

# A MESSAGE FROM THE PRESIDENT

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## **Welcome to Kennebec Valley Community College.**

KVCC provides a 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 over 30 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 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. KVCC students recently have been admitted to Colby College and Vassar College, illustrating that all types of higher education are within the reach of a KVCC student.

In the past four years, KVCC has invested nearly \$30 million in its infrastructure and programming. The new Harold Alfond Campus in Hinckley, Maine is just 6 miles from the KVCC Main Campus in Fairfield. 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 College's food service. Surplus produce is donated to local nonprofits such as Mainers Feeding



Mainers. A \$3.5 million grant has been invested in information technology infrastructure and a \$2.5 million grant has been invested in labs and technology necessary to ensure that KVCC's programs in Medical Assisting and Mental Health are the best in New England. Grants supporting our Early Childhood Development program are transforming teaching methods to incorporate nature exploration and family engagement strategies emphasizing healthy living and STEM education. A US Department of Labor grant has also supported KVCC in developing a new academic program in Sustainable Construction. 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 created 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, 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 in the state – 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 K. Hopper  
President, Kennebec Valley Community College



# Kennebec Valley Community College

## 2018-2019 Academic Calendar

August 2018						
S	M	T	W	R	F	S
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<b>August 2018</b>	
12	Summer semester ends
27	Professional Development Day
28	First Year Community Day

<b>September 2018</b>	
3	Labor Day
4	Fall semester begins
11	End of Add/Drop Period
24	Late Start begins

<b>October 2018</b>	
1	End of Late Start Add/Drop
8	Columbus Day
20	Mid-Term Grades Due

<b>November 2018</b>	
5	Spring Registration Begins
10	Late Start Mid-Terms Due
12	Veterans Day
16	Last Day to withdraw from classes
21	No classes after 4:00pm
22-24	Thanksgiving Break

<b>December 2018</b>	
15	Fall semester ends
18	Final grades due

<b>January 2019</b>	
1	New Year's Day
2-18	JAN Plan
17	Professional Development Day
20	Martin Luther King Day
21	Spring semester begins
28	End of Add/Drop Period
31	Graduation Applications due

<b>February 2019</b>	
18	Presidents' Day

<b>March 2019</b>	
9	Mid Term Grades due
11-16	Spring recess

<b>April 2019</b>	
1	Registration begins
11	Phi Theta Kappa Induction – 6:00 pm
12	Last day to withdraw from classes
15	Patriot's Day

<b>May 2019</b>	
10	Commencement Rehearsal – 4:00 pm
11	Last day of classes
14	Final Grades due
15	Professional Development Day
16	Evening of Excellence
18	Commencement
20	Summer Sessions I and II Start
27	Memorial Day

<b>June 2019</b>	
17	Summer Session III Starts

<b>July 2019</b>	
4	Independence Day

February 2019						
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# Kennebec Valley Community College

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November 2019						
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**August 2019**  
 10 Summer semester ends  
 26 Professional Development Day  
 27 Professional Development Day

**September 2019**  
 2 Labor Day  
 3 Fall semester begins  
 10 End of Add/Drop Period  
 23 Late Start begins

**October 2019**  
 1 End of Late Start Add/Drop  
 14 Columbus Day  
 21 Mid-Term Grades Due  
 23 World Café Campus Meeting @ 3:00 PM,

**November 2019**  
 4 Spring Registration Begins  
 12 Late Start Mid-Terms Due  
 11 Veterans Day  
 15 Last Day to withdraw from classes  
 27 No classes after 4:00pm  
 28-30 Thanksgiving Break

**December 2019**  
 14 Fall semester ends  
 19 Final grades due

**January 2020**  
 1 New Year's Day  
 2-18 JAN Plan  
 20 Martin Luther King Day  
 21 Spring semester begins  
 28 End of Add/Drop Period

**February 2020**  
 12 World Café Campus Meeting @ 3:00 PM  
 14 Graduation Applications due  
 17 Presidents' Day

**March 2020**  
 9 Mid Term Grades due  
 9-14 Spring recess

**April 2020**  
 6 Registration begins  
 9 Phi Theta Kappa Induction – 6:00 pm  
 13 Last day to withdraw from classes  
 20 Patriot's Day

**May 2020**  
 8 Commencement Rehearsal – 4:00 pm  
 8 Last day of classes  
 13 Final Grades due  
 14 Professional Development Day  
 14 Evening of Excellence  
 16 Commencement  
 18 Summer Sessions I and II Start  
 25 Memorial Day

**June 2019**  
 15 Summer Session III Starts

**July 2020**  
 4 Independence Day

February 2020						
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No School

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DISCLAIMER: Kennebec Valley Community College reserves the right to change any of the provisions, regulations, procedures, costs, or requirements set forth herein and the right to withdraw or amend any services it deems required or desirable.





# COLLEGE PROFILE

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## ONE COLLEGE

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 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).

## TWO CAMPUSES

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 KVCC Farm

The KVCC Farm is both an educational and production-based farm intended to enhance the learning for the Sustainable Agriculture Associates Degree, the KVCC community and the local community around the College. The farm serves as a learning lab for classes while demonstrating production models at efficiency of scale for organic crop production and sustainable livestock. We strive to build a healthy College community that enjoys nutritious, local and organic food while maintaining a sustainable relationship to the land. We manage our farm for peak biodiversity where the animals and vegetables are healthy, workers are happy, and everyone feels welcome and supported to learn and work for a sustainable food future.

The Farm is on 120 acres at the center of the College's Harold Alfond Campus in Hinckley, Maine. The Farm includes classroom space, renovated barns, greenhouses, and other infrastructure. The KVCC Farm currently grows three acres of MOFGA certified organic vegetables, fruits, herbs, and flowers. Our rotation includes cover crops and the integration of our animals in a low tillage model. The crops grown on the farm by students are distributed through an internal Community Supported Agriculture (CSA) program as well as to our Culinary Arts program and campus Cafès. We raise primarily Katahdin hair sheep, laying hens, and other animal proteins for our campus community. All livestock are raised sustainably on pasture and rotated for both the health of the animals and land.

