums are included in the coursework to introduce students to settings and methods to consider when employed in the field. The objective of the Early Childhood Education option is to prepare students to provide developmentally appropriate services for young children in public and private institutions and agencies, such as Head Start, child care centers, schools, or family child care homes.

The Advanced Certificate in Infant and Toddler Caregiving will prepare graduates (already holding an associate degree in early childhood) for positions working in childcare settings with infants and toddlers. This advanced certificate will increase the skill and knowledge level of students wishing to specialize in the care of infants and toddlers. Specific knowledge and skills necessary to enhance the growth and development of infants and toddlers will be studied and practiced. This will enable them to qualify for the Level II credential developed by the Maine DHHS and administered by Maine Roads to Quality. Supporting Maine’s Infants and Toddlers: Guidelines for Learning and Development, Maine DHHS 2006, will be used as a major course resource.

ADMISSION REQUIREMENTS

All KVCC programs require a high school diploma or (GED) equivalent. Note: Prior to enrollment, all incoming students are required to take the KVCC assessment examinations. Depending on scores in math or English portions of the assessment, students may be required to complete developmental courses prior to enrollment in college-level courses. Please refer to the General Admission Requirements.

Additional admission requirements are as follows:

Must pass SBI and DHHS background checks. For acceptance into this program students must have a high school diploma or GED. An interview with the Education Coordinator may be requested to consider alternative prior preparation.

To be eligible for the Infant and Toddler Caregiving Advanced Certificate program, a student must have a minimum of an Associate Degree in early childhood education or a closely related field. They must also have already completed the following three courses or their equivalents: ECE131 Introduction to Early Childhood Education, ECE135 Observing and Recording Children’s Behavior, and ECE140 Fostering Growth and Development: Infants and Toddlers. An interview with the Education Coordinator may be requested to consider alternative prior preparation.

PROGRAM MISSION

The Education Program at Kennebec Valley Community College subscribes to the philosophy that each child must be given the opportunity to experience success and to achieve excellence by performing at one’s personal best. This philosophy is based on the premise that young children and learners with special needs must have engaging and challenging learning experiences that will assure them of the opportunity to lead rewarding lives within the school environment as they grow toward becoming well-adjusted, contributing members of their communities.

EDUCATIONAL OUTCOMES

The primary goal of the Education Program is to prepare a skilled and knowledgeable workforce for young children and for students with special needs. By supplying high quality training, the Education Program can positively impact the lives of children, enabling them to perform at their personal best academically as well as socially. All students are urged to work closely with their Advisor to ensure they meet all prerequisites and are prepared to be successful in practicums.
Upon completion of the Autism Spectrum Disorders Studies degree the graduate is prepared to:

1. Demonstrate professional and ethical behaviors with children and colleagues in educational settings grounded in the history, ethics and generally accepted ongoing evolution of the field of autism spectrum disorder studies.
2. Articulate in writing a philosophy of working with individuals with an autism spectrum disorder.
3. Demonstrate knowledge and skill in using a variety of approaches to work with individuals with autism spectrum disorders which best matches their learning style and approach to growth and development in multiple life areas.
4. Demonstrate their skill in adapting methods of teaching to respond to individuals with ASD.
5. Collaborate with other team members in planning for, implementing plans, and evaluating success with individuals with ASD.
6. Identify community resources to support their work with individual with ASD.
7. Support families of individuals with ASD through education, resources, and planning.

Upon completion of the Early Childhood Education degree the graduate is prepared to:

1. Demonstrate professional and ethical behaviors with children, colleagues, and families in early childhood settings grounded in the history, NAEYC Code of Ethics, and generally accepted ongoing evolution of the field.
2. Demonstrate with increasing skill, a philosophy of working with young children in a developmentally appropriate manner considering the children’s age, individual development, and social and cultural context.
3. Demonstrate skill in completing observations of children, recording them in an objective manner, and applying the data gathered to planning for typically and atypically developing children.
4. Plan and implement environments, lesson plans, and curriculum to support young children’s development in all domains.
5. Identify community resources available to support themselves, children, and families for ongoing growth and development.

Upon completion of the Infant and Toddler Caregiving advanced certificate the graduate is prepared to:

1. Demonstrate professional and ethical behaviors with infants, toddlers, and their families in all settings of care grounded in the history, ethics, and generally accepted ongoing evolution of the field of early childhood education.
2. Articulate a philosophy in writing of working with infants, toddlers, and their families.
3. Demonstrate knowledge and skill in best practices using a variety of methods of working with infants and toddlers and their families to best meet their needs on a daily basis and to encourage growth and development in all developmental domains.
4. Be knowledgeable about the Supporting Maine’s Infants and Toddlers: Guidelines for Learning and Development, Maine DHHS, 2006 and about how to implement them in their work site.
5. Collaborate with families and other team members in planning, implementing plans and evaluating successes with infants and toddlers.
6. Identify community resources to support their work with infants and toddlers.
7. Support infants and toddlers with developing early language and literacy skills.

PRACTICUM REQUIREMENTS

The practicum requirement is a key component of each of the Education Program’s options. Before enrolling in practicum courses, students must have completed other technical courses required. Student must pass SBI criminal and DHHS child abuse history background checks. These will be done each year.

COURSE AVAILABILITY

Courses in all Education Program options are offered on-campus. Some courses are also offered statewide, online, or at off-site locations arranged with continuing education services in the area. See your program advisor regularly to verify availability of courses.

CAREER OPPORTUNITIES

The degree program of Autism Spectrum Disorders Studies will prepare graduates for positions as Education Technician II’s, developmental therapy aides, or special needs assistants. This degree will target the specific skills and knowledge that practitioners need to work with persons with an ASD.
Graduates of the Early Childhood Education option receive the Associate in Applied Science degree and are prepared to seek leadership roles in agencies serving young children. Employment options include starting a family child care business, working in a center-based child care program, Head Start assistant teacher, and Education Technician II in a public school. Presentation of a completed portfolio or a current CDA earned with MRTQ courses and a certificate of completion of Maine Roads to Quality 180-hour coursework program will result in credit for three courses within the Early Childhood Education option.

Graduates holding the Infant and Toddler Advanced Certificate will be highly qualified to seek employment with agencies offering infant and toddler care. They will be eligible for Credential II, awarded by Maine Roads to Quality, meeting the employment criteria of some agencies. These agencies may be family child care businesses, Early Head Start organizations, or private child care businesses. The courses may also transfer to bachelor degree programs which include a concentration in infant and toddler care.
MENTAL HEALTH REHABILITATION

Prepare for licensing as a Mental Health Rehabilitation Technician

Approximately one in five adults (45.6 million) in the United States suffer from a diagnosable mental illness. KVCC’s Mental Health program provides the essential skills and knowledge needed for entry-level and case management positions within the mental health field in Maine as Mental Health Rehabilitation Technicians. The MHRT/Community certification applies to providers of community support services, case management services, intensive case management services, assertive community treatment, and day support services as outlined in Chapter II of the MaineCare Benefits Manual, Section 17.

What Mental Health graduates do:
- Provide community support
- Day support services
- Crisis counseling
- Conduct intensive case management
- Deliver assertive community treatment

Students will learn:
- Psychosocial rehabilitation
- Counseling skills
- Case management
- Vocational rehabilitation
- Drug and alcohol treatment
- Community mental health treatment
- Crisis intervention
- Advocacy skills
- Effects of incest, abuse, and trauma

Mental Health graduates work in:
- Mental health agencies
- Group homes
- Nursing homes
- Rehabilitation centers
- Corrections facilities
- Case management offices

“KVCC’s Mental Health program was the foundation of my education. It taught me the values I use in my work today, particularly honoring the dignity and worth of every individual - even those that happen to be different.”

Program entry requirements:
To see the entrance requirements for this program, please view the pages ahead, and visit www.kvcc.me.edu/prereq
For further questions about the program, please contact Mark Kavanaugh at:
mh@kvcc.me.edu
or go to:
www.kvcc.me.edu/mh

Kennebec Valley Community College is an equal opportunity/affirmative action institution and employer.
## Associate in Applied Science Degree

### FIRST SEMESTER
- **MHT101*** Mental Health Seminar .............................................. 1
- **COM104** Introduction to Communication OR **COM105** Interpersonal Communication ........................................ 3
- **ENG101** College Composition .................................................. 3 **Min. Accuplacer writing score of 74**
- **MHT104*** Community Mental Health .......................................... 3
- **MHT110*** Interviewing and Counseling ....................................... 3
- **MHT112*** Crisis Identification and Intervention ............................. 3

### SECOND SEMESTER
- **MAT113** Elements of Mathematics OR ........................................ Min. Accuplacer arithmetic score of 55
- **MAT117** College Algebra .......................................................... 3 **High school algebra, min. Accuplacer algebra score of 75, or successful completion of MAT031**
- **MHT124*** Psychosocial Rehabilitation ........................................... 3
- **MHT125*** The Changing Workplace ............................................. 3
- **PSY101** Introduction to Psychology ............................................. 3 **General Education Elective**

### THIRD SEMESTER
- **MHT214*** Incest, Sexual Abuse, and Trauma .................................. 3
- **MHT216*** Mental Health and Aging ............................................. 3
- **MHT218*** Substance Abuse Counseling for Special Populations (Dual Diagnosis) ........................................ 3
- **SOC101** Introduction to Sociology .............................................. 3 **Science course with lab**

### FOURTH SEMESTER
- **ENG121** Introduction to Literature ............................................. 3 **ENG101 or ENG108**
- **MHT220*** Case Management .................................................... 3
- **MHT226*** Vocational Aspects of Disability .................................... 3
- **PSY204** Abnormal Psychology OR ............................................. **PSY101**
- **SOC204** Social Problems .......................................................... 3 **SOC101**

### TOTAL CREDITS ............................................................................. 62

### Certificate

### FIRST SEMESTER
- **MHT101*** Mental Health Seminar .............................................. 1
- **MHT104*** Community Mental Health .......................................... 3
- **MHT110*** Interviewing and Counseling ....................................... 3
- **MHT112*** Crisis Identification and Intervention ............................. 3

### SECOND SEMESTER
- **MHT124*** Psychosocial Rehabilitation ........................................... 3
- **MHT125*** The Changing Workplace ............................................. 3

### THIRD SEMESTER
- **MHT214*** Incest, Sexual Abuse, and Trauma .................................. 3
- **MHT216*** Mental Health and Aging ............................................. 3
- **MHT218*** Substance Abuse Counseling for Special Populations (Dual Diagnosis) ........................................ 3

### FOURTH SEMESTER
- **MHT220*** Case Management .................................................... 3
- **MHT226*** Vocational Aspects of Disability .................................... 3

### TOTAL CREDITS ............................................................................. 31

Required courses for the Provisional MHRT-C certification: MHT104, MHT110, MHT112, MHT124, MHT125
Required courses for the Full MHRT-C certification: MHT104, MHT110, MHT112, MHT124, MHT125, MHT214, MHT216, MHT218, MHT220, MHT226

### Criteria for Graduation

A grade of “C” or better in all core courses (*) and a cumulative GPA of 2.0, or better, are required for graduation.

Revised: May 20, 2015
DESCRIPTION

The Associate in Applied Science degree in Mental Health Rehabilitation will prepare students for entry-level and above positions in areas of substance abuse, mental health rehabilitation, developmental disability services, and gerontology. The Certificate will allow students to focus their efforts on obtaining the state certificate while keeping the option for continuing on open.

Students who complete MHT104, MHT110, MHT112, MHT124, and MHT125 can apply to the Muskie School Center for Learning for the Provisional MHRT-Community Certification. Students who then complete the remaining five courses, MHT214, MHT216, MHT218, MHT220, and MHT226, can apply to the Muskie School Center for Learning for the Full MHRT-Community Certification.

ADMISSION REQUIREMENTS

All KVCC programs require a high school diploma or (GED) equivalent. Note: Prior to enrollment, all incoming students are required to take the KVCC assessment examinations. Depending on scores in math or English portions of the assessment, students may be required to complete developmental courses prior to enrollment in college-level courses. Please refer to the General Admission Requirements.

Additional admission requirements are as follows: successful completion of high school algebra or the equivalent with a grade of “C” or better.

EDUCATIONAL OUTCOMES

Upon completion of the Associate in Applied Science degree in Mental Health Rehabilitation, the graduate is prepared to:

1. Utilize knowledge and elementary counseling skills to engage and collaborate with clients and their families.
2. Demonstrate knowledge of the formal and informal support systems in the community.
3. Analyze problems as they occur in the community work setting and provide support and information to solve these problems.
4. Collaborate with other treatment team members from a variety of disciplines and perspectives in the treatment of individuals, families, and other groups.
5. Demonstrate awareness of the challenges individuals with mental health problems and diagnoses face in regard to human rights, access to services, financial strain, and social stigma.
6. Assume ethical responsibility for their actions and abide by the ethical principles outlined in the field of Human Services.
7. Establish and engage in a process of continued personal and professional growth in order to remain personally healthy and effective, and professionally competent.

CAREER OPPORTUNITIES

The field of Mental Health is a very diverse field with an array of career opportunities and qualifications. The MHRT/Community Certification applies to MaineCare (formally Medicaid) “other qualified mental health professionals” providing services to adults, excluding residential services. This includes providers of community support services, case management services, intensive case management services, assertive community treatment, and day support services as outlined in Chapter II of the MaineCare Benefits Manual, Section 17.
TRADES & TECHNOLOGY PROGRAMS

Applied Electronics and Computer Technology
Electrical Lineworker Technology
Electrical Technology
Energy Services and Technology
Precision Machining Technology
Pulp and Paper Technology
Sustainable Building and Design (Timberframe Carpentry)
Trade and Technical Occupations
Welding
APPLIED ELECTRONICS & COMPUTER TECHNOLOGY

Learn to install, maintain, and troubleshoot electronics and computer-based equipment

The Applied Electronics and Computer Technology program at KVCC prepares students with the technical knowledge and needed skills for careers in the installation, maintenance, support, and troubleshooting of electronic equipment, communication systems, computers, and computer networks. The AECT program emphasizes hands-on learning using the latest training equipment, innovative teaching techniques, and highly trained faculty members. The primary goal of the program is to ensure that each student is well prepared for entry into a technology-driven work force.

What Applied Electronics and Computer Technology graduates do:

- Apple computer support
- Computer network support
- Electronic communication
- Audio/video technology
- Bio/medical electronics
- Engineering technology

Students will learn:

- Operating system architecture
- Network setup and configuration
- Electronics circuits and systems
- Fiber optic systems
- Data communication systems
- Wireless connectivity

Applied Electronics and Computer Technology graduates work in:

- Government agencies
- Education organizations
- Financial institutions
- Manufacturing industry
- Telephone/cellular companies
- Cable companies

“Enrolling in the Applied Electronics and Computer Technology program at KVCC was an incredible experience for me. The instructors taught me to use high-tech electronic equipment and computers in real-world scenarios.”

Program entry requirements:

To see the entrance requirements for this program, please visit the pages ahead, and visit www.kvcc.me.edu/prereq

For further questions about this program, please contact Bill Dolan at:

aect@kvcc.me.edu

or go to:

www.kvcc.me.edu/aect

Kennebec Valley Community College is an equal opportunity/affirmative action institution and employer.
# Applied Electronics & Computer Technology

<table>
<thead>
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<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites (Co-requisites)</th>
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<td></td>
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<td></td>
<td><strong>FIRST SEMESTER</strong></td>
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<tr>
<td>_</td>
<td>COM104 Introduction to Communication OR</td>
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<tr>
<td>_</td>
<td>COM105 Interpersonal Communication</td>
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<td>_</td>
<td>ENG108 Technical Writing</td>
<td></td>
<td>Min. Accuplacer writing score of 74</td>
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<td>_</td>
<td>ETC110* Computer Technology Fundamentals</td>
<td>3</td>
<td>Basic computer skills</td>
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<tr>
<td>_</td>
<td>ETL113* Electrical Circuits I</td>
<td>3</td>
<td>(MAT114)</td>
</tr>
<tr>
<td>_</td>
<td>MAT114 Technical Math</td>
<td>3</td>
<td>Min. Accuplacer arithmetic score of 55</td>
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<tr>
<td>_</td>
<td>ETC119* Digital Electronics</td>
<td>3</td>
<td>ETL113</td>
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<tr>
<td>_</td>
<td>ETC125* Semiconductor Devices</td>
<td>3</td>
<td>(ETL114)</td>
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<tr>
<td>_</td>
<td>ETC250* Computer Technology Applications</td>
<td>3</td>
<td>ETC110</td>
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<td>ETL114* Electrical Circuits II</td>
<td>3</td>
<td>ETL113</td>
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<tr>
<td>_</td>
<td>MAT117 College Algebra</td>
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<td>High school algebra, min. Accuplacer algebra score of 75, or successful completion of MAT031</td>
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<td>ETC212* Linux Operating Systems and Mobile Devices</td>
<td>3</td>
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<td>_</td>
<td>ETC220* Microprocessor Applications</td>
<td>3</td>
<td>ETC110, ETC119, ETC125</td>
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<td>ETC225* Analog Circuits</td>
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<td>ETC240* Electronic Communication Systems</td>
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<td>ETC119 (ETC225)</td>
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<td><strong>FOURTH SEMESTER</strong></td>
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<tr>
<td>_</td>
<td>ETC112* Apple Computer Support Essentials</td>
<td>3</td>
<td>ETC110</td>
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<td>_</td>
<td>ETC211* Network Operating Systems</td>
<td>3</td>
<td>ETC110 (ETC241)</td>
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<td>ETC241* Data Communication Systems</td>
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## Computer Technology Certificate

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<td>_</td>
<td>ENG108 Technical Writing</td>
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<td>ETC110* Computer Technology Fundamentals</td>
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<td>Basic computer skills</td>
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<td>_</td>
<td>ETC112* Apple Computer Support Essentials</td>
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<td>ETC110</td>
</tr>
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<td>_</td>
<td>ETC211* Network Operating Systems</td>
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<td>_</td>
<td>ETC212* Linux Operating Systems and Mobile Devices</td>
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<td>ETC110</td>
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<td>_</td>
<td>ETC241* Data Communication Systems</td>
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<td>ETC110 (ETC245)</td>
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<td>ETC245* Networking Applications Lab</td>
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<td>(ETC241)</td>
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<td>_</td>
<td>ETC250* Computer Technology Applications</td>
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<td>ETC110</td>
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## Criteria for Graduation

Students must complete 25 credits for a Computer Technology Certificate, 24 credits for an Advanced Certificate, 62 credits for an Applied Electronics and Computer Technology Associate Degree and 64 credits for an Applied Engineering Technology Associate Degree, achieve a minimum grade of “C” in all core courses (*), and attain a final GPA of 2.0 or higher.
Advanced Certificate Option for AECT Students

FIRST SEMESTER
- BUS203 Business Systems Integration ........................................ 3 .... CPT126
- BUS205 Data Systems Analysis .................................................. 3 .... CPT126
- CPT126 Introduction to Digital Literacy ....................................... 3
- CPT207 Network Design and Management .................................. 3 .... CPT126, CPT128

SECOND SEMESTER
- BUS118 Legal Aspects of Business Information Systems ............. 3
- BUS208 Project Management ..................................................... 3 .... BUS203
- BUS210 Database Design and Management .................................. 3 .... BUS205
- BUS214 Information Systems Security ...................................... 3 .... BUS118, BUS203

TOTAL CREDITS .......................................................................... 24

APPLIED ENGINEERING TECHNOLOGY

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<td>MAT226 Precalculus ....................................</td>
<td>4 .... Minimum grade of “C” in MAT117</td>
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<td>ETL114* Electrical Circuits II .......................</td>
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<td>MAT227 Calculus I ......................................</td>
<td>4 .... MAT218 or MAT226</td>
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This workforce product was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. 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.

Revised: December 15, 2015
DESCRIPTION

The Applied Electronics and Computer Technology (AECT) program at KVCC prepares students with the technical knowledge and needed skills for careers in the installation, maintenance, troubleshooting, and support of electronic equipment, communication systems, computers, and computer networks.

The AECT program provides fundamental to advanced skills training in analog and digital circuits, programming microcontrollers, electronic communication systems, computers, and computer networks. The program emphasizes hands-on learning using the latest training equipment, innovative teaching techniques, and highly trained faculty members.

The Applied Engineering Technology (AET) program is designed for students interested in transferring to a Bachelor of Science degree in Electrical Engineering Technology at the University of Maine through a transfer articulation agreement.

The goal of the Applied Engineering Technology program is twofold:

1. To prepare students with the technical knowledge and necessary skills for careers in the installation, maintenance, support, and troubleshooting of electronic equipment, communication systems, computers, and computer networks.
2. Produce calculus prepared engineering technology graduates to continue their education towards a B.S. in Electrical Engineering Technology or Computer Engineering Technology.

The Advanced Certificate program provides students who have completed the AECT program the option of continuing in their education for an additional year of advanced training in the corresponding business and computer security courses offered online through the Computer Systems Integration (CSI) program at KVCC.

ADMISSION REQUIREMENTS

Please refer to the General Admission Requirements. Additional admission requirements are as follows:

1. Successful completion of two years of high school algebra or the equivalent
2. Successful completion of a high school science course (physics recommended)

PROGRAM MISSION

The Applied Electronics and Computer Technology program mission is to offer students an applied engineering technology education which provides the technical knowledge, analytical problem solving skills, and hands-on training needed for successful professional practice in today’s technology driven workforce. The curriculum is rigorous and well balanced in the presentation of theory, applications, and problem solving.

The Applied Electronics and Computer Technology program also strives to provide its graduates with a foundation for lifelong professional development, to cultivate student ability to adapt to changing workplace technologies, to communicate proficiently, and to work effectively in a team environment.

The program strives to maintain high academic standards for teaching and learning through a continuous process of self-evaluation. Students are exposed to a learning environment which is safe and supportive of student growth and achievement.
EDUCATIONAL OUTCOMES

Upon successful completion of the AECT program, each graduate will be expected to:

1. Practice the technical skills of the electronics, electronic communications, and computer profession in a conscientious, responsible and accountable manner, while recognizing the need of continuing education to expand upon their technical knowledge and skills.
2. Communicate effectively and possess the interpersonal skills necessary for success in an information based society.
3. Utilize critical thinking skills and problem solving techniques to provide solutions for today’s electronics, electronic communications, and computer technology challenges.

CAREER OPPORTUNITIES

Electronics:
• Audio/Video Technician
• Bio-Medical Electronics Technician
• Consumer Electronics Technician
• Marine Electronics Technician
• Electromechanical Technician
• Electronics Technician
• Engineering Technician
• Field Service Technician
• Industrial Electronics Technician
• Technical Equipment Sales

Computers:
• Apple Computer Support Technician
• Computer Network Support Technician
• Computer Support Technician
• Desktop Support Technician
• Information System Support Technician
• Internet Support Technician
• Technical Support

Electronic Communications:
• Cable Television Technician
• Cellular Telephone Technician
• Communication Support Technician
• Electronic Communication Technician
• Telephone Company Technician
• Television/Radio/Broadcast Technician/Engineer

PROFESSIONAL CERTIFICATIONS

Each student is prepared for and encouraged to take each of the following nationally recognized professional certification exams. These certifications will aid the graduate in gaining employment in related technical fields upon graduation.

1. A+ Computer Certification - CompTIA A+ Certification covers the fundamentals of computer technology, installation and configuration of PCs, laptops, and related hardware, and basic networking. Also covered in the exam is PC operating system installation and configuration along with network connectivity for mobile operating systems such as Android and iOS.
2. Network+ Certification - CompTIA Network+ is designed to certify the competency of the computer network technician. The exam covers network technologies, installation and configuration, media and topologies, management, and security. Candidate job roles include network administrator, network technician, network installer, help desk technician and IT cable installer.
3. Security+ Certification - CompTIA Security+ certification demonstrates competency in: Network security; Compliance and operational security; Threats and vulnerabilities; Application, data and host security; Access control
and identity management; and Cryptography.

4. TestOut Pro Series Certifications - The TestOut PC Pro, Network Pro, and Security Pro Certifications are true 100% performance-based certifications. Certification which measures not just what you know, but what you can do.

5. Apple Certified Support Professional (ACSP) - Verifies an understanding of the OS X core functionality and an ability to configure key services, perform troubleshooting, and support multiple users with essential OS X capabilities. The ACSP certification is designed for the help desk professional coordinator or power user who supports OS X users, manages networks, or provides technical support for the Mac.

6. Certified Electronics Technician - The Electronics Technicians Association (ETA) exam is designed to measure the degree of theoretical knowledge and technical proficiency of the electronics technician. If passed, this certification will enable the student to be recognized as an Associate Level Certified Electronics Technician.

NECESSARY TOOLS AND EQUIPMENT COSTS

1. Laptop Computer (Minimal Specification):
   - MultiCore Processor 2.3 GHz
   - 15.6” LCD or LED Screen
   - 4GB DDR3 Memory
   - 250GB Hard Drive
   - Supports Windows 7 and 8
   - 802.11 Wireless, 10/100/1000 Network Card

2. Basic Electronic/PC Tool Kit
3. Digital Multimeter (DMM)
4. Engineering Calculator

Note: AECT students are afforded full access to Microsoft Dream Spark which offers free Microsoft operating systems and application software for student use.
KAANCEB VALLEBY COMMUNITY COAVEE

ELECTRICAL LINEWOKER TECHNOLOGY

Become a powerline technician to keep the electricity and services flowing

Electrical lineworkers (ELWs) have skills and job opportunities that are very rare in the modern age. At a time when jobs are always changing and becoming obsolete, the electrical lineworker stays stable. When storms arrive, someone needs to repair the electrical distribution system. The work is steady, the wages are solid, and the company culture is loyal. Like police officers, the first priority is returning safely home to one’s family. If you believe in safety, stability, loyalty, and toughness, come to KVCC’s lineworker program.

What Electrical Lineworker Technology graduates do:
- Set electrical/telephone poles
- Inspect defective cables
- Install and repair electrical lines
- Switch out transformers and reclosers
- Inspect for system malfunctions
- Install cross-arm braces

Students will learn:
- Linework with gloves
- DC and AC theory
- Crossarm installation
- Proper tool use
- Safety standards
- Pole hole digging
- Transformer work
- Team safety
- Pole climbing (40’ and 85’ poles)
- Discipline and work ethics
- Proper equipment use
- Knots, ropes, and hardware

Electrical Lineworker Technology graduates work in:
- Electrical companies (outdoors)
- Utilities cooperatives (outdoors)
- Line construction firms (outdoors)
- Training centers and programs

“A person needs to love the outdoors to be a lineworker, and I never regretted getting into it. I make a good living, am part of a company that believes in loyalty, and I have real options to be promoted in the long run. It all started with KVCC.”

Program entry requirements:
To see the entrance requirements for this program, please view the pages ahead, and visit www.kvcc.me.edu/prereq
For further questions about the program, please contact Eric Willett at:
lwp@kvcc.me.edu
or go to:
www.kvcc.me.edu/lwp

Kennebec Valley Community College is an equal opportunity/affirmative action institution and employer.
# ELECTRICAL LINeworker technology

<table>
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<tr>
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<td><strong>FIRST SEMESTER</strong></td>
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<td>ETL109* Direct Current Theory</td>
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<td>(MAT114)</td>
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<td>MAT114 Technical Math</td>
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<td>Min. Accuplacer arithmetic score of 55</td>
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<td><strong>SECOND SEMESTER</strong></td>
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<td>_ _</td>
<td>ELW160* Lineworker Training II</td>
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<td>ETL110* Alternating Current Theory</td>
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**Criteria for Graduation**

Students must complete 34 credits in the Electrical Lineworker Technology program and achieve a minimum grade of “C” in all core courses (*). Students must attain a final GPA of 2.0 or higher.
DESCRIPTION

The Electrical Lineworker Technology program is a one year Certificate program. The program will provide students with the technical background and the manual skills necessary for careers in the installation and maintenance of electrical power, telephone, and cable television systems. Safety, pole climbing, and teamwork are emphasized throughout the program while the student learns and performs overhead and underground construction.

Students will be exposed to such curriculum topics as AC/DC electrical theory, field training, occupational safety, line construction theory, tree trimming and line clearance, rigging, transformers, basic telecommunications, and utility metering. Approximately two-thirds of the program will be devoted to strenuous hands-on skills, allowing students to develop a high degree of proficiency in the use of electrical lineworking equipment and procedures.

Students are required to have a valid CDL Class B driver’s license. Climbing gear and all necessary tools for the field portion of the program are also required; the climbing gear and tools range in price from $1,000 to $1,200. In addition, students are required to have lineworker safety toe boots with steel shanks; these boots range from $200 to $300.

ADMISSION REQUIREMENTS

Please refer to the General Admission Requirements. Additional admission requirements are as follows:

1. Successful completion of one year of high school algebra or the equivalent
2. Successful completion of a high school science course (physics recommended)
3. A valid CDL Class B driver’s license

PROGRAM MISSION

The Electrical Lineworker Technology Program strives to maintain a high academic standard for teaching and learning lineworker technology through a continuous process of self-assessment and improvement. Students are exposed to a learning environment that is safe and supportive of student growth and achievement. Using modern training equipment, innovative training methods and highly trained faculty members, the ELT program endeavors to fully prepare students for a variety of line occupations.

EDUCATIONAL OUTCOMES

Upon successful completion of the Electrical Lineworker Technology program, the graduate is expected to:

1. Practice the electrical and telecommunications skills of the profession in a conscientious, responsible, and accountable manner while recognizing the need to continue to expand their technical knowledge and skills.
2. Safely climb poles and operate line bucket trucks and pole setting equipment when performing overhead line construction.
3. Use critical thinking skills and problem solving techniques, along with acquired analytical skills, to solve problems encountered in residential, commercial, or industrial field situations.
4. Work as part of a team when performing the tasks associated with electrical line work.

CAREER OPPORTUNITIES

Electrical Lineworker Technology is a fast growing field in which career opportunities will continue to expand in the future. Areas of employment for graduates are numerous, and include:

- Power Companies
- Telephone Companies
- Cable Television Companies
- Line Construction Contractors
“The Electrical Technology program at KVCC is one of the best in the State. With a great student/instructor ratio there is a lot of hands-on instruction. The instructors are very knowledgeable and have many years of experience.”

The Electrical Technology program trains students with the technical background and manual skills necessary for careers in the installation and maintenance of various modern residential, commercial, and industrial electrical systems. All State of Maine Journeyman electrical licensing educational requirements are met or exceeded in this program.

What Electrical Technology graduates do:
- Install wiring
- Install service panels
- Install electrical devices
- Calculate volts, amps, and watts
- Troubleshoot electrical problems
- Connect equipment
- Read blueprints
- Work in teams or alone

Students will learn:
- Safety standards and procedures
- Variable frequency drives
- Hydraulic and electric benders
- Programmable logic controllers
- Various electrical systems
- Principles of wiring
- The National Electrical Code
- Photovoltaics

Electrical Technology graduates work in:
- Educational facilities
- Small businesses
- Industrial plants
- Hospital facilities
- Commercial and industrial construction
- Residential construction

Program entry requirements:
To see the entrance requirements for this program, please visit the pages ahead, and visit www.kvcc.me.edu/prereq
For further questions about this program, please contact Gregory Fletcher at: elec@kvcc.me.edu or go to: www.kvcc.me.edu/elec

Kennebec Valley Community College is an equal opportunity/affirmative action institution and employer.
Associate in Applied Science Degree

**FIRST SEMESTER**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites (Co-requisites)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETL113*</td>
<td>Electrical Circuits I</td>
<td>3</td>
<td>MAT114</td>
</tr>
<tr>
<td>ETL121*</td>
<td>Electrical Wiring Practices I</td>
<td>5</td>
<td>ETL113</td>
</tr>
<tr>
<td>MAT114</td>
<td>Technical Math</td>
<td>3</td>
<td>Min. Accuplacer arithmetic score of 55</td>
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**SECOND SEMESTER**

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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ETL114*</td>
<td>Electrical Circuits II</td>
<td>3</td>
<td>ETL113</td>
</tr>
<tr>
<td>ETL120*</td>
<td>Rotating Machines and Transformers</td>
<td>3</td>
<td>ETL113 (ETL114)</td>
</tr>
<tr>
<td>ETL124*</td>
<td>Fundamentals of Electronics</td>
<td>3</td>
<td>ETL113 (ETL114)</td>
</tr>
<tr>
<td>ETL127*</td>
<td>Electrical Motor Control</td>
<td>3</td>
<td>ETL113 (ETL114, ETL120)</td>
</tr>
<tr>
<td>MAT117</td>
<td>College Algebra</td>
<td>3</td>
<td>High school algebra, Min. Accuplacer algebra score of 75, or successful completion of MAT031</td>
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**THIRD SEMESTER**

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<th>Credits</th>
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<td>COM104</td>
<td>Introduction to Communication OR</td>
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<td></td>
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<tr>
<td>COM105</td>
<td>Interpersonal Communication</td>
<td>3</td>
<td></td>
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<tr>
<td>ETL215*</td>
<td>National Electrical Code</td>
<td>3</td>
<td>ETL121 or currently working in the field as an electrician</td>
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<tr>
<td>ETL221*</td>
<td>Industrial Control Systems</td>
<td>3</td>
<td>ETL124, ETL127</td>
</tr>
<tr>
<td></td>
<td>General Education Elective</td>
<td>3</td>
<td></td>
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<tr>
<td></td>
<td>Humanities Elective</td>
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**FOURTH SEMESTER**

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<th>Course #</th>
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<td>ETL122*</td>
<td>Electrical Wiring Practices II</td>
<td>5</td>
<td>ETL221</td>
</tr>
<tr>
<td>ETL216*</td>
<td>Advanced National Electrical Code</td>
<td>3</td>
<td>ETL215</td>
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<tr>
<td>ETL222*</td>
<td>Introduction to Instrumentation</td>
<td>3</td>
<td>ETL221</td>
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<tr>
<td>ETL225*</td>
<td>Photovoltaic &amp; Small Wind Electrical Systems</td>
<td>3</td>
<td>(ETL122)</td>
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<tr>
<td></td>
<td>Social Science Elective</td>
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**TOTAL CREDITS** .................................................. 64

**Criteria for Graduation**

Students must complete 64 credits in the Electrical Technology degree program and achieve a minimum grade of “C” in all core courses (*). Students must attain a final GPA of 2.0 or higher.
Certificate

FIRST SEMESTER
_ ___ ETL113* Electrical Circuits I ........................................... 3 ..... (MAT114)
_ ___ MAT114 Technical Math ................................................... 3 ..... Min. Accuplacer arithmetic score of 55

SECOND SEMESTER
_ ___ ETL114* Electrical Circuits II ........................................... 3 ..... ETL113
_ ___ ETL120* Rotating Machines and Transformers ...................... 3 ..... ETL113 (ETL114)

SUMMER SESSION 1
_ ___ ETL121* Electrical Wiring Practices I .................................. 5 ..... (ETL113)

THIRD SEMESTER
_ ___ BPT125* Construction Print Reading .................................... 3
_ ___ ENG108 Technical Writing .................................................. 3 ..... Min. Accuplacer writing score of 74

FOURTH SEMESTER
_ ___ ETL127* Electrical Motor Control ....................................... 3 ..... ETL113 (ETL114, ETL120)
_ ___ ETL215* National Electrical Code ....................................... 3 ..... ETL121 or currently working in the field as an electrician

SUMMER SESSION 2
_ ___ ETL122* Electrical Wiring Practices II .................................. 5 ..... ETL221

TOTAL CREDITS ................................................................. 34

Students working in the field doing electrical installations as a helper electrician may be able to get lab credit for ETL121 and ETL122. This would mean that they would only need to attend the lecture portion of the course. The course instructor(s) will determine if lab credit is available.

Students who are graduates of a two-year electrical program at a secondary career and technical center may qualify for credit for ETL121 and will not need to take this course. See program faculty for more information.

Criteria for Graduation

Students must complete 34 credits in the certificate program and achieve a minimum grade of “C” in all core courses (*). Students must attain a final GPA of 2.0 or higher.
Electrical Technology

DEPARTMENT CHAIR: Gregory Fletcher, 207-453-5115

~ Associate in Applied Science Degree ~

DESCRIPTION

The Electrical Technology (ET) program prepares students for entry level positions in the electrical field. The ET program offers both an Associate in Applied Science degree and a Certificate option and is designed to be completed on a full-time basis during the day. Part-time students may take classes if seats are available and the proper prerequisites have been met.

Graduates from this program will be skilled in the installation and maintenance of various residential, commercial, and industrial electrical systems. All State of Maine electrical licensing educational requirements are met or exceeded in this program. Students are required to have the tools and equipment necessary to properly complete the hands-on portion of the program. The required tools and equipment cost will be in the range of $300-600.

ADMISSION REQUIREMENTS

Please refer to the General Admission Requirements. Additional admission requirements are as follows:

1. Successful completion of two years of high school algebra or the equivalent
2. Successful completion of a high school science course (physics recommended)

PROGRAM MISSION

The Electrical Technology program provides graduates with the technical background and the manual skills necessary for careers in the installation and maintenance of modern electrical systems, electrical equipment, and electrical controls. Graduates are critical thinkers and are able to troubleshoot problems in residential, commercial, or industrial electrical environments. The program provides students with the ability to communicate effectively using standard methods of communication. Recognizing the need for lifelong learning, the ET program helps students achieve various professional and personal goals that may arise over a lifetime, including the opportunity for transfer to other college and university technical programs. The program strives to maintain a high academic standard for teaching and learning through a continuous process of self-assessment and improvement. Students are exposed to a learning environment that is safe and supportive of student growth and achievement. Using modern training equipment, innovative teaching methods and highly trained faculty members, the ET program endeavors to fully prepare students for a variety of electrical occupations.

EDUCATIONAL OUTCOMES

Upon successful completion of the ET program, graduates are expected to:

1. Practice the electrical skills of the profession in a conscientious, responsible, and accountable manner while recognizing the need to continue to expand their technical knowledge and skills.
2. Communicate effectively and listen and respond appropriately to a variety of residential, commercial and industrial electrical situations.
3. Think critically and use their acquired analytical skills to solve problems encountered in a residential, commercial or industrial electrical environment.

CAREER OPPORTUNITIES

Graduates will find employment as entry level Maintenance Electricians, Construction Electricians, Electrical/Instrumentation Technicians, or in other positions that involve the installation and maintenance of electrical systems. Graduates are eligible to take the State of Maine Journeyman Electrical Licensing Examination.
~ Certificate ~

DESCRIPTION
The Electrical Technology Certificate (ETC) program prepares students for entry-level positions in the electrical construction field. Graduates of this program will be skilled in the installation and maintenance of various residential, commercial, and industrial electrical power and control systems. All State of Maine journeyman electrical licensing educational requirements are met or exceeded in this program. Students are required to have the tools and equipment necessary to properly complete the hands-on portion of the program.

PROGRAM MISSION
The Electrical Technology Certificate program provides graduates with the technical background and the manual skills necessary for careers in the installation and maintenance of modern electrical systems, electrical equipment, and electrical controls. Graduates are critical thinkers and are able to troubleshoot problems in residential, commercial, or industrial electrical environments. The program provides students with the ability to communicate effectively using standard methods of communication. Recognizing the need for lifelong learning, the ETC program helps students achieve various professional and personal goals that may arise over a lifetime, including the opportunity for transfer to other college and university technical programs. The program strives to maintain a high academic standard for teaching and learning through a continuous process of self-assessment and improvement. Students are exposed to a learning environment that is safe and supportive of student growth and achievement. Using modern training equipment, innovative teaching methods, and highly trained faculty members, the ETC program endeavors to fully prepare students for a variety of electrical construction occupations.

PROGRAM BACKGROUND
While the Associate of Applied Science (AAS) degree track for Electrical Technology is designed to be taken on a full-time basis during the day, the Electrical Technology Certificate program is designed to be taken on a part-time basis in the evening. The courses in the Certificate option meet the Electrician’s Examining Board’s educational requirements for a State of Maine Journeyman Electrician license. The program will take two school years to complete and will be offered as evening classes in the fall, spring, and summer semesters. The courses would be offered on a regular two-year cycle. The maximum number of students in each ETC cohort is 16. Classes will be held on Tuesday and Thursday evenings in the fall and spring semesters with the exception of the Wiring Practices I and II courses, which would meet Tuesday, Wednesday, and Thursday evenings in the summer semester.

Electrical Technology Certificate cohort students must stay in the evening and summer course schedule unless they receive special permission to take courses in the day schedule from Electrical Technology faculty. AAS track students must stay in the day schedule unless they receive special permission to take courses in the evening and summer schedule by Electrical Technology program faculty.

EDUCATIONAL OUTCOMES
Upon successful completion of the ETC program, graduates are expected to:

1. Practice the electrical construction skills of the profession in a conscientious, responsible, and accountable manner while recognizing the need to continue to expand their technical knowledge and skills.
2. Communicate effectively and listen and respond appropriately to a variety of residential, commercial, and industrial electrical construction situations.
3. Think critically and use their acquired analytical skills to solve problems encountered in a residential, commercial, or industrial electrical construction environment.

CAREER OPPORTUNITIES
Graduates will find employment as entry-level construction electricians in residential, commercial, and industrial working environments. Graduates are eligible to take the State of Maine Journeyman Electrical Licensing Examination.
The Energy Services and Technology program is designed to prepare students for technician level positions in the rapidly growing field of installing, maintaining, and troubleshooting high efficiency plumbing, heating, ventilation, and air conditioning. Graduates will work on systems that control water, temperature, humidity, and air quality of enclosed spaces.

KVCC’s Energy Services and Technology program is the only program of its kind in the State of Maine to offer plumbing, HVAC, solid fuel, geothermal, heat pumps, and solar heating in one comprehensive program.

What Energy Services and Technology graduates do:
- JIT Plumber
- Energy management technician
- HVAC technician

Resource conservation manager
Journeyman oil burner technician
Journeyman solid fuel technician

Students will learn:
- Plumbing
- Heating
- Ventilation
- Air conditioning
- Solid Fuel
- Propane and natural gas

Energy Services and Technology graduates work in:
- Educational facilities
- Small businesses
- Manufacturing companies
- Hospital facilities
- Industry plants

“I always knew I wanted to go into heating. What I have learned at KVCC is that the world is changing and there are newer ways to heat than the old oil boilers.”

“Some people think that solar thermal panels are really impractical here in New England. While studying heating and cooling at KVCC, I found out just how untrue this is. It is exciting to be on the cutting edge of a new industry that is taking over.”

Program entry requirements:
To see the entrance requirements for this program, please visit the pages ahead, and visit www.kvcc.me.edu/prereq
For further questions about this program, please contact Brad Harding at:
est@kvcc.me.edu
or go to:
www.kvcc.me.edu/est
<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites (Co-requisites)</th>
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<tr>
<td></td>
<td><strong>ASSOCIATE IN APPLIED SCIENCE DEGREE</strong></td>
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<td></td>
<td><strong>FIRST SEMESTER</strong></td>
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<tr>
<td>_____</td>
<td>BPT125* Construction Print Reading</td>
<td>3</td>
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<tr>
<td>_____</td>
<td>ETL107* Electrical Principles for HVAC</td>
<td>3</td>
<td>(MAT114)</td>
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<tr>
<td>_____</td>
<td>MAT114 Technical Math</td>
<td>3</td>
<td>Min. Accuplacer arithmetic score of 55</td>
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<tr>
<td>_____</td>
<td>PLB101* Plumbing Fundamentals</td>
<td>5</td>
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<td></td>
<td><strong>SECOND SEMESTER</strong></td>
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<tr>
<td>_____</td>
<td>ENG108 Technical Writing</td>
<td>3</td>
<td>Min. Accuplacer writing score of 74</td>
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<td>_____</td>
<td>ETL108* HVAC Electronics and Controls</td>
<td>3</td>
<td>ETL107</td>
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<td>_____</td>
<td>HAC106* Heat Pumps and Air Conditioning</td>
<td>3</td>
<td>(ETL108)</td>
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<td>_____</td>
<td>MAT117 College Algebra</td>
<td>3</td>
<td>High school algebra, min. Accuplacer algebra score of 75, or successful completion of MAT031</td>
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<td>_____</td>
<td>PLB201* Advanced Plumbing Applications</td>
<td>5</td>
<td>PLB101</td>
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<td></td>
<td><strong>THIRD SEMESTER</strong></td>
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<td>_____</td>
<td>COM104 Introduction to Communication OR</td>
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<td>COM105 Interpersonal Communication</td>
<td>3</td>
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<td>_____</td>
<td>HAC201* Heating System Fundamentals</td>
<td>5</td>
<td>ETL108, PLB201</td>
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<td>_____</td>
<td>HAC204* Biomass Solid Fuel Applications</td>
<td>3</td>
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<td>_____</td>
<td>PHY111 Elements of Physics</td>
<td>4</td>
<td>Minimum grade of “C” in MAT117 or MAT119</td>
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<td>_____</td>
<td>_______ Social Science Elective</td>
<td>3</td>
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<td><strong>FOURTH SEMESTER</strong></td>
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<td>_____</td>
<td>HAC202* Advanced Heating Applications</td>
<td>5</td>
<td>HAC201</td>
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<td>_____</td>
<td>HAC205* Propane and Natural Gas</td>
<td>3</td>
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<td>_____</td>
<td>HAC206* Renewable/Sustainable Energy Systems</td>
<td>3</td>
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<td>HAC210* HVAC and Plumbing Codes</td>
<td>3</td>
<td>HAC201, PLB101 (HAC202)</td>
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<td><strong>TOTAL CREDITS</strong></td>
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**Criteria for Graduation**

Students must complete 66 credits in the Energy Services and Technology program and achieve a minimum grade of “C” in designated common and program core courses (*). Students must attain a final GPA of 2.0 or higher.
Energy Services and Technology

PROGRAM DIRECTOR: Bradley Harding, 207-453-5817

~ Associate in Applied Science Degree ~

DESCRIPTION

The Energy Services and Technology (EST) program offers a two-year Associate in Applied Science degree. The program is designed to prepare students for technician level positions in the rapidly growing field of installing, maintaining, and troubleshooting high efficiency plumbing, heating, ventilating, and cooling systems in buildings. Graduates will work on systems that control water, temperature, humidity, and air quality of enclosed spaces within building structures. They will install various types of equipment used to control human comfort in residential, commercial, industrial, and institutional environments.

This program will give the technician a working knowledge of plumbing and HVAC system building concepts and energy efficient design principles. Incorporated within the curriculum is the International Association of Plumbing and Mechanical Officials (IAPMO) “Accredited Green Plumbers Training” curriculum. Students can earn the Green Plumber’s accreditation from IAPMO upon completion of EST degree requirements. Additionally, program graduates are eligible for State of Maine licensing in plumbing, oil burner, solid fuel, and propane and natural gas. Students can also pursue the EPA refrigeration certification. Combined with the appropriate additional coursework, graduates will also have the necessary educational background and licenses needed for advancing into a career in renewable and sustainable energy systems.

Students are required to have the tools and equipment necessary to properly complete the hands-on portion of the program. The required tools and equipment will be in the range of $400-$700.

ADMISSION REQUIREMENTS

Please refer to the General Admission Requirements. Additional admission requirements are as follows:

1. Successful completion of two years of high school algebra or the equivalent
2. Successful completion of a high school science course (physics recommended)

PROGRAM MISSION

The Energy Services and Technology program provides graduates with the technical background and the manual skills necessary for careers in the installation and maintenance of modern, energy efficient, plumbing, heating, ventilating, and air conditioning systems. Graduates are critical thinkers and are able to troubleshoot problems in residential, commercial, or industrial environments. The program provides students with the ability to communicate effectively using standard methods of communication.

Recognizing the need for lifelong learning, the Energy Services and Technology program helps students achieve various professional and personal goals that may arise over a lifetime, including the opportunity to transfer to other college and university technical programs. The program strives to maintain a high academic standard for teaching and learning through a continuous process of self-assessment and improvement.

Students are exposed to a learning environment that is safe and supportive of student growth and achievement. Using modern training equipment, innovative teaching methods and highly trained faculty members, the Energy Services and Technology program endeavors to fully prepare students for a variety of building energy system occupations.

EDUCATIONAL OUTCOMES

Upon successful completion of the Energy Services and Technology program, graduates are expected to:

1. Practice the skills of the profession in a conscientious, responsible, and accountable manner while recognizing the need to continue to expand their technical knowledge and skills.
2. Communicate effectively and listen and respond appropriately to a variety of residential, commercial and industrial applications.
3. Think critically and use their acquired analytical skills to solve problems encountered in a residential, commercial or industrial environment.
CAREER OPPORTUNITIES

Graduates of the Energy Services and Technology program will find employment as entry level plumbing, heating, ventilation, and air conditioning technicians. They may also find employment as technicians for gas and propane systems. Solid fuel technician positions may also be an option. Graduates are encouraged to take additional coursework to qualify them for renewable energy system installers in such areas as solar thermal, geothermal, and biomass solid fuel systems.
“I know that sitting in a classroom is not for me, but the PMT program was so much more. I did real things that were hands-on that gave me confidence to build real stuff.

KVCC’s PMT program was challenging, but working in the lab was addictive. The better I got at making things, the more I wanted to do it.”

Virtually all manufactured products depend on America’s precision machining industry at some point during their production. As new technologies continue to shape the manufacturing industry, companies have an immediate demand for machinists with college-level skills. A precision machinist (PMT) works very much like a sculptor, transforming raw material into something of great value. Additionally, the one-year welding certificate is designed to provide entry level welding skills.

What Precision Machining Technology graduates do:
- Remove metal with lathes, mills, and drills
- Use software to run CNC-based equipment
- Design products to specifications
- Observe and enforce safety procedures
- Fabricate metal-based parts
- Calculate and measure angles
- Innovate better methods
- Maintain machines

Students will learn:
- Shaping different types of metals
- CNC principles and methods
- CNC programming
- Fundamental welding
- Safety protocols
- Principles of parts design
- Metallurgy
- Determination of tolerances

Precision Machining Technology graduates work in:
- Manufacturing plants
- Fabrication plants
- Automotive companies
- Small businesses
- Machine shops
- Technical training centers

Program entry requirements:
To see the entrance requirements for this program, please view the pages ahead, and visit www.kvcc.me.edu/prereq
For further questions about the program, please contact Jeff Godin at:

pmt@kvcc.me.edu
or go to:

www.kvcc.me.edu/pmt
**Associate in Applied Science Degree**

**FIRST SEMESTER**

- BPT126 Technical Print Reading and Sketching ............... 3
- CPT117 Software Applications I ................................ 3
- MAT114 Technical Math ........................................ 3
- PMT101* Introduction to Precision Machining ............................ 3
- PMT102* Manual Milling and Turning ................................ 4

**SECOND SEMESTER**

- ENG108 Technical Writing ........................................ 3
- MAT117 College Algebra ......................................... 3
- PMT110* Introduction to Mastercam ................................. 3
- PMT111* Fundamentals of Precision Machining Tech. II ............ 7

**THIRD SEMESTER**

- COM104 Introduction to Communication OR
- COM105 Interpersonal Communication .............................. 3
- MAT218 Trigonometry ............................................ 3
- PMT201* Fundamentals of Precision Machining Tech. III ............ 7

**FOURTH SEMESTER**

- PMT211* Fundamentals of Precision Machining Tech. IV .......... 4
- PMT226* General Education Elective ............................... 3
- PMT226* Humanities Elective ..................................... 3
- PMT226* Social Science Elective .................................. 3

**TOTAL CREDITS** ................................................................ 61

**Certificate**

**FIRST SEMESTER**

- BPT126 Technical Print Reading and Sketching ............... 3
- CPT117 Software Applications I ................................ 3
- MAT114 Technical Math ........................................ 3
- PMT101* Introduction to Precision Machining ............................ 3
- PMT102* Manual Milling and Turning ................................ 4

**SECOND SEMESTER**

- ENG108 Technical Writing ........................................ 3
- MAT117 College Algebra ......................................... 3
- PMT110* Introduction to Mastercam ................................. 3
- PMT111* Fundamentals of Precision Machining Tech. II ............ 7

**TOTAL CREDITS** ................................................................ 32

**Criteria for Graduation**

Students in the Precision Machining Technology program must complete 32 credits for a Certificate and 61 credits for an Associate Degree, achieve a minimum grade of “C” in all core courses (*), and attain a final GPA of 2.0 or higher.
Precision Machining Technology

<table>
<thead>
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<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites (Co-requisites)</th>
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<tbody>
<tr>
<td>WLD101*</td>
<td>Welding I</td>
<td>6</td>
<td>(BPT126, MAT114, SAF101)</td>
</tr>
<tr>
<td>WLD102*</td>
<td>Welding II</td>
<td>6</td>
<td>BPT126, MAT114, SAF101, WLD101</td>
</tr>
</tbody>
</table>

TOTAL CREDITS ........................................... 26

Criteria for Graduation

Students in the Welding Certificate program must complete 26 credits, achieve a minimum grade of “C” in all core courses (*), and attain a final GPA of 2.0 or higher.

Revised: December 15, 2015
DESCRIPTION

The Precision Machining Technology program will offer a two-year Associate in Applied Science degree and a one-year Certificate. The program is designed to prepare non-traditional students for entry level positions along with students wishing to improve their skills in the machine tool industry. Students will be trained in the conventional areas (lathe, mills, drills and grinders), as well as in Computer Numerical Control (CNC). A working knowledge of the machinery’s handbook will provide graduates the knowledge to be contributors in any environment they work. They will also be introduced to metal fabrication, which will include welding and/or sheet metal. The full curriculum will include both technical and general courses necessary for students to successfully compete in the work environment. A laptop computer (other than a Mac) is required for the first and second years.

ADMISSION REQUIREMENTS

Please refer to the General Admission Requirements. Additional admission requirements are as follows:

1. Successful completion of a high school algebra course or the equivalent
2. Successful completion of a high school science course (physics recommended)

PROGRAM MISSION

The Precision Machining Technology program is committed to providing the skills, knowledge, and understanding needed to obtain entry-level employment in the metal-products industry.

The program provides communication skills and the ability to recognize the need for lifelong learning. Using high academic standards in a learning environment that is safe and supportive, the participant is expected to develop the necessary skills for a variety of occupations in the metal trades industry.

EDUCATIONAL OUTCOMES

Upon successful completion of the Precision Machining Technology program, a graduate is expected to:

1. Practice the skills needed to be successful in the metal working industry and to be safety conscious and accountable to himself/herself and the safety of others while expanding his/her knowledge in his/her chosen profession.
2. Communicate clearly and effectively while responding appropriately to a variety of processes common to the precision machining industry.
3. Be able to work with others and think as a team member to solve problems that could affect long-range outcomes of specific projects.
Did you know that Maine is the second leading paper-making state by volume, producing more paper than every other state except Wisconsin? Approximately 4,500 people in Maine are directly employed in pulp and paper manufacturing, earning an average annual salary of more than $70,883, with excellent benefits, in 2014.

The paper industry requires a technologically advanced workforce to remain competitive in the global market and the pulp and paper industry in Maine. This requires future employees to have key skills and technologically-advanced training.

**What Pulp and Paper Technology graduates do:**

- Line supervisors
- Engineering assistants
- Paper machine operators
- Pulping operators

**Students will learn:**

- Fluid power
- Maintenance practices
- Electrical fundamentals
- Paper making
- Instrumentation and control
- Pulping technology
- Process chemistry
- Quality assurance and safety

**Pulp and Paper Technology graduates work in:**

- Paper mills
- Recycled fiber mills
- Pulp operations
- Specialty chemicals
- Mill suppliers

---

“When I started the Pulp and Paper program, I already had a job in the plant. The problem was, I was never going to advance to a leadership position unless I had formalized knowledge and a degree. KVCC helped me expand my knowledge, and prepare me for supervisory positions.”

---

**Program entry requirements:**

To see the entrance requirements for this program, please visit the pages ahead, and visit [www.kvcc.me.edu/prereq](http://www.kvcc.me.edu/prereq)

For further questions about this program, please contact Richard Madore at:

**ppt@kvcc.me.edu**

or go to:

[www.kvcc.me.edu/ppt](http://www.kvcc.me.edu/ppt)
### Pulp & Paper Technology

#### Associate in Applied Science Degree

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites (Co-requisites)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST SEMESTER</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2725</td>
<td>COM105 Interpersonal Communication</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>2725</td>
<td>CPT117 Software Applications I</td>
<td>3</td>
<td>Computer ACCUPLACER score of 76 or greater, CPT018, or permission of instructor</td>
</tr>
<tr>
<td>2725</td>
<td>MAT114 Technical Math</td>
<td>3</td>
<td>Min. Accuplacer arithmetic score of 55</td>
</tr>
<tr>
<td>2725</td>
<td>PPT111* Introduction to Pulp and Paper Technology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>2725</td>
<td>PPT113* Papermaking Processes</td>
<td>3</td>
<td>(PPT111)</td>
</tr>
<tr>
<td>2725</td>
<td>PPT117* Safe Work Practices in Pulp &amp; Paper Industry</td>
<td>3</td>
<td>(PPT111)</td>
</tr>
<tr>
<td><strong>SECOND SEMESTER</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2725</td>
<td>CHE101 Chemical Fundamentals OR</td>
<td>3/4</td>
<td>MAT117 or equivalent mathematical aptitude</td>
</tr>
<tr>
<td>2725</td>
<td>CHE112 General Chemistry I</td>
<td>3/4</td>
<td>MAT117 or equivalent mathematical aptitude</td>
</tr>
<tr>
<td>2725</td>
<td>ENG108 Technical Writing</td>
<td>3</td>
<td>Min. Accuplacer writing score of 74</td>
</tr>
<tr>
<td>2725</td>
<td>ETL101 Electrical Fundamentals I</td>
<td>3</td>
<td>(MAT114 or higher)</td>
</tr>
<tr>
<td>2725</td>
<td>MAT117 College Algebra</td>
<td>3</td>
<td>High school algebra, min. Accuplacer algebra score of 75, or successful completion of MAT031</td>
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<tr>
<td>2725</td>
<td>PPT115* Pulping Technology</td>
<td>3</td>
<td>PPT111 (CHE101 or CHE112)</td>
</tr>
<tr>
<td><strong>THIRD SEMESTER</strong></td>
<td></td>
<td></td>
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<tr>
<td>2725</td>
<td>ECO113 Principles of Economics (Macro)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>2725</td>
<td>ETL103 Electrical Fundamentals II</td>
<td>3</td>
<td>ETL101, MAT114</td>
</tr>
<tr>
<td>2725</td>
<td>PPT116* Maintenance for Pulp &amp; Paper Facilities</td>
<td>3</td>
<td>PPT111</td>
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<tr>
<td>2725</td>
<td>PPT219* Basic Paper Industry Process Chemistry</td>
<td>3</td>
<td>CHE101 or CHE112, PPT111, PPT113, PPT115</td>
</tr>
<tr>
<td>2725</td>
<td>PPT223* Process Instrumentation and Control</td>
<td>3</td>
<td>PPT111, PPT113, PPT115</td>
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<tr>
<td><strong>FOURTH SEMESTER</strong></td>
<td></td>
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<tr>
<td>2725</td>
<td>FLP111 Introduction to Fluid Power</td>
<td>3</td>
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<tr>
<td>2725</td>
<td>PHI110 Introduction to Contemporary Ethics</td>
<td>3</td>
<td>(ENG101)</td>
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<tr>
<td>2725</td>
<td>PPT225* Quality Aspects of Pulp &amp; Paper Manufacture</td>
<td>3</td>
<td>PPT111</td>
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<tr>
<td>2725</td>
<td>PPT227* Understanding Operating Processes</td>
<td>3</td>
<td>PPT111</td>
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<tr>
<td>2725</td>
<td>General Education Elective</td>
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<tr>
<td><strong>TOTAL CREDITS</strong></td>
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<td>63/64</td>
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</tbody>
</table>

#### Certificate

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites (Co-requisites)</th>
</tr>
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<tbody>
<tr>
<td><strong>FIRST SEMESTER</strong></td>
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<tr>
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<td>PPT115* Pulping Technology</td>
<td>3</td>
<td>PPT111 (CHE101 or CHE112)</td>
</tr>
<tr>
<td><strong>TOTAL CREDITS</strong></td>
<td></td>
<td></td>
<td>33/34</td>
</tr>
</tbody>
</table>

All courses are available as online offerings except for CHE112 General Chemistry I (available for on-campus students wanting to take a “live” chemistry course and/or those seeking chemistry credits for transfer).

### Criteria for Graduation

Students must complete a minimum of 33-34 credit hours in the Pulp and Paper Technology program to earn a Certificate and 63-64 credit hours for the Associate in Applied Science Degree. To be awarded either the Certificate or AAS Degree, students must achieve a minimum grade of “C” in all core courses (*) and must attain a final GPA of 2.0 or higher.

Revised: April 18, 2013
DESCRIPTION

The Pulp and Paper Technology Program offers a one-year Certificate and an Associate in Applied Science Degree. The Certificate requires 33 credit hours for completion, and takes one two-semester academic year on a full-time basis. The full degree program, 63 credit hours, requires two academic years (four semesters) for completion on a full-time basis. Many students, however, pursue their Certificates or AAS Degrees using a part-time schedule. First year (Certificate) students receive the fundamentals of pulp and paper technology as well as the basic math, science, and communication skills needed to work effectively in the pulp and paper industry. Other valuable topics include an introduction to computers, electrical fundamentals, paper making, pulping technology, and safety. All Certificate courses are acceptable as the first year of the complete AAS Degree Program. Second year students are provided five more in-depth technology courses including maintenance practices in the industry, process chemistry, quality aspects of pulp and paper manufacture, process instrumentation and control, and advanced process control. Support technology courses are extended to include additional electrical studies as well as an introduction to fluid power, and additional general education courses including economics and contemporary ethics are also required. All Certificate and AAS Degree course are available as online offerings.

ADMISSION REQUIREMENTS

Please refer to the General Admission Requirements. Additional admission requirements are as follows:

1. Successful completion of one year of high school algebra or the equivalent
2. Successful completion of a high school science course (chemistry recommended)

PROGRAM MISSION

The mission of the Kennebec Valley Community College Pulp and Paper Technology Program is to provide the pulp and paper sector of the forest products industry in Maine, New England, and throughout these United States with a globally competitive, technologically advanced workforce. This mission recognizes that the need for better-trained, skilled employees has become critical in staying competitive in today’s global economy. As such, the Program provides graduates with the basic background to be effective employees in the pulp and paper industry or in industries that supply materials and products to the industry. Graduates master the fundamentals of pulp and papermaking, and are qualified to perform as operating and engineering/technical personnel. Specific courses in the curriculum are aimed at making graduates effective communicators, as well as having interpersonal relations skills to work successfully in an industrial environment. Program academic standards are high and are provided in a learning environment that is supportive of student growth and achievement. The combination of these Program attributes places the graduates in an excellent position to attain good, high-paid jobs in the pulp and paper and associated industries.

EDUCATIONAL OUTCOMES

Upon successful completion of the Pulp and Paper Technology Program, the graduate is expected to:

1. Demonstrate competency in basic pulp and paper technologies as well as in math and related, fundamental technology skills.
2. Be able to effectively communicate as well as have the ability to interface and work with peers and supervisors.
3. Be qualified to become quality employees in the pulp and paper or related industries.

CAREER OPPORTUNITIES

Both Certificate and AAS Degree graduates from this program may be considered for employment as operators in the pulp and paper industry, and AAS Degree graduates may also be considered by the industry as candidates for employment as engineering assistants, lab personnel, or line supervisors. Students who are awarded this degree are also qualified to work for companies who supply materials, equipment, specialty chemicals, or services to the pulp and paper industry. Credit transfer opportunities exist for students wishing to pursue baccalaureate degrees in various engineering or environmental fields as well as in human relations aspects of business administration.
The Sustainable Building and Design (Timberframe Carpentry) program provides students with the technical knowledge and hands-on skills needed to gain entry-level employment in timber framing and/or other types of building construction. The program is designed to take a student from start to finish in the design/build process by including computer aided design (CAD), coverage of the range of needs for the building envelope, and hands-on training in the skill of joinery - the heart of timber frame construction.

What Sustainable Building and Design professionals do:

Entry-level timber frame or other building construction positions

Students will learn about:

- Wood science
- Architectural history and restoration
- Shop safety
- Planning and project management
- Blueprint reading
- General building construction methods

Sustainable Building and Design graduates work in/on:

- Forestry
- Wood mills
- Historic preservation
- Housing non-profits
- Town zoning boards
- Project management with contracting firms
- Technical trades (i.e. renewable energy, plumbing, heating, cooling, electrical)

““The AAS in Sustainable Timber Frame Building and Design degree will emphasize specialized carpentry skills related to joinery and fine wood working, linking them with the College’s existing coursework in computer-aided design, energy systems technology, electrical technology, HVAC and related trades.”

Richard Hopper, Ed.D
KVCC President

Program entry requirements:

To see the entrance requirements for this program, please view the pages ahead, and visit www.kvcc.me.edu/prereq

For further questions about the program, please contact Kevin Conley at:

sdb@kvcc.me.edu

or go to:

www.kvcc.me.edu/sdb

Kennebec Valley Community College is an equal opportunity/affirmative action institution and employer.
<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites (Co-requisites)</th>
</tr>
</thead>
<tbody>
<tr>
<td>____</td>
<td>Technical Writing</td>
<td>3</td>
<td>Min. Accuplacer writing score of 74</td>
</tr>
<tr>
<td>____</td>
<td>Technical Math</td>
<td>3</td>
<td>Min. Accuplacer arithmetic score of 55</td>
</tr>
<tr>
<td>____</td>
<td>Safe Work Practices in Timber Framing</td>
<td>3</td>
<td>(MAT114, SDB102)</td>
</tr>
<tr>
<td>____</td>
<td>Framing and Joinery I</td>
<td>5</td>
<td>(MAT114, SDB101)</td>
</tr>
<tr>
<td>____</td>
<td>Wood Science</td>
<td>3</td>
<td>SDB101</td>
</tr>
<tr>
<td>____</td>
<td>Introduction to Communication</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>____</td>
<td>Framing and Joinery II</td>
<td>5</td>
<td>SDB102</td>
</tr>
<tr>
<td>____</td>
<td>Design Studio: CAD/BIM</td>
<td>3</td>
<td>SDB102</td>
</tr>
<tr>
<td>____</td>
<td>Internship I</td>
<td>6</td>
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</tr>
<tr>
<td>____</td>
<td>Structural Design</td>
<td>3</td>
<td>SDB102</td>
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<tr>
<td>____</td>
<td>Building Envelope I</td>
<td>5</td>
<td>SDB102</td>
</tr>
<tr>
<td>____</td>
<td>Site Survey</td>
<td>3</td>
<td>SDB102</td>
</tr>
<tr>
<td>____</td>
<td>Social Sciences Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>____</td>
<td>Architectural History: Restoration</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>____</td>
<td>Small Business Basics</td>
<td>3</td>
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<tr>
<td>____</td>
<td>Building Envelope II</td>
<td>5</td>
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<tr>
<td>____</td>
<td>Internship II</td>
<td>3</td>
<td>SDB106</td>
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</tbody>
</table>

TOTAL CREDITS ..............................................62

Criteria for Graduation

Students must complete 62 credits in the Sustainable Building and Design (Timberframe Carpentry) program and achieve a minimum grade of “C” in all core courses (*). Students must attain a final GPA of 2.0 or higher.
Sustainable Building and Design (Timberframe Carpentry)

PROGRAM DIRECTOR:  Kevin Conley, 207-453-5813

~ Associate in Applied Science Degree ~

DESCRIPTION

The Sustainable Building and Design (Timberframe Carpentry) program will provide students with the technical knowledge and hands-on skills needed to gain entry level employment in timber framing and/or other types of building construction. The program will set the stage for sustainable design and build by covering wood science, architectural history and restoration, planning and project management for new construction. In addition, students will learn about shop safety and safe work practices, blueprint reading, applied math, and general building construction methods. The program is designed to take a student from start-to-finish in the design/build process by including computer aided design (CAD), coverage of the range of needs for the building envelope, and hands-on training in the skill of joinery – the heart of timber frame construction.