## **MAJOR INVESTMENTS IN INFORMATION TECHNOLOGY (IT) AND PROGRAMMING; READY FOR THE FUTURE**

### **Ready for the Future**

The U.S. Department of Labor's Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant program has allowed community colleges across the country to address the challenges of today's workforce. In fall 2013, the Maine Community College System was awarded a \$13 million TAACCCT III federal grant to expand degree offerings, training, and professional certification training needed to meet the growing demand for qualified personnel in the field of Information Technology. KVCC received \$2.2 million of this funding for the "Maine is IT" programming initiatives, designed to meet the industry needs for trained professionals by funding a major expansion of the Applied Electronics and Computer Technology (AECT) program.

The grant allowed the AECT program to upgrade the laboratory to state-of-the-art equipment including; electronic and RF test and measurement equipment; copper cable and fiber-optic test and certification; Windows, Apple, and Linux platform laptops and mobile devices; network servers and associated network hardware. The grant also provided the purchase of lecture capturing cameras. Students graduating from the AECT degree program are trained using industry standard test equipment, computers and servers to best prepare them for entry into the high-tech workforce.

The Apple equipment purchased through the grant has also created an iMac Lab in the Learning Commons, along with increased availability of iPads for student use.

### **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.

### **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

### **DEFINITION OF AN 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

## **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.

## **KVCC FOUNDATION ROLE AND MISSION**

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 greenhouse, 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. Depending on available funds, 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 (207) 453-5020 or email [foundation@kvcc.me.edu](mailto:foundation@kvcc.me.edu)

## **KVCC2020 STRATEGIC PLANNING**

In May of 2015, President Richard Hopper launched KVCC2020 to create the College's five-year strategic plan. The process was a college-wide and community based effort marked by inclusivity, engagement transparency and commitment. As a campus and a community, we created a plan that focused on four (4) strategic goals. Our goals strive for accessibility, affordability, quality and value in the delivery of post-secondary education in the mid-Maine region.

This Plan will help direct the specific decisions the College makes in the coming years.

- KVCC enrollment is expanded by academic year 2020-2021.
- KVCC is recognized regionally for quality in post-secondary education and professional training.
- KVCC institutional operations are effective and efficient.
- KVCC contributes to the economic and social development of the surrounding community, local businesses, and employers in the mid-Maine region.

## **INSTITUTIONAL 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 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 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](mailto:cihe@neasc.org)***

# GENERAL INFORMATION

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## ACADEMIC

### **ACADEMIC ADVISING**

Students enrolled in a degree or certificate program are assigned an academic advisor to assist with course selection and to offer general information concerning the student's academic life. Each semester, during a designated registration period, students are encouraged to meet with their advisors before registering 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 are responsible for monitoring their own academic progress. Descriptions of specific courses are located on pages 163-212 in this catalog and on the KVCC website. Advising guides list specific course requirements for each academic program and may be found on the KVCC website. Individual Student Advising Worksheets (Course Needs) can be found through the *MyKV Portal*.

### **GENERAL EDUCATION COMMON CORE CURRICULUM**

The purpose of the required General Education common core curriculum at KVCC is to provide all degree-seeking students with generalized knowledge and skills that are needed in every job. The common core curriculum is a selection of general education courses that are designed to establish the habits of mind and the critical, analytic, and communication skills that are expected of an educated member of society. The core curriculum provides a common experience for all students and is guided by the College's Definition of the Educated Person.

The common core requirements for Associate degree programs include:

#### **Communication Requirement (3 credits)**

The communication requirement may be fulfilled by taking the Introduction to Communication (COM104) or the Interpersonal Communication (COM105) course. Students should refer to the program of study when selecting the communication elective.

#### **Humanities Requirement (3 credits)**

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. Refer to course descriptions in the back of this catalog for additional information. Humanities courses have an (H) designation.

#### **Math or Natural Science Electives Requirement (3-4 credits)**

Math and Natural Science courses cultivate critical thinking, problem solving and quantitative literacy skills. The Math and Natural Science requirement may be fulfilled by a 100 level or higher math course or a science elective. Students should refer to the program of study when selecting the math/science elective.

#### **Social Science Electives Requirement (3 credits)**

The study of Social Sciences enables students to understand individual and collective human behavior by exploring meaning within a variety of social, cultural, political, and economic contexts. Social science electives

may be chosen from the following fields: Anthropology, Economics, Mental Health, Political Science, Psychology, and Sociology. Refer to course descriptions in the back of this catalog for additional information.

### **Writing Requirement (3 credits)**

Written communication is the development and expression of ideas and information in writing. The writing requirement may be fulfilled by taking the College Composition (ENG101) or the Technical Writing (ENG108) course to fulfill this requirement.

### **General Education Electives (6 credits)**

These include courses in Humanities, Communication, Math or Natural Science, Writing and Social Sciences.

## **ESSENTIAL LEARNING OUTCOMES FOR GRADUATES**

The Essential Learning Outcomes (ELOs) are a comprehensive set of learning goals that are fostered and developed across a student's entire educational experience. They reflect the knowledge, skills, and competencies needed to meet the challenges of an ever-changing and complex world. The following are essential learning outcomes and definitions:

#### **1. Problem Solving**

The process of defining the problem, designing, evaluating and implementing a strategy to answer a question, achieve a desired goal, or reach a solution. (Association of American Colleges and Universities (AAC&U) modified)

#### **2. Quantitative Reasoning** (Numeracy or Quantitative Literacy)

The habit of mind characterized as competency in working with numerical data. Individuals with quantitative reasoning skills possess the ability to reason and solve quantitative problems 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)

#### **3. Effective Communication**

The transactional process of sending and receiving verbal, nonverbal, and visual symbols to create and share meanings based on form and purpose.

Students will demonstrate effective communication in 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 modified)

Students will demonstrate effective communication in one or more of the following ways:

- Oral Communication is a prepared and delivered purposeful presentation designed to increase knowledge, to foster understanding, or to promote change in the listeners' attitudes, emotions, values, beliefs, or behaviors. (AAC&U modified)
- Interpersonal Communication is the process of message transaction between two or more people for developing and maintaining professional and personal relationships. (West & Turner; University Nebraska Lincoln)
- Teamwork consists of the behaviors under the control of individual team members (effort they put into team tasks, their manner of interacting with others on team, and the quantity and quality of contributions they make to team process) to achieve mutual goals. (AAC&U modified)

## **STUDENT CONFIDENTIALITY**

According to the Family Education Rights and Privacy Act (FERPA), 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. FERPA requires that the College, with certain exceptions, obtain your written request prior to the disclosure of



personally identifiable information from your educational records. The College requires two (2) business days to produce these records when requested.

The College may disclose appropriately designated "directory information" without written consent to outside organizations which is information that is generally not considered harmful or an invasion of privacy if released.

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: student's full name; hometown; permanent address, date of birth; enrollment status, class level and majors, dates of attendance; degrees, honors or awards received; cumulative credit hours; participation in officially recognized activities and photograph. If you do not wish the College to disclose directory information without prior written consent, you must notify the College by the 10th day of class in a semester.

The student must contact the Enrollment Services Center, located in the Frye Building and complete the appropriate paperwork. If a student makes such a request, the College has the option of either (1) withholding all information of the types specified and omitting the student's name from any published list involving such information or (2) seeking the student's written permission to release the information.

## **KVCC HONORS PROGRAM**

KVCC's Honors Program offers the opportunity to demonstrate commitment to learning, leadership and community. The Honors Program provides resources needed to engage in real world applications of knowledge and skills regardless of the student's major. Interested students must demonstrate a strong academic history to be admitted into the Honors Program. Below are the criteria for participation in this program.

- Current students must have a 3.5 GPA and a minimum grade of B in College Composition (ENG101)
- New students must submit a letter of support from someone familiar with their academic abilities
- Students must provide a personal statement

Through a set of experiences tailored to the student's interests and schedule, students will have the opportunity to:

- Enroll in an Honors Seminar
- Work closely with faculty to design and complete dynamic honor's projects
- Study away or participate in an internship
- Develop a portfolio showcasing the student's work

Students who complete the Honors Program requirements will be recognized at Commencement as a KVCC Honors Scholar. For more information, contact the Honors Program Coordinator at [honors@kvcc.me.edu](mailto:honors@kvcc.me.edu) or visit the Honors Program webpage at: <http://www.kvcc.me.edu/honors>.

## **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 (12) 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, email [ptk@kvcc.me.edu](mailto:ptk@kvcc.me.edu).

## **EXPERIENTIAL LEARNING**

Kennebec Valley Community College recognizes the importance of providing experiential education in order to meet the College's mission to provide applied technology/technical education and to meet business and industry needs for experienced and well-educated graduates.

KVCC's Experiential Education Program is a planned method of instruction which provides students with a goal-related, supervised and evaluated academic experience in a work environment applicable to their major. Experiential education credits are offered in programs where the College has determined that such educational opportunity is an important component of the program's learning requirements.

## SERVICE-LEARNING

Service-learning is a method of teaching and learning that places an emphasis on hands-on experiential tasks that address real-world problems as a venue for educational growth. This experience provides a context for testing, observing and/or applying discipline-based knowledge and theories and skills to address real-world concerns.

Specific benefits of service-learning for students:

- Service-learning provides hands-on experiences, makes students visible in the community, and allows for real-life application of what they 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 and work experience, but also how involved you are in the community.
- Service-learning also provides increased academic understanding, personal/career development, better understanding of larger social issues, and encourages the development of civic responsibility.

## CENTER FOR CIVIC ENGAGEMENT

The KVCC Center for Civic Engagement (CCE) is an office within Academic Affairs that provides support to faculty and students involved in service-learning, civic engagement and community involvement activities. The CCE serves the faculty by providing technical assistance on incorporating service-learning activities to meet the learning outcomes of their classes. The CCE also tracks the community-based activities of students as they complete service-learning assignments and engage in civic activities.

The CCE serves the community by providing a contact point for community agencies to approach the College and develop cooperative agreements which benefit the agency, the students, and the faculty. These partnerships strengthen and support the connection between KVCC, economic growth, and the community's response to changing needs.

Additional information can be found on the College's website or email [cce@kvcc.me.edu](mailto:cce@kvcc.me.edu)

## CUSTOMIZED ACADEMIC PROGRAMMING

Kennebec Valley Community College offers a unique and flexible path for attaining a degree or credential. Each path is designed with a specific goal in mind.

- **Career Studies**

Designed to meet the needs of the individual who has a set of unique career goals that cannot be met by other academic programs provided by the College. This path includes an assessment of prior learning experiences or coursework awarding up to 18 credits for this work. The remainder of credits in this program are selected by the student and their advisor with a focus on the student's career goals. Contact [cs@kvcc.me.edu](mailto:cs@kvcc.me.edu) to arrange a time to meet with an advisor. A full description of the program option can be found on page 61.

- **General Studies**

Designed to meet the needs of the individual who is not sure of their career path and who is searching for a way to explore different paths. A core of general education courses (math, science, communication and humanities) coupled with 27 credits which will enhance workplace skills or explore different programs/careers. These credits transfer to most colleges and universities. Contact [gs@kvcc.me.edu](mailto:gs@kvcc.me.edu) to arrange a time to meet with an advisor. A full description of the program option can be found on page 85.

- **Trades and Technical Occupations**

Designed to meet the needs of individuals who are currently in a registered apprenticeship program or a formal program approved by the College. Students may begin their academic work while working in their training program. A registered apprenticeship program is approved by the Maine State Apprenticeship and training Council or the US Department of Labor, Bureau of Apprenticeship and Training. Contact [tto@kvcc.me.edu](mailto:tto@kvcc.me.edu) to arrange a time to meet with an advisor. A full description of the program option can be found on page 155.

## TRANSFER CREDIT TO KVCC

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.

All courses will be considered active and transferable for no more than ten years. These limitations may be subject to review and may be waived by the Academic Dean upon recommendation by relevant faculty and additional documentation by the student on a case by case basis.

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.

## TRANSFER CREDIT TO ANOTHER INSTITUTION

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.

A request for an official KVCC transcript may be made by completing the Request for Academic Transcript Form. Copies of the form are available on the College's Website or at the Enrollment Services Center.