A cornerstone of this program is experiential learning in both the joinery laboratory as well as in internships in related businesses. Internships will take place in a joinery / post-and-beam construction work site, or they can be in other businesses related to the construction trades such as forestry, wood mills, project management with contracting firms, historic preservation, housing nonprofits, and town zoning boards. Other opportunities for internships include the technical trades related to the building envelope such as renewable energy, plumbing, heating, cooling, and electrical.

Graduates of the Sustainable Building and Design (Timberframe Carpentry) program will have a comprehensive understanding of the most current sustainable design and build timber framing and conventional building practices. Each cohort will complete a capstone project by building either a campus-based structure or one for the community.

PROGRAM MISSION

The Sustainable Building and Design (Timberframe Carpentry) program provides graduates with the technical background and the manual skills necessary for careers in the building trades; with an emphasis on timber framing. Graduates are critical thinkers and are able to troubleshoot problems in a variety of construction environments. The program provides students with the ability to communicate effectively using standard methods of communication. Recognizing the need for lifelong learning, the program helps students achieve various professional and personal goals that may arise over a lifetime, including the opportunity for transfer to other college and university programs. The program strives to maintain a high academic standard for teaching and learning through a continuous process of self-assessment and improvement. Students are exposed to a learning environment that is safe and supportive of student growth and achievement. Using modern training equipment, innovative teaching methods and highly trained faculty members, the program endeavors to fully prepare students for a variety of building construction occupations.

EDUCATIONAL OUTCOMES

Upon successful completion of the Sustainable Building and Design (Timberframe Carpentry) program, a graduate is expected to:

1. Practice the skills of the profession in a conscientious, responsible, and accountable manner while recognizing the need to continue to expand their technical knowledge and skills.

2. Communicate effectively and listen and respond appropriately to a variety of building construction situations.

3. Think critically and use their acquired analytical skills to solve problems encountered in a building construction environment.
The Trade and Technical Occupations program is a highly individualized program of study that takes into account the nature of the apprenticeship program someone is in. As many as 24 credit hours of academic work can be applied towards this degree from an apprenticeship program experience.

Students build a small portfolio that documents their apprenticeship. Students then take trades and general education classes to complete their degree.

**What Trade and Technical Occupations graduates do:**
Continue work in the trades

**Students will learn:**
- Writing
- Ethics
- Analysis
- Communication
- Trade skills
- Business skills
- Computer applications
- Mathematics
- Professional skills

**Trade and Technical Occupations graduates work in:**
- Trade industries
- Small companies
- Manufacturing plants
- Family businesses
- Construction companies
- Governmental agencies

“I learned about the Technical Trades degree at KVCC and thought that was a great opportunity. Since I am doing this, now I can be a journeyman and a college graduate too. In a few years I will be well-positioned to be a supervisor by experience and by my credentials.”

---

**Program entry requirements:**
To see the entrance requirements for this program, please view the pages ahead, and visit [www.kvcc.me.edu/prereq](http://www.kvcc.me.edu/prereq)
For further questions about the program, please contact Gregory Fletcher at:
tto@kvcc.me.edu
or go to:
[www.kvcc.me.edu/tto](http://www.kvcc.me.edu/tto)
### TRADE & TECHNICAL OCCUPATIONS

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites (Co-requisites)</th>
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</table>

**Associate in Applied Science Degree**

Technical Specialty Courses (Apprenticeship Training)

<table>
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<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
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</tr>
</thead>
</table>

**Related Technical Courses**

Trade and Technical Occupations majors may elect technical courses, in consultation with the Academic Dean or designee, offered by College, provided that prerequisites are met.

<table>
<thead>
<tr>
<th>Course #</th>
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</tr>
</thead>
</table>

**General Education Courses**

Coursework in communication and/or literature; and/or social sciences; and/or humanities; and/or fine arts (12 credits) and coursework in business; and/or mathematics; and/or science (9 credits)

<table>
<thead>
<tr>
<th>Course #</th>
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<th>Credits</th>
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</tr>
</thead>
</table>

**TOTAL REQUIREMENTS** .................................................. 60

Revised: May 6, 2011
COLLEGE CREDITS FOR APPRENTICESHIP TRAINING

Kennebec Valley Community College offers an Associate in Applied Science degree for people in Trade and Technical Occupations. This program is designed to recognize the proficiency of people who are enrolled in, or have completed, a registered apprenticeship program (i.e. journeyperson status).

Women and men who have completed or are currently enrolled in a registered apprenticeship program or a formal program approved by the College may apply and simultaneously complete both their training program and degree requirements.

A registered apprenticeship program is approved by the Maine State Apprenticeship and Training Council or the U.S. Department of Labor, Bureau of Apprenticeship and Training. Interested individuals should contact the Trades and Technology Department Chair at KVCC at 207-453-5115.

ADMISSION REQUIREMENTS

Please refer to the General Admission Requirements. Additional admission requirements are as follows:

• Completed or are currently enrolled in a registered apprenticeship program or a formal program approved by the College.
COURSE DESCRIPTIONS

COURSE DESIGNATIONS
ACC  Accounting
AGR  Agriculture
ANT  Anthropology
ARC  Architecture
ART  Art
ASL  American Sign Language
AST  Astronomy
BIO  Biology
BLD  Building
BPT  Print Reading
BUS  Business Administration
CDM  Career Decision Making
CHE  Chemistry
COM  Communication
CPT  Computers
CUL  Culinary Arts
ECE  Early Childhood Education
ECO  Economics
EDU  Education
ELW  Electrical Lineworker
EMS  Emergency Medical/Paramedic
ENG  English
ENV  Environmental
ETC  Electronics
ETL  Electrical
EXP  Experiential
FLP  Fluid Power
FRE  French
FSN  Food Science
FYE  First Year Experience
GEO  Geography
HAC  Heating and Air Conditioning
HIS  History
HIT  Health Information Technology
HON  Honors Program
HUM  Humanities
INT  Interdisciplinary
MAS  Medical Assisting
MAT  Math
MHT  Medical Assisting
MLT  Medical Lab Technician
MUS  Music
NUR  Nursing
OTS  Occupational Therapy
PHI  Philosophy
PHY  Physics
PLB  Plumbing
PMT  Precision Machining Technology
POL  Political Science
PPT  Pulp & Paper Technology
RAD  Radiography
RMT  Respiratory Therapy
SAF  Safety
SDB  Sustainable Building and Design
SOC  Sociology
SPA  Spanish
WLD  Welding
WSC  Wood Science
(F)  Fine Arts Elective
(H)  Humanities Elective

ACC111 Principles of Accounting I  3 Credits

This first course in accounting is designed as an introductory course. Minimal job-entry skills in accounting are provided for a personal and merchandising enterprise. Everyone who aspires to a position of responsibility in business should have a basic knowledge of the fundamentals of accounting.

ACC112 Principles of Accounting II  3 Credits

This second course in accounting is designed as an introductory course. Job-entry skills for a merchandising enterprise are presented. Accounting for a corporation and partnership are also introduced. The focus will be on the most important accounting procedures as well as how accounting contributes to effective management. Prerequisite: ACC111.

ACC211 Accounting Spreadsheet and Data Base Applications  3 Credits

This course provides the creations, implementation and control of computerized accounting systems using Microsoft Access 2000/XP and Microsoft Excel 2000/XP. Emphasis will be placed on developing, auditing, interpretation and retrieval of information in usable formats as would be expected in a professional accountancy setting. Prerequisites: ACC111 with a grade of “C” or better, CPT117; Co-requisite: ACC112.
ACC212 Computerized Accounting Applications 3 Credits
This course provides computerized application in the setup and maintenance of accounting systems utilizing Peachtree and Quick Books Accounting Software. Prerequisites: ACC111 with a grade of “C” or better, CPT117; Co-requisite: ACC112.

ACC213 Federal Taxation 3 Credits
This course is designed not only to assist the student in proficient tax preparation, but provide an understanding of the present tax law in the setting up and operating of a business.

ACC215 Cost Accounting 3 Credits
Cost accounting provides the student behavioral concepts and techniques as they are applied to manufacturing cost systems of job, process, and standard costing. Analysis of cost data and the uses of cost information are integrated to facilitate problem-solving and the decision making process. Prerequisite: ACC112 with grade of “C” or better.

ACC217 Intermediate Accounting I 3 Credits
This course is designed to bridge the gap between basic accounting practice and the more specialized accounting areas of cost, managerial, and tax. The emphasis is placed upon critical thinking. Prerequisite: ACC112 with grade of “C” or better.

ACC218 Intermediate Accounting II 3 Credits
Intermediate Accounting II continues to bridge the gap between basic accounting principles and intensive application of accounting practice in areas of assets, liabilities, and owner’s equity. Financial accounting standards and concepts are emphasized by using a practical approach to learning and application. Prerequisite: ACC112 with grade of “C” or better.

ACC220 Principles of Payroll Administration 3 Credits
This course is designed to blend a historical perspective on the public policies and laws affecting payroll as well as provide a building-block approach that guides the student from basic principles through the complex applications of payroll. In addition, the course will provide payroll and tax professionals who have three years experience, the training and study materials necessary to sit for the Certified Payroll Professional Exam. Prerequisite: ACC112 with a grade of “C” or better.

ACC222 Capstone Review Course of Accounting Principles 3 Credits
This course guides the student in dealing with ethics, internal control, fraud, and financial statement analysis in the accounting environment requiring them to confront and resolve accounting problems by integrating and applying skills and techniques acquired from previous courses. Will prepare students in developing a personal code of ethics by exploring ethical dilemma and pressures they will face as accountants. The testing practice will prepare the student for the ACAT Comprehensive Examination in Accountancy which is offered electronically. Prerequisites: ACC112, ACC213, ACC215, ACC217 (listed ACC courses with a grade of “C” or better), BUS116, CPT117; Co-requisites: all ACC courses that fall in last semester.

AGR101 Principles of Sustainable Agriculture 3 Credits
This course will introduce students to the philosophies, ecological bases, and practicalities of sustainable farming. Students will gain a firm foundation in the theoretical concepts of sustainable agriculture, but the emphasis of the course will be on the practical tools, techniques, and knowledge necessary to operate a successful small-scale, sustainable farm. Classroom instruction and lecture will be supplemented and reinforced by guest lectures, practical field work on KVCC’s farm, and trips to other local farms, markets, and facilities, where students will learn from farmers and food-system professionals. The course is designed to prepare students for a farm-based internship.

AGR110 Soil Science 4 Credits
This course considers the chemical, physical, and biological properties of soil, as well as the origin, management, and interrelationships of soils to plant growth, and includes a series of practical laboratory exercises providing hands-on experience with soil measurements and information use.

AGR112 Pest Management 3 Credits
This course will emphasize the building and maintaining of healthy soil, plant, and insect biological cycles as the key to pest and disease management. Course content includes study of major pests and diseases including structure, life cycle, and favored hosts; and biological and least toxic methods of chemical control. A problem-based learning project is included.
AGR114 Crop Production 4 Credits
This course includes a study of crop production practices including vegetables. Topics include variety selection, production methods, and record keeping procedures. Upon completion, students should be able to demonstrate a knowledge of crop production appropriate for the growing season.

AGR116 Basic Farm Maintenance 1 Credit
This lab course provides an introduction to the general mechanical and welding skills that are required in a successful farm operation. The course content will include the fundamentals of oxy-fuel gas welding, shield arc welding and small engine maintenance. Principles of safety will be applied throughout the course.

AGR124 Summer Internship 3 Credits
The agriculture internship is a field-based learning experience designed to provide the student with goal-related, supervised, evaluated academic experiences in a work environment applicable to a career in agriculture or a related field. The internship provides opportunities to apply skills, concepts and theories about agriculture in a practical context. The student intern, internship supervisor, and course coordinator will develop an individualized internship plan that will include measurable learning objectives. Students may complete the internship on the KVCC farm or at an approved external site. Prerequisites: minimum grade of “C” in AGR114 and BIO107.

AGR221 Advanced Crop Production 3 Credits
This course provides students with structured practical experience in managing the complexities of crop production. Emphasis is placed on crop management skills and decision making associated with production-related operations such as cover crop management, irrigation, and post-harvest handling and marketing. Upon completion, students should be able to create and implement a crop management plan and demonstrate competency in the selection and efficient use of tools and equipment. Students will create SOPs and crop plans. Prerequisite: minimum grade of “C” in AGR114.

AGR225 Farm Infrastructure I 3 Credits
This course will provide students with the basics of farm planning. Activities include mapping of present facilities, evaluating how useful they are, and planning to improve economic, labor, and aesthetic values. Topics in this course will include regulations, space requirements, ventilation, insulation, utilities and operating costs. Emphasis will be placed on troubleshooting and problem solving the various issues that arise in farming operations. This is the first course in a two course series for creating a farm infrastructure plan, an integral part of economic and business planning required to run a successful farming operation. Prerequisite: MAT114.

AGR232 Animal Selection and Breeding 3 Credits
This course is an introduction to the concepts and practices for selection, breeding, and genetics of domestic animals and livestock. Topics include genetics, types of matings, animal selection, hybrid vigor, pedigree, animal reproductive systems, and principles of artificial insemination and pregnancy testing.

AGR234 Animal Nutrition 3 Credits
This course in an introduction to the basic principles of animal nutrition. Topics include the classification and function of nutrients, digestive processes, absorption and utilization of nutrients, characterization of feedstuffs, and the consequences of a deficiency, imbalance, or excess in the diet. Students will study the nutrient requirements and feeding standards for reproduction, lactation, growth, work, and maintenance of livestock and companion animals. Prerequisite: BIO107 or permission of instructor.

AGR230 Sustainable Livestock Management 3 Credits
This course covers the integration of livestock as part of a sustainable farming system. Emphasis will be placed on small-scale production of livestock and pasture management. Topics included are appropriate breed selection, nutrition and living requirements for livestock such as goats, hogs, sheep, poultry, and bees. Prerequisite: minimum grade of “C” in BIO107.

AGR235 Farm Infrastructure II 3 Credits
This capstone course is the second course in a two-course series for creating a farm infrastructure plan, an integral part of economic and business planning required to run a successful farming operation. Farm planning activities will include mapping of present facilities, evaluating how useful they are, and planning to improve economic, labor, and aesthetic values. Topics in this course will include regulations, space requirements, ventilation, insulation, utilities and operating costs. Emphasis will be placed on troubleshooting and problem solving the various issues that arise in farming operations.
ANT101 Introduction to Cultural Anthropology 3 Credits

Anthropology raises questions about the meaning and purpose of societies by exploring the differences, similarities, and connections that exist among people and cultures around the world. This course brings attention to debates and topics that contribute to the anthropological perspective, including the degree to which reality is socially constructed, the meaning of culture, and the practice of understanding behavior and events from one's own economic, political, historical, and cultural context. Throughout the semester we will study how people make sense of and organize their worlds through an investigation of topics such as family and kinship; race, class, gender, and sexuality; religion and ritual; politics and economics; and the environment. Prerequisite: ENG101 or permission of instructor.

ARC101 Architectural History: Restoration 3 Credits

This course will provide a historical overview of American residential and farm architecture, adaptive re-use, historic materials, construction techniques, tools, and building systems.

ART111 Ceramics I (F) 3 Credits

This course is an introduction to the tools, processes and aesthetics of ceramics. Students will have hands-on experience with clay using three-dimensional techniques, and additive and subtractive sculptural processes. Course activities will also include an introduction to the history of ceramics through discussions and readings.

ART112 Art Appreciation: Perspectives on Art (F) (H) 3 Credits

The premise of this course is that understanding and experiencing the arts is crucial to becoming a healthy and productive human being. All individuals are creative in some way, and by being exposed to various art forms each student's natural abilities will be allowed to emerge. Course activities will include an introduction to the history of art through lectures, reading, writing, discussions, and testing. Appreciation and understanding of art will be encouraged through field trips to museums, galleries, and artists' studios when feasible. Experience of art will be fostered through individual and collaborative projects. Co-requisite: ENG101.

ART114 Drawing Techniques (F) 3 Credits

This course is an introduction to various drawing techniques. Subjects will include: still life, figure, and landscape. Slides, samples, or copies will be shown to provide students with examples of the various techniques including: pencil, charcoal, pen, ink, wash, and pastel. Drawings will be made in class and a sketchbook of drawings made outside of class. “Learning to draw is really a matter of learning to see...”–Kimon Nicoliades. The basic skill needed for drawing is coordination between the eye and the hand. Whether working from life or from the imagination, drawing involves both visual and motor skills. The appreciation of good drawing is seeing, seeing, seeing. The basis of good drawing is practice, practice, practice.

ART131 Introduction to Theatre (F) (H) 3 Credits

By working in the studio as well as the classroom, students will learn about the diversity and scope of live theatrical performance. Students will connect with the theatre in a variety of ways. As respondents, they will view live performances and write response papers. As scholars, they will read key dramatic texts and learn their cultural and historical contexts. As performing artists, they will engage in exercises, working individually and in teams. They will critique each other’s work and reflect on their own creative process. Students will be expected to devote time outside of class to attend performances and to rehearse for presentation of their creative work publicly at the mid-term and during finals. Co-requisite: ENG101.

ART206 Advanced Topics in Art (F) (H) 3 Credits

This course offers an in-depth exploration of various aspects of art including hands-on (such as drawing, painting, sculpture, printmaking, graphic design, clay, photography, book arts, etc.) and advanced art history. Courses may be offered on-site or at other facilities and/or artists’ studios. Topics will be changed each semester. Prerequisite: ENG101, any 100-level art course, or permission of instructor.

ART211 Ceramics II (F) 3 Credits

Building on principles and techniques encountered in Ceramics I, this course introduces building aesthetic and technical skills through advanced hand building and beginning throwing techniques. The objective of this course is to broaden the knowledge, skills and sensibilities in working with the ceramic medium. The course will introduce students to the various advanced techniques and concepts of using clay for creative expression. Students are expected to further develop their skills in various advanced forming methods, as well as beginning throwing on the wheel. This course will increase...
sensitivity to the materials, to aesthetic design, and further aid development of individual and imaginative use of the materials. Prerequisite: ART111.

**ASL106 American Sign Language I (H) 3 Credits**

This basic course in American Sign Language provides a core vocabulary of approximately 450 signs, a sign language syntax, manual alphabet, idioms, and mime. Emphasis will be placed equally on expressive and receptive skills and the ability to communicate using visual vernacular techniques. The relationship between American Sign Language and the role of deaf culture as each relates to a deaf person’s sense of self-esteem and value in the larger culture of American society will be studied.

**ASL107 American Sign Language II (H) 3 Credits**

This course is for students with some basic introduction to ASL and is a continuation of American Sign Language I. It is designed to develop further communicative competencies in the language beyond the basic level with emphasis on ASL grammar and deaf culture. This Level II course will build on these basic skills learned in ASL106 - American Sign Language I, maturing them through use and commitment to building a more extensive working vocabulary. The relationship between American Sign Language and the role of deaf culture as each relates to a deaf person’s sense of self-esteem and value in the larger culture of American society will be studied in great depth. Prerequisite: ASL106 or permission of instructor.

**ASL206 American Sign Language III (H) 3 Credits**

This course is a continuation of the skill areas of American Sign Language I and II, further developing both expressive and receptive skills. Vocabulary and fluency will be increased at an advanced level in ASL and finger spelling. Opportunities to practice signing through interaction with the deaf community will be provided. During the last weeks of the semester, students will be encouraged to communicate in sign language only, without use of voice. Adaptive sign language for special populations will be introduced. Prerequisite: ASL107 or permission of instructor.

**AST111 Introductory Astronomy 4 Credits**

This course provides an introductory survey course of astronomy. Topics include: celestial motion, the history of astronomy, backyard observations, telescopes, the solar system and the planets, the sun, stars and their evolution, galaxies, cosmology and the origin of the universe. Laboratory activities and observing sessions supplement classroom lectures. Prerequisite: MAT117.

**BIO101 Biology I 4 Credits**

This course is an introduction to the basic concepts of molecular and cellular biology. Topics include: cell structure, cell physiology, inheritance, genetics and evolution. The laboratory will introduce basic experimental techniques and activities that reinforce the concepts introduced in lecture. Students must meet one of the following prerequisites: successful completion of a high school or adult education biology (within the past 5 years), satisfactory performance on the departmental placement test, or permission of instructor.

**BIO102 Biology II 4 Credits**

This course discusses the biology of plants and animals. Systematic, plant and animal life processes, adaptations, evolution, population dynamics, communities, and ecology will be included in the discussions. The laboratory will include experimentation, dissection, and problem solving. Prerequisite: minimum grade of “C” in BIO101 or equivalent.

**BIO105 General Ecology 4 Credits**

This course will introduce learners to the scientific field of ecology. Participants in this course will study ecological principles of the earth, atmosphere, soils and water, and how these elements influence organic life forms. Students will also learn about the various realms of ecological study, including plant and animal ecology, physiological ecology, and population and ecosystem ecology. Students will study how plants and animals adapt to changes in their environments, and their interactions with one another within populations and communities. Lastly, students will use comparative ecosystem ecology to examine the numerous ecosystem types on the planet. Weekly laboratories will compliment lecture topics and may include field trips, case studies, guest speakers, and laboratory analysis. Prerequisite: High school biology and chemistry, or permission of instructor.

**BIO106 Introduction to Marine Biology 4 Credits**

This introductory course will explore the physics, chemistry, and geology of the marine environment and its influence on the ecology of marine organisms. Students will be introduced to ocean’s biotic diversity and marine habitats with emphasis on organisms found the Gulf of Maine. Four field trips will be included: Maine State Aquarium and Whale
Watch from Boothbay Harbor, a canoe tour of Scarborough Marsh (Maine Audubon), intertidal habitats at Schoodic Point (Acadia National Park) and a half-day research cruise and laboratory class at the University of Maine Darling Center.

**BIO107 Animal Science**

This is a course in basic principles of animal physiology, anatomy, genetics, and disease and the importance of these principles to animal agriculture. Topics include farm animal breeds and breeding, effect of management conditions on animal health, production methods, including slaughter, processing and marketing, the importance of animal agriculture to human food supply and global economics, and ethical issues in farm animal care.

**BIO108 Plant Science**

A comprehensive introduction to plant science covering plant physiology, biochemistry, and genetics as well as the major environmental factors that affect plants. Manipulation of plants by various techniques of propagation, both sexual and asexual, is introduced.

**BIO115 Human Biology**

This combination lecture/laboratory course introduces students to the basic concepts and principles of biology through studies of the human organism. Students will gain an understanding of how the human body functions by studying each organ system that comprises the human body. This course will give students a perspective of how the human body maintains homeostasis through the interaction of organ system functions. Current topics in health sciences, nutrition, biology, and medicine will be discussed as they pertain to specific organ systems.

**BIO119 Survey of Anatomy and Physiology**

This combination lecture/laboratory course is designed to introduce students to the relationship between structure and function of body systems and the mechanisms by which homeostasis is maintained within each system. Prerequisite: Successful completion of a high school or adult education biology (within the past 5 years), or permission of instructor.

**BIO125 First Year Seminar**

Students will explore general science educational and career opportunities. Through readings, discussions, guest lectures and activities, each student will develop a personal academic plan to achieve their individual health career goal. Students will be introduced to skills and strategies necessary for a successful college experience.

**BIO213 Anatomy & Physiology I**

This course is an introduction to the basic concepts of human anatomy and physiology. Lecture topics include: cells, integumentary system, skeletal system, muscular system and nervous system. Laboratory activities will include biochemical analysis, histology, gross anatomy identification, and physiological studies. Prerequisite: Minimum Accuplacer reading score of 80 or completion of LEAP seminar or successful completion of a college level laboratory science course.

**BIO214 Anatomy & Physiology II**

This course is an introduction to the basic concepts of human anatomy and physiology. Lecture topics include: nervous system, endocrine system, cardiovascular system, lymphatic system, respiratory system, digestive system, urinary system, and reproductive systems. Laboratory activities will include biochemical analysis, histology, gross anatomy identification, and physiological studies. Prerequisite: Minimum grade of “C” in BIO213 or equivalent.

**BIO216 Pathophysiology and Principles of Pharmacology for the Health Professional**

This course will examine the fundamentals of pathophysiology as it is manifested within each body system. It will include pathogenesis, etiology, clinical manifestations, current diagnostics, and pharmacological and other treatment modalities. Case histories will be used to introduce students to differential diagnosis. Prerequisites: BIO119 and MAS102 or BIO214, or permission of instructor.

**BIO219 Microbiology**

This course applies the basic principles of biology to microorganisms. Students will compare the structure and function of procaryotes, eukaryotes and viruses. Other topics will include antimicrobial therapy and immunity. The laboratory activities will include cultivation techniques, microscopy, biochemical assays, immunoassays and identification. Prerequisite: BIO101 or BIO214 or permission of instructor.
BIO234 Introduction to Biochemistry and Molecular Biology 4 Credits
This course introduces the molecular biology and biochemistry of a cell. Lecture topics include: proteins and enzymes, metabolism and energy production, gene expression and control, membrane structure and transport, signal transduction mechanisms, and the cell life cycle. The student will learn basic laboratory techniques used in molecular biology and biochemistry. Prerequisites: Minimum grade of “C” in BIO101 and CHE112 or equivalent.

BLD101 Framing and Joinery I 5 Credits
This course will cover basic building design, drawings, codes, shape and roofline, wall and roof framing, layout techniques, tool use and sharpening, joinery cutting methods and choices. The emphasis for this course will be on using hand tools to perform woodworking practices. Safe work practices will be stressed at all times. Co-requisites: MAT114, TIM101.

BPT125 Construction Print Reading 3 Credits
This course will provide the student with the technical knowledge necessary to interpret residential and light commercial building construction blueprints. Emphasis will be placed on print reading fundamentals, construction materials, and construction techniques for residential and commercial buildings.

BPT126 Technical Print Reading & Sketching 3 Credits
This technical drawing course will present the student with skills associated with the principles of reading and interpreting engineering and manufacturing prints. Topics include reproduction/control of prints, orthographic and pictorial representations, use of scales, line identification, U.S. and S.I. (metric) dimensioning, tolerances, thread notes and specifications, sectional views, auxiliary views, precision measuring instruments, and trade symbols/diagrams.

BPT127 Print Reading for Welders 3 Credits
This course will cover the skills needed to read and interpret welding prints and engineering drawings. Topics covered include the terms and abbreviations used in the welding trades; object views, lines, and dimensions; welding symbols; structural shapes; measuring devices; welding prints; welding detail drawings; and dimensions and materials.

BUS113 Marketing 3 Credits
This course will present an overview of the complete range of marketing activities and the role of marketing in our economic and social structure. Attention will be given to the planning, pricing, distribution, and promotion of goods and services to consumer and industrial markets.

BUS115 Principles of Management 3 Credits
Analysis is focused upon the management techniques of organizing, MBO, planning, staffing, controlling, directing, communicating, motivation and quality assurance. The impact of these processes upon effective interpersonal relations will be highlighted.

BUS116 Business Law 3 Credits
A basic law course designed to introduce points of law for contracts, commercial paper, sale of personal and real property, agency and employment, secured transactions and business organization. Legal principles are illustrated through the use of practical cases and examples.

BUS118 Legal Aspects of Business Information Systems 3 Credits
This course focuses on the legal issues surrounding the use of computer-stored information, software, and the Internet. Topics will include such issues as US and international jurisdiction, computer security, intellectual property, electronic commerce, information privacy, freedom of expression, and cybercrime. Topics included are the review of applicable federal and state legislation as applied to compliance of standards such as those found in HIPAA, Sarbanes Oxley, FISMA, SOPA, net neutrality, and FIPS 200, as well as other selected international compliance standards.

BUS119 Integrated Marketing Communications 3 Credits
This course is designed to introduce the student to the various methods of marketing communications from traditional to digital tools. Topics examined will include the marketing communications planning process, advertising tools, digital marketing, alternative marketing, promotional tools, and ethics and regulations related to the integrated marketing communications process.
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**BUS125 Introduction to E-Commerce**

This course is designed for individuals who would like to have more adept Internet skills as well as the small business owner who would like to understand more about e-commerce. The course will cover three major topics: 1) Finding the information and resources you need on the Internet. 2) Making yourself known and found on the Internet. 3) Creating small business web pages. Content will include web page browsing, e-mail applications, listserves, FTP access, newsgroups, and forums.

**BUS203 Business Systems Integration**

This course provides an overview of business systems, their alignment with organizational needs, and the integration with transaction processing and reporting systems. The course includes describing the purpose, functions, components and applications of transaction processing, management reporting systems in private and public organizations, as well as the policies for information resource management. **Prerequisite:** CPT126.

**BUS205 Data Systems Analysis**

This course is an overview of the system development life cycle. The class emphasizes documentation through the use of both classical and structured tools/techniques for describing process flows, data flows, data structures, file designs, input and output designs and program specifications. The course will include discussion of the information gathering and reporting activities, and of the transition from analysis to design. **Prerequisite:** CPT126.

**BUS208 Project Management**

This course covers the manner in which a system project is planned, scheduled, and controlled during the project’s life. The use of project management techniques such as PERT (Project Evaluation and Review Technique) and Gantt charts will be examined in depth as well as other techniques of planning, scheduling, and controlling projects. **Prerequisite:** BUS203.

**BUS210 Database Design and Management**

This course introduces the student to the process of database development, including data modeling, database design, and database implementation. Students identify basic interactive SQL for both data definition and queries. Students practice design skills by developing a small database project. In addition, students will be introduced to user interface design and how it relates to their database project with the focus on user’s experience and interaction. **Prerequisite:** BUS205.

**BUS212 Interactive User Interface Design**

This course provides a survey of the user interface theories, guidelines, and principles relevant to the design and use of information systems. In addition, the course will introduce database management systems that interact with the user. The goal of the course is for the student to follow the complete systems development life cycle in analyzing, designing, developing, implementing, and evaluating an interactive user interface. **Prerequisites:** BUS203 and CPT207.

**BUS214 Information Systems Security**

A survey course relating to the establishment and maintenance of a practical information security program. The security implications of databases, telecommunications systems, and software are examined as well as the techniques to assess risks and to discover abuses of systems. **Prerequisites:** BUS118 and BUS203.

**BUS216 Small Business Basics**

This course introduces the fundamentals of small business management to include business organization, financial planning, marketing, human resources, accounting, insurance, and legal issues. Additional topics covered that are specific to a timber frame business include communicating with clients, yard management, and record keeping.

**BUS218 The Entrepreneur's Guide to Small Business Management**

This course introduces the fundamentals of small business management to include business organization, financial planning, marketing, human resources, accounting and financial controls, global economy, insurance and legal issues. Additionally, through active participation in all the aspects of the course, class members will have the opportunity to further develop their management, team building, and communication skills. **Prerequisite:** ACC112 or permission of instructor.

**BUS232 Agricultural Marketing**

This course covers basic marketing principles for agricultural products. Topics include buying, selling, processing, standardizing, grading, storing, and marketing. Students will construct a marketing plan for an agricultural product. **Prerequisite:** “C” or better in BUS119.
BUS234 Agribusiness 3 Credits
This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Students should be able to write and implement a viable business plan and seek funding. Prerequisite: “C” or better in BUS115.

BUS250 Virtual Office Simulation/Internship 3 Credits
Students will work collaboratively with students from the other business options in a simulated office environment to include the “Virtual Office” and incorporated internship program. This course will include an assessment of core skills in the areas of communication, diligence, responsibility, critical thinking, and technical proficiency. Prerequisite: Students must have completed 30 credits of their Business Administration option.

CDM010 Career Decision Making 1 Credit
This course is designed to introduce a comprehensive approach to the three steps in career decision making. Personality assessments, career interest assessments, career resources, and computer career software will be introduced and discussed. Each student will complete the class with a personal and realistic career and educational plan. Students do not receive associate degree credit for this course, but its credit can be used for financial aid.

CHE101 Chemical Fundamentals I 3 Credits
This is an introduction to the basic principles of chemistry. Topics include: atomic structure, chemical reactions, stoichiometry, states and properties of matter, acids and bases, chemical equilibrium, and organic chemistry. Co-requisite: MAT117 or equivalent mathematical aptitude.

CHE112 General Chemistry I 4 Credits
This is an introduction to the basic principles of chemistry. Topics include: atomic structure, chemical reactions, stoichiometry, states and properties of matter, acids and bases, chemical equilibrium, and organic chemistry. The laboratory portion of this course introduces basic experimental techniques and activities to reinforce the concepts introduced in lecture. Co-requisite: MAT117 or equivalent mathematical aptitude.

CHE113 Introduction to Biochemistry 3 Credits
This course is an introduction to the basic concepts of general chemistry and biochemistry. Emphasis will be placed on the major metabolic pathways, mechanisms of enzyme action, bioenergetics, and the role of regulatory substances in the human body. High school or adult education chemistry is recommended.

CHE115 General Chemistry II 4 Credits
This course is a continuation of Chemistry I. Topics include: chemical equilibrium, thermodynamic equilibrium, electrochemistry, organic chemistry, and an introduction to biochemistry. The laboratory portion of this course introduces basic experimental techniques and activities to reinforce the concepts introduced in lecture. Prerequisite: Minimum grade of “C” in CHE112.

CHE201 Organic Chemistry I 4 Credits
This course is an introduction to the chemistry of carbon-containing compounds. It provides fundamentals of modern organic chemistry with an emphasis on chemical bonding, stereochemistry, and reaction mechanisms. This course focuses on development of critical thinking and problem solving strategies, and the experimental know-how and laboratory skills. Laboratory activities include microscale lab techniques, modern analytical instrumentation, as well as computation technology. Prerequisite: CHE115.

CHE212 Organic Chemistry II 4 Credits
This combination lecture/laboratory course is a continuation of CHE201 with a more extensive investigation of the principal categories of organic reactions. Topics include structure determination, spectroscopy, and stereochemistry, structures and fundamental chemical reactions of lipids, carbohydrates, proteins and nucleic acids. Laboratories apply the skills developed by working with model compounds in CHE201 to the synthesis of the desired target molecules. Prerequisite: minimum grade of “C” in CHE201.

COM104 Introduction to Communication 3 Credits
This course explores the way individuals make and share meaning by focusing on the communication process, its cultural roots and implications, and various types of communication including intrapersonal, interpersonal, small group, public, mass, and intercultural. Special emphasis is given to developing public speaking skills by learning and practicing
informational and persuasive speech composition and delivery.

**COM105 Interpersonal Communication 3 Credits**
This course explores the process through which people create and manage their relationships, exercising mutual responsibility in creating meaning. Focus of the course will be on concepts, skills and contexts. Course content will include perception, self-concept, verbal and nonverbal communication, conversations, listening, responding with understanding, self disclosure and feedback, ethical considerations, assertiveness, managing conflict, computer mediated communication, communication in the workplace and communication in intimate relationships with friends, spouses, and family.

**COM203 Public Communication 3 Credits**
This course is a continuation of the public communication objectives from COM104 *Introduction to Communication*. Through practice and theory, the goal is to provide students with the opportunity to further knowledge and skill development surrounding making and sharing meaning in the public communication context. Students will be given the opportunity to analyze, compose and deliver speeches. Prerequisites: COM104 and ENG101.

**CPT017 Basic Personal Computing 1 Credit**
This course introduces the basic operation of the computer to include computer vocabulary, disk management, data entry, storage, memory, Windows applications, retrieval, interpretation of output, and identification of types of languages. Skills to be developed include operating systems and word processing.

**CPT018 Introduction to Computer Essentials and Online Learning 2 Credits**
This eight-week course introduces the basic operation of a personal computer to include vocabulary, disk management, data entry, data storage, and types of memory. An introduction to Windows, Microsoft Office Suite and several classroom management systems (Moodle, Sakai, and Blackboard) will also be covered. This course is taught in a hybrid format with at least 40% of the contact hours requiring in-class instruction. The online portion of this course is taught using Blackboard.

**CPT101 Introduction to Computer Information Systems 3 Credits**
This course introduces students to the term “computer science” using a variety of methods. Topics included are software development, ethics, philosophy, and mathematical modeling to gain a better understanding of how computers operate and run applications. Through readings and discussion students will examine the evolution of society to the digital age and how it continues to affect the world. Students will become familiar with a programming language which will be used to develop analytical and logical skills as a basis for successful programming.

**CPT102 Geographic Information Systems I 3 Credits**
Geographic Information Systems (GIS) are computer-based systems used to collect, store and analyze geographic information. This introductory course in GIS is designed to provide basic knowledge of GIS theories and applications. Mathematical concepts and methods involved in this course include using geographic and Cartesian coordinate systems, analysis of basic statistical data, and construction of maps and charts using computer software. In addition, mathematical and computer concepts and methods underlie our study of remote sensing, geographic information systems, and computer cartography.

**CPT103 Geographic Information Systems II 3 Credits**
This unit aims to develop an understanding of raster-based approaches to GIS and related areas of image processing in remote sensing. Topics covered include raster data models and data compression techniques, raster GIS and cartographic modeling, imaging systems and image processing, geometric correction techniques, and GIS/remote sensing integration in the raster domain. Prerequisite: Minimum grade of “C” in CPT102.

**CPT117 Software Applications I 3 Credits**
This course will introduce students to concepts in the following application software: Microsoft Word (word processing), Excel (spreadsheets), and PowerPoint (computerized presentations). Students will complete projects at the basic and intermediate skill level, which will benefit students as they progress through college and beyond. Students must pass one or two competency exams for each application for successful completion of the course. Prerequisite: Computer ACCUPLACER score of 76 or greater, CPT018, or permission of instructor.
CPT119 Visual Basic 3 Credits
This course emphasizes methods of problem-solving to analyze and transform a given problem to its computer solution using Visual Basic. Visual Basic is an object-oriented/event-driven programming language that is easy enough for non-programmers to use, yet sophisticated enough to be used by professional programmers. Students will learn to include standard Windows objects such as buttons, list boxes, scroll bars, and icons on Windows applications. Once the objects are created, the programmer then concentrates on writing the specific instructions telling how each object should respond to a user click.

CPT120 Web Programming 3 Credits
Students will be introduced to the Internet and the World Wide Web Internet services. Students will be introduced to Web servers and browsers and investigate resources on the Web. The course will include sections on HTML, images and graphics, multimedia resources, conversion tools, JavaScript, and a general overview of the CGI facility.

CPT121 Software Applications II 3 Credits
This course is designed to enhance students’ knowledge of word processing and spreadsheets and to develop students’ skills in database applications using the latest version of Microsoft Office. Prerequisite: Minimum grade of “C” in CPT117.

CPT123 Advanced Programming Applications 3 Credits
This course expands the student’s programming capability through program construct and application key words using Visual Basic 6.0. Emphasis is on extended capacities for complex programming language to solve system programming problems. Students will develop programming skills and techniques while working in a project-oriented environment. Prerequisite: Minimum grade of “C” in CPT119.

CPT126 Introduction to Digital Literacy 3 Credits
This is an introductory course that emphasizes digital literacy fundamentals, explaining the various components that make up computer systems and networks. An examination of how these systems are used in business and overall society will be presented. Topics will include identification and assessment of computer hardware/software, mobile and digital devices, storing and securing information, and effective Internet usage.

CPT128 Fundamentals of Network Administration 3 Credits
This is an introductory course that emphasizes networking fundamentals, explaining the software and hardware that makes networking possible. A brief introduction to networking history provides context, explaining how networks have become so important to business and individuals. Topics will include TCP/IP protocol suite, the OSI Model, network topologies, structured cabling, WAN architecture and remote connectivity, fiber optic systems, voice/video over IP, and wireless systems. Prerequisite: CPT126.

CPT140 Computer Aided Design I 3 Credits
Computer Aided Design I is a foundational course to teach the commonly used features of CAD systems. Students will be introduced to two-dimensional drafting commands and dimensioning, drawing setup, and plotting. Assignments will consist of mechanical, architectural, and electrical drawings types. Also discussed will be the limitations of 2-D CAD, CAD naming conventions, and file management techniques. Co-requisites: MAT117, BPT125 or BPT126.

CPT201 Remote Sensing and Image Analysis 3 Credits
This course covers advanced geographic information systems functions and applications. Fundamental graphics topics include spatial analysis, geostatistical analysis, 3-D modeling with 3D Analyst, and advanced vector/raster modeling. Remote Sensing and the collection, creation and manipulation of public data from various sources will also be covered.

CPT203 Fundamentals Of Global Positioning Systems 3 Credits
This course will introduce the Global Positioning System (GPS), including the conceptual basis for GPS and hands-on operation of the technology, including computer interfaces, GIS software, and real-world applications.

CPT204 GIS Programming With VBA 3 Credits
With ArcObjects, you can create your own menus, automate tasks with tools and scripts, create custom applications, and define custom feature classes for use with ArcGIS. In this course, we will introduce you to the fundamentals of Microsoft® Visual Basic® for Applications (VBA) and will then apply that to ArcObjects showing you how to execute commands, work with map layers and features, and automate tasks. Prerequisites: Minimum grade of “C” in CPT103.
CPT207 Network Design and Management 3 Credits
This course covers implementation and administration of enterprise networking and distributed applications. Included in the course will be readings and case studies on middleware, network architecture for distributed applications, network integrity, security, and selected technologies to support enterprise systems. Prerequisites: CPT126 and CPT128.

CPT220 XML Programming 3 Credits
This course will provide you with an introduction to and hands-on experience with the Extensible Markup Language (XML), its components (DTDs, Schemas, XSLT, XLink, CSS, DSO), and several common XML applications (XHTML, VML, SMIL, MathML, WML, 3DML). Through readings, lab projects, tests, and a comprehensive portfolio of interrelated documents that incorporate XML and all of its associated applications, the student will have the opportunity to gain a thorough grounding in this emerging technology. Prerequisite: Minimum grade of “C” in CPT120.

CPT222 Introduction to Computer Networking 3 Credits
This course introduces students to the basic concepts of data communications, networking, and connectivity. Students will learn how to design, implement, and manage an Internetwork infrastructure. Prerequisite: Minimum grade of “C” in CPT117 or equivalent.

CPT224 Internship 3 Credits
Students work with a public agency, private firm, municipality, nonprofit organization, or researcher using geospatial technology to complete a clearly defined project. At the course’s conclusion, students submit a portfolio including a log, samples of the work completed, and an evaluation from the on-site supervisor. Prerequisite: Successful completion of all major coursework; Co-requisite: The student must be in final semester of program.

CPT226 Cobol 3 Credits
This course emphasizes methods of problem-solving and programming in a business environment. Students will learn the importance of user driven systems and how it applies to industry and education. The student will use Micro Focus NET Express for Windows.

CPT227 C++ 3 Credits
Students will gain the skills necessary to create applications in the C++ environment. They will go beyond writing traditional C and C++ codes and explore its underlying structure and syntax in the Visual C++ environment. With a step-by-step methodology and real-world cases, students will master building C++ applications from the ground up. Prerequisite: Minimum grade of “C” in CPT101 or permission of instructor.

CPT228 Game Design 3 Credits
This course is designed to develop skills in the C++ programming language for games and simulations. This course will also examine real-world C++ development issues while utilizing standard game libraries. Other topics include interfaces, exceptions, file access, and random numbers; and creating basic game or simulation frameworks building upon C++ knowledge. Prerequisite: Minimum grade of “C” in CPT119 and CPT227, or permission of instructor.

CPT230 Database Design and Management 3 Credits
This course examines data structures, file organizations, concepts and principles of database management systems (DBMS), data analysis, database design, data modeling, database management and database implementation. More specifically, it introduces hierarchical, network and relational data models, entity-relationship modeling, the Structured Query Language (SQL), data normalization and database design.

CPT231 Mobile Application Development 3 Credits
This course introduces students to the world of multimedia. Students will learn how to create and manipulate objects, develop screen designs, and begin to build multimedia applications that incorporate graphics, animation, audio, and video. This interactive environment is one of the key features in multimedia. Students will further develop their programming skills by using them in multimedia through use of the Actionscript language. Programming concepts include style, variables, properties, control structures, functions, and message handlers. Students will learn through text exercises and projects. Students will use Adobe Flash. Prerequisite: Minimum grade of “C” in CPT101 or permission of instructor.

CPT232 Multimedia Internet Design 3 Credits
This advanced course will demonstrate through hands-on-learning how to relate software application use to actual technical projects. Students will create projects using photo software, graphic software, and drawing tools. Course
content will focus on understanding copyright laws, preparing visual and sound design, preplanning production, and editing using actual business projects to be completed and evaluated. Students will develop Multimedia projects and apply these to the World Wide Web by creating Web pages. Prerequisite: Minimum grade of “C” in CPT117, or permission of instructor.

CPT233 Active Server Pages 3 Credits

Web-Database Integration is one of the core skills of eCommerce web development. This course explores one possible integration solution, Microsoft’s Active Server Pages (ASP) technology. ASP is becoming increasingly popular as a web-database integration tool for developers using MS Internet Information Server (IIS) and either MS Access or MS SQL Server database management systems. In this course, students will gain a sophisticated command of ASP as a web-database integration tool and will develop a small eCommerce product catalog using ASP. Prerequisites: Minimum grade of “C” in CPT119 and CPT120 or permission of instructor.

CPT236 Java Programming 3 Credits

This course will cover the fundamentals of software development using the Java Language. The process of software development will be discussed to include: designing, writing the source code, compiling, linking, executing, and debugging. Data types, arithmetic/logical expressions, debugging, looping, branching, modularization, static and dynamic memory allocation, classes and objects will be discussed and practiced in class projects. Prerequisite: Minimum grade of “C” in CPT101 or permission of instructor.

CPT237 Hardware Management 3 Credits

This theory/lab course is designed to examine computer hardware design and configurations in preparation for the A+ Certification Core exam. Each student will build, install operating systems, test, and troubleshoot a personal computer (PC) throughout the course. Topics such as motherboards, storage devices, I/Os, disk drives, multimedia, CD-ROMs, monitors, local area networks, and printers will be covered in detail. Theory will be reinforced by hands-on applications through the building, troubleshooting, and debugging of personal computers. Students will take many simulated A+ exams in preparation for the A+ certification core test.

CPT240 Computer Aided Design II 3 Credits

This course will provide students with the concepts, principles, and techniques necessary to create advanced level CAD drawings. Topics will include dynamic blocks, advanced dimensioning, sheet sets, 3-D primitives and 3-D modeling and rendering. Assignments will continue to explore mechanical, architectural and electrical drawing types. Prerequisites: Minimum grade of “C” in CPT140, BPT125 or BPT126. Co-requisite: MAT218.

CPT241 Advanced Building Design 3 Credits

This advanced course will provide students with the concepts, principles, and techniques necessary to create 3-D architectural models and working drawings. Students will apply industry standards for designing, planning, documenting and presenting structures. Prerequisites: Minimum grade of “C” in CPT240 and MAT218.

CPT243 Advanced Mechanical Design 3 Credits

This advanced course will provide an overview of parametric solid modeling for mechanical applications. Students will apply industry standards for creating and documenting solid parts, placing solid features, designing assemblies and presenting mechanical projects. Prerequisites: Minimum grade of “C” in CPT240 and MAT218.

CPT244 CAD Capstone 3 Credits

This is a project based course that will require students to demonstrate the knowledge and skills gained throughout their program of study. Projects will adhere to current standards and technical data as presented in their field of study. Students will be expected to work independently to bring a project from conception through completion. Successful completion of this course will require a written report, portfolio and presentation. Prerequisites: Minimum grade of “C” in CPT241 and CPT243; Co-requisite: The student must be in final semester of program.

CUL101 Introduction to Culinary Arts 2 Credits

This course is a foundation course for students embarking on Culinary careers. Topics will include tools, equipment, kitchen organization, recipe conversion, and professionalism.

CUL111 Food Safety and Sanitation 3 Credits

This course is an introduction to food production practices governed by federal and state regulations. Topics to be covered include proper food handling for prevention of food-borne illness, Hazard Analysis of Critical Control Point
(HACCP) procedures, state and federal regulations, kitchen safety, facility sanitation, and guidelines for safe food preparation, storing, and reheating. Students will also take the National Restaurant Association ServSafe® certification exam.

CUL121 Culinary Arts I  
This course is an introduction to the application and development of fundamental cooking theories and techniques. Topics of study include: tasting, kitchen equipment, knife skills, classical vegetable cuts, stock production, thickening agents, soup preparation, grand sauces, timing and multitasking, basic cooking methods, kitchen and station organization, palate development, culinary terminology and food costing. Techniques include stewing, steaming, frying, sautéing, braising, roasting, broiling, and grilling. Co-requisites: CUL100 and CUL101.

CUL122 Culinary Arts II  
Designed to build on the skills and knowledge gained in Culinary Arts I, the course will emphasize advanced preparations of meat, poultry and seafood, hors d’oeuvres, cold preparations and pantry techniques, cheeses, charcuterie, chaud froid, and aspics. Emphasis on utilization of local ingredients and healthy cuisine. Prerequisite: “C” or better in CUL121; co-requisite: CUL132.

CUL124 Baking and Pastry I  
Study will include basic elements of breads, doughs, basic pastries, custards, cakes, pies, tarts, sauces, and fruits. 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, plating and garnishment. Prerequisite: “C” or better in CUL121; corequisites: CUL122 and CUL132.

CUL132 Food and Beverage Purchasing  
This course introduces the student to the types and varieties of fresh and processed fruits, vegetables, meats, fish, shellfish, poultry, dairy products, beverages and various sundry items. Topics include inventory control, purchasing, receiving, and storage of food and restaurant products. Emphasis will be placed on effective purchasing techniques based on the end use of the product. Prerequisite: CUL121; co-requisite: CUL122.

CUL205 American Regional Cuisine  
This is a comprehensive course on “American” cooking by the various food regions of America and its territories. This course provides the student with an explanation of the development of cuisines as well as historical background and recipes from the cookery of regions such as New England, the Mid Atlantic, Mid-West, Southwest, Pacific Rim, Plains states, Hawaii, Florida, Puerto Rico, and California. Prerequisite: CUL122; co-requisite: CUL231.

CUL231 Classical Cuisine  
This course is designed to reinforce the classical culinary kitchen as established by Escoffier. Topics include the working Grand Brigade of the Classical Kitchen, as well as cooking the modern “line,” Table d’hote menus, signature dishes, classical banquets as well as the study of various food regions of France. Students will gain an understanding of food preparation in a classical/upscale restaurant or banquet setting. Pre-requisite: “C” or better in CUL122; co-requisite: CUL205.

CUL232 International Cuisine  
This is a comprehensive course on International Cookery. This course provides the student with an explanation of the development of cuisines, as well as a historical background and recipes from the cookery of Africa, the Middle East, Asia, Latin America, and Europe with emphasis on Italy. Pre-requisite: “C” or better in CUL205 and CUL231; co-requisite: CUL242.

CUL242 Food Service Management  
A foundation in the basic principles of food service management. Topics of study include organization, staffing, menu planning and pricing, ordering and purchasing, production, service, quality assurance, sanitation, and other food service management topics. Pre-requisite: “C” or better in CUL132.

ECE131 Introduction to Early Childhood Education  
This course provides an overview of the field and supports the philosophy that the major function of early childhood education is to provide developmentally appropriate programs, in child-centered environments, for young children. Historical and contemporary influences, and the major theories of development and learning, are discussed. Requirements of scheduling and curriculum planning are introduced, and the principles teachers use in directing the
social behavior of children (guidance) are discussed.

ECE133 Language, Literacy and Literature for Young Children 3 Credits

This course presents children’s literature from the perspective of language development. Various forms of literature are examined and basic standards of book evaluation and choice, based on the developmental stages of young children, are developed. Materials and techniques for implementing language centered approaches to literacy, the relationship of books to child growth and development, and the importance of helping children respond to what they read are discussed. Prerequisite: ECE131 or ECE135 or permission of instructor.

ECE134 Health, Safety, and Nutrition 3 Credits

This course addresses major issues of the young child’s health, safety, and nutritional needs. The health and well-being of body, mind, and spirit (social and emotional needs) are included. Special topics of emotional stress/distress and child abuse/neglect are discussed. Emphasis is given to the requirements of recording to provide documentation of abuse/neglect, and the appropriate procedure for making referrals in a variety of educational, social, and health care situations. Prerequisite: ECE131 or ECE135 or permission of instructor.

ECE135 Observing and Recording Children’s Behaviors 3 Credits

This course explores methods of observing, recording and assessing young children’s development and learning. Skills learned will be used in Practicum I and subsequent courses, as well as in employment in early childhood settings. Legal and ethical practices and professionalism in record-keeping will be discussed. Must pass SBI and DHHS background checks to participate in this course.

ECE140 Fostering Growth and Development: Infants and Toddlers 3 Credits

This course will introduce students to the specialized knowledge and skills required to work with infants and toddlers in a variety of settings. Typical and atypical development in all domains, and planning for curriculum, activities and environments will be discussed. The values of forming partnerships with families will be stressed. Caregiver behaviors to enhance development will be explored. Prerequisite: ECE131 or ECE135 or permission of instructor.

ECE145 Fostering Growth and Development: Preschool Years 3 Credits

This course explores the development of children ages 3-5. Topics covered include various theories of development and how they are implemented into appropriate practice in home and center-based settings. Focus will be placed on curriculum, environment, and family involvement. Prerequisite: ECE131 or ECE135 or permission of instructor.

ECE148 Fostering Growth and Development: Early Primary Aged Children: 5-8 Years Old 3 Credits

This course will introduce students to the skills necessary to work with children ages 5-8 years old in school and out of school settings. The unique development of children aged 5-8 years and planning curriculum and environments to enhance their learning will be discussed. Material and activity choices for a variety of settings will be explored. Home, school, and community partnerships will be introduced. Prerequisite: ECE131 or ECE140 or permission of instructor.

ECE155 Practicum I: Early Childhood 3 Credits

This field placement presents opportunities to apply skills of observation and recording in an early childhood education setting in which young children are served. Students will observe children and staff in the setting, will assist in the classroom when requested by the staff, and will apply theories of child development in working with young children. Students will participate in a seminar to reflect on their observations, theory in practice, and questions they generate from their field placement experiences. Students must pass SBI and DHHS background checks to participate in this course. Prerequisites: ECE131, ECE135.

ECE158 Including Children with Special Needs in Early Childhood Settings 3 Credits

This course will introduce students to teaching and working with young children with special needs. The legal basis and history of these services will be discussed. Assessments of young children and curriculum and environmental planning for including all children will be explored. The critical nature of building collaborative relationships with families and service providers will be stressed. Prerequisites: ECE135, ECE140, and either ECE145 or ECE148.

ECE200 Practicum II: Early Childhood 4 Credits

This 135-hour field placement presents opportunities for students to acquire experience, with supervision, applying the knowledge from other courses. The emphasis in Practicum II is on working in partnership with families. More time in the setting will be spent working with children than in Practicum I. Placement in the center or classroom setting depends on the student earning a grade of at least “C” in each of the program’s technical courses. Students must pass SBI and
DHHS background checks to participate in this course. Prerequisites: ECE131, ECE135, ECE155 and at least one of ECE140, ECE145, ECE148.

ECE250 Practicum III: Early Childhood
4 Credits
This 135-hour field placement presents opportunities for students to acquire experience, with supervision, applying the knowledge from other courses. Most of the time in the setting will be spent working with children. Opportunities to plan, implement and evaluate plans for children will be built into the experience. Placement in the center or classroom setting depends on the student earning a grade of at least “C” in each of the program’s technical courses. The student is required to work in a setting with children of a different age than those they worked with in previous practicums. The emphasis in Practicum III seminar is a discussion of current issues and trends in the field of early care and education. Students must pass SBI and DHHS background checks to participate in this course. Prerequisites: Taken in final semester in program; all required ECE courses have been completed before this practicum is scheduled. NOTE: Student must complete at least three consecutive eight-hour days as a portion of the required 135 hours.

ECE260 Infant Toddler Seminar
1 Credit
This 15-hour seminar offers students the opportunity to explore professionalism in their role as an infant/toddler caregiver. Ethics and standards of best practice, evaluation of current research, and advocacy for infants, toddlers and their families will be discussed. Students will create a professional development plan. Prerequisites: An AAS degree in Early Childhood Education or a closely related field including ECE131, ECE135, ECE140.

ECE265 Infants and Toddlers I: Social Beings & Ability to Communicate
3 Credits
This course offers students in depth exploration of Maine’s Infant Toddler Guidelines in the areas of Social Beings & Ability to Communicate. It consists of 30 hours in class plus 45 hours in a practicum site practicing skills discussed in class. Observations, developmental assessments, curriculum planning and implementation, adapting the environment for all children, and staff interactions with infants and toddlers will be discussed. Responding to each child and family will be included. Prerequisites: AAS degree in Early Childhood or closely related field; ECE140 or equivalent or permission of instructor; ECE Seminar.

ECE270 Infants and Toddlers II: Strong & Healthy Bodies & Curious Minds
3 Credits
This course offers students in depth exploration of Maine’s Infant Toddler Guidelines in the areas of Strong and Healthy Bodies & Curious Minds. It consists of 30 hours in class plus 45 hours in a practicum site practicing skills discussed in class. Observations, developmental assessments, curriculum planning and implementation, adapting the environment for all children, and staff interactions with infants and toddlers will be discussed. Responding to each child and family will be included. Prerequisites: AAS degree in Early Childhood or closely related field; ECE140 or equivalent or permission of instructor; ECE Seminar.

ECE275 Working In Partnership with Families
3 Credits
This course focuses on the importance of developing collaborative relationships with families of infants and toddlers. Students will examine respectful communication strategies which foster trust and partnering between parents and professional caregivers. Relevant topics include: poverty, multicultural issues, efforts to maintain consistency in care giving practices between home and child care, communicating effectively with parents about their child’s development status across domains, family centered context and confidentiality.

ECE280 Infant Toddler Language and Literacy
3 Credits
This course focuses on the development of language and literacy in infants and toddlers. The study and structure of language, learning a first language, sign language use with infants and toddlers, and alternative methods to teach language will be discussed. Introducing literature to infants and toddlers and strategies to use to enhance emerging literacy will be discussed. Prerequisite: Associate’s Degree in Early Childhood Education.

ECO113 Principles of Economics I (Macro)
3 Credits
This course examines functions of the United States economy, economic security, supply and demand, causes of unemployment and inflation, the nature of money and monetary policy, government fiscal policy, the federal debt, and international money matters.

ECO114 Principles of Economics II (Micro)
3 Credits
Course content includes analysis of the interrelations of the individual consumer, the firm, and industry with regard to markets and pricing, monopoly power, the role of government, and income distribution.
**ECO120 Investment Planning in Our Society**  
3 Credits  
This course will present an overview of financial assets within our society. Attention will be given to retirement planning, asset allocation, load and no-load mutual funds, stocks and bonds, CDs, bull and bear market cycles, 401Ks, money markets, Roth and traditional IRAs, and systematic investment strategies and potential returns and risks of a variety of investments.

**EDU101 Educating Children with Disabilities**  
3 Credits  
A survey course designed to provide a general overview of the field of special education and to promote an awareness of disabilities. Primary focus is on the characteristics, identification procedures, and educational provisions related to various categories of disabilities. Categories receiving major consideration are: mental retardation, specific learning disabilities, emotional disorder, speech and language impairment, developmental delay, and orthopedic, visual, and hearing impairments. Current special education legislation and litigation dealing with children with disabilities are included. Students must pass SBI and DHHS background checks to participate in this course.

**EDU103 Language Development**  
3 Credits  
This course examines the stages in human language development from infancy through late childhood. Basic linguistic concepts of phonetics, morphology, semantics, and syntax will be introduced as required for an understanding of each stage of development. Several theories of language acquisition will be presented for discussion and analysis. Also studied is the relationship of language acquisition to bilingualism, foreign language learning, and physical and psychological impairments. Recent attempts to teach language to non-human primates are considered as well.

**EDU112 Survey of Communication Disorders**  
3 Credits  
An introduction to speech pathology, including normal speech and hearing development in children. Causes, classifications, and incidence of speech and hearing disorders are emphasized. This course is a basic orientation for students in the speech/language concentration, yet is also recommended for teachers, school administrators, nurses, and social workers. Prerequisite: EDU103.

**EDU122 Phonetics**  
3 Credits  
This course is designed to familiarize the student with the phonetics of vowels and consonant sounds in the English language. The student will be introduced to the International Phonetic Alphabet and basic transcription skills. Generative and Nonlinear phonology will be discussed. Prerequisites: EDU101, EDU103.

**EDU132 Audiology and Aural Rehabilitation**  
3 Credits  
A study of the disorders of hearing and the acquisition of speech and language by the hearing impaired. The methods of hearing assessment, including administration and interpretation are included. Methods of remediation are emphasized. Prerequisite: EDU112.

**EDU209 Articulation Disorders and Rehabilitation**  
3 Credits  
This course will familiarize the student with articulation and phonological disorders. Course materials will include discussion of the speech mechanism, stages of speech development, oral motor considerations, and various treatment approaches, techniques, and intervention styles. Screening for articulation and phonological disorders will also be discussed. Prerequisites: EDU101, EDU103, EDU112, EDU122, EDU132.

**EDU210 Introduction to Autism Spectrum Disorders**  
3 Credits  
This survey course introduces the students to the history of the Autism Spectrum Disorders (ASD) continuum and issues raised by this diagnosis for individuals, their families, and support and therapeutic practitioners. The etiology of ASD, how ASD is diagnosed, prevalence, social and language differences, sensory integration concerns, emotional characteristics, expectations of each person, and the need for structure and predictability will all be discussed. Guest speakers will bring current practice issues to the class. Observations will be included in the course work. Maine criminal and child abuse background checks must be successfully completed before observations may be done. Prerequisite: EDU101.

**EDU214 Language Disorders and Rehabilitation**  
3 Credits  
This course is designed to foster a working knowledge of adult and child language disorders. Topics to be discussed will include etiology, clinical terminology, anatomy and physiology, characteristics of disordered language, and rehabilitation therapies and techniques. Prerequisites: EDU103, EDU112 or permission from instructor.
EDU216 Clinical Techniques: Speech/Hearing/Language Disorders  
**3 Credits**
A study of the clinical techniques utilized by speech/language technicians. Basic principles of interaction with persons with communication disorders are presented, including interpersonal relationship, language concept development, auditory stimulation, modeling, imitation and repetition, use of physiological clues, and behavior management. Adaptation of basic approaches to specific speech/hearing/language disorders is also included. Prerequisites: EDU112, EDU122, EDU132.

EDU217 Organic/Neurologic and Fluency Disorders and Rehabilitation  
**3 Credits**
This course is the study of congenital and acquired organic, neurological, and fluency disorders that impact speech, language and hearing development and use. Topics will include cleft palate, voice disorders, fluency disorders, apraxia speech, and dysarthria. A review of anatomy and physiology of the brain and the relationship to speech and language skills will be included. Strategies to consider for rehabilitation will be discussed. Prerequisites: EDU103, EDU112, EDU122, EDU132, EDU209, EDU214, ENG101.

EDU219 Psycho/Social Needs of Students with Disabilities  
**3 Credits**
This course provides an overview of the influences of psychological and sociological factors affecting one’s acceptance of self. Many individuals with disabilities develop negative self-concepts, a situation intensified by societal attitudes which are often greater barriers than the disability itself. Emphasis is placed on socio-emotional problems, and appropriate interventions. Prerequisites: EDU101, PSY101.

EDU222 Practicum: Speech/Language Field Experience  
**4 Credits**
This practicum requires students concentrating in the speech-language option to acquire practical experience, under the supervision of a licensed speech-language therapist, in clinical and educational settings. It requires a minimum of 135 hours of supervised experience. Placement in educational and clinical settings depends on the student earning a grade of at least “C” in each of the program’s technical courses. Students must be available a minimum of 18 daytime hours Monday through Friday per week to complete the required hours at pediatric and adult sites. In addition to the site hours there is a 15 hour seminar with the faculty member. This may meet on Saturday at an off campus location. Prerequisites: all technical courses and current CPR and first aid certificate. Must pass SBI and DHHS background checks to participate in this course; Co-requisites: EDU217, EDU219.

EDU224 Speech Language Community Practicum  
**3 Credits**
This practicum allows students in speech-language an opportunity to acquire practical experience, under the supervision of a licensed speech-language therapist, in either a clinical or educational setting. It requires a minimum of 135 supervised hours with 40 hours working with children, 40 hours with adults, 15 observation hours and 40 hours distributed as arranged. Prerequisite: Students must have completed an associate’s or bachelor’s degree in speech/language communication disorders or equivalent. Must pass SBI and DHHS background checks to participate in this course and must have documentation of current CPR and First Aid training.

EDU225 Approaches to Working with Persons with Autism Spectrum Disorders  
**3 Credits**
This course will examine the many methods currently being used to work with persons with autism spectrum disorder. Some to be discussed are: TEACCH, the Miller Method, ABA, Positive Behavior Support, diet and nutritional approaches, and developmental approaches. Other approaches will be discussed as they become available. Success rates, challenges, and settings for each method will be discussed. Guest speakers using specific training methods will be invited to present to the students. Prerequisite: EDU210.

EDU230 Children and Autism Spectrum Disorders  
**3 Credits**
This course is designed to foster an increased level of knowledge about the uniqueness of children with autism spectrum disorders (ASD). Topics to be discussed include the child’s perception of his/her childhood, his/her experiences in various educational systems, and demands faced through the teen years. Common situations which are typically uncomfortable and the behaviors this discomfort creates for children with ASD will be discussed. Also scrutinized will be the implications this raises for teachers and other people within the child’s daily life. Prerequisite: EDU210; Co-requisite: EDU225.

EDU235 Data Collection, Interpretations, and Usage for Planning  
**3 Credits**
This course is designed to foster a working knowledge of types of developmental assessments available. Observation techniques to use for data collection and methods of collecting and recording data will be studied. Students will discuss how to use data to plan appropriate interventions for children with autism spectrum disorders and how to share data with
other team members. Prerequisites: EDU101, EDU210.

EDU240 Practicum I: Autism Studies 3 Credits
This practicum consists of a 15-hour seminar on campus and 90 hours of observation and activity in sites offering different settings for working with children with ASD. In-home work and classrooms in different types of programs will be utilized. Confidentiality, observation skills, protocols for observing in sites will be discussed before site work begins. The seminar sessions will process the ongoing experiences of students in the variety of sites. Questions, concerns and successes will be discussed in seminars. All background checks with Maine SBI and DHHS will be successfully completed before students enter practicum sites. Prerequisites: EDU210, EDU225, EDU230.