- Mailed within 1 to 3 days after received \$10.00 per transcript
- Mailed within 7 - 10 days after received \$3.00 per transcript

Transfer assistance is available to help students who wish to continue their education after KVCC. Students may contact [enrollment@kvcc.me.edu](mailto:enrollment@kvcc.me.edu) to speak with an advisor.

## ARTICULATION AGREEMENTS

Through articulation agreements, colleges work together to make an easier path from one program level to another. 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. A comprehensive list of articulation agreements can be found on the College's Website under the Academic Info tab. Contact the Department Chair for a specific program or Academic Affairs at [academicaffairs@kvcc.me.edu](mailto:academicaffairs@kvcc.me.edu) for information regarding existing articulation agreements.

## BLOCK TRANSFER

The Maine Community College System and Maine public universities have established a 34/35-credit block of general education courses that will transfer between colleges and universities. This block will satisfy the general education requirements at these colleges and universities and limits any additional general education classes to no more than 10 credits.

These Learning Domain Outcomes (LDO) are grouped based on the area of study and closely align with the Liberal Education America's Promise (LEAP) Essential Learning Outcomes. The following LDO's are common to all University of Maine System and Maine Community College System campuses and are expected to be included in each institution's transfer-out block:

- **Creative/Arts**

Students will experience a sustained engagement with at least one of the creative or performing arts and will be able to participate in, identify or evaluate artistic and creative forms of expression.

- **Natural Science**

Students will 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; engage in laboratory or field work at a level consistent with standard college laboratory and field courses; and demonstrate the ability to work with both qualitative and quantitative information in applying the scientific process.

- **Writing**

Students will be able to write clear, coherent texts with adherence to proper mechanics; adapt their writing appropriately for different disciplinary contexts or audiences; and effectively use writing as a means to engage in and communicate processes of critical inquiry, including analysis, synthesis, and argumentation.

- **Quantitative Literacy**

Students will be able to reliably perform mathematical operations at the college level; understand and evaluate quantitative information both in their college work and in broader public discourses; and apply mathematical concepts and techniques in practical situations to solve problems.

- **Diversity/Cultural Knowledge**

Students will demonstrate knowledge of cultural differences.

- **Humanities**

Students will be able to analyze or interpret significant texts or other cultural artifacts. Students will be able to understand or think critically about meaning (significance) and value, from either an aesthetic, philosophical, literary or multidisciplinary perspective.

- **Social Sciences**

Students will be able to analyze or explain causal forces which shape social structures, institutions, or behavior. Students will demonstrate knowledge of multiple cultures.

- **Ethical Reasoning**

Students will demonstrate the ability to do one or more of the following: understand social and cultural value systems; understand and evaluate ethical perspectives on environmental issues; understand and critically evaluate ethical theories or concepts; work effectively with ethical issues and theories through analysis and evaluation of the theoretical, literary, historical or artistic texts through which fundamental ethical ideas and problems are presented; or critically evaluate disciplinary claims in the context of ethical, social, and environmental issues.

To complete the block transfer at KVCC in the shortest amount of time, it is recommended that students work closely with their advisor. Courses marked with an asterisk (\*) require a prerequisite course. Students must achieve a minimum grade of "C" in all courses.



Learning Domain (LD)	KVCC Block Transfer Course Requirements	Credits
Writing	ENG101- English Composition AND Writing elective (200* level)	6 credits
Ethics	COM104 - Introduction to Communication	3 credits
Social Sciences	PSY101-Introduction to Psychology OR SOC101- Introduction to Sociology	3 credits
Quantitative Literacy	MAT113 - Elements of Math OR MAT114 - Technical Math OR MAT117 - College Algebra OR MAT120 - Introductory Statistics	3 credits
Diversity	HUM101: Multi-culture Nature of American Society	3 credits
Humanities	ENG121 - Introduction to Literature AND Humanities elective (100-200* level)	6 credits
Natural Science	Science with a lab	4 credits
Creative Arts	Fine Arts Elective	3 credits
	General Education Elective	3 credits
	Total Credits	34

## CREDIT FOR PRIOR LEARNING

Kennebec Valley Community College recognizes the value of college-level knowledge students may have acquired outside the traditional college classroom through past work, independent reading and study, corporate training programs, in-service courses, volunteer services or other experiences. The term “prior learning assessment” refers to all of the processes which the College uses to review and evaluate students’ evidence of prior learning and to award academic credit. The basis for evaluating prior learning is by course equivalency. Learning evidenced by any of the prior learning assessment (PLA) methods is assessed against the learning objectives of individual courses (or discipline area electives), and the credits awarded are applied against those courses.

### **Methods of Prior Learning that may be assessed for credit:**

- Transfer Credit (Page 14 Transfer of Credit to KVCC)
- National Exam
- Credential Review
- Military Training
- Challenge Exam
- Portfolio Review

### **Student Eligibility**

- Students must be admitted (matriculated) to one of the College’s degree programs.
- Students will have a requirement(s) in their academic programs, to which prior learning credits could apply.

### **Assessment of PLA**

The College has several procedures for the assessment of prior learning. Students are encouraged to explore all options available to them. These options can help students articulate what they have learned from experiences outside of the classroom into credit, and to expedite the path to a degree.

## **Residency Requirement**

The award of prior learning credit is subject to New England Association of Schools & Colleges (NEASC) accreditation agency standards (revised July 1, 2016). These standards cap PLA credits in certificate programs of 30 or fewer credits to 25%. Credits earned by PLA are not to be included in the residency requirement of 25% of Associate degree credits. All types of prior learning acquired more than ten years from the date of matriculation are subject to review, though not exclusion. Prior to a formal review, faculty and other academic advisors will provide guidance, but not assurances, of the number of credits that may be awarded.

## **Award of Credit**

Credit for prior learning will be awarded based on assessment of documented learning which demonstrates achievement (at a grade level of C or better) of learning outcomes for a specific requirement/discipline area elective, i.e. credit by course equivalency. Students may earn prior learning credit for any graduation requirement at any point in their program for which they demonstrate equivalent learning, unless there is any unique program accreditation requirement restricting this.

**Fees** are set for the review of two types of prior learning, but not for any resulting credit: campus-based Challenge Exams (\$100) and Portfolios (\$125). Payment of a PLA fee does not guarantee the award of credit, and is non-refundable. KVCC cannot guarantee the transfer out of PLA credits to other colleges/universities, nor the applicability of credits to a student's future degree requirements.

## **PLA from Other Colleges**

KVCC recognizes PLA credit specifically awarded by other colleges within the Maine Community College System (i.e. credit from credential review, challenge exam, and portfolio) as transfer credit, as applicable to the academic program at the receiving institution. No further burden of proof will be required of students, where PLA credit appears on another MCCS transcript. The same reciprocity as described above is extended to students/transcripts from the University of Maine System.

# **METHODS OF PRIOR LEARNING ASSESSMENT**

## **National Exam Credit**

KVCC awards credit for national examinations when provided with an official transcript from the testing organization. Decisions on the granting of credit will be based on minimal acceptance scores in each area and the applicability of those areas to program requirements. Credits earned by this method cannot be counted in determining enrollment status nor can they be included in meeting the minimum credit requirements for satisfactory progress for financial aid.

The following list includes the exams and scoring information:

- **CLEP** (College Level Examination Program) is offered through the College Board. There are 33 exams in five subject areas, covering material taught in courses a student may take in their first year of college. For more information regarding the CLEP exams, visit [www.collegeboard.com](http://www.collegeboard.com)
- **DSST** (Dantes Subject Standardized Test)  
DSST are credit-by-examination tests originated by the United States Department of Defense, but open to all learners. DSST sponsors a wide range of examination programs to assist service members and others in meeting their educational goals. The DSST program (formerly known as the DANTES Subject Standardized Tests) is a series of 38 examinations in college subject areas that are comparable to the final or end-of-course examinations in undergraduate courses.
- **AP** (Advanced Placement)  
AP exams are taken after completing a year-long AP course at a participating high school. For credit consideration, a minimum score of 3 is required. See the AP matrix at the college website for a list of the exams, acceptable scores and KVCC course equivalencies. The AP score(s) should be requested by the student and sent directly to the KVCC Registrar's Office for review and transcription. For more information, see: [www.collegeboard.com](http://www.collegeboard.com).

- **International Baccalaureate (IB) Higher Level**  
Some high schools offer an International Baccalaureate (IB) Program. The IB courses provide the student greater breadth and depth of knowledge in specific subject areas. IB courses have comprehensive exams which are used to measure the student's achievement and possibility of advance credit. Kennebec Valley Community College offers credit in applicable courses to students who score a "5" or above on these exams.
- **Foreign Language Achievement Testing Service (FLATS)**  
Brigham Young University (BYU) offers a testing service to measure proficiency in many foreign languages. These exams are designed to evaluate a student's ability in conjunction with the first three semesters of a language track, providing students the opportunity to earn up to 12 credits. Exams are graded pass/fail.

## Credential Review

A student may qualify to receive academic credit by presenting proof of a current and valid professional credential designed to assess the student's knowledge in a field. Credential review is subject to applicability to the student's program of study. A student must be accepted into a program of study to be eligible for a credential review. Students should present official documentation (current, valid professional certifications or licenses) should be presented to the Registrar's Office for duplication, review, and transcription. There is no fee for the credential review.

## Military Training

Veterans are encouraged to submit their military training transcripts directly to the KVCC Registrar's Office for evaluation. Assessment of service-connected prior learning is conducted using various nationally recognized resources for determining course equivalency.

## Challenge Exam

Selected KVCC courses may be challenged. Challenge exams are not be available for all courses if an appropriate standardized national exam exists (e.g. 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:

- 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.
- 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.
- The student must have been accepted in a KVCC program.
- The student may not retake the challenge exam.
- In order to receive credit, the student must score 80 or better on the challenge exam.
- Fee per Challenge Exam attempted is \$100

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

## Portfolio Review

The portfolio, a form of Prior Learning Assessment (PLA), is one option that a student may select to obtain credit for college-level knowledge acquired through past work, independent reading and study, training programs or in-service courses, volunteer service or other experiences. The portfolio is a written presentation plus pieces of evidence, assembled and submitted for assessment of college-level learning equivalent to specific course/content area elective learning outcomes. Credit may be awarded for learning that has a balance between theory

and practical application. Prior to pursuing the Portfolio Review option, students should consider other options available to them, including credit through national and/or department examinations, as well as military or proficiency credits for non-accredited training.

Students may refer to KVCC's Portfolio Development Handbook, available on the website, for detailed instructions. Students submit a separate portfolio for each course for which they seek to earn credit. The portfolio review fee is \$125 per portfolio attempted. Certain components of an original portfolio may be used in multiple submissions.

Although college credit earned through these options may count toward a degree, the credit and grades will not be included in computing the grade point average (GPA). The final decision regarding acceptance of all prior learning credits rests with KVCC.





# High School: Dual & Concurrent Enrollment

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Dual and Concurrent enrollment provides high school juniors and seniors an opportunity to 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 College privileges and services. Kennebec Valley Community College works in collaboration with high school guidance offices for the selection of courses and offers the following options.

## **Concurrent Enrollment**

Concurrent Enrollment is an off-campus option. Kennebec Valley Community College offers credit-bearing general education or introductory technical courses on the high school campus with faculty who have met the criteria for adjunct instructors at KVCC. These courses are taught during the regular school day. Students earn the same credits as if they were taking the classes on the College campus. There are currently no charges or fees to participate in these classes.

## **Dual Enrollment**

This option provides high school juniors and seniors an opportunity 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 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. Students are responsible for books and fees.

To participate in either of these options, a student must meet the following requirements:

- Junior or senior standing
- Minimum cumulative GPA of a B or better
- Have the approval of a parent or guardian, and
- Have the approval of the high school guidance counselor

Call (207) 453-3514 for additional information or email [academicaffairs@kvcc.me.edu](mailto:academicaffairs@kvcc.me.edu)

# Academic Policies

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## **ACADEMIC PROBATION**

Satisfactory academic progress ensures that a student is successfully completing coursework and progressing towards degree completion. KVCC will assess academic progress at the conclusion of each semester using the student's cumulative GPA. For the students who do not demonstrate satisfactory academic progress, the College will take one of the following academic actions: academic probation or academic dismissal.