EDU245 Assistive Technology and Autism Spectrum Disorder 3 Credits
This course introduces students to the use of assistive devices and methods of teaching and supporting individuals with an autism spectrum disorder. Methods of technology to use to enhance teaching of language, social and play and other skills will be discussed. Various methods used for augmentative communication such as Picture Exchange Communication System (PECS), sign language (ASL), social stories, comic book conversations, DynaVox, Pyramid Communication, and other specialized materials will be introduced. Prerequisites: EDU210 or permission of instructor.

EDU250 Working with Family Members 3 Credits
This course emphasizes including family members (parents/guardians, grandparents, siblings) in the treatment team for individuals with autism spectrum disorders. Confidentiality, building trusting relationships, the stages of grief and acceptance of the diagnosis, and communication skills will be discussed. Guest speakers with experience with ASD will be invited to the class. Issues raised when working with in-home supports will be explored. Autism spectrum disorder public awareness tools will be shared. Prerequisite: EDU210.

EDU255 Collaboration with Team Members for ASD 3 Credits
Students will explore the collaborative process of joint planning for services for an individual with ASD. Team members will be identified. Being an active team member, roles of each team member, communication skills to develop and knowledge of jargon used will be discussed. Protecting privacy of the family and ASD individual while working together will be emphasized. Prerequisite: EDU210.

EDU260 Practicum II 4 Credits
This practicum course will offer students an opportunity to work 135 hours in a site with individuals with Autism Spectrum Disorders. A 15-hour seminar will offer students a time to discuss their ongoing experiences. Students will spend time observing, planning and implementing activities with individuals with ASD. All background checks with Maine SBI and DHHS will be successfully completed before students enter practicum sites. Prerequisite: All EDU courses except EDU255; Co-requisite: EDU255.

ELW150 Lineworker Training I 11 Credits
This course covers the process of building a three phase distribution circuit. Emphasis will be placed on all necessary details, from the first customer request to the final energizing of customer service. Other topics covered in this course include safe working practices; the beginning phase of learning to safely use the equipment necessary to the utility trades; the standard requirements for distribution lines in the power industry; and the procedures and tools used for tree cutting, trimming, and removal. Prerequisite: CDL Class B License; Co-requisites: ETL109, MAT114.

ELW160 Lineworker Training II 11 Credits
This course covers the installation and removal of transformers, reclosers, service loops, telephone and television cables. The basics of hot-line tool work will also be covered. Other topics covered in this course include: safety procedures of utilities, including hazardous material requirements and procedures; the basics of transformer theory and connections for both single phase and three phase applications; basic utility metering practices; the use of rigging for off-the-road construction. Students will become certified in first aid/CPR, 10-hour OSHA construction, Maine Driving Dynamics, and Rigging/Signal Person and Flagger training. Prerequisites: Successful completion of all first semester courses.

EMS111 Emergency Medical Technology I 5 Credits
Course content addresses the management of airway and respiratory problems, cardiopulmonary resuscitation, techniques of oxygen therapy, bleeding control and treatment for shock, soft tissue injuries and fracture care, principles of spinal immobilization, fundamentals of triage and transportation of the sick and injured, and treatment modalities for a range of medical, obstetrical, pediatric, environmental and behavioral emergencies. This course offers an introduction to patient assessment skills and includes training in the use of Automated External Defibrillators as required for licensure at
the EMT level in the State of Maine. This course is a prerequisite to entry into the advanced levels of EMS education.

**EMS113 Fundamentals of EMS**
3 Credits

This course serves to introduce the student to the role of the Advanced Life Support Provider. Topics covered include roles and responsibilities of ALS providers, medical terminology, self-care, introduction to pharmacology, and initial patient stabilization and management. Students will learn how to obtain a history and perform a physical assessment on a patient. Prerequisite: Admission into the Advanced EMT Certificate; Co-requisites: EMS115, EMS117, EMS119.

**EMS115 Advanced EMT Clinical Preceptorship and Field Internship**
4 Credits

This course provides the opportunity to apply, in the prehospital and clinical setting, the didactic knowledge and skills developed in the classroom. Students partner with prehospital providers at local ambulance services and clinical preceptors in various health care settings to develop skills in clinical decision-making, electrocardiography, and management of acute and chronic disease. This clinical experience focuses on the skills needed to function at the Advanced EMT level. Students completing this course will fulfill the clinical requirements for the Advanced EMT licensure level. Prerequisite: Admission into the Advanced EMT Certificate; Co-requisites: EMS113, EMS117, EMS119.

**EMS117 Cardiac/Respiratory Emergencies**
3 Credits

This class provides an in-depth study of the respiratory and cardiovascular system. In the lab, students will learn advanced airway skills, perfect ventilation techniques, and perform basic cardiac rhythm interpretation. An introduction to the pathophysiology and management of cardiovascular and respiratory disorders will be provided. This course serves as a core course for Advanced EMT licensure. Prerequisite: Admission into the Advanced EMT Certificate; Co-requisites: EMS113, EMS115, EMS119.

**EMS119 Advanced EMT Skills Seminar**
2 Credits

This lab/seminar serves two major purposes. First, it serves as a refresher for those currently licensed Advanced EMTs wishing to become paramedics. Second, it is a required course for students who will be licensed at the Advanced EMT level. Students will review and practice Advanced EMT psychomotor skills in an interactive seminar format. The course includes multiple case studies, interactive lab sessions, and creative teaching methods. The course concludes with mandatory skills tests to assure mastery of the topics covered in the Advanced EMT National Education Standards and in the Maine EMS Advanced EMT curriculum. Prerequisite: Admission into the Advanced EMT Certificate; Co-requisites: EMS113, EMS115, EMS119.

**EMS208 Advanced Emergency Cardiovascular Care**
4 Credits

This course provides an in-depth study of the pathophysiology of cardiac and vascular disorders. Topics covered include the physiology, assessment and treatment of acid base balance disturbances, cardiac rhythm alterations, 12-lead EKG analysis, and treatment of vascular disorders. In the lab, students learn advanced paramedic skills such as cardiac arrest management and clinical decision making. Students completing the course will receive a certificate in Advanced Cardiac Life Support (ACLS) and the MEMS 12-lead Objectives for the Paramedic. Prerequisites: EMS113, EMS115, EMS117, EMS119 or currently licensed/certified Advanced EMT; Co-requisites: EMS209, EMS215.

**EMS209 Paramedic Emergencies I**
3 Credits

This course provides an in-depth study of the pathophysiology of airway and pulmonary diseases and disorders. Laboratory sessions reinforce previous airway management skills and introduce paramedic level techniques. This course also provides an introduction to emergency pharmacology and discusses medication classifications commonly utilized in the emergency patient. Medication administration and calculation will be introduced and reinforced in the laboratory setting. Maine EMS required skills such as CPAP, adult intraosseus infusion and Capnography will also be introduced. Throughout the semester, there will be a focus on critical decision making and clinical judgment. An emphasis will be placed on assessment based management throughout this course. Prerequisites: EMS113, EMS115, EMS117, EMS119 or currently licensed/certified Advanced EMT; Co-requisites: EMS208, EMS215.

**EMS215 Paramedic Clinical Preceptorship and Field Internship I**
3 Credits

This faculty-directed practicum provides the opportunity for each student to develop competency in clinical skills with the hospital and prehospital setting. Clinical rotations occur in cardiac care units, newborn nurseries, labor & delivery, post-anesthesia units, same-day surgery, respiratory, cardiology, emergency room, operating room and others under the direction of a designated preceptor. The prehospital rotation allows the student to assume the role of the Paramedic in order to perfect clinical and assessment skills. During this rotation the student will primarily observe and assist the precepting Paramedics. The student works under the direction of an experienced Paramedic. Prerequisites: EMS113,
EMS115, EMS117, EMS119 or currently licensed/certified Advanced EMT; Co-requisites: EMS208, EMS209.

**EMS218 Paramedic Emergencies II**
4 Credits
The student is given an intense introduction to the pathophysiology and management of selected diseases, based on body systems. These include infectious and communicable diseases, allergies and anaphylaxis, behavioral disorders, toxicology and hematology, vascular, neurological, endocrine, renal, urogenital, gastrointestinal systems and associated emergencies. An overview of common laboratory and diagnostics tests is presented. This class will build off of EMS208 and EMS209, further reinforcing assessment-based management and pharmacological interventions. At the completion of this course the student will be certified in the 2006 Maine EMS Prehospital Interfacility Transfer Program (PIFT). Prerequisites: EMS208, EMS209, EMS215; Co-requisites: EMS219, EMS225.

**EMS219 Emergency Care Across the Lifespan**
3 Credits
This class provides students with the opportunity to study how growth and development impacts the delivery of emergency care. Topics include pediatric and neonatal emergencies, obstetrical care, geriatric emergencies, and age appropriate care. Provisions for providing emergency care to all age groups are presented. The normal physiological changes of aging are reviewed. The laboratory portion of the program includes education in Geriatric Emergency Medical Services (GEMS), Pediatric Advanced Life Support (PALS) and Advanced Medical Life Support (AMLS). Prerequisites: EMS208, EMS209, EMS215; Co-requisites: EMS218, EMS225.

**EMS225 Paramedic Clinical Preceptorship and Field Internship II**
3 Credits
This faculty-directed practicum provides the opportunity for each student to develop competency in clinical skills with the hospital and prehospital setting. Clinical rotations occur in cardiac care units, newborn nurseries, labor & delivery, post-anesthesia units, same-day surgery, respiratory, cardiology, emergency room, operating room and others under the direction of a designated preceptor. The prehospital rotation allows the student to assume the role of the Paramedic in order to perfect clinical and assessment skills. During this rotation the student will be expected to take an active role in the treatment and decision-making process. The student works under the direction of an experienced Paramedic. Prerequisites: EMS208, EMS209, EMS215; Co-requisites: EMS218, EMS219.

**EMS228 Paramedic Emergencies III**
3 Credits
This course provides students with a comprehensive course in the pathophysiology, kinematics, and management of the trauma patient. Topics include multisystems trauma, spinal injury, head injury, orthopedic injury, and burns. Upon completion of the lab portion of the class, students receive certification in Prehospital Trauma Life Support (PHTLS). Students will also participate in the Difficult Airway Lab reinforcing techniques and skills learned in EMS209 and EMS218. Continued study and usage of assessment based management will be reinforced. Prerequisites: EMS208, EMS209, EMS215, EMS218, EMS225; Co-requisites: EMS229, EMS235.

**EMS229 Paramedic Skills Seminar**
2 Credits
This is the last course necessary to complete the paramedic program. This course is designed to provide students an intense lab experience that simulates professional paramedic practice. Students completing this course will practice the psychomotor skills necessary to successfully pass the National Registry Paramedic Examinations and to become professional field practitioners. Topics discussed will include ambulance service management, concepts of lifelong learning, quality improvement, and the paramedic’s role in community education as well as a comprehensive review of the entire Paramedic Program. A comprehensive review of EMS208, EMS209, EMS218, and EMS219 will take place, with prep work for the NREMT Examination Process. Prerequisites: EMS208, EMS209, EMS215, EMS218, EMS219, EMS225; Co-requisites: EMS228, EMS235.

**EMS235 Paramedic Clinical Preceptorship and Field Internship III**
3 Credits
This faculty directed practicum provides the opportunity for each student to develop competency in clinical skills with the hospital and prehospital setting. Clinical rotations occur in cardiac care units, newborn nurseries, labor & delivery, post-anesthesia units, same-day surgery, respiratory, cardiology, emergency room, operating room and others under the direction of a designated preceptor. The prehospital rotation allows the student to assume the role of the Paramedic in order to perfect clinical and assessment skills. During this rotation the student will be expected to serve in a leadership capacity in the treatment and decision-making process. The student works under the direction of an experienced Paramedic. Prerequisites: EMS208, EMS209, EMS215, EMS218, EMS219, EMS225; Co-requisites: EMS228, EMS229.
ENG030 Introduction to Academic Reading 3 Credits

This course is designed for students whose reading placement assessment indicates a need for instruction in reading. The purpose of this course is to develop the reading skills necessary for success in college-level courses. Students will be instructed in reading/studying textbooks and other academic texts. This course will not count toward the fulfillment of an associate degree’s requirements, but credits can be used for financial aid purposes.

ENG031 Introduction to College Writing 3 Credits

This course is designed for students whose writing placement assessment indicates the need for further instruction before taking ENG101 or ENG108. The purpose of this course is to develop the writing skills necessary for success in ENG101 or ENG108 and college-level writing generally. Topics will include reading skills, grammar and sentence structure. The basic elements of essay writing including introductions, thesis statements, paragraph development and conclusions will be covered. Attention to individual writing needs will be given. This course will not count toward the fulfillment of an associate degree’s requirements, but credits can be used for financial aid purposes. An Accuplacer Writing score of 55-73 indicates a need for ENG 031.

ENG101 College Composition 3 Credits

College Composition emphasizes critical reading and thinking as part of the process of clear and effective writing. Various writing skills will be practiced and applied through numerous writing assignments. Students will also be required to conduct research and write an essay based on that research. College Composition values the process of writing and students will actively engage the revision process. Students may be required to work in a computerized writing lab; therefore, word processing and keyboarding skills are required. An Accuplacer Writing score of 74 or higher indicates readiness for ENG101.

ENG108 Technical Writing 3 Credits

This course challenges students to solve problems using words and images. The course stresses both the writing process and the writing situation consisting of purpose, audience, and context. By learning to assess user needs, students develop critical thinking skills and use these skills to guide the writing process in a variety of communication forms. Students learn to gather and select information and to choose organizing and formatting strategies that result in clear written documents. Class activities include writing in a computerized writing lab; therefore, keyboarding skills are required. An Accuplacer Writing score of 74 or higher indicates readiness for ENG108.

ENG121 Introduction to Literature (H) 3 Credits

This humanities course will provide students with the opportunity for personal growth and an insight into social problems as revealed through literature. Students will read and discuss a selection of short stories, plays, poems and novels. Prerequisite: ENG101 or ENG108.

ENG210 Creative Writing (F) (H) 3 Credits

Students will be introduced to the essential elements of creative writing, focusing on literary fiction and poetry. This course will define and illustrate through analytical readings and discussion, the elements, forms and techniques of fiction and poetry writing. Students will practice these elements in their own writing, producing approximately 10-12 pages of revised fiction (short story form) and a portfolio of revised poems. Students will also be expected to read and critique each other’s work. Prerequisite: A grade of “C” or higher in ENG101.

ENG212 Poetry: An Introduction to the Language of Thought and Feeling (H) 3 Credits

Rich in sensation and sense, poetry may be the most expressive of literary genres. In its many forms – from lyric, to ballad, from rhyming and rhythmic to free verse – poetry touches a diversity of individual, social, and cultural worlds. It gives voice to the emotions and ideas that shape human experience. This course helps students to understand and respond to poetic expression. Students will discover poetry, not as a mystery of hidden artistic expression, but as an understandable and enriching art form. Prerequisite: A grade of “C” or higher in ENG101.

ENG214 Short Fiction: Art and Idea (H) 3 Credits

Students will read and study a variety of short stories and novellas. By examining literary elements such as plot, character, and imagery, students will enrich their response to these powerful short-fiction forms. Diverse readings will exemplify the variety of styles, techniques, artistic effects, and themes of short fiction, as well as the historical development of this literary form. Prerequisite: A grade of “C” or higher in ENG101.
ENG216 Popular Fiction (H) 3 Credits
The increasing popularity of book clubs and the word of mouth recommendations of social media have more people engaging in conversations about contemporary “popular” fiction. This course gives students the tools to engage with popular, mainstream literature on a critical level. Required readings will explore a range of diverse issues, including class, race, gender, and sexual identity, along with the nature of relationships, both with the self and others. Students will be encouraged to examine not only literary genre, but the personal, historical, cultural, and social contexts reflected in popular fiction. Through sustained inquiry, this course will challenge students to come to deeper understandings about their own experiences and the complex world around them. Prerequisite: “C” or higher in ENG101.

ENG218 Writing in the Sciences 3 Credits
This course is designed for students who wish to gain professional and academic writing skills in the science and health fields. The course will build on the research, critical thinking and writing skills acquired in ENG101 College Composition, and develop these skills specifically for the science and health fields. Students will read, analyze and summarize information. They will also plan, research, organize and present literature summaries and research proposals and papers. Additionally, students will learn to design clear and effective reports. Prerequisite: A grade of “C” or higher in ENG101 or ENG108.

ENG219 Business and Professional Writing 3 Credits
Business and Professional Writing examines and applies the principles, methods, and forms needed to produce clear and effective business correspondence as it relates to commerce and public relations. Focus is on creating documents that can promote smooth business operations such as letters, memos, emails, and formal reports. Additionally, the course provides specific instruction on writing resume and job application letters. This course builds upon writing and grammar skills while also emphasizing the responsibility of the writer to thoroughly understand the information being communicated, to organize that information effectively, and to present the information in a format, tone, and style appropriate to a specific audience. Prerequisites: A grade of “C” or higher in ENG101 or ENG108.

ENG220 American Literature (H) 3 Credits
A survey of American writers from Colonial times to the present will be read, studied and discussed. This course will provide students with the opportunity to examine the personal, historical, cultural and social contexts reflected in American Literature. Prerequisite: A grade of “C” or higher in ENG101.

ENG223 World Literature (H) 3 Credits
Selections of literary works from Europe, Asia, Africa, South America, and North America will be read, discussed and analyzed. Prerequisite: A grade of “C” or higher in ENG101.

ENV101 Environmental Science 4 Credits
This course examines environmental science in relation to recent social and ecological changes brought about by science, technology, and exponential population growth. The learner is introduced to basic issues with the environment, ecosystem function, human ecology, and their impact on quality of life. Once a foundation of basic ecological concepts has been attained, economic, legal, political, and moral responses to environmental concerns are explored through case studies. Through the case studies of recent ecological events we will integrate scientific evidence, economic forces and political involvement, at both the personal and societal levels. Weekly laboratories will compliment lecture topics and may include field trips, case studies, guest speakers, and laboratory analysis. Prerequisite: High school biology and chemistry, or permission of instructor.

ENV201 Environmental Ethics and Philosophy 3 Credits
This course will examine the deeper, philosophical questions that relate to many of the most important environmental and ecological issues, as well as the historical, social and spiritual aspects of these important questions. By studying the historical and current writings of various environmental and spiritual leaders, students will begin to explore their own values related to ecological issues as they relate to other viewpoints. Students will examine such basic topics as the human role in nature, our stewardship of the Earth, and our connection with the natural environment through a sense of place. The issues touched upon in this class are interdisciplinary by their very nature, and thus students should be able to analyze not only the scientific or economic aspects of these problems, but the ethical, social and spiritual perspectives as well. Prerequisites: ENG101, ENV101.
ENV202 American Environmental History 3 Credits
This course will explore the ecological history of human impacts on the North American continent. This course will focus on ecological changes that have occurred mainly due to human interactions. We will begin with a brief geological history, to native peoples' relationships with the earth, through the European settlement of the “New World”, western expansion and a history of the American environmental movement. We will explore the key figures and philosophical beliefs, political and social movements, and resulting public policy changes. This will include a discussion of the relevant agencies, legislation and treaties dealing with environmental protection, as well as the role of non-governmental organizations (NGOs). Some of the readings will focus on early American writers related to the human-nature relationship, and how these thinkers and activists have influenced more modern ideas and movements, such as Gaia and anti-globalization. Prerequisite: ENG101.

ETC110 Computer Technology Fundamentals 3 Credits
This theory/lab course is a hands-on approach to understanding the fundamentals of personal computer (PC) hardware, operating systems, and network technology. Topics include PC hardware and peripherals, file systems, operating system installation configuration and architecture, network setup and configuration, storage systems, security, laptops, mobile devices, printers, and troubleshooting. The lab component of this course emphasizes the field experience skills needed to be successful as a desktop and network support technician. Students will build, configure, and troubleshoot PC based systems using the Windows Operating systems. This course meets the specifications and prepares students for two industry professional certification programs: TestOut PC Pro Certification and the CompTIA + Certification. Prerequisite: Basic computer skills.

ETC112 Apple Computer Support Essentials 3 Credits
This theory/lab course is designed as a hands-on approach to the fundamentals of the Apple desktop, portable, and mobile computer hardware and OS X Operating System. OS X topics such as installation, configuration, troubleshooting, customization, applications, network setup and peripherals will be covered in detail. Mobile system iOS setup, configuration, and applications will also be covered. Topics covered throughout this course will prepare students for the Apple Certified Support Professional (ACSP) OS X Support Essentials Exam. Prerequisite: ETC110.

ETC119 Digital Electronics 3 Credits
This theory/lab course is designed to provide a foundation in digital electronic circuits, systems, applications, and logic control systems. Students will build, connect, troubleshoot, and control external digital circuits using the PIC microcontroller engineering platform. The C programming language will be introduced as the coding platform for the microcontroller, combining both the software and hardware components of digital into the course. The lab component of this course is designed to reinforce theory by providing hands-on applications through a series of related lab hardware and programming projects. Electronic test and measurement equipment such as the digital storage oscilloscope, logic analyzer, wave-form generator, digital logic probe, digital multi-meter (DMM), variable DC power supply, and proto-board will be used throughout the course. Prerequisite: ETL113.

ETC125 Semiconductor Devices 3 Credits
This theory/lab course will introduce students to a wide range of semiconductor devices, associated circuit theory and practical applications. Topics to be covered include: semiconductor theory, diode types, rectifier circuits, power supply design, soldering techniques, optoelectronics, BJT characteristics, transistor circuit biasing, transistor switching and amplification circuits, FETs, SCRs, and Triacs. The lab component of this course is designed to reinforce theory by providing hands-on applications through a series of related lab projects. Students will build, test, measure, and troubleshoot electrical circuits using an array of semiconductor devices. Electronic test and measurement equipment such as the digital storage oscilloscope, function generator, digital multi-meter (DMM), variable DC power supply, soldering station, and proto-board will be used throughout the course. During the course students will build their own variable DC power supply. Co-requisite: ETL114.

ETC211 Networking Operating Systems 3 Credits
This course is designed to provide an introduction to network operating systems, with an emphasis on Windows 2008 Server. Additional topics in network administration, IP networking and routing are also introduced. These areas of concentration will prepare students for entry into network support and administration positions. Students will participate in classroom labs and discussions, write research and analysis papers, and design a final project encompassing topics covered in the course. Prerequisite: ETC110; Co-requisite: ETC241.
ETC212 Linux Operating Systems and Mobile Devices 3 Credits
This course introduces students to the Linux operating systems along with the skills needed to effectively use and administer Linux operating system distributions. The course includes Linux installation and configuration, shell commands and scripts, Linux file system, processes management, and basic system administration tasks. Students will become familiar with the Linux command-line environment, utilities and applications. Mobile Operating Systems including Android, Apple iOS, and Windows 8, and will also be covered. Prerequisite: ETC110.

ETC220 Microprocessor Applications 3 Credits
This theory/lab applications course as a continuation of Digital Electronics, is designed to develop advanced skills and concepts in C language programming of the PIC microcontroller system engineering development board. Students will interface and control advanced digital logic circuits using the C programming language and the microcontroller platform. Student programming skills will be developed as they progress through a series of microprocessor based application labs, ending with a final system design project. Prerequisites: ETC110, ETC119, ETC125.

ETC225 Analog Circuits 3 Credits
This theory/lab course is a continuation of Semiconductor Devices and will focus on analog circuits configured as linear amplifiers. Topics to be covered include: BJT and FET amplifier configurations, linear amplifier gain, multistage amplifiers, power amplifiers, amplifier frequency response, operational amplifiers, photo transistors, active filters, oscillators, and tuned amplifier circuits. The lab component of the course is designed to reinforce theory by providing hands-on applications through a series of related lab projects. Students will build, test, measure, troubleshoot, and design a number of complex analog amplifier circuits using proto-boards. Prerequisite: ETC125.

ETC240 Electronic Communication Systems 3 Credits
This theory/lab course will introduce students to the circuits and systems behind both analog and digital electronic communication systems with emphasis on high frequency (RF) signaling. Electronic communication systems such as radio, television, and CATV broadcast, HDTV, cellular technologies, wireless, and microwave communication systems will be introduced. Topics include RF spectrum analysis, signaling power levels, time and frequency domain analysis, RF filters and amplifiers, modulation techniques, transmission lines, radio-wave propagation, transmitters and receivers, antenna design, and the effects of high frequency in test and measure will be covered. The lab component of this course is designed to reinforce theory by providing hands-on applications through a series of related lab projects. Students will build, test, measure, and troubleshoot a number of complex RF circuits. Electronic test and measurement equipment such as the digital storage oscilloscope, spectrum analyzer, waveform generator, digital multimeter (DMM), and variable DC power supply will be used extensively throughout the course. This course will prepare students for the Electronics Technicians Association (ETA) Associate Electronics Technician (CET) Certification. Prerequisite: ETC119; Co-requisite: ETC225.

ETC241 Data Communication Systems 3 Credits
This theory/lab course provides an introduction to data communication systems with emphasis on configuring, managing, and troubleshooting computer networks. Topics such as network transmission media, network devices, Ethernet standards, TCP/IP protocol suite, wireless networks, wide area networks (WANs), network security, and network management will be covered in detail. The lab component of this course challenges students with a comprehensive networking technology online certification course with over 50 lab simulations. The course will provide students with the knowledge, skills, and experience needed to enter the industry as a professionally certified Network Support Technician. This course meets the specifications and prepares students for two industry professional certification programs: TestOut Network Pro Certification and CompTIA Network+ Certification. Prerequisite: ETC110; Co-requisite: ETC245.

ETC244 Electronics Applications Lab 1 Credit
The Electronics Application Lab is an electronics applications lab course where students will dedicate time to work on lab projects from the Analog Circuits, Electronic Communication Systems, and Microprocessor Application courses. Students will design, build, test, and measure advanced circuits using engineering grade test and measurement equipment, procedures, and documentation as demanded in associated technology industries. Students will present a senior design circuit project supported with technical documentation which includes build documentation, technical description, and a user guide. Prerequisite: ETC119; Co-requisites: ETC220, ETC225, ETC240.
### ETC245 Networking Applications Lab  
1 Credit

The Networking Applications Lab is designed as a hands-on approach to copper and fiber termination, testing, and certification. Cabling specifications and techniques including twisted pair, coax, and fiber optic cables will be covered in detail throughout the course. Each student will build and configure a complete network, including all cabling, terminations, rack mounted switches and patch panels, fiber backbone, configurations, and server setup. Industry standard test equipment such as the Fluke DSX-5000 cable and fiber-optic analyzer and the Fujikura 70S Fusion Splicer will be used throughout the course. Co-requisite: ETC241.

### ETC250 Computer Technology Applications  
3 Credits

This course is designed as a hands-on approach to develop the knowledge, skills, and attitudes needed for successful entrance into a computer technology career as a desktop and network support technician. Windows operating systems and mobile OS platforms will be examined in detail. The course consists of a series of specific application projects, each of which is designed to develop and broaden student knowledge, skills, and confidence in preparation for the CompTIA A+ Certification Exam. Prerequisites: ETC110.

### ETL101 Electrical Fundamentals I  
3 Credits

This electrical course will encompass direct current fundamentals, and will conclude with an introduction to alternating current theory. Topics of study include: safety, atom structure, electrical units, engineering units and ohms law, power, resistive loads, series circuits, parallel circuits, static electricity, measuring instruments, magnetism and magnetic induction, and DC motors. Co-requisite: MAT114 or higher.

### ETL103 Electrical Fundamentals II  
3 Credits

This electrical course will review the basic concepts of electricity and continue with a study of alternating current circuits. Topics such as three phase circuits, transformers, and AC motors will be covered. Prerequisites: ETL101, MAT114.

### ETL107 Electrical Principles for HVAC  
3 Credits

This course is designed to provide a foundation in the field of electricity and electronics for HVAC technicians. Topics such as engineering notation, electrical circuit components, voltage, current, resistance, power, Ohm’s Law, circuit theorems, magnetic theory, AC theory, and transformers will be covered in detail. The lab component of this course is designed to reinforce topical theories and provide applications by means of “hands on” lab procedures through construction of electrical circuits. Testing and measuring equipment such as digital multi-meters (DMM), variable DC power supplies, and bread boards will be used throughout the course. Prerequisite: Two years of HS algebra or equivalent.

### ETL108 HVAC Electronics and Controls  
3 Credits

This course will provide students with the theory and practice of the electrical skills needed as an HVAC technician. Theoretical studies will be backed up with hands-on laboratory exercises. Students will practice installing and troubleshooting electronic controls that are commonly used in HVAC systems. Prerequisite: ETL107.

### ETL109 Direct Current Theory  
3 Credits

This course is designed to provide a solid foundation in the field of electricity and electronics by introducing students to direct current fundamentals. Topics such as atomic structure, conductors and insulators, electron current flow, DC sources of electricity, voltage, current, and resistance, series, parallel, combination circuits, Ohm’s Law, and Kirchhoff’s Law will be covered in detail. Co-requisite: MAT114.

### ETL110 Alternating Current Theory  
3 Credits

This course is a continuation of DC theory, and is designed to introduce students to alternating current theory and its applications. Topics such as sine wave, capacitors, inductors, transformers, reactive circuit analysis, meters, magnetism, conductors, and insulators will be covered. Prerequisite: ETL109.

### ETL113 Electrical Circuits I  
3 Credits

This theory/lab course will provide students with a foundation in electrical circuits using steady state direct current (DC) voltage sources. Topics to be covered include: engineering notation, electrical units of measure, electrical components, Ohm’s law, circuit analysis, and circuit theorems. Circuit analysis techniques along with the use of the scientific calculator will be stressed throughout the course. The lab component of this course is designed to reinforce theory by providing hands-on applications through a series of related lab projects. Students will build, test, measure,
and troubleshoot electrical circuits wired in series, parallel, and combinational configurations. Electronic test and measurement equipment such as digital multi-meters (DMM), variable DC power supplies, and proto-boards will be used throughout the course. Co-requisite: MAT114.

**ETL114 Electrical Circuits II**

3 Credits  
This theory/lab course is a continuation of Electrical Circuits I that will provide students with a foundation in electrical circuits using sinusoidal alternating current (AC) voltage sources. Topics to be covered include: AC sine-wave analysis, time-frequency waveform analysis, inductors, capacitors, transformers, resistive-capacitive-inductive (RLC) circuit analysis, resonant RLC circuits, electronic filters, and poly-phase electrical systems. The lab component of this course is designed to reinforce theory by providing hands-on applications through a series of related lab projects. Students will build, test, measure, and troubleshoot electrical circuits using inductors, capacitors, resistors and transformers. Electronic test and measurement equipment such as the dual trace oscilloscope, function generator, digital multi-meter (DMM), capacitor/inductor analyzer, and proto-board will be used throughout the course. Prerequisite: ETL113.

**ETL120 Rotating Machines and Transformers**

3 Credits  
This course covers the basic theory of operation for a variety of rotating machines, including DC motors and generators, AC three-phase motors and generators, and AC single-phase motors. Operation principles and common connections of single-phase and three-phase transformers will also be covered. Reference to the appropriate articles of the National Electrical Code as they relate to AC/DC machines will be an ongoing part of the course. Prerequisite: ETL113; Co-requisite: ETL114.

**ETL121 Electrical Wiring Practices I**

5 Credits  
This course is designed to cover the common wiring practices used in residential wiring applications. Reference to the latest edition of the National Electrical Code will be an ongoing part of the course. Students will work on lab exercises that will give them practical hands-on experience and the applicable trade information required to become proficient in the residential electrical construction field. Particular emphasis will be placed on topics such as workplace safety, tools of the trade, electrical measuring instruments, branch and feeder circuit installation, service entrance installation, wiring techniques, and electrical construction materials and nomenclature. Each student is required to have a basic set of electrical tools and a multimeter. A State of Maine Electrician’s Examining Board Helper electrical license is also required. Co-requisite: ETL113 or permission of instructor.

**ETL122 Electrical Wiring Practices II**

5 Credits  
This course is designed to cover the common wiring practices and materials used in commercial and industrial applications. Reference to the latest edition of the National Electrical Code will be an ongoing part of the course. Students will work on lab exercises that will give them practical hands-on experience and the applicable trade information required to become proficient in the commercial and industrial electrical construction field. Particular emphasis will be placed on topics such as workplace safety, tools of the trade, wiring techniques, conduit bending, voice, video and data wiring, and electrical materials and nomenclature. Prerequisite: ETL121.

**ETL124 Fundamentals of Electronics**

3 Credits  
This course is a continuation of DC and AC theory. The student will be introduced to the following topics: semiconductor theory, diodes, power supplies, transistor theory, amplifiers, oscillators and operational amplifier principles, and SCR and triac control circuits. Prerequisite: ETL113; Co-requisite: ETL114.

**ETL127 Electrical Motor Controls**

3 Credits  
This course will provide the student with a detailed interpretation of motor control applications using modern methods and equipment. Particular emphasis will be given to manual, semiautomatic, and automatic control of electrical motors and equipment. Troubleshooting techniques of motor control systems will be covered in detail. Prerequisite: ETL113; Co-requisites: ETL114, ETL120.

**ETL125 National Electrical Code**

3 Credits  
This course will cover the major articles of the current edition of the National Electrical Code. Examples of its application to actual wiring installations will be included. Particular emphasis will be placed on chapters 1, 2, 3, 4, and 9. Material covered is designed to help prepare the student for State Electrical Licensing. Prerequisites: ETL121; or currently working in the field as an electrician.
ETL216 Advanced National Electrical Code 3 Credits
This course is a continuation of ETL215 National Electrical Code and will cover the major articles found in chapters 5, 6, 7, and 8 of the current edition of the National Electrical Code. Examples of the Code’s application to actual wiring installations will be included. Preparation for the State of Maine Journeyman Electrician licensing exam will be a major focus of this course. Prerequisite: ETL215 or permission of instructor.