Academic Probation requires students who are in academic jeopardy to show academic improvement in order to remain matriculated in their current program of study. Any student placed on probation must receive a semester GPA of at least 2.0 during the next semester or risk academic dismissal. No student will be allowed more than two consecutive probation semesters. Probationary status is removed once a student earns a cumulative grade point average of 2.0 or higher. Matriculated students are placed on academic probation if their cumulative grade point average falls into one of the following ranges:

- GPA of less than 0.5 for 3 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.

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**

For the students who do not demonstrate satisfactory academic progress, the College may take the following academic action, academic dismissal.

There are two reasons for academic dismissal:

- Matriculated students who are on academic probation who earn less than a 2.0 semester GPA will be academically dismissed.
- Matriculated students who have failed to meet the minimum cumulative GPA after two consecutive semesters of academic probation will be academically dismissed.

Dismissed students will receive written notification of their dismissal. The student's permanent record will carry the words "Academic Dismissal." Students may appeal the dismissal decision.

## **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 coursework 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 created a policy that relates to all academic endeavors on or off campus (e.g. classroom, clinical, and work sites). Copies are available on the College's Website and may be found in the Student Handbook.

## **Adding and Dropping a Course**

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, the Student Handbook and the College's website.

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 *MyKV 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).

## **Attendance**

Students are expected to attend all classes (face-to-face and online), lab sessions, 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:

- Faculty report attendance for each class.
- It is the student's obligation to check with the instructor on the first day back for work missed or to be made up.
- 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 faculty.
- If a faculty member 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 faculty or a substitute is not present 15 minutes after the scheduled start time, the class will be canceled.

## **Course Audit**

All students who audit courses will be charged one-third (1/3) of the 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.

## **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.

## **Directed Study**

Directed Study offers an opportunity for students with unusual needs to work with a willing faculty member to finish a course required for program completion, outside the usual classroom format. This can occur when the required course is not offered and could significantly delay a student's anticipated program completion date.

The student must have a cumulative grade point average of 2.00 or better at the time of the request. Students must have successfully completed at least 75% of program requirements. Only established catalog courses may be offered in this format.

A request by a faculty member to offer a Directed Study must be received by the Academic Dean before the end of the add/drop period of a given semester (including summer). If a Directed Study is approved, the faculty member will submit the Directed Study Contract signed by the faculty member and the student. Final approval rests with the Academic Dean or a designee.

The Directed Study Contract will outline the following:

- a. When, where, and how they will meet.
- b. The assignments to be completed.
- c. How and when student learning and progress will be evaluated.

The course content and evaluations will be completed by the end of the semester. The final grade will be submitted in the traditional manner at the end of the semester.

## **Grade Appeal**

When a student believes there is a discrepancy between the grade earned and the grade received in a course, the following procedure will be followed:

- The student must contact the instructor of the course within one week of receiving the grade. If a satisfactory resolution is not reached, the student may initiate a formal appeal.
- A formal appeal requires the student to submit a written statement describing the exact nature of the appeal to the Department Chair of the course with all supporting documentation, no later than 30 calendar days after the semester end date in which the course was taken.
- If the student is not satisfied with the action of the Department Chair and still wishes to pursue the matter, then the student must contact the Academic Dean within one week of meeting with the Department Chair. If there is sufficient evidence to support the student's request, the Academic Dean will schedule a meeting of the Academic Standards Committee for the purpose of holding a hearing.
- All parties involved in the hearing are notified at least one week in advance. The student must be present and must bring all evidence pertaining to the grade to this meeting. The Academic Dean will inform the student in writing of the decision. The decision by the Committee is final.

## Independent Study

The subject matter for an Independent Study 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.

To be eligible for Independent Study, the student must:

- Have attained at least a 3.0 Grade Point Average.
- Be in their second year of an Associate degree program or have successfully completed 30 hours.
- Have achieved a B or better in a course related to the proposed independent study topic.
- Submit the course proposal to their sponsoring faculty member, advisor, Department Chair, and Academic Dean for review and approval.

## Grading Symbols/Codes

AA	Articulation Agreement
AF	Stopped attending a course without officially "Dropping." The grade of "AF" will be computed as an "F."
AU	Audit
AW	Administrative Withdrawal
CE	Challenge Exam
CL	CLEP Exam/DANTES Exam
DS	Directed Study
HN	Honors
I	Incomplete
LE	Prior Learning Credit
N	No Show
NC	Non-Credit
P	Passed (for pass/fail course, not computed in GPA)
R	Repeat
S	Satisfactory
TR	Transfer
U	Unsatisfactory
W	Withdrew (not computed in GPA)
WF	Withdrew failing (dropped course(s) after mid-point of semester, computed in GPA)
WIP	Work in Progress
WP	Withdrew passing (dropped course(s) after mid-point of semester, not computed in GPA)
*	No grade reported.

## Grading

Students may access grades in their **MyKV Portal**. Faculty must enter final grades into the Portal at the close of each semester no later than the date established by Academic Affairs and published in the Academic Calendar.

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

Departments, programs, and disciplines do reserve the right to modify grading policies to best suit individual courses and programs. In the absence of a modified grading policy courses will use the following KVCC Standard Grading Scale:

Letter	Grade	Scale
A	4.00 grade points per credit hour	95-100
A-	3.67 grade points per credit hour	90-94
B+	3.33 grade points per credit hour	87-89
B	3.00 grade points per credit hour	83-86
B-	2.67 grade points per credit hour	80-82
C+	2.33 grade points per credit hour	77-79
C	2.00 grade points per credit hour	73-76
C-	1.67 grade points per credit hour	70-72
D+	1.33 grade points per credit hour	65-69
D	1.00 grade points per credit hour	60-64
F	0.00 grade points per credit hour	Below 60

## Graduation Requirements

All students must successfully complete all courses in their associate degree or certificate program to receive their degree. Associate degree or certificate candidates must attain a 2.0 minimum cumulative grade point average and must complete a minimum of 25% of their credit hours directly at the College. Degrees and certificates will not be released by the College until all obligations are met.

### Participation in Commencement

- Students may participate in Commencement Exercises if they have a 2.0 cumulative average and are within six (6) credits of meeting graduation requirements.

### Honor Cords

- Students with a GPA from 3.50 to 3.699 are designated as graduates with honors.
- Students with a GPA of 3.70 and higher are designated as graduates with high honors.

## 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 completed 75% of the requirements of the course.

Students must first request and receive an incomplete grade from the faculty member. The student has two weeks into the next semester to complete the missing requirements. An appropriate grade will then be awarded. In exceptional circumstances, a student may petition the faculty and Academic Dean for an extension of the "incomplete" to a time of completion agreed upon by the student, faculty, and Academic Dean. Failure to complete the work will result in the grade earned at that time.



## 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 Academic Dean.

## Mid-Term Grades

Grades will be reviewed at mid-semester. Students receiving less than a "C" or whose performance is unsatisfactory may receive an academic warning. These warnings can be found on the **MyKV Portal**. Students who receive unsatisfactory midterm grades should meet with their instructor and/or Academic Advisor to discuss the grade(s) in detail.

## Withdrawal from a Course

Students must contact the Enrollment Services Center in the Frye Building on the Fairfield campus to withdraw from a class. This cannot be done through the **MyKV 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 the 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.

# Enrollment & the Admission Process

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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 requirements.

Students are accepted for general 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. Several competitive programs admit students only in the fall semester.

## **ENROLLMENT SERVICES CENTER (ESC)**

The following departments, located in the Frye Building, comprise the Enrollment Services Center, a one-stop for enrollment needs (207-453-5822 or [enrollment@kvcc.me.edu](mailto:enrollment@kvcc.me.edu)):

**Academic Affairs** - Students can obtain official copies of academic transcripts and have transfer credits from other institutions evaluated. Undeclared students not in a specific academic program may register, add, or drop courses.

**Admissions** - This office processes applications, collects high school and college transcripts, and immunization records. The staff administers placement and entrance tests (Accuplacer, ATI-TEAS and PAX-RN). Students may contact an admissions representative for a tour of the campus or an appointment to discuss academic programs and requirements for admission.

**Advising, Enrollment and Transfer** - 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 is 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 continue at a four-year institution may receive specialized transfer advising.

**Business Office** - 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** - All federal and state aid is processed in this office. This includes grants, scholarships, loans, work-study, and Veterans' Educational Benefits.

## **REQUESTING INFORMATION**

Prospective students may request program information by completing the Request for Information form at [www.kvcc.me.edu](http://www.kvcc.me.edu) or contacting the College directly.

Kennebec Valley Community College,  
Enrollment Services Center, Frye Building  
92 Western Avenue, Fairfield, Maine 04937  
Phone: (207) 453-5822 or Toll free 1-800-528-5882;

Fax: (207) 453-5010

Email: [enrollment@kvcc.me.edu](mailto:enrollment@kvcc.me.edu)

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

## **CAMPUS VISITS**

Campus tours, individual appointments, and participation in our small-group visitation programs are recommended for all prospective students. KVCC invites interested student to schedule an appointment with

an enrollment 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 Enrollment Center at (207) 453-5822 or toll free 1-800-528-5882 or e-mail at [enrollment@kvcc.me.edu](mailto:enrollment@kvcc.me.edu) to schedule an appointment.

## GENERAL ADMISSION PROCESS

KVCC is committed to providing access to a college education to those who have earned a high school diploma or a GED and who express a desire to pursue a college education.

General admittance to the College follows the steps below.

- Complete the online application at [www.kvcc.me.edu](http://www.kvcc.me.edu)
- Submit official high school transcript or diploma and/or GED/HiSET scores.
- Home-schooled applicants are required to submit an official school transcript or annual assessment of courses completed
- If transferring from another college or university, submit official transcripts.
- Complete the Accuplacer in sentence skills, reading, numerical skills, algebra, and computer skills (unless exempt).

### **Exemptions include:**

- 500 or better on the SAT math section
- 480 or better on the SAT reading/writing section
- A score of 3 or higher from an AP exam
- CLEP (College Level Examination Program) score of 50 in each subject area of reading, writing and numerical skills
- Prior college courses with a grade of "C" or better
- Minimum scores required for placement in college level courses:

Sentence Skills	74
Numerical Math	55
Algebra	75
Reading	68

## COMPETITIVE ACADEMIC PROGRAMS (NURSING AND ALLIED HEALTH PROGRAMS)

Admittance to a competitive program such as Nursing and Allied Health involves additional admission requirements. Please refer to the specific academic program page for a listing of these requirements. An Admission Checklist may also be found on the College's website under each academic program.

## ADMIT IN A DAY

This event occurs once each semester. Students are able to complete the online application, complete Accuplacer assessment, complete the FAFSA with assistance from Financial Aid staff and meet with an academic advisor to review scores and discuss course selection. For additional information regarding dates, email [enrollment@kvcc.me.edu](mailto:enrollment@kvcc.me.edu) or contact us at (207) 453-5822.

## IMMUNIZATIONS (STATE REQUIRED)

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, email [enrollment@kvcc.me.edu](mailto:enrollment@kvcc.me.edu) or contact us at (207) 453-5822.

## Immunizations for Nursing & Allied Health Programs

In addition to State required immunizations, the Nursing and Allied Health Programs require additional immunizations.

These immunizations and the CPR certification are part of the admission process to Nursing and Radiologic Technology.

These are not part of the admission process to the Allied Health programs (EMS, HIM, MAS, MLT, OTA, PTA, and RAD). However, proof of vaccination for the following infectious diseases must be submitted prior to working in all healthcare facilities for fieldwork or clinical placement:

- Proof of immunization against Tetanus, Diphtheria and Pertussis (TDAP) within the last ten (10) years
- Proof of immunization against Measles, Mumps & Rubella (MMR) or Titer; if non-immune, requires additional MMR Vaccinations
- Proof of a negative 2-step test for Tuberculosis (PPD), or equivalent (TSPOT Blood Test); required annually
- Proof of immunization against Hepatitis Series B and Titer (6+ month process). If non-immune, a waiver is required.
- Proof of immunization against chicken pox and a Varicella Titer if non-immune, two (2) doses of Varicella vaccine is required
- Influenza vaccines may be **required annually** depending on healthcare facility requirements

**Current CPR Certification:** Basic Life Support (BLS) Provider from the American Heart Association is required for Nursing and Allied Health programs. Online CPR Certification is not accepted in some programs.