ETL221 Industrial Control Systems 3 Credits
This theory/lab course is designed to teach the basics of programmable logic controllers (PLCs). The theory of programming, use of the hardware and software in the installation, set-up, trouble-shooting, and input/output addressing will be covered in detail. Operation of logic gates and logic circuits will include Boolean expressions. Hands-on applications will reinforce the learning process. Prerequisites: ETL124, ETL127.

ETL222 Introduction to Instrumentation 3 Credits
This course is designed to provide the student with an introduction to the basic principles of instrumentation and process control. It includes a thorough discussion of the various instruments used in industrial applications. The operating principles of these instruments will be covered and actual examples of instrument applications in process control will be emphasized. Measurement of temperature, pressure, level, flow, and humidity and what part these variables play in an industrial process will be covered in detail. Prerequisite: ETL221 or permission of the instructor.

ETL225 Photovoltaic and Small Wind Electrical Systems 3 Credits
This course is designed to introduce students to photovoltaic (PV) and small wind electrical systems. It will include coverage of topic areas such as photovoltaic basics, PV modules, inverters, charge controllers, batteries, and mounting techniques. Also covered will be small wind power electrical generation, including wind basics, wind turbines, towers, and installation techniques. Instruction in proper installation safety procedures will be presented throughout the course. Co-requisite: ETL122 or permission of instructor.

EXP230 Liberal Studies Experiential Learning Internship 3 Credits
The Liberal Studies (Arts) internship provides students the opportunity to apply academic learning to the workplace context and earn college credit while exploring and gaining valuable work/career related experiences. The Liberal Studies internship also provides the student with goal-related, supervised, evaluated academic experiences in a work environment applicable to a career field. The student intern, internship supervisor, and course coordinator will develop an individualized internship plan that will include measurable learning objectives. Educational outcomes of effective communication, diversity, ethics, and critical thinking are emphasized as part of this applied learning experience. 120 workplace hours must take place with 15 additional contact/classroom hours. Credit is earned for one’s learning as demonstrated by meeting course objectives through course assessments along with working a set number of hours. Prerequisites: a grade of “C” or higher in ENG101 and COM104; Co-requisites: a grade of “C” or higher in HUM101 or ANT101.

FLP111 Introduction to Fluid Power 3 Credits
This course is an introduction to fluid power components and systems. The major components of a fluid power system will be examined for individual function and usage in a complete industrial hydraulic or pneumatic system. Major topics of study include: safety, hydraulic pumps, air compressors, filtration, directional control, flow control, pressure controls, actuators, fluid power symbols, schematics and fluid power circuitry.

FRE101 Elementary French I (H) 3 Credits
This beginning course is designed to give students basic fluency in spoken and written French. Students will learn pronunciation and basic sentence and question patterns necessary to converse effectively and appropriately in everyday situations. Students will also learn to read signs, menus, and timetables, as well as simple prose. In addition, discussions about the country, its people, and customs will give students an understanding and appreciation of the culture. This course is taught using the immersion technique; that is, the class is taught in the foreign language itself.

FRE102 Elementary French II (H) 3 Credits
This course reinforces and augments the vocabulary and skills introduced in the first semester course. Using role play based on real-life situations, students will practice pronunciation and communication skills while increasing active vocabulary. Reading and comprehension will be reinforced with selected excerpts from literature, poetry, and media which emphasize French history, culture, and traditions. This course likewise will be taught using the immersion
technique. Prerequisite: FRE101 or one year of high school French or permission of the instructor.

**FSN1xx Food Processing I**  4 Credits

This course is an introduction to food processing and preservation operations. Topics include ambient temperature and heat processing, chilling and freezing, and post-processing operations. Students will apply their knowledge in the food processing laboratory.

**FSN121 Sustainable Food Systems**  3 Credits

This course will explore the complexity of a contemporary food system, beginning with local food systems and then broadening regional, national, and international food systems. Students will examine the cultural, political and economic factors that influence the production, harvest, processing, distribution, marketing and waste management of food.

**FSN201 Introduction to Food Science**  4 Credits

This combination lecture and laboratory course provides an introduction to food chemistry, food processing and preservation, food microbiology, fermentation, product quality, food laws, food safety, food toxicology and product development.

**FSN211 Human Nutrition**  3 Credits

The purpose of the course is to assist the student in developing, understanding and applying concepts and principles of food and human nutrition. Prerequisite: 100-level or higher college science or CUL201.

**FYE125 Liberal Studies Seminar**  1 Credit

The Liberal Studies Seminar is designed to introduce students to the culture and expectations of the KVCC community, explore transfer and career opportunities, and develop the skills and strategies necessary for a successful college experience. Course activities may include readings, discussions, guest lectures, and projects. Each student will develop a plan to achieve his or her personal, professional and academic goals.

**GEO101 Introduction to Geography (H)**  3 Credits

*Introduction to Geography* presents students with the basic concepts, methods and major themes of the discipline of Geography. This course examines how geography fits into the social and natural sciences, how geography integrates knowledge, and how geographers use maps and geographical information systems (GIS) to represent and study the earth and its peoples. The major subdisciplines of human and physical geography are also addressed. Co-requisite: ENG101.

**HAC106 Heat Pumps and Air Conditioning**  3 Credits

This course will describe the general theory behind the refrigerant cycle, and how it is used to create heat, or air conditioning. Students will learn how to service, and check the efficiency of heat pumps and air conditioning units. Students will be presented with the regulatory requirements of handling refrigerants, and prepare for the EPA certification test. Prerequisite: Two years of high school algebra or the equivalent.

**HAC201 Heating System Fundamentals**  5 Credits

This course will provide students with the theory and practice of the heating systems skills needed as an HVAC technician. Theoretical studies will be backed up with hands on laboratory exercises. Students will practice installing and troubleshooting heating systems that are commonly seen in the field. Prerequisites: ETL108 and PLB201.

**HAC202 Advanced Heating Applications**  5 Credits

This course will introduce students to the fundamental natural gas and propane technologies, and is specifically designed toward the knowledge and skills required to become a licensed appliance connection and service technician. Course content matches the materials used in three National Propane Gas Association (NPGA) Certified Employee Training Program (CETP) certification areas. Also this course will prepare students with the fundamentals and hands on skills required to service and install oil systems. This course is a continuation of HAC-201 where the basic fundamentals of combustion theory were introduced. Prerequisite: HAC201.

**HAC204 Biomass Solid Fuel Applications**  3 Credits

This course will provide students with the theory and practice of the solid fuel heating systems skills needed as an HVAC technician. Theoretical studies will be backed up with hands on laboratory exercises. Students will practice installing and troubleshooting heating systems that are commonly seen in the field. Students will be prepared with skills and knowledge to sit for their Maine Journeyman Solid Fuel Technician license upon graduation.
HAC205 Propane and Natural Gas 3 Credits

This course will introduce students to the fundamental principles and practices of propane and natural gas technologies, and is specifically designed toward the knowledge and skills required to become a licensed appliance connection and service technician. Course content matches the materials used in three National Propane Gas Association (NPGA) Certified Employee Training Program (CETP) certification areas. Co-requisites: HAC201 and HAC202.

HAC206 Renewable/Sustainable Energy 3 Credits

The Geothermal Accredited Installer Workshop is designed to support the development of advanced knowledge and skills for individuals involved with geothermal heating and cooling technologies. This course will provide technical knowledge, and practical training in the design, installation, and service of geothermal heating/cooling systems. The scheduled site-based instruction will be hosted at the KVCC Energy Services and Technology Center. Pre-requisites: Two years of high school algebra or the equivalent, HAC106.

HAC210 HVAC and Plumbing Codes 3 Credits

This course offers an in depth study of the 2009 Uniform Plumbing Code as adopted by the State of Maine. Additional laws and rules instituted by the State of Maine Plumbers’ Examining Board will also be included. The course material covered in this course will prepare students to take the Maine Journeyman Plumber License exam. Rules and laws governing HVAC and thermal solar heating installations pertaining to Uniform Plumbing Code will also be examined.

HIS101 Western Civilization I (H) 3 Credits

This course is the first half of a two-semester introduction to the history of “Western Civilization.” Western Civilization I begins with the ancient societies of the Near East, moves to Ancient Greece and Rome, and finishes exclusively in Europe during the Renaissance and Reformation. Focus will be on broad themes and interpretations along with the religious, philosophical, economic and political origins of Western Civilization. Co-requisite: ENG101.

HIS102 Western Civilization II (H) 3 Credits

This course is the second half of a two-semester introduction to the history of “Western Civilization.” Western Civilization II begins with a review of the Reformation and moves quickly into the emergence of the European state system and the Renaissance. The momentous changes in Europe through the 19th century and the two World Wars that dominated the first half of the twentieth century will be covered. Finally, an examining of the New Europe that emerged in the late twentieth century will be conducted. Focus will be on broad themes and interpretations of the political, economic and cultural developments in Western Civilization since the 17th century. Co-requisite: ENG101.

HIS111 U.S. History I (H) 3 Credits

This course not only examines the social, political, and economic forces that shaped the first hundred years of this nation’s history, but also the influence of such great personalities as Franklin, Jefferson, Washington, Jackson, and Lincoln. Co-requisite: ENG101.

HIS112 U.S. History II (H) 3 Credits

This course examines the second hundred years of American history, specifically the rise of industrialization and urbanization and the emergence of the U.S. as a world power. Co-requisite: ENG101.

HIS202 History of Maine (H) 3 Credits

Maine’s history is forever bound up with natural resources above and below its land and sea, such as forests and fisheries. Maine’s major economic activities—lumbering, granite quarrying, shipbuilding, farming, papermaking, manufacturing, and tourism—are usually tied in some way to these resources. Chief among these resources has always been the people of Maine, including the Wabanaki and subsequent immigrant groups. This course examines the history of all Maine’s peoples as they built economic, political, and socio-cultural systems from pre-colonial times to the present. Prerequisite: ENG101, any 100-level history course, or permission of the instructor.

HIS204 Advanced Topics in History (H) 3 Credits

This course provides an in-depth exploration of particular events, themes and time periods as they relate to the study of history. Topics will be changed each semester, allowing for a broad range of topics to be covered. This format will allow students to engage in methodologies and subject areas not regularly offered. Prerequisite: ENG 101, any 100-level history course, or permission of the instructor.
HIS212 America and the Cold War Years (H) 3 Credits
This course will introduce the student to the political, economic, and social stresses of the Cold War era that lasted from the end of World War II until the present. Emphasis will be placed on such developments as the Cold War psyche, the civil rights movement, entitlement programs, the United Nations, and such international conflicts as Korea and Vietnam. Prerequisite: ENG101, any 100-level history course, or permission of the instructor.

HIS214 America and the Vietnam War (H) 3 Credits
This course will cover the Vietnam War in depth, starting with the history of French Colonialism in Indochina during the 19th century, through World Wars I and II. Special note will be taken of the struggle for Vietnamese independence which began in the early twentieth century. The course will cover how and why the United States became involved, how the war was fought, and what its long term importance has been for the Cold War, U.S. foreign policy, and the men, women and civilians from both countries who were involved in the war. Prerequisite: ENG101, any 100-level history course, or permission of the instructor.

HIS216 European and Colonial History from 1789-1945 (H) 3 Credits
This course will trace the major events and ideas in Europe from the French Revolution in 1789 to the end of World War II in 1945. Additionally, it will show how these events affected people in Asia, Africa and the Middle East into the 21st century. Prerequisite: ENG101, any 100-level history course, or permission of the instructor.

HIT101 Introduction to Health Information Technology 3 Credits
This course introduces the student to fundamental theories of data management in the healthcare setting. Historical and current recordkeeping practices will be explored as well as a basic overview of health care delivery systems. Topics include the role of accrediting and regulatory agencies, facility and staff organization, health record content, record management, and the transition to an electronic patient record. The student will apply theory in a series of hands-on activities in chart analysis, forms design and control, file management, and data display with an emphasis on computer applications. Prerequisite: HIT major; Co-requisite: ENG101.

HIT132 Legal, Ethical and Regulatory Issues 3 Credits
This course covers medico-legal aspects of health records management, legal issues related to medical record keeping and includes a study of accreditation and regulatory agencies for health care facilities. Medicolegal aspects will focus on release of information practices, laws governing health records and retention, the medical record as a legal document, and confidential and privileged information. Health care risk management, quality issues and utilization review processes are studied with the focus on legal aspects to include an introduction to the U.S. court system, due process, physician and clinician liability, and the impact of managed care on health information management practices. The expanding role of medical record information, computerization of patient related data, and the profound impact on traditional legal issues is explored. Prerequisite: HIT101 or permission of instructor.

HIT136 Introduction to Coding & Classification 3 Credits
This course introduces the student to the basic concepts and conventions of the coding and classification schemes used across health care settings including structure, rules, and guidelines. A history of nomenclatures and classification systems is covered as well as the relationship between coding and health care reimbursement, ethical coding conduct and compliance with federal, state, and accreditation requirements. Prerequisites: BIO213, HIT101, MAS102 or enrolled in Medical Coding certificate program.

HIT142 Directed Clinical Practice I 2 Credits
This course provides the student with supervised practice in health information technology in a hospital setting. Students practice health information management functions in the areas of collection, storage, and retrieval of health information, qualitative and quantitative analysis of health records, review of legal issues, and release of information. The student will be introduced to paper-based and electronic health record systems and processes. Prerequisites: HIT101, HIT136, MAS102, MAT113.

HIT201 ICD-10-CM/PCS Coding and Classification Systems 4 Credits
This course introduces the student to coding and classification schemes for hospital inpatients. The emphasis is on International Classification of Disease-10th-Clinical Modification (ICD-10-CM/PCS) as well as the current ICD-9-CM. Practical application of coding includes basic to intermediate levels with a brief introduction to advanced concepts. Students will study the use and application of codes in the development of indices and as a mechanism in the reimbursement process. Prerequisite: HIT136; Co-requisite: BIO216.
HIT210 Management Concepts for Health Care Organizations 3 Credits
The scope of this course is for students to learn an array of business and management principles that are relevant in today’s health care environment. These principles should provide each student with a solid business foundation from which they can build on in the workplace. This course will discuss reimbursement methodologies, financial and resource management as it relates to the various healthcare delivery systems. Basic accounting practices will be explained. In addition concepts in Human Resource management will be applied the healthcare delivery systems. Prerequisites: HIT101, HIT132, HIT136; Co-requisites: HIT142, HIT211.

HIT211 Health Data Collection 3 Credits
This course covers the basic principles of compiling statistics for health care facilities. Topics include definitions of terms, analysis of hospital services, monthly and annual reports, statistical formulas, and report writing. Also covered are creation and maintenance of indexes and registers and their correlation when compiling statistics. A segment will be devoted to the Prospective Payment System with particular focus on (a) information management databases utilized by the Department of Health and Human Services, and (b) interpretation and application of PPS rules and regulations. Students will analyze statistical information utilized in Health Management Information Systems. This course introduces and compares various third party payer models, their billing requirements, and claims processing. Prerequisites: CPT117, HIT101, MAS102, MAT113.

HIT212 Quality Improvement 3 Credits
This course is an exploration of continuous quality improvement principles in the health care setting and their relationship to the health information profession. Theories and practice will include QI, data collection, analysis, and problem solving techniques. Utilization review and risk management topics are also included. Prerequisites: HIT201, HIT210, HIT211.

HIT222 CPT-4-Coding 4 Credits
This course provides the Health Information Technology student coding instruction in CPT-4/HCPCS. Students will be expected to apply decision-making in record review for complete, accurate, and timely coding. CPT-4/HCPCS coding will also be practiced and applied in conjunction with ICD-10-CM, for hospital ambulatory surgery and the physician’s office. The CMS developed prospective payment system for ambulatory care will be reviewed. Students will study and apply ethical coding standards. Prerequisite: HIT201.

HIT243 Directed Clinical Practice II 2 Credits
This course provides continuing practical experience with health information technology in a hospital setting. Students practice health statistics, classification and indexing systems, quality assurance, utilization review, and risk management. An introduction to the supervisory management function is also provided. The student will assist the Clinical Supervisor with managerial functions. Prerequisites: HIT142, HIT201, HIT210, HIT211.

HIT245 Seminar in Health Information Technology 3 Credits
This is a capstone course designed to review professional and practical skills, applying them in an independent project. Students will be expected to develop a project plan; establish goals and objectives; collect and analyze information; and prepare and deliver an oral presentation. The course also includes preparation activities for the national certification exam and career planning. Prerequisites: Senior status, HIT142, HIT201, HIT210, HIT211.

HON202 Honors Seminar 3 Credits
This interdisciplinary honors seminar is part of the requirements for the honors program. This course will prepare students for the next step in their academic and professional lives by further development of their ethical reasoning, critical thinking and problem solving skills. Students will conduct sustained inquiry, integrating primary and secondary research, and advance their written and oral communication skills. By examining the self, and the world, through cultural, social, and economic lenses, students will increase understanding of themselves and the world around them. Students will use the knowledge acquired in this course to engage with their community in mindful and meaningful ways, to create and present a major portfolio of work, and to develop strategies for academic and/or professional growth. Prerequisites: ENG101, students must have a 3.5 GPA.

HUM101 Multi-Cultural Nature of American Society (H) 3 Credits
This course will examine, through selected interdisciplinary readings, the experience of several ethnic groups in American society, specifically African Americans, Native Americans, Hispanic Americans, and Asian Americans. As appropriate, an individual instructor may elect to include other significant groups as time allows. Students will explore
the historical and social experiences of these groups and their cultural contributions to the diversity of our American society. Prerequisite: ENG101 or ENG108.

INT201 Seminar in Inquiry (H) 3 Credits

This writing-intensive course is intended as a capstone course to be taken during the student’s final term and will provide students the opportunity to apply their research, critical thinking, and ethical decision-making skills to investigate an important contemporary issue. Through examinations of interdisciplinary readings, class discussions, and self reflection students will choose a research topic. Students will then design, research, write, and present a major project related to their topic through which they demonstrate effective oral and written communication. Prerequisites: : A grade of “C” or higher in ENG101, COM104, ENG121, HUM101 or ANT 101, and PSY101 or SOC101.

MAS101 Introduction to Medical Assisting 3 Credits

This course is designed to provide the student with the essential skills for professional personal attributes and administrative management of a medical office. They will be introduced to professional and career responsibilities, cultural diversity, stress management, communication techniques, records management, administrative responsibilities, and daily financial, billing, accounting, and collection practices. Students will have to demonstrate competency in telephone triage on an entry level basis as well as develop a procedure manual.

MAS102 Medical Terminology 3 Credits

The student will develop a basic understanding of the medical language employed in the health care professions utilizing word analysis and application of medical terms to anatomy, physiology, and pathophysiology of the human body.

MAS114 Medical Office Law and Ethics 3 Credits

This course is designed to provide the student with the essential foundations of law and ethics within a medical office setting. They will be introduced to professional and career responsibilities, courts, contracts and defenses, professional liability, and medical malpractice, Privacy law and HIPAA, and workplace legalities.

MAS115 Medical Assisting Clinical Theory 3 Credits

This course is the first of a two-part sequence dealing with the role of the medical assistant in health care. Student learning will be focused on infection control procedure, types and uses of personal protective equipment (PPE), and emergency protective practices. There will be an introduction to the medical assistant’s role in obtaining patient histories and documentation within an EMR, assisting in physical exams for all of the medical specialties; and obtaining vital signs. In addition, the student will evaluate safe work environments, prepare and implement emergency preparedness plans. Prerequisites: BIO213, MAS102; Co-requisite: MAS114, MAS117 or permission of instructor.

MAS117 Medical Assisting Clinical Lab 1 Credit

This course is the competency-based laboratory component accompanying Clinical Theory. Students will perform clinical procedures introducing them to the medical assistant’s role in the physician’s office and medical laboratory. Prerequisites: BIO213, MAS102, MAS114; Co-requisite: MAS115.

MAS211 Insurance Coding for the Medical Office 3 Credits

In this course students will develop a basic understanding of and perform procedural and diagnostic coding using CPT and ICD-10 CM. The focus will be on data analysis for billing and reimbursement. Prerequisites: BIO214, MAS101, MAS102, MAS114; Co-requisite: BIO216 or permission of instructor.

MAS212 Introduction to Health Insurance and Claims Processing 3 Credits

Utilizing computer applications, this course will cover the flow of information utilized by medical assistants in a medical office setting. The students will be able to process insurance claim forms, record patient information, and adhere to legal and regulatory considerations. Topics will include requirements for managed care systems policies and procedures, Blue Cross/Blue Shield, Medicaid, Medicare, Tricare, Workers Compensation, Disability, third-party insurance, and the principles of coding. Students will develop skills in solving insurance problems, accounts receivable, fee adjustments, collecting and process fees, and inpatient and outpatient billing. Prerequisites: BIO214, MAS102, MAS211, or permission of instructor.

MAS215 Advanced Medical Assisting Clinical Theory 3 Credits

This course explores the principles and methodologies for providing patient care specific to a medical assistant. A special focus will be made upon pharmacology including dosage calculations and the administration of medication, proper procedure for electrocardiography, phlebotomy, and the performance of diagnostic testing within the physician’s
office laboratory and/or the hospital laboratory. In addition, the student will prepare and implement appropriate patient educational tools. Prerequisites: BIO214, MAS101, MAS102, MAS114, MAS115, MAS117; Co-requisites: BIO216, MAS217 or permission of instructor.

**MAS217 Advanced Medical Assisting Clinical Lab**  2 Credits

This course is a competency-based laboratory experience. The student will be provided with practice in clinical skills performed by medical assistants. Prerequisites: BIO214, MAS101, MAS102, MAS114, MAS115, MAS117; Co-requisites: BIO216, MAS215 or permission of instructor.

**MAS234 Clinical/Administrative Office Practicum**  5 Credits

This course allows the student to gain practical experience in providing clinical care to patients and performing administrative tasks that occur in a medical practice. Students will be placed in a primary site, a physician’s office or rural health clinic, for 190 hours of their training. In addition, they will participate in a 32-hour rotation where they will gain in-depth experience at a hospital or in-house based laboratory to perform phlebotomy and associated lab tests. A mock CMA (AAMA) credentialing examination will be scheduled in preparation for the national CMA (AAMA) credentialing examination at the end of the semester. These examinations are required to complete at the end of this course. Prerequisites: BIO216, MAS212, MAS215, MAS217.

**MAT025 Numerical Mathematics**  3 Credits

This competency-based course is designed to improve the student’s basic mathematical skills. Topics include arithmetic, whole numbers, fractions, decimals, integers, rational numbers, exponents and roots, order of operations, percents, ratio and proportion, and basic concepts of descriptive statistics. Students do not receive associate degree credit for this course but its credits can be used for financial aid. Prerequisite: Arithmetic score between 39-54 on the Accuplacer placement test.

**MAT031 Introduction to Algebra**  3 Credits

This competency-based course is intended for students with good basic skills in arithmetic and little or no previous experience with algebra. The purpose of this course is to develop the algebra skills necessary for success in higher level mathematics courses. Topics will include order of operations, evaluating and simplifying variable expressions, first degree equations and inequalities, word problem applications, integer exponents, polynomials, and factoring. Students do not receive associate degree credit for this course but its credits can be used for financial aid. Prerequisite: Arithmetic score greater than 55 and Algebra score less than 75 on the Accuplacer placement test.

**MAT113 Elements of Mathematics**  3 Credits

This problem solving approach to mathematics presents the student with a firm foundation in the math skills needed for success in our contemporary society. Interactive techniques will be used which emphasize critical thinking and developing strategies for solving math problems. Topics covered include problem solving, algebra, consumer math, measurement systems, geometry, set theory, counting principles, probability, and descriptive statistics. Prerequisite: Arithmetic score greater than 55 on the Accuplacer placement test.

**MAT114 Technical Math**  3 Credits

This course will provide students with the concepts, principles, and problem solving techniques and skills needed in diverse occupational fields. Interactive techniques will be used which emphasize an understanding of the topics followed by applications of math concepts using problem solving computations. Topics covered include the numbering system, percents, charts, tables and graphs, calculations in both S. I. (metric) and the English systems, algebraic operations, simple equations, ratio and proportions, fundamentals of plane geometry, angular measure, triangles, area and volume calculations of various geometric shapes, introduction to right angle trigonometry. Prerequisite: Arithmetic score greater than 55 on the Accuplacer placement test.

**MAT117 College Algebra**  3 Credits

The emphasis of this course is on problem solving. This course unifies the traditional analytical methods of Algebra with the graphing technologies in order to solve problems modeled by a variety of functions such as linear, quadratic, absolute value, polynomial, and exponential. The central theme is authentic applications from traditional disciplines such as the physical sciences and engineering, as well as applications from business, economics, social sciences, life science, health science, sports, and other areas of student interests. This course provides the foundation necessary for success in future studies of mathematics. Prerequisite: High school algebra and an Algebra score greater than 75 on the Accuplacer placement test or successful completion of MAT031.
MAT119 Advanced College Algebra 3 Credits

This course is designed for students with a strong algebra background who intend to continue their study of mathematics into calculus. Traditional algebraic methods and modern graphing technology will be emphasized equally throughout the course. Topics will include the real and complex number systems, linear, quadratic, rational, and absolute value equations and inequalities, systems of equations, linear models, and functions. Proficiency in basic algebra is assumed and necessary for success in this course. Prerequisite: High school algebra and an Algebra score greater than 75 on the Accuplacer placement test or successful completion of MAT031.

MAT218 Trigonometry 3 Credits

This course is designed to help students lay a foundation for advanced study in mathematics. Topics to be considered will include right and oblique triangle theory, degree and radian measure of angles, trigonometric functions of any angle, basic trigonometric identities, graphs of circular functions, harmonic motion, and vectors. Applications to various disciplines will be used for real-world problem solving with an emphasis being placed on topics generally associated with the electrical/electronic field. Prerequisite: Minimum grade of “C” in MAT117 or MAT119 or equivalent.

MAT220 Statistics 3 Credits

In a world which is increasingly dependent upon data collection, organization, and analysis, a foundation in basic mathematical statistics is essential. This one semester, introductory course will discuss topics associated with both descriptive and inferential statistics. It is designed to develop the vocabulary and computational skills necessary for successful application to economics, total quality management, as well as other topics associated with today’s world of business. Prerequisite: Minimum grade of “C” in MAT117 or equivalent.

MAT225 Math for Business and Economics 3 Credits

This is an application-based course where students will solve problems from business economics and science. There will be a strong emphasis on mathematical modeling of real world data. The use of graphing technology and spreadsheets will be a prominent component of the course. Topics considered will include polynomial regression analysis, linear systems and linear programming, mathematics of finance, and introductory statistics. Prerequisite: Minimum grade of “C” in MAT117 or equivalent.

MAT226 Precalculus 4 Credits

This course is intended to expand the student’s algebraic knowledge and skills in preparation for calculus. The topics considered will build on those concepts and skills learned in College Algebra. Traditional algebraic methods and modern graphing technology will be emphasized equally throughout the course. Topics will include function theory, polynomial, rational, exponential, and logarithmic functions and graphs, and trigonometric functions and identities. Prerequisites: Minimum grade of “C” in MAT117.

MAT227 Calculus I 4 Credits

This one-semester course is an introduction to calculus for a general audience. A strong algebraic and trigonometric foundation will be essential. Topics will be investigated for a conceptual understanding of the mathematics involved and accommodate diverse applications. The use of technology in real-world problem solving will give students a deeper understanding of the material. Sample topics include: functions, limits, derivatives, optimization, and integration. Prerequisite: MAT218 or MAT226 or equivalent.

MHT101 Mental Health Seminar 1 Credit

This course is designed as an introductory seminar in which the student will have the opportunity to explore the overall building blocks for success in college, understanding that the journey of college is a time of personal growth and change, and begins with establishing a sense of identity, while exploring the values and thoughts of others. This course will help aid in successful acclimation to life at Kennebec Valley Community College (KVCC), and provide the student with opportunities to acquire knowledge skills that will contribute to success at KVCC. The course is an extension of the student orientation experience. Much of the course will also focus on specific areas of knowledge, skill, and personal reflection that are important for success in the Mental Health Rehabilitation Program or Certificate.

MHT104 Community Mental Health 3 Credits

This course is designed to focus on the history and systems specific to our current mental health system and the potential plan for our future delivery systems. The community’s role in impacting the mental health system will be examined.
MHT110 Interviewing and Counseling 3 Credits
This is an introductory class focusing on the skills that are fundamental to professional interviewing and to different psychological approaches to counseling. Ethical issues and professional growth will be discussed. Students will read the required textbook and participate in small-group exercises designed to help develop and enhance counseling skills.

MHT112 Crisis Identification and Intervention 3 Credits
This course introduces students to crisis intervention theory and practice. The course will focus on basic crisis intervention skills, theories of crisis intervention, and the dynamics of specific kinds of crisis situations. Current issues in crisis intervention will be explored. Multiculturalism and diversity will be integrated throughout the course, particularly in relation to effective crisis intervention and resolution. Stress and burnout, as they affect crisis clinicians, will be examined and strategies for prevention and professional development discussed.

MHT124 Psychosocial Rehabilitation 3 Credits
This course is designed to assist the learner to frame the basic principles of psycho-social rehabilitation both from a historical and an application perspective. We will compare and contrast the traditional and psycho-social models and their varying degrees of failure and success.

MHT125 The Changing Workplace 3 Credits
A sociological study of the shifts in the American work force and the impact on workers, work, and the new workplace. Among the topics explored will be management styles, minorities, workers with disabilities, laws’ influence on today’s workforce, gender, communication, and cultural diversity among workers. This course will provide an open forum for discussion of beliefs and attitudes critically examined through the perspectives of history, cultural context, political change, the media, the economy, society, and the family structure.

MHT214 Incest, Sexual Abuse, and Trauma 3 Credits
Students will examine the problems faced by the adult and child who experience incest and/or sexual abuse and other victimization during childhood, adolescence, and/or adult life. Traditional and new response/treatment approaches and theories will be introduced regarding the sexual abuse victim/survivor population.

MHT216 Mental Health and Aging 3 Credits
This course provides a comprehensive overview of the unique health and treatment needs of the psychiatrically ill, older adult. It will enable mental health caregivers to provide age-sensitive care in a variety of settings. Topics will include biological, social, psychological, and physical aspects of aging, dementias, and major psychiatric disorders.

MHT218 Substance Abuse Counseling for Special Populations 3 Credits
This course will examine current literature on substance abuse, paying particular attention to its impact on special populations. High risk populations will be discussed, as well as areas of need of specific populations. Students will read the required textbooks and participate in class discussions designed to help develop and enhance their learning.

MHT220 Case Management 3 Credits
Case management is a process that is currently receiving increasing attention in a variety of mental health, medical, and social service settings. It is a method of intervention which focuses simultaneously on the fragmentation within the consumer as well as fragmentation within the network of service delivery. Building upon an understanding of the social systems model, this course examines the various approaches to case management in a range of settings. Content areas address: history and basis, stages of engagement, assessment, planning, implementation, disengagement, evaluation, advocacy, and organizational supports.

MHT226 Vocational Aspects of Disability 3 Credits
Students will learn the vocational factors that need to be reviewed and considered prior to developing a vocational goal and implementing a Individual Plan for Employment (IPE) for a qualified individual with a disability. This will include appropriate vocational assessment tools including the Job Readiness Assessment used in the Bureau of Rehabilitation Services and other sources for understanding medical and psychological diagnosis and their relationship to functional capacities of individuals with disabilities. Labor market surveys, general marketing and other business community relationship building will be reviewed. Specific intervention, accommodation and other on-site supports will be discussed both from a theoretical and practical perspective. Actual skill acquisition modules will be presented as case studies that will provide opportunities to use the knowledge gained in real-world applications.
MLT103 Phlebotomy 6 Credits
This course is designed to prepare students to become certified phlebotomists. Included in the course are topics regarding the ethical and legal aspects of phlebotomy, medical terminology, anatomy and physiology, and safety/basic precautions. Venipuncture technique is taught. Satisfactory completion of a 96-hour clinical rotation in a hospital lab is required. Prerequisite: MAS102.

MUS101 Music Appreciation (F) (H) 3 Credits
What is there about music that causes one to have strong emotional reactions? Why do we call some sounds music and other sounds noise? When we listen to music what is it that we are hearing? The Music Appreciation course aims to develop an understanding of music and enhance the listening experience. Students will examine elements of music, trends, influences and styles in music from various time periods and cultures. The study will include examples of music from various styles, time periods, and cultures. Emphasis will be on listening and discussions. No previous musical experience is required. Co-requisite: ENG101.

MUS103 American Music (F) (H) 3 Credits
What is unique about American music? What experiences from our American past have contributed to our music today? What have been the various roles of music in American society? Is Elvis alive? This course will be an overview and exploration of music and musicians in America with emphasis on music from the late 1800’s through the present day. Topics will include Native American music, the jazz experience, popular music, country and urban folk music, theater and film music, American “classical” music, and the rock and roll experience. Within the general topics will be a look at music in the context of societal issues. The roles of women and various ethnic groups will be explored. No prior music knowledge or experience is required. Co-requisite: ENG101.

MUS117 History of Rock and Roll (F) (H) 3 Credits
This course is an exploration of the history of American popular music in the late 20th century. The course will trace Rock music from its roots in jazz, blues, country-western, and gospel music to its emergence as a global musical language. Co-requisite: ENG101.