## ACCUPLACER PLACEMENT & ADMISSION EXAMS

### Accuplacer

The Accuplacer is a placement tool that helps guide placement in specific college courses by assessing a student's writing, reading, numerical and algebra skills. When scores indicate the need, students will be required to successfully complete courses in developmental math, algebra, and/or English. These developmental courses may be completed at the College or with an Adult Education site.

### Test of Essential Academic Skills (TEAS)

The TEAS is an entrance exam that measures a student's math, reading and comprehension skills and is required for the Physical Therapist Assistant, Occupational Therapy Assistant, and Radiologic Technology programs. Required scores are noted on the admission sheet for each program and may be found in the Program section of the Catalog beginning on page 47.

### PAX-RN

The PAX-RN evaluates the academic ability of prospective Nursing students for admittance to the Nursing program. The exam tests basic verbal, math, and science skills at a high school level. Required scores are noted on the Nursing admission sheet and may be found on page 113.

## STUDENTS 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. Documentation of the disability and the need for the requested accommodation must be provided.

For information regarding the required documentation and to make a request for accommodation, contact the College's Personal Counselor at (207) 453-5150 or email [disability@kvcc.me.edu](mailto:disability@kvcc.me.edu)

## INTERNATIONAL STUDENTS

International students who wish to attend KVCC on a student F-1 VISA must submit all required application materials, provide TOEFL scores or take the Accuplacer Placement. International F-1 VISA students must enroll and complete twelve (12) credits in each semester.

### ***International student application steps:***

- Complete the KVCC application at [www.kvcc.me.edu](http://www.kvcc.me.edu). Submit official copies of academic transcripts. All documents must be original and translated to English by a certified translator. Any cost incurred for translation is the student's responsibility.
- 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 assessment.
- Submit declaration of financial status (official copies of bank statements).
- 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.

## READMISSION TO THE COLLEGE

Students may request readmission by contacting the Enrollment Services Center at (207) 453-5822 or email [enrollment@kvcc.me.edu](mailto:enrollment@kvcc.me.edu)

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. Absence from the College for over one (1) year will require written notification requesting readmission. Students must meet the current admission and prerequisite requirements that apply to the program at the time of readmission, and must request official transcripts for courses taken at other colleges since attending KVCC.

Upon review of the student's request and examination of the required information, the student will be notified of the decision regarding his/her readmission status. Readmission is granted on a space available basis. Students who left the institution on academic probation will be readmitted with that status. A request for readmission into a program other than the original program requires the submission of a new application. Students seeking readmission to a competitive program (Trades, Nursing or Allied Health) following academic dismissal must adhere to the policies outlined in Program Handbooks. For more information contact the Department Chair for a specific program.



# Financial Information

## **COST OF ATTENDANCE**

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 it deems necessary. All students acknowledge this reservation by the submission of an application for admission or by registration. All fees are non-refundable.

## **TUITION COSTS**

MAINE RESIDENT	\$94.00 per credit
NON-RESIDENT TUITION	\$188.00 per credit
NERSP ("APPLE" PROGRAM) PARTICIPANTS	\$141.00 per credit

## **Costs**

General Fees	Cost	Information
Enrollment Confirmation	\$75.00	Required of all accepted students to confirm enrollment; non-refundable after May 1st
Comprehensive Fee	10%	Of course tuition
Activity Fee	\$3.00	Per credit hour
Parking Fee	\$50.00	Annual fee divided into \$25.00 per semester; no charge during summer session
Student Accident Insurance	\$30.00	Required for all matriculated students; 12 month annual premium (Plan 1)
Accident/Sickness Indemnity	\$450.00	Indemnity benefits for eligible insurance expenses resulting from covered accident or sickness; annual premium (Plan 2)
Supplemental Accident Insurance	\$30.00	Required of students in Culinary, Lineworker, Electrical, Energy Services, Precision Machining, Sustainable Agriculture, Welding and Sustainable Construction
Professional Liability Insurance	\$15.00	Required of students in Early Childhood, Emergency Medical Services, Occupational Therapy, Physical Therapist, Medical Assisting, Nursing, Phlebotomy and Radiologic Technology
Experiential Liability Insurance	\$18.00	All programs with an experiential component to the curriculum
Graduation Fee	\$75.00	Per degree attainment; this fee is not based on attendance at Commencement
New Student Fee	\$30.00	Required first semester as an enrolled student in first program (Fall, Spring or Summer)
Late Fee	\$25.00	Accounts not paid by designated date noted on student bill

Payment Plan	\$25.00	Per semester
Instructional Fees	Cost	Information
Portfolio Review (PLA)	\$125.00	Per Portfolio attempted
Challenge Examination	\$100.00	Per Challenge Exam attempted
Technical Course Fee	20%	Of Course tuition
Non-technical Course Fee	10%	Of Course tuition
Course Audit	1/3	Of Course tuition and applicable course fees
Course Packs	\$20.00 to \$350.00	Course Pack costs are specific to the course and vary accordingly.
Enrollment Testing Fees	Cost	Information
Test of Essential Academic Skills (TEAS)	\$55.00	Admission test for applicants in Occupational Therapy, Physical Therapist and Radiologic Technology. Payment due in advance of test; payment and Registration occur on the MyKV Portal.
PAX	\$39.00	Admission test for Nursing applicants. Payment and registration at nln website (See page 113)
Accuplacer Scores	\$10.00	Upon request to forward scores to another college or university

## PAYMENT OF TUITION FEES

All College invoices are due and payable upon receipt. Student invoices are sent in July, November, and April. 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.

## PAYMENT PLAN

The College offers a payment plan for matriculated students enrolled in a minimum of 6 credit hours. A \$25 fee is charged for each payment plan.

The plan requires the following payment schedule:

- 25% due at time the payment plan is created with the student
- The remaining balance is divided into three equal parts, each due in 30-day intervals

## RESIDENCY

A student's classification for residency applies for the entire semester. The student must demonstrate that he/she meets the criteria for residency. Students qualify for the MCCC in-state tuition when:

- A student has established a primary residence in Maine for at least the 12 consecutive months immediately prior to the date of admission. Evidence of such residence includes