NUR118 Foundations of Nursing 9 Credits
This course is designed to introduce the student to concepts that form the foundation for the practice of nursing. Student learning is focused on the basic human needs of individuals presented within the framework of the nursing process. Emphasis is placed on selected stressors that impact health, and/or the prevention of illness. Basic principles of nutrition and pharmacology are presented throughout the course. NUR118 involves a laboratory experience and a clinical experience in selected long-term health care facilities which provide an opportunity for students to develop and practice basic nursing skills. Prerequisite: admission to the Nursing program; Co-requisites for students admitted directly from high school: BIO213, ENG101, MAT117. *CLOCK HOURS: 75 classroom; 90 lab; 90 clinical.

NUR122 Nursing Across the Life Span I 9 Credits
This course provides students the opportunity to understand the biopsychosocial aspects of individuals throughout the life span. The developmental needs of individuals from birth to death are explored, along with common health problems encountered in each age group. NUR122 involves a clinical laboratory experience which utilizes the nursing process in the provision of nursing care at the ADN level to individuals and families in maternal-child and acute structured health care settings. Prerequisites: BIO213, ENG101, MAT117, NUR118, or current Maine LPN License; Co-requisites: BIO214, PSY101. *CLOCK HOURS: 75 classroom; 180 clinical/lab.

NUR126 LPN Transition to the ADN Role 1 Credit
This course is designed to provide the concepts and theory necessary for the successful transition of the LPN to the role of the Associate Degree Nurse. An introduction to the philosophy and conceptual framework of the nursing program is presented. Student learning is also focused on the transition to the student role, the differences between the LPN and RN roles, RN competencies, and the application of the nursing process. Prerequisite: admission to Nursing program; Co-requisite: NUR122. *CLOCK HOURS: 15 classroom.

NUR224 Nursing Across the Life Span II 9 Credits
This course presents a conceptual and developmental approach to the biopsychosocial aspects of individuals experiencing acute and chronic alterations in health throughout their life span. NUR224 involves a clinical laboratory experience which utilizes the nursing process in the development and the provision of nursing care at the ADN level to individuals in a variety of structured health care settings. Prerequisites: BIO213, BIO214, ENG101, MAT117, NUR122.
or NUR126, PSY101; Co-requisites: BIO219, PSY215. *CLOCK HOURS: 75 classroom; 180 clinical/lab.

NUR227 Nursing Across the Life Span III  
This course presents a conceptual and developmental approach to the biopsychosocial aspects of individuals experiencing complex alterations in health throughout the life span. NUR227 involves a clinical experience which utilizes the nursing process in the development and provision of nursing care at the ADN level to groups of individuals in a variety of structured health care settings. Prerequisites: BIO214, BIO219, ENG101, MAT117, NUR224, PSY215; Co-requisites: COM104, NUR229, Humanities Elective, Sociology Elective. *CLOCK HOURS: 75 classroom; 180 clinical.

NUR229 Transition into Nursing Practice for the ADN  
This course provides a forum in which students explore current issues and trends in nursing and health care that impact ADN practice. Topics include health care financing, nursing education and image, legal and ethical issues, nursing management and leadership, and strategies for self-care. NUR229 includes practicum experiences that provide students opportunities to understand diverse professional nursing roles in a variety of community health care settings. Emphasis will be placed on both the ADN management role and provision of patient care in the examination of numerous nursing roles. Prerequisites: BIO213, BIO214, BIO219, ENG101, MAT117, NUR224, PSY101, PSY215; Co-requisites: COM104, NUR227, Humanities Elective, Sociology Elective. *CLOCK HOURS: 22.5 classroom, 22.5 practicum.

OTS101 Introduction to Occupational Therapy & Human Occupation  
OTS101 is the foundation course for the Occupational Therapy Assistant program. It introduces Occupational Therapy as a profession as well as the concepts of occupation, engagement and participation, occupational performance, activity analysis and evidence-based practice. Cultural competence, health literacy, diversity, individuality, wellness, and the occupation-person connection are presented relative to Occupational Therapy practice. Emphasis is placed on general health concepts, Occupational Therapy philosophy, history, language and ethics. Therapeutic use of self, values, roles and responsibilities of Occupational Therapy practitioners are explored. Students learn about balance through the concepts of productivity, pleasure, and restoration. The role of professional competency, state licensure, national certification and MHRT/C certification are introduced. OTS101 involves both an integrated learning lab as well as an open-practice lab providing students with the opportunity to learn, practice and demonstrate basic clinical skills and teaching learning processes. A self-paced online medical terminology module is included in this course. Co-requisites: BIO213, ENG101, PSY101.

OTS102 Occupational Therapy across the Life Span I  
This course is the first of two lifespan courses. OTS102 provides students the opportunity to explore Occupational Therapy theory and practice, and the role of the OTA relative to behavioral health care. Major mental health diagnoses and the way in which they interfere with occupational performance across the lifespan will be examined. Students will explore systems/contexts of health care service delivery, models of service, and roles for occupational therapy assistants consistent with the current delivery of behavioral health services. Students learn about the OT process and subsequently to create occupation-based interventions based on evaluation, activity analysis, critical thinking, and evidence. Participation, engagement and quality of life issues are examined. Students will become acquainted with the varied roles OT can assume in the mental health arena including: advocacy, employment, case management, etc. Students will understand the MHRT/C competency credential in Maine. OTS102 involves integrated lab experiences to support learning. Students will interact in the community through service learning projects relevant to OT psychosocial practice. Prerequisites: BIO213, ENG101, OTS101, PSY101; Co-requisites: BIO214, OTS103, OTS104, PSY215.

OTS103 Functional Kinesiology  
This course presents the biomechanics and kinesiology of human occupation. Students will learn to apply the principles of biomechanics, kinesiology, and neuroscience in occupational therapy assessment and intervention. Human anatomy and the nervous system will be reviewed and examined as they relate to human movement and occupation. Case studies of clients with conditions which disrupt occupational performance will be used to instruct students in the techniques and interventions that OTAs use to restore wellness. Prerequisites: BIO213, ENG101, OTS101, PSY101; Co-requisites: BIO214, OTS102, OTS104.

OTS104 Interpersonal Skills for the Practicing Allied Health Professional  
The purpose of this course is to increase awareness and develop understanding of interpersonal and intra-personal skills as they relate to the Allied Health Professional. The focus is to enhance communication skills essential for positive and effective therapeutic and inter-professional relationships in the health care field. Information is considered fundamental for personal, professional and therapeutic engagement. Particular emphasis will be placed on self-awareness, therapeutic
use of self, values clarification, verbal/non-verbal communication, written communication, conflict resolution and dispute resolution methods, professionalism, and performance evaluation. Prerequisites: BIO213, ENG101, OTS101, PSY101; Co-requisites: BIO214, OTS102, OTS103.

OTS105 Fieldwork Education I

The 2011 ACOTE Standards describe the role of Level I fieldwork “to introduce students to the fieldwork experience, to apply knowledge and practice, and to develop understanding of the needs of clients.” Occupational Therapy Assistant (OTA) students will rotate through three 1-week fieldwork practice environments under the supervision of various professionals as specified under the ACOTE OTA Standards. Level I fieldwork provides the OTA student with exposure to healthcare practice through directed observation and limited participation in selected aspects of the occupational therapy process. It is not intended to develop independent performance, rather to enrich academic learning. Each student is expected to develop and demonstrate skills in professionalism and communication. These skills include, but are not limited to: interviewing, effective gathering and organizing of information, examining personal reactions to individuals with disabilities, professionals, staff, practice environments, and observing the roles and functions of healthcare provision. The focus of the learning experience includes active observation, professional communication (written, verbal and non verbal), and professional behaviors including: OT ethics, values, and individual and group participation with individuals receiving health care services. Students will begin to experience relationships with other healthcare practitioners and the individuals they serve. Relationship to the Curriculum Design: Students will experience the role of the OTA as restorer of wellness in Level I fieldwork with a focus on therapeutic use of self and the use of occupation. Collaborative relationships with both peers, clients, supervisors and other health care workers will be encountered. Prerequisites: OTS102, OTS103, OTS104; Co-requisites: COM104, OTS107, OTS109.

OTS107 Assistive Technology in OT Practice

In this course, students will continue to learn about assistive technology that can be used to enhance and adapt the environment to the needs of people with disabilities. Students will have the opportunity to view and have hands on experience with virtual environments, technological equipment, universal design, environmental modifications, and other devices and services that are used in occupational therapy practice. Physical agent modalities, safety technologies, and telehealth will be reviewed and discussed. Prerequisites: OTS102, OTS103, OTS104; Co-requisites: COM104, OTS105, OTS109.

OTS109 Group Process

This course presents the issues of group process, group dynamics, group development across the lifespan combined with the group techniques previously learned in OTS101/OTS102/OTS104. Group protocols will be formulated. Students will share case material encountered in Level I Fieldwork to demonstrate effectiveness in therapeutic group planning and group techniques. Communication skills and group process activities will be used to promote logical thinking, creativity, and problem solving, to further understand and develop therapeutic use of self, group techniques, leadership skills, and to practice peer collaboration. Prerequisites: OTS102, OTS103, OTS104; Co-requisites: COM104, OTS105, OTS107.

OTS201 Practice Environments Seminar

This seminar course is designed to assist students in integrating all of their acquired knowledge and skills. Students will clarify the contexts of health care environments and systems as they relate to OT. Students will learn how OT service is implemented in varied environments. The course will emphasize arenas in which OTAs have typically worked, as well as emerging areas of practice and associated OTA roles. Students will have opportunities to further explore and develop Occupational Therapy ethics, citizenship and professionalism, quality assurance, marketing techniques, supervisory and role responsibilities of the OTA practitioner in health care. Personal and OT leadership will be examined. Students will gain an understanding of OT service delivery, and will investigate professional literature as it relates to evidence based practice, current social issues, competency and professional development. The impact of public policy, legislative action, advocacy, and fiscal regulatory boards are discussed as part of the OTA professional role. Dialogue regarding organizations, advocacy, professional participation, management, fieldwork issues and future OTA roles, including that of fieldwork educator, are part of this course. This course discusses the use of technology to support performance as well as EHR and electronic documentation systems. Students will develop resources and employ skills needed to support their current and future professional skills. Fieldwork II, licensure and certification will be examined. Prerequisites: BIO214, COM104, OTS105, OTS107, OTS109, PSY215; Co-requisites: OTS203, SOC101, HUM elective.

OTS203 Occupational Therapy across the Life Span II

OTS203 provides students the opportunity to explore and understand Occupational Therapy practice relative to physical disabilities. Students will examine the stages of development and the impact of health, disease, injury, and disability on
occupational performance and participation. This course will be taught in linking modules from infancy to eldercare. Emphasis in each module will be placed on the life cycle issues and occupations, intervention techniques, service delivery systems and policies relevant to the particular module focus. Quality of life is presented as an integral concept. OTS203 involves integrated lab experiences which provide students opportunities to learn, practice, and demonstrate clinical skills. An open mentor lab is included. Prerequisites: BIO214, COM104, OTS105, OTS107, OTS109, PSY215; Co-requisites: OTS201, SOC101, HUM elective.

OTS206 Fieldwork Education II - A 6 Credits

The goal of Level II Fieldwork, as described by the 2011 ACOTE Standards, is to “develop competent, entry level, generalist occupational therapy assistants.” Level II Fieldwork is integral to the curriculum design and includes in depth experience in delivering OT services to clients, focusing on the application of purposeful and meaningful occupation. ACOTE requires a minimum of 16 weeks’ full-time Level II fieldwork. OTS 206 provides eight (8) weeks of this requirement. Students are exposed to client and setting diversity. In all settings, psychosocial factors will be understood and integrated in interventions and outcomes. The Level II fieldwork experience enables the student to apply the knowledge and skills learned in the classroom to practical situations. Level II (A) is designed to promote clinical reasoning suitable to the occupational therapy assistant role, to transmit the values and beliefs that enable ethical practice, and to develop professionalism and competence in career responsibilities. Professionalism and OT Citizenship will be demonstrated. Students will be assigned to a variety of settings. A focus seminar designed to process student experiences will be held upon completion of the fieldwork session. This seminar includes: the interview process, resume building review, updates on professional issues, NBCOT examination, and the fieldwork/curriculum design fit. Relationship to the Curriculum Design: In this course, students will collaborate with fieldwork educators, clients/patients, and team members. They will practice using occupation to restore wellness in a clinical (traditional and/or emerging) setting. This application of didactic material to clinical situations will serve to integrate the liberal arts, scientific, and technical knowledge and skills of the previous semesters into entry level competency. Prerequisites: CPR certification, current immunization records, criminal background check and fingerprinting, and all academic coursework as defined in the program of study must be successfully completed prior to taking this course. All students must complete student personal performance summary and exit interview prior to fieldwork placements.

OTS208 Fieldwork Education II - B 6 Credits

The goal of Level II Fieldwork, as described by the 2011 ACOTE Standards, is to “develop competent, entry level, generalist occupational therapy assistants”. Level II Fieldwork is integral to the curriculum design and includes in depth experience in delivering OT services to clients, focusing on the application of purposeful and meaningful occupation. ACOTE requires a minimum of 16 weeks’ full-time Level II fieldwork. OTS 208 provides eight (8) weeks of this requirement. Students are exposed to client and setting diversity. In all settings, psychosocial factors will be understood and integrated in interventions and outcomes. The Level II fieldwork experience enables the student to apply the knowledge and skills learned in the classroom to practical situations. Level II (B) is designed to promote clinical reasoning suitable to the occupational therapy assistant role, to transmit the values and beliefs that enable ethical practice, and to develop professionalism and competence in career responsibilities. Professionalism and OT Citizenship will be demonstrated. Students will be assigned to a variety of settings. A senior seminar focus designed to assist student to process fieldwork experiences will be held upon completion of the fieldwork session. This seminar includes: supervision and professional issues, licensure and NBCOT topics, and a “mock” certification exam. Relationship to the Curriculum Design: In this course, students will collaborate with fieldwork educators, clients/patients, and team members. They will practice using occupation to restore wellness in a clinical (traditional and/or emerging) setting. This application of didactic material to clinical situations will serve to integrate the liberal arts, scientific, and technical knowledge and skills of the previous semesters into entry level competency. Prerequisites: CPR certification, current immunization records, criminal background check and fingerprinting, and all academic coursework as defined in the program of study must be successfully completed prior to taking this course. All students must complete student personal performance summary and exit interview prior to fieldwork placements.

PHI101 Introduction to Philosophy (H) 3 Credits

This course is designed to encourage the delightful art of wonder, while acquainting students with the meaning of “philosophy.” In this exploration we will examine the thinking and contributions to human thought of Western philosophers from the earliest times to the present. This course is not a history of philosophy, but an introduction to, and an experience in, the adventure of wondering about the meaning of life! Our journey will permit us to examine such important human concepts as self, goodness, thinking, knowledge, freedom, change, growth, love, tomorrow, death, and ultimate concern. Co-requisite: ENG101.
PHI106 World Religions (H)  3 Credits
In a day of increased globalization, this course is designed to acquaint the student with the collective wisdom of the World’s Religions. Students will explore the phenomenon of belief shared by all peoples, even when their ultimate concerns are vastly different. It will attempt to introduce students in a pluralist era, such as ours, to the common spiritual core which is shared by all major religions of the world. As our globe shrinks and communication increases, the need to be sensitive, tolerant, and inclusive of others is inevitable for survival. This course is a cross-cultural experience in exploring what people hold to be important in the traditions of Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Judaism, Christianity, and Islam. Co-requisite: ENG101.

PHI110 Introduction to Contemporary Ethics (H)  3 Credits
This introductory course in the study of ethics will explore the historical contributions to this important area of civilized thought. It will nurture and affirm the student’s appreciation of the need for a reliable perspective and guidelines for responsible living in the complexities of a society and world which looks forward to change and discovery in the next century. This course will provide a rational framework by which students can evaluate issues and make ethical choices. It is a goal of this course to facilitate critical thought and examination of cultured opinion as we seek to discover wholesome civility and meaning in a rapidly changing contemporary world. Issues which will be explored are the taking of human life, mercy killing, euthanasia, abortion, lying, cheating, breaking promises, marriage, human sexuality, pornography, bioethics, and issues in medicine and the professions, as well as ethics in business, sports and issues surrounding the environment. Co-requisite: ENG101.

PHI201 Critical Thinking (H)  3 Credits
This course introduces the student to the principles of critical thinking and provides practice in applying these principles to everyday decision making. The student will learn to distinguish between rational thoughts and feelings, evaluate arguments, identify assumptions, examine evidence, clarify by asking questions, fairly and famously analyze multiple viewpoints, and make reasonable judgments. Prerequisite: ENG101, any 100-level Philosophy course, or permission of instructor.

PHI205 Middle Eastern Religions (H)  3 Credits
This course will examine the history, culture, and religious traditions of Judaism, Christianity, and Islam, and the people who occupy what is referred to as the Middle East. Students will study Jerusalem, from ancient times to the present period, and the people who call it their Holy City. The ideological importance of the Hebrew Bible, the Christian New Testaments and the Koran will also be examined. Prerequisite: ENG101, any 100-level Philosophy course, or permission of instructor.

PHI220 The Philosopher Explores the “Good” Life (H)  3 Credits
This course is designed to be an interactive class in which various academic disciplines coalesce in a composite of pragmatic philosophy which focuses on living in the 21st Century. This course will dynamically combine content and conduct to prepare and resource the student in the growth of personal character and virtue. Altruism and civility will be explored and experienced through the facilitation and implementation of the community service-learning component requirement of the course. Prerequisites: ENG101, any 100-level Philosophy course, or permission of instructor.

PHY111 Elements of Physics  4 Credits
This course provides an introduction to the basic principles of physics. Students gain an understanding of mechanics, heat, and thermodynamics. Emphasis is placed on laboratory work, problem solving and applications to everyday life situations. Prerequisite: Minimum grade of “C” in MAT117 or MAT119.

PHY211 Elements of Physics II  4 Credits
This course provides an introduction to the basic principles of physics. Students gain an understanding of electricity, magnetism, waves, optics, and modern physics. Emphasis is placed on laboratory work, problem solving and applications to everyday life situations. Prerequisite: Minimum grade of “C” in PHY111.

PHY213 Radiographic Physics  3 Credits
This course introduces the fundamental principles of physics and electronics involved in the production, use, and control of the various electromagnetic energies used in medical and diagnostic applications. Topics include electromagnetic waves, electricity and magnetism, electrical energy, power and circuits as they relate to radiography. The course includes basic mathematical concepts for the solution of radiology related problems. Upon completion, students should be able to demonstrate an understanding of basic principles of physics as they relate to the operation of
radiographic equipment.

**PLB101 Plumbing Fundamentals** 5 Credits
This course will introduce students to the fundamental principles of residential and commercial plumbing installations. Topics covered include trade safety practices, tools of the trade, plumbing materials, drainage and venting systems, storm drainage systems, and plumbing fixture installations. Students will also begin covering material for Green Plumbers' accreditation. Students will work on lab exercises that will give them practical hands-on experience applicable to the plumbing construction field. The labs will cover the proper ways to assemble copper, PEX and PVC piping systems. Particular emphasis will be placed on drainage and venting rough-in installations for residential and commercial plumbing construction. Each student is required to have a basic set of plumbing tools.

**PLB201 Advanced Plumbing Applications** 5 Credits
This course will build on the fundamentals of residential and commercial plumbing principles introduced in PLB 101. This course will build and expand upon the topics of trade safety practices, tools of the trade, plumbing materials, drainage and venting systems, plumbing fixture installations, and water pump systems. Students will cover information for Green Plumbers Accreditation. Hands-on labs will provide training in PVC drainage rough-in installations, water heater installations, potable water distribution systems, and plumbing fixture installations. Each student is required to have a basic set of plumbing tools. Prerequisite: PLB101.

**PMT101 Introduction to Precision Machining (NIMS Level 1)** 3 Credits
This course is designed to introduce students to the fundamentals of precision machining technology. Students will become familiar with the operation procedures for the following manual machines: mills, lathes, drilling, grinding equipment, saws, measuring and layout tools. Shop safety will be discussed and practiced throughout the course. Terminology as it relates to the machine industry will be used throughout the course. Co-requisites: BPT126, CPT117, MAT114, PMT102.

**PMT102 Manual Milling and Turning (NIMS Level 1)** 4 Credits
This course is designed to introduce students to milling and turning operations. Students will become familiar with the operation procedures for manual milling machines and lathes. Shop safety will be discussed and practiced throughout the course. Terminology as it relates to the machine industry will be used throughout the course. Co-requisites: BPT126, CPT117, MAT114, PMT101.

**PMT110 Introduction to Mastercam** 3 Credits
This course provides training on the use of Mastercam X CAD / CAM software to design parts and tool paths for a modern CNC Vertical Machining Center, as well as CNC lathes. Students complete a series of exercises that progress from designing a two-dimensional part and creating a contour tool path with more advanced CNC Mill and Turning applications. Prerequisites: BPT126, PMT101, PMT102. Co-requisite: PMT111.

**PMT111 Fundamentals of Precision Machining Technology II** 7 Credits
This course is a continuation of Fundamentals of Precision Machining Technology I (PMT101). Students will be introduced to advanced machining concepts and practices found in modern machine shops. Students will select proper work holding devices, proper tooling and utilize the more advanced setup techniques required for advanced machining. Metallurgy used in ferrous metals will be covered in detail. Students will gain an understanding of how steel responds to cold working and forming. Different methods of hardening will be demonstrated giving each student a chance to design a heat-treat process, check the hardness, and evaluate the strength in a fracture test. Prerequisite: PMT101; Co-requisites: CPT140, MAT217.

**PMT201 Fundamentals of Precision Machining Technology III** 7 Credits
Shop safety will be discussed and practiced throughout the course. This course is designed to introduce students to computer numerical control (CNC) machining, and advanced manual machine setups, tooling and use. Students will develop an understanding of programming concepts and codes as they relate to CNC lathes and mills. The history of CNC machines will be included in this course. Students will advance their knowledge and skills in the operational procedures for the following manual machines: mills, lathes, drilling, grinding equipment, measuring and layout tools. Terminology as it relates to the machine industry will be used throughout the course. Prerequisites: CPT140, PMT111; Co-requisites: CPT240, MAT218, or permission of instructor.
PMT211 Fundamentals of Precision Machining Technology IV  
4 Credits

Precision Machining Technology IV is designed to introduce students to the more advanced machining practices and concepts utilized in industry. Topics that will be discussed include: Advanced Computer Numeric Control Programming and Geometric Dimensioning and Tolerances. Precision machining terminology and shop safety will be used throughout the course. Prerequisites: CPT240, MAT218, PMT201, or permission of instructor.

PMT217 Metal Fabrication  
1 Credit

This course is designed to introduce students to the fundamentals of welding. The principles of shielded metal arc welding and the oxy-fuel process of cutting, welding and brazing will be covered in detail. Students will also be introduced to the gas metal arc welding process. Classification of metals, their properties, designations and identification will also be covered. Ferrous and nonferrous metals will be discussed.

PMT226 Experiential Education  
3 Credits

This course is designed so that a student will gain practical experience in the precision machining technology field. By applying the knowledge, skills, and work attitudes acquired from the program courses, the student will experience an employment situation with local industry associated with the precision machining field. A weekly journal will be kept. A workbook will be used by the student to write a final report. This report will detail his/her experience in the experiential education environment.

POL111 Current Issues in Political Science  
3 Credits

This is a survey and analysis of leading ideologies of the modern world, including Communism, Socialism, Fascism, Nationalism, and Democracy. Emphasis will be placed on the study of contemporary issues involving local, national and international affairs.

PPT111 Introduction to Pulp & Paper Technology  
3 Credits

This course serves as an introduction to the study of pulp and paper technology. It will focus on providing the student with an overview of the entire pulp and paper manufacturing process - from the tree to the shipping dock. The course defines and discusses the properties of wood and wood fibers, wood and chip handling, the various pulping methods utilized (including cooking equipment, processing of pulps, and chemical recovery), paper machine stock preparation, paper manufacture, properties and testing of pulp and paper, process control, and pulp and paper industry environmental considerations. A special section on process control and quality assurance is included.

PPT113 Paper Making Processes  
3 Credits

This course covers basic papermaking technology. Topics include preparation of stock for papermaking, additives to papermaking stock, wet-end and dry-end paper machine operations, paper surface treatments, manufacturing of specific paper and board grades, and paper testing. Papermaking processes are discussed in the contexts of basic chemical and mechanical principles, including steam properties and paper machine wet-end chemistry. Co-requisite: PPT111.

PPT115 Pulping Technology  
3 Credits

This course begins with an overview of the three basic pulping technologies—mechanical pulping, sulfite pulping, and kraft pulping. Because of the increased use of recycled fiber as a fiber source, secondary fiber technology is also reviewed. Kraft pulping is the predominant industry pulping process, so major emphasis is given to this technology. The supporting chemical and mechanical principles for the pulping processes are detailed. These include the chemistry of kraft and sulfite liquors, the chemistry of black liquor recovery, recovery boiler operation, steam properties related to steam generation in recovery systems, recausticising, calcination, bleaching sequences, bleaching chemicals, and overall pulp mill recovery systems as associated with environmental concerns. The mechanical and chemical bases are provided for the mechanical pulping and secondary fiber pulping processes. The properties and testing of pulps will be discussed. Prerequisite: PPT111; Co-requisite: CHE101 or CHE112.

PPT116 Maintenance for Pulp & Paper Manufacturing Facilities  
3 Credits

This course introduces various concepts and practices used in maintenance in the pulp and paper industry. Maintenance organization, work-order system(s), planning, scheduling, and work measurement and standards are reviewed in detail. Special emphasis is given to preventative maintenance, including the role of various predictive maintenance methods. Maintenance materials control and the use of computerized maintenance-management information systems are discussed. The student is introduced to new maintenance concepts such as Total Productive Maintenance (TPM) and Reliability Centered Maintenance (RCM). Practical maintenance trouble-shooting techniques are discussed. Specific maintenance safety considerations such as lockout/tagout and confined space entry are detailed. Equipment/equipment component
demonstrations are provided to the student throughout the course, e.g., demonstrating various types of bearings with discussion why different types are used, showing different pump types with discussion around uses for each type, etc. Prerequisite: PPT111.

**PPT117 Safe Work Practices in the Pulp & Paper Industry**  
3 Credits  
This course introduces the student to the elements of occupational safety with special emphasis on identification of safety / health hazards and unsafe work practices. The importance of Personal Protective Equipment is stressed. Methods to reduce the risk of personal injury are explained and discussed. The role of safety training in creating the proper attitude toward safety is indicated. The student is taught how to use 29 CFR 1910 Occupational Safety and Health General Industry Standard. Each element of OSHA CFR 1910.119, Process Safety Management is detailed and discussed. Special emphasis is placed on hazardous materials used in the pulp and paper manufacturing processes, boiler and recovery boiler operations and well as paper machine and related winding operations as detailed in 29 CFR 1910.261, Pulp, Paper, and Paperboard Mills. Safe work practices for maintenance personnel are outlined. Co-requisite: PPT111.

**PPT219 Basic Paper Industry Process Chemistry**  
3 Credits  
This course begins with a thorough review of general chemistry principles. Following this, the chemistry associated with both pulping and papermaking is examined in depth. Kraft and sulfite pulping processes are reviewed, and as each unit operation is examined, appropriate analytical calculations are demonstrated. Polymer and carbohydrate chemistry are discussed prior to studying wet-end paper machine technology. Attention is then turned to concepts and applications of colloid chemistry to papermaking processes. The specific technology related to sheet formation, internal sizing, wet/ dry strength resins and dyestuffs is explored. Other issues studied include foam control, pitch control, and first-pass retention performance on a paper machine. Prerequisites: CHE101 or CHE112, PPT111, PPT113, PPT115.

**PPT223 Process Instrumentation and Control**  
3 Credits  
This course focuses on the four major areas in automatic control systems: primary measurements, signal transmission, automatic controllers, and the final control elements. Describing typical installations as applied in various pulp and papermaking processes shows how these areas work together as systems. This course also provides a basic introduction to computers and their use in the paper industry. Prerequisites: PPT111, PPT113, PPT115.

**PPT225 Quality Aspects of Pulp and Paper Manufacture**  
3 Credits  
This course provides coverage of the quality aspects of the production of pulp and paper products from the perspective of Total Quality Management, including: concept of quality and variation; common and special cause systems; tools for identifying special causes; tools for systems analysis; quality improvement strategies; theory of change management; ANSI/ISO/ASQC9001 Quality Systems; and Margaret Chase Smith State Quality Award Requirements. Quality control and assurance requirements for successful mill operations are also covered. Prerequisite: PPT111.

**PPT227 Understanding Operating Processes**  
3 Credits  
This course provides a fundamental engineering approach as the basis for understanding process operations found in pulp and paper facilities. Simulation models are used to illustrate basic concepts using specific examples from pulp and paper mill operations. Topics include the use of graphical and mathematically derived process information, using process models, understanding and using process variables data, process blocks and compound process blocks, and combining all of these elements to evaluate composite process operations. Prerequisite: PPT111.

**PSY101 Introduction to Psychology**  
3 Credits  
This course is an introduction and overview of the study of human behaviors. Lectures and discussion topics will include motivation, perception, historical roots, biological basis of behavior, scientific methods, human development, psychopathology, and theory.

**PSY204 Abnormal Psychology**  
3 Credits  
This course examines behavior identified as different from societal norms. Lectures and discussion topics will include psychopathology, assessment, diagnoses, the impact of physical health, review of the research, and the impact on our society. Prerequisite: PSY101.

**PSY206 The Psychology of Film & Literature**  
3 Credits  
A hybrid of social science and humanities, this course seeks to give practical application to many of the concepts that are presented in PSY101, Introduction to Psychology. Students will examine how psychological concepts are represented in film and literature. Treatment of the mentally ill, ethical behavior, accurate portrayal of mental disorders, and other topics will be closely evaluated and discussed. Prerequisite: PSY101.
PSY207 Transpersonal Psychology 3 Credits

This course will provide students with an introduction to the field of transpersonal psychology, including its history, major contributors, and philosophy. Students will be introduced to the cross-cultural roots, transformative practices, and psychotherapeutic applications that have informed the field, as well as to consciousness research. The course will be divided into the following five generic transpersonal psychology content areas: consciousness, spirituality, personal mythology and dreamworking, parapsychology, and exceptional human experiences. Prerequisite: PSY101.

PSY208 Advanced Topics in Psychology 3 Credits

These courses offer an in-depth exploration of specific issues and topics within the various subspecialties of psychology. These courses are intended for students who wish to pursue their studies in a particular field beyond the basic course offered in areas such as clinical, cognitive, developmental, and social psychology. Problems of academic and social significance are chosen for study. Topics will be changed each semester. Prerequisite: PSY101 or permission of the instructor.

PSY210 Human Sexuality 3 Credits

The purpose of this course is to provide an introduction to the biological, psychological, social, historical and cultural influences that impact human sexual behavior. In addition, this course will address contemporary social issues such as pornography, prostitution, rape, contraception, abortion, childhood and adolescent sexuality, and sexual orientation. Students will also gain an in-depth understanding of the nature of romantic relationships, anatomy and physiology of the male and female genitals, sexual positions, sexually transmissible infections, pregnancy, and birth. Material that may be questionable to some students will be presented in a direct and open manner. Students in this course understand this and consent to participate in the course. Prerequisite: PSY101.

PSY212 Positive Psychology 3 Credits

For over 100 years psychology has been helping people with personal problems as they deal with disorder, disease, and distress. Great progress has been accomplished in assisting and alleviating personal discomfort and dysfunction. In recent years, however, we have become aware that the “disease model” is not adequate in enabling individuals to perform at their potential. “Positive Psychology” is also about what is positive, meaningful, and productive in a person’s life. Positive Psychology identifies those characteristics that make life worth living, fulfilling and meaningful. This course enables the student to study and strengthen the positive personal traits and dispositions – like kindness, resiliency, curiosity, values, interests, talents, optimism and hopes, while exploring those social institutions which enable our lives to the fullest such as friendship, marriage, family, education, etc. The premise of this course is that human goodness and excellence are as important as human flaws and inadequacies. Psychology is as much about human potential as it is human pain. Prerequisite: PSY101 or permission of instructor.

PSY215 Developmental Psychology 3 Credits

This course is a survey of the biological, cognitive and socio-emotional aspects of human growth and development across the lifespan. Lifespan topics include an introduction to the lifespan perspective; biological changes; family, peer and social relations; cognition; and personality development. Prerequisite: PSY101 or permission of instructor.

PSY220 Behavior Management 3 Credits

Students learn to apply behavior management techniques in their own lives and in the educational setting. Control of the antecedents and consequences of behaviors is emphasized. Study of theory and research provides a framework for practical application. Prerequisite: PSY101 or permission of instructor.

PSY224 Statistics for Psychology 3 Credits

This course focuses upon the concepts and applications of descriptive and inferential statistics in psychology and other behavioral sciences. Topics include: descriptive statistics, central tendency and variability, inferential statistics, hypothesis testing, correlation and regression, chi-square, t-tests; and analysis of variance procedures. Application of both hand computation and statistical software to data in a social science context will be emphasized to include the interpretation of the relevance of the statistical findings. Prerequisites: MAT117, PSY101.

PSY234 Research Methods with Lab 4 Credits

This course provides an introduction to psychological research techniques and methodology. Topics to be covered include the experimental and non-experimental approaches such as ex-post facto research, correlation research, survey research, and qualitative research. Ways for assessing threats to the internal and external validity of studies will be examined. These issues will be illustrated through reference to the examples of research on various topics in psychology.
In addition, students will participate actively in the design and analysis of three research projects. Students will also learn to write research reports in the style used by research psychologists. Prerequisites: PSY224 and ENG218 or permission of instructor.

PTS105 Self-Paced Medical Terminology for PTAs 1 Credit
This is a self-paced course in an asynchronous format (didactic portion as distance education, pronunciation is on-site) that will assist the physical therapist assistant student in developing an understanding and pronunciation of medical terminology. Prerequisite: Students must be enrolled in the PTA program at KVCC.

PTS107 Introduction to Kinesiology for the PTA 2 Credit
This laboratory course is an introduction to the concepts of kinesiology essential for the PTA. Musculoskeletal anatomy and the basic principles of biomechanics will be presented. Co-requisites: BIO213, PTS111.

PTS111 Physical Therapy I 4 Credits
This course is the first of a three-part sequence and introduces students to the foundations of physical therapy practice. The basic principles of data collection and physical therapy interventions relative to patient care skills are presented. Laboratory experiences are integrated throughout the course to allow students to practice selected physical therapy skills and demonstrate competency. Students must be enrolled in the PTA program at KVCC to take this course.

PTS112 Physical Therapy II 4 Credits
This course is the second of a three-part sequence and provides an opportunity for students to apply the principles of data collection and physical therapy interventions to musculoskeletal and integumentary impairments. Laboratory experiences are integrated throughout the course to allow students to practice physical therapy skills and demonstrate competency. Prerequisites: BIO213, PTS105, PTS107, PTS111; Co-requisites: BIO214, PTS116, PTS117.

PTS116 Pathology 3 Credits
This course examines human diseases commonly encountered in physical therapy across the life span. The pathogenesis, clinical manifestations, and medical interventions for diseases are presented. Prerequisites: BIO213, PTS105, PTS107, PTS111; Co-requisites: BIO214, PTS112, PTS117.

PTS117 Kinesiology for the PTA 3 Credits
This course presents the basic principles of biomechanics and anatomy in relation to human movement essential for the PTA. Laboratory experiences are integrated throughout the course to provide functional application of movement principles. Students have the opportunity to practice and demonstrate competence in the data collection skills of goniometry and manual muscle testing. Prerequisites: BIO213, PTS105, PTS107, PTS111; Co-requisites: BIO214, PTS112, PTS116.

PTS120 PTA Clinical Education I 4 Credits
During this first clinical education course, students practice basic data collection and physical therapy intervention skills at an affiliated clinical education center. The opportunity to integrate “Beginning Level” professional behaviors and work on “Developing Level” professional behaviors in physical therapy practice is provided under direct supervision from the clinical instructor(s). The student will work towards requiring a moderate degree of guidance from the clinical instructor during data collection and intervention activities on non-complex patients. This five-week clinical education course totals 180 hours and starts at the conclusion of the second semester of the first year. Prerequisites: PTS111, PTS112, BIO214, PTS105, PTS107, PTS116, PTS117, Current CPR certification, background check and all required immunizations and titers.

PTS211 Physical Therapy III 4 Credits
This course is the third of a three-part sequence and provides an opportunity for students to apply the principles of data collection and physical therapy interventions to neuromuscular and cardiopulmonary impairments. Laboratory experiences are integrated throughout the course to allow students to practice selected physical therapy skills and demonstrate competency. Prerequisites: BIO214, PTS105, PTS107, PTS112, PTS120; Co-requisite: PTS215.

PTS215 Neuroscience 3 Credits
This course provides students with the opportunity to understand the structure and function of the nervous system over the life span. The pathogenesis, clinical manifestations, and medical interventions for diseases of the nervous system are presented. Prerequisites: BIO213, BIO214, PTS112, PTS116; Co-requisite: PTS211.
PTS218 PTA Clinical Education II 6 Credits
During this second clinical education course, students practice intermediate data collection and moderately complex physical therapy intervention skills in an affiliated clinical education center. The opportunity to integrate “Developing Level” professional behaviors and work on “Entry-Level” professional behaviors in physical therapy practice is provided under direct supervision from the clinical instructor(s). The student will work towards requiring a moderate to minimal degree of guidance from the clinical instructor during patient data collection and intervention activities. This seven-week clinical education course totals 270 hours and starts during the second semester of the second year. Prerequisites: PTS120, PTS211, PTS215, all required general education courses; Co-requisites: Current CPR certification and all required immunizations, titers, and background check.

PTS220 PTA Clinical Education III 6 Credits
During this final clinical education course, students practice advanced data collection and complex physical therapy intervention skills at an affiliated clinical education center. The opportunity to continue to develop and integrate “Entry Level” professional behaviors into physical therapy practice is provided under direct supervision by the clinical instructor(s). The student will work towards requiring a minimal degree of guidance/consultation from the clinical instructor during patient data collection and intervention activities. This seven-week clinical education course totals 270 hours and starts during the second semester of the second year. Prerequisite: PTS218; Co-requisites: Current CPR certification, and all required immunizations, titers and background check.

PTS222 PTA Seminar 1 Credit
This is a capstone course designed to summarize and integrate the classroom, laboratory, and clinical components of the PTA program. A forum allows discussion of current trends in physical therapy. Students prepare for the licensure examination and employment as a PTA. Prerequisite: PTS220.

RAD101 Radiographic Positioning I 3 Credits
This course is a study of the radiographic procedures as they relate to the skeletal system. Topics include positioning, exposure factors, film evaluation and related anatomy of chest, abdomen, superior and inferior extremities, and shoulder and pelvic girdle. There are positioning practical workshop components. Co-requisites: RAD111, RAD121.

RAD102 Radiographic Positioning II and Contrast Media 3 Credits
This course is a study of the bony thorax, sternum and joints (AC and SC), vertebral column, and radiographic special procedures including fluoroscopic procedures and the use of contrast media. It includes discussion of correct factors exposure, positioning skills, medical indication and counter-indications for special studies pertaining to the anatomical region of study. Positioning practical workshops will be included. Prerequisites: RAD101, RAD111, RAD121.

RAD103 Radiographic Positioning III 2 Credits
This course is a study of radiographic procedures related to cranial structures, facial and nasal bones. It includes discussion of correct factors exposure, positioning skills, film evaluation, and related anatomy and terminology of the cranial structures. Positioning practical workshops will be included. Prerequisites: RAD102, RAD112.

RAD111 Clinical Practicum I 3 Credits
This course introduces Radiologic Technology as a science and discusses aspects related to the profession. During the clinical rotation, students will assist and perform basic radiographic procedures. Co-requisites: RAD101, RAD121.

RAD112 Clinical Practicum II 4 Credits
This course is a competency-based clinical experience that develops the cognitive, affective, and psychomotor skill level of students in the performance of radiographic procedures. Emphasis will be placed on the skeletal system and radiographic procedures requiring administration of contrast mediums for the visualization of all the body systems. Prerequisites: RAD101, RAD111.

RAD113 Clinical Practicum III 4 Credits
This course is a competency-based clinical experience that intensifies the cognitive, affective and psychomotor skill level of students in the realization of special radiographic procedures and assisting the radiologist in interventional procedures. This clinical experience provides learning opportunities in mobile, trauma, skull work, and surgical radiographic procedures. Mastery of knowledge from previous clinical practicum with a focus on outcomes assessment will occur. Prerequisites: RAD102, RAD112.
RAD121 Patient Care & Medical Terminology  
This course introduces the radiologic technology student to their responsibilities when working with patients. This course will discuss patient education, safety and comfort. An emphasis will be made on how to react to medical emergencies within the department and the legal responsibilities of the radiologic professional. The course will address infection control, handling of hazardous materials, isolation precautions, and patient monitoring. The student will learn about human diversity, ethnic and cultural values and how these need to be integrated into the profession. Medical terminology will be integrated throughout the semester. Co-requisites: RAD101, RAD111.

RAD131 Principles of Radiographic Exposure and Processing  
Radiographic Exposure begins with the basic elements of x-ray production and its use in obtaining quality diagnostic images of human anatomy. The course will investigate the prime exposure factors, what these factors control and how they interrelate. Elements of screen film versus digital imaging will be presented. The students will learn the components of image analysis and critique. Course topics include milliamperage, time, kilovoltage, distance, density, contrast, primary and secondary radiation. Image processing intensifying screens and grids will be presented. Prerequisite: MAT117.

RAD211 Clinical Practicum IV  
A competency-based clinical experience that intensifies the cognitive, affective and psychomotor skill level of students in the realization of special radiographic procedures and assisting the radiologist in interventional procedures. This clinical experience provides learning opportunities in radiographic critique and quality assurance. The student will acquire proficiency in the realization of radiographic and special procedures, preparation of contrast media and patient under indirect supervision. Mastery of knowledge from previous clinical practicum with a focus on outcomes assessment. Prerequisite: RAD113.

RAD212 Clinical Practicum V  
During this clinical practicum the Radiologic Technologist student will acquire proficiency in the realization of radiographic and special procedures. Students will rotate to the different imaging modalities. Students will demonstrate the highest level of cognitive, affective, and psychomotor skills to complete graduate competencies, outcomes assessment, and program requirements. Prerequisite: RAD211.

RAD214 Quality Assurance and Ethical-Legal Issues  
This course will offer students basic knowledge on the importance and implementation of a quality assurance program in a radiological facility. Emphasis will be given to the quality control tests performed on radiographic exposure and film development equipment. Comprise current aspects on ethics, responsibilities, obligations, and rights of the health professionals towards patient and colleagues, including case presentation and discussion. Prerequisites: RAD131, RAD220.

RAD215 Pathology and Radiographic Critique  
This course is a study of the most common conditions and lesions affecting the human being and its relation to the changes observed in the radiographic image. Etiology, epidemiology and prognosis of these conditions are discussed. Evaluation and analysis of radiographs pertaining to the anatomical region studied.

RAD216 Introduction to Imaging Modalities  
This course introduces students to deal with new modalities of medical diagnosis imaging. Course includes basic concepts of principles and operational procedures of lineal tomography, digital and computerized radiology, computed tomography, vascular, magnetic resonance, nuclear medicine, radiotherapy, and mammography and bone density.

RAD218 Radiation Biology & Protection  
This course introduces the student to the possible negative effects of diagnostic medical radiation on the human body. Specifically, the student will study how the quality and quantity of x-ray radiation can damage cellular structure and the different ways to minimize this potential danger. This course also discusses the legal and ethical issues surrounding the technologist and his/her role in exposing the public to diagnostic medical radiation. Prerequisites: PHY213, RAD131, RAD220.

RAD220 Principles of Radiographic Exposure and Processing II  
This course is a continuation of Principles of Radiographic Exposure and Processing I. It will begin with a review of RAD131. Continuing the exploration of the factors and the equipment that is involved in radiography and their
effects on image quality. It will present the fundamentals of the radiographic image (screen-film radiography) and the
digital radiographic image (computer and digital radiography). Various exposure factors and choices of equipment will
be explored. Artifacts will be identified and solutions to avoid them will be explained. Quality control will be also
discussed for screen-film and digital radiography. Prerequisite: RAD131; Co-requisite: PHY213.

RAD230 Cross Sectional Anatomy 3 Credits
This course introduces the student to sectional anatomy and the body planes. Students will recognize the differences
between the axial, sagittal, coronal and oblique planes. Gross anatomical structures systemically are studied for location,
relationship to other structures and their function with other human body systems. Co-requisites: RAD232, RAD234,
RAD236.

RAD231 Instrumentation, Safety, and QA for CT 2 Credits
This course will provide the physical principles and instrumentation involved in computed tomography including spiral
CT, Multidetector (MDCT) and advanced post processing methods. The course will cover radiation protection and
basic elements affecting image quality. Prerequisites: RAD230, RAD232, RAD234, RAD236; Co-requisites: RAD233,
RAD235, RAD237.

RAD232 Introduction to CT and Patient Management 2 Credits
This course will provide students with an overview of computed tomography (CT). Students will learn basic
terminology used in CT, the history and evolution of CT, imaging systems and scanning methods. Image processing,
display and archiving techniques will be discussed. Other topics include patient care, education and management.
The administration of contrast media and venipuncture skills will be taught during required on campus meetings. Co-
requisites: RAD230, RAD234, RAD236.

RAD233 CT Seminar - Registry Preparation 2 Credits
This course is designed to summarize and integrate the didactic and clinical experience components of the Advanced
Certificate in Computed Tomography Program. A forum allows discussion of professional issues, current trends and
career development. Students prepare for the ARRT examination in Computed Tomography and employment as a
CT technologist. Case studies will be used to enhance critical thinking and the patient’s plan of care. Prerequisites:
RAD230, RAD232, RAD234, RAD236; Co-requisites: RAD231, RAD235, RAD237.

RAD234 Application, Protocols and Pathology for CT I 3 Credits
This course will provide students with the detailed aspects of procedures and protocols for CT imaging. Protocols will
include head and neck, thorax, and musculoskeletal system. CT protocols will be taught for differentiation of specific
structures, patient symptomology and pathology. CT images will be reviewed for discussion of anatomy and pathology.
Co-requisites: RAD230, RAD232, RAD234, RAD236.

RAD235 Application, Protocols and Pathology for CT II 3 Credits
This course will provide students with the detailed aspects of procedures and protocols for CT imaging. Protocols
will include abdomen, pelvis, spine and special procedures. CT protocols will be taught for differentiation of specific
structures, patient symptomology and pathology. CT images will be reviewed for discussion of anatomy and pathology.
Prerequisites: RAD230, RAD232, RAD234, RAD236; Co-requisites: RAD231, RAD233, RAD237.

RAD236 Clinical Practicum I 4 Credits
This course is a competency-based clinical experience that develops the cognitive, affective, and psychomotor skill level
of students in the performance of Computed Tomography (CT) procedures. Emphasis will be placed on procedures
of the head, neck, thorax and musculoskeletal. Candidates for certification in Computed Tomography are required to
perform clinical procedures to establish eligibility for certification. Students will be required to complete and document
their performance as required as established in the ARRT Computed Tomography Clinical Experience Requirements.
This course is designated for those students who require clinical placement and clinical monitoring throughout the
semester. Students who work in mammography, or who have consistent and adequate training time available to them in
mammography, must provide the instructor with documentation from the Imaging Department Manager supporting the

RAD237 Clinical Practicum II 6 Credits
This course is a competency-based clinical experience that develops and intensifies the cognitive, affective, and
psychomotor skill level of students in the performance of Computed Tomography (CT) procedures. Emphasis will be
placed on procedures of the Abdomen, Pelvis, Spine and Special Procedures in CT, Image Display and Post Processing
and Performance of Quality Assurance in CT. Candidates for the certification in Computed Tomography are required to perform clinical procedures to establish eligibility for certification. Students will be required to complete and document their performance as established in the ARRT Computed Tomography Clinical Experience Requirements. This course is designated for those students who require clinical placement and clinical monitoring throughout the semester. Students who work in mammography, or who have consistent and adequate training time available to them in mammography, must provide the instructor with documentation from the Imaging Department Manager supporting the clinical time required. Prerequisites: RAD230, RAD232, RAD234, RAD236; Co-requisites: RAD231, RAD233, RAD235.

**RTS111 Introduction to Respiratory Care**

This course will provide students with a foundation for respiratory care practice. Students will be introduced to the basic philosophies and therapeutic modalities of respiratory care. Included in this course are units that provide an overview of microbiology and self-paced medical terminology. Other topics include the medical record and documentation, therapeutic communication, cardiopulmonary assessment, disaster preparedness and response, applied respiratory physics, infection control, production and storage of medical gases, medical gas administration, humidity therapy and aerosol therapy including aerosolized medications. Laboratory exercises are designed to allow students to become familiar with representative equipment discussed in lecture. In addition students will become competent in the basic therapies and begin to apply entry level critical thinking skills. Simulations of clinical scenarios will be presented so the student may begin to apply knowledge and skills, and learn to work as a member of a collaborative healthcare team. Prerequisite: Students must be enrolled in the Respiratory Therapy Program at Kennebec Valley Community College.

**RTS112 Therapeutic Modalities in Respiratory Care**

The following topics are covered in this course: resuscitation devices, lung expansion and bronchial hygiene modalities, airway management, cardiopulmonary rehabilitation, health promotion and disease prevention, and respiratory care in alternate sites. Investigation of these topics will include appropriate utilization of the modalities, determination of abnormal conditions that would necessitate modification of therapy, equipment use, assessment of need, and outcome of therapy. The use of clinical practice guidelines and Respiratory Care Protocols will be incorporated throughout the course. Students will begin to develop clinical decision making skills necessary to deliver safe patient care. Laboratory exercises are designed to allow students to become familiar with representative equipment discussed in lecture. In addition, students will become competent in the modalities discussed in this course. Simulations of clinical scenarios will be presented so the student may apply knowledge and skills, and learn to work as a member of a collaborative healthcare team. Prerequisite: RTS111.

**RTS117 Cardiopulmonary Anatomy & Physiology**

This course is designed to present a comprehensive overview of the anatomy and physiology of the cardiopulmonary system. The material presented in this course will serve as the foundation that will allow the student to develop an in-depth understanding of the relationship between the respiratory, cardiovascular, and renal systems and the effects of aging on those systems.

**RTS120 Clinical Practicum I**

During this first clinical practicum, the respiratory therapy student will be introduced to the delivery of patient care in the healthcare continuum. The student will be applying concepts previously taught in the first and second semester didactic and lab courses. These activities will be performed under the direct supervision of KVCC faculty and clinical preceptors. Subsequent to the successful completion of the competency evaluations required in this course, the student will be able to provide care to patients receiving these types of therapies. Students will provide this care under the indirect supervision of KVCC faculty and clinical preceptors. Prerequisites: RTS112, RTS117, RTS121; Co-requisite: RTS112.

**RTS121 Cardiopulmonary Diagnostics**

This course is designed to provide the student with a sound foundation in cardiopulmonary diagnostic procedures. The topics to be covered will include: tests for oxygenation, ventilation, acid-base balance, pulmonary function testing, cardiopulmonary stress testing, imaging techniques, metabolic and nutritional assessment, electrocardiography, polysomnography, echocardiography, and additional invasive diagnostic procedures. Interpretation of test results and use of the information obtained to formulate patient care plans will be stressed. Prerequisites: CHE113, RTS111, RTS117; Co-requisite: RTS112.

**RTS127 Respiratory Pharmacology**

This course is designed to provide the respiratory therapy student with a background in pharmacology as it relates to their role as a respiratory therapist. Covered in this course are the following topics: general pharmacologic principles,
calculation of medication dosages, and autonomic nervous system response to various cardiopulmonary medications. Specific categories of respiratory drugs will be discussed. CNS depressants, skeletal muscle relaxants will be described as they relate to the care of the respiratory patient. Drugs used to aid in smoking cessation will be discussed. ACLS drugs will be identified. Pediatric and geriatric age specific concerns will be addressed. Simulations of clinical scenarios will be presented so the student may apply knowledge and skills, and learn to work as a member of a collaborative healthcare team. Prerequisites: BIO214, RTS112, RTS117, RTS121; Co-requisite: RTS120.

RTS223 Mechanical Ventilation 3 Credits
This course will provide the student with the principles of mechanical ventilators and management of the mechanically ventilated patient. The discussion will focus on establishing the need for, and the initiation and modification of, mechanical ventilation based on patient situation/disease, protocols and evidence-based medicine. In addition, the student will develop protocols using current evidence-based research. Mechanical ventilators will be classified according to their capabilities and specifications. Specific ventilators and ventilatory techniques, both invasive and non-invasive, will be presented. Simulations of clinical scenarios will be presented so the student may apply knowledge and skills, and learn to work as a member of a collaborative healthcare team. Prerequisites: RTS120, RTS127; Co-requisites: RTS226, RTS229.

RTS224 Concepts in Critical Care 3 Credits
This course will provide the student with the principles of the cardiopulmonary management of the critically ill patient. Topics will cover hemodynamic monitoring, ventilator management, basic ECG rhythm recognition, and the use of evidence-based protocols and clinical practice guidelines. Patient assessment will be reviewed with an emphasis on the special needs of the critically ill patient. The unique needs of transporting a critically ill patient will be identified, and ACLS protocols will be discussed and demonstrated. The student will participate in the development of critical care and mass casualty protocols based on current evidence-based research and clinical practice guidelines. Simulations of clinical scenarios will be presented so the student may apply knowledge and skills, and learn to work as a member of a collaborative healthcare team. Prerequisites: RTS223, RTS226, RTS229; Co-requisite: RTS230.

RTS225 Perinatal and Pediatric Respiratory Care 3 Credits
This course will provide the student with a brief overview of fetal, neonatal and pediatric growth and development. Assessment of the patient at each developmental stage will be used to determine the condition of the patient and appropriate intervention. The role of the respiratory therapist in the stabilization and resuscitation of the newborn will be explained. Pediatric resuscitation, appropriate respiratory care modalities with this patient population will be discussed. Various diseases and disorders germane to this patient population will be described. Mechanical ventilation and special procedures for this patient group will be investigated. Adapting care to diverse patient needs will be integrated throughout. Simulations of clinical scenarios will be presented so the student may apply knowledge and skills, and learn to work as a member of a collaborative healthcare team. Prerequisites: RTS112, RTS117, RTS121, RTS127; Co-requisites: RTS223, RTS229.

RTS226 Cardiopulmonary Pathophysiology 3 Credits
This course will provide a foundation in the principles of cardiopulmonary pathophysiology by means of a problem-based case study format. The case studies will integrate evidence-based medicine, protocols, and clinical practice guidelines. Emphasis is placed on the etiology, pathophysiology, clinical manifestations, and treatment of the disorders which are discussed. Simulations of clinical scenarios will be presented so that the student may apply knowledge and skills, and learn to work as a member of a collaborative team. Prerequisites: BIO214, RTS121, RTS127; Co-requisites: RTS223, RTS225.

RTS229 Clinical Practicum II 5 Credits
During this second clinical practicum the respiratory therapy student will apply to practice, knowledge and understanding in the delivery of respiratory care to patients. Student experiences are structured to provide exposure to diverse patient populations and students are encouraged to begin to look at patient care with a holistic approach. The clinical activities are scheduled at various health care facilities. The student is required to successfully complete competency evaluations for additional procedures in the critical care and diagnostic areas. Prerequisites: RTS120, RTS127; Co-requisites: RTS223, RTS225, RTS226.

RTS230 Clinical Practicum III 5 Credits
During this final clinical practicum students will continue to be involved in all aspects of respiratory care. In addition, students will complete specialty rotations in the cardiology department and sleep lab. Students will be refining their
patient care skills and defining their role as future respiratory therapists and members of the collaborative health care team. All clinical requirements for the program will be met by the end of this course. Prerequisite: RTS229; Co-requisites: RTS224, RTS231.

### RTS231 Respiratory Care Senior Seminar

This capstone course will provide students with the opportunity to investigate pertinent professional issues. Topics will include: reimbursement in the health care setting; medical ethics; licensure and credentialing; and the purpose of professional organizations. Principles of case management will be discussed as well as the emerging role of the Respiratory Therapist in acute and chronic disease management. Prerequisite: RTS229; Co-requisite: RTS230.

### SAF101 OSHA 30 Standards

This Occupational Safety and Health Administration thirty hour course is designed to provide students with an understanding of the safety regulations that cover the construction industry and will provide students with a 30 hour OSHA card. This federally recognized credential will indicate that a student has an understanding of the Occupational Safety and Health Act of 1970, employer/employee responsibilities, workplace hazards, OSHA regulations and risk mitigation techniques. Allocated amounts of time are spent on specific safety topics. These topics are explained as they relate to the welding industry.

### SDB101 Safe Work Practices in Timber Framing

This course is designed to be taken in conjunction with BLD101 and will introduce students to the requirements, standards, and safe work practices that should be followed on any timber frame construction jobsite. Complicated safety topics are translated into simple and straightforward terms. OSHA-compliant work practices are emphasized throughout the course. Safe use of tools of the trade will be covered in detail. Other topics covered include personal protective equipment (PPE) and safe shop flow. Co-requisites: MAT114, SDB102.

### SDB102 Framing and Joinery I

This course will cover basic building design, drawings, codes, shape and roofline, wall and roof framing, layout techniques, tool use and sharpening, joinery cutting methods and choices. The emphasis for this course will be on using hand tools to perform woodworking practices. Safe work practices will be stressed at all times. Co-requisites: MAT114, SDB101.

### SDB104 Framing and Joinery II

This course is a continuation of SDB102, Framing and Joinery I. Students will broaden their knowledge base of timber framing concepts. Increased complexity in frame and joinery design will be introduced and implemented in a semester frame project. The safe utilization of stationary power equipment typically found in timber framing shops will be emphasized. Prerequisite: SDB102.

### SDB105 Design Studio: CAD/BIM

Design Studio CAD/BIM is a foundational course to teach the most commonly used features of AutoCAD and SketchUp for use in a sustainable building construction setting. Students will be introduced to two dimensional (2-D) and three dimensional (3-D) drafting commands, dimensioning, drawing setup and plotting in both programs. Topics will include; basic drawing skills and commands, manipulation of in-process drawings, transitioning from model to printable layouts for building and presentation and an introduction to Building Information Modeling (BIM) Management.

### SDB106 Internship I

This internship is designed to allow a student to gain practical experience in the building construction field by being placed at a local building construction business to perform various building construction tasks under the supervision of a building construction professional. A weekly journal will be kept and a workbook will be used by the student to write a final report that will detail his/her experiences in the internship environment. All internships are graded on a Pass/Fail basis. This internship will be done during the summer semester between the first and second years of the program.

### SDB203 Structural Design

This course will cover wind loading and building resistance. Also covered will be bending movement calculations, bearing properties of wood, rack resistance, load capacity, and footing design. Prerequisite: SDB104.

### SDB204 Building Envelope I

This course will concentrate on building foundations, weatherization, and insulation. Additional topics covered include principles of heat, light, air, moisture and sound movement through buildings. Prerequisite: SDB104.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SDB205</td>
<td>Building Envelope II</td>
<td>5</td>
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<tr>
<td></td>
<td>This course is a continuation of BLD204 and concentrates on solar electric, domestic hot water, plumbing and heating. An introduction to renewable energy systems will be presented with an emphasis on photovoltaic systems. Designing passive solar buildings will be covered in detail. There will also be a review of current energy policies and incentives. Prerequisite: SDB204.</td>
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<tr>
<td>SDB206</td>
<td>Site Survey</td>
<td>3</td>
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<td>This course covers the basics of surveying a building site to make sure it is compatible with the building designed to be built on the site. Topic covered include the use of transits, setting batterboards, and using water levels. Additional topics covered include project management basics, GPS and GIS. Prerequisite: SDB104.</td>
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<tr>
<td>SDB208</td>
<td>Internship II</td>
<td>3</td>
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<tr>
<td></td>
<td>This internship is designed to allow a student to gain additional practical experience in the building construction field by being placed at a local building construction business to perform various building construction tasks under the supervision of a building construction professional. A weekly journal will be kept and a workbook will be used by the student to write a final report that will detail his/her experiences in the internship environment. All internships are graded on a Pass/Fail basis. This internship will be done during the fourth semester of the program. Prerequisite: SDB106.</td>
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<tr>
<td>SOC101</td>
<td>Introduction to Sociology</td>
<td>3</td>
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<tr>
<td></td>
<td>A general scientific study of people and the dynamics of society, with emphasis upon the nature of culture, social institutions, social interaction, social units, and their influence on the individual. An overview of sociological concepts and perspectives is also presented.</td>
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<tr>
<td>SOC103</td>
<td>Introduction to Social Services Systems</td>
<td>3</td>
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<tr>
<td></td>
<td>An introduction to social welfare systems and their functions as they relate to social needs and problems within political, social and economic contexts. An overview of the history and development of social welfare systems, the range of current social services and the knowledge and skills necessary for responding to human needs.</td>
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<tr>
<td>SOC108</td>
<td>Leadership Development</td>
<td>3</td>
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<tr>
<td></td>
<td>This course is intended to provide emerging and existing leaders opportunities to explore the concept of leadership and to develop and improve their leadership skills. The course will explore concepts such as the definition of leadership, leadership styles, leadership development, and the application of leadership qualities within a number of real-world settings and across various roles.</td>
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<tr>
<td>SOC112</td>
<td>Civic Engagement Seminar</td>
<td>3</td>
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<td></td>
<td>This course is designed to introduce students to Civic Engagement and Service-Learning. The core elements of the course are (1) service activities that address identified social needs, and (2) structured educational components that challenge students to think critically about and reflect on their service-learning experiences as they apply to their other courses, their college career, and to their role as citizens. Through participation in this course, students will develop an awareness of different learning styles, practice effective interpersonal communication skills, and gain empathy for individuals with diverse background. Prerequisite: permission of instructor.</td>
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<tr>
<td>SOC203</td>
<td>Death &amp; Dying</td>
<td>3</td>
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<td></td>
<td>An introduction to the study of death and dying. Includes discussion about how attitudes around death and dying have developed and changed within our society and culture. Significant discussion and exploration of suicide, assisted suicide, and euthanasia; also hospice care for the terminally ill. Various death rituals will be discussed. Prerequisite: PSY101 or SOC101.</td>
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<tr>
<td>SOC204</td>
<td>Social Problems</td>
<td>3</td>
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<td>This course provides an introduction to sociology and social science through the study of prominent social problems. We will examine a diverse sample of social problems, including social stratification/inequality, crime, drug abuse, prostitution, infectious disease, family violence, racial/ethnic conflict, and war. We will explore factors underlying social problems as well as attempts to resolve them. This course emphasizes an evolutionary, cross-cultural, and interdisciplinary perspective. Prerequisite: SOC101.</td>
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<tr>
<td>SOC205</td>
<td>Sociology of Families</td>
<td>3</td>
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<tr>
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<td>This course will provide an overview of the family from a sociological perspective. The family is considered to be one of the most private and pervasive social institutions in society. All of us have had contact with at least one family.</td>
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</tbody>
</table>
and many of us will be involved in several different families in our lifetime. The family also is undergoing numerous transformations. To obtain a better understanding of these changes, recent sociological research and data on the family will be utilized in this course. The course is organized into three sections. After looking at family issues and controversies, we will turn our attention to thinking sociologically about families. For example, how do gender, race, and ethnicity influence family life? The next section of the course will investigate families over the life course. Some of these issues will include sexuality, marriage, divorce, work life, parenthood, and child rearing. Prerequisite: SOC101.

SOC206 Advanced Topics in Sociology 3 Credits
These courses offer an in-depth exploration of specific issues and topics within the various subspecialties of sociology. These courses are intended for students who wish to pursue their studies in a particular field beyond the basic course offered in areas such as culture, socialization, inequality, economics, and social problems. Problems of academic and social significance are chosen for study. Topics will be changed each semester. Prerequisite: SOC101 or permission of the instructor.

SPA101 Elementary Spanish I (H) 3 Credits
This beginning course is designed to give students basic fluency in spoken and written Spanish in the present tense. Students will learn pronunciation and basic sentence and questions patterns necessary to converse effectively and appropriately in everyday situations. Students will also learn to read signs, menus, and timetables, as well as simple prose. In addition, discussions about Spanish speaking countries, people, and customs will give students an understanding and appreciation of the varied cultures of the areas of the world where Spanish is spoken. This course is taught using the immersion technique; that is, the class is taught in the foreign language itself.

SPA102 Elementary Spanish II (H) 3 Credits
This course reinforces and augments the vocabulary and skills introduced in the first semester course. Using role play based on real life situations, students will practice pronunciation and communication skills while increasing active vocabulary. Reading and comprehension will be reinforced with selected excerpts from literature, poetry, and media which emphasize Spanish history, culture, and traditions. This course likewise will be taught using the immersion technique. Prerequisite: SPA101 or one year of high school Spanish or permission of the instructor.

SPA201 Intermediate Spanish I (H) 3 Credits
This course is designed to give students intermediate fluency in spoken and written Spanish. Students will continue to refine pronunciation, grammatical mastery and structural patterns necessary to converse effectively and appropriately in all personal, travel, and business situations. Students will master the past, present and future tenses and work on advanced grammar. In addition, in depth discussions about Spanish speaking countries, people, and customs will give students a deeper understanding of the varied cultures of the areas of the world where Spanish is spoken. This course is taught using the immersion technique; that is, the class is taught in the foreign language itself. Prerequisite: SPA102, two years of high school Spanish or permission of the instructor.

WLD101 Welding I 6 Credits
This course provides the student with the opportunity to develop welding safety practices, skills in arc welding fundamentals, operation of welding machine power sources and accessories, as well as electrode classification and selection. It provides training for skill development necessary to make welds in all positions using E6011 and E7018 low hydrogen electrodes. Safe operation of the Oxy-Acetylene cutting process is also covered in great detail. The course also provides training for skill development necessary to make precision cuts on carbon steel with the Oxy-Acetylene process. Co-requisites: BPT126, MAT114, SAF101.

WLD102 Welding II 6 Credits
This course provides the student with the opportunity to develop skills using the semi-automatic Flux-Cored Arc Welding process. Emphasis on the proper use of semi-automatic equipment, operations, machine adjustments and recognition of weld quality will be introduced. The course provides training to develop the manual skills necessary to make quality multi-pass welds in all positions using 3/8” and 1” thick steel plate. Cutting processes that will be covered include Plasma Arc Cutting and Carbon Arc Cutting and Gouging. Prerequisites: BPT126, MAT114, SAF101, WLD101; Co-requirements: ENG108, PMT101.

WSC110 Wood Science 3 Credits
This course explores forest trees and the lumber derived from them from both an applied and scientific perspective. The course focuses on the sustainable production and use of wood products. The biological and physical properties
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FACULTY

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PRIEST, BETSY - Department Chair, Allied Health; Respiratory Therapy
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WHEELER, HEIDI - Radiologic Technology

WILLET, ERIC - Electrical Lineworker Technology
B.S. Technical Management – Occupational Safety & Health Candidate, Embry-Riddle Aeronautical University.

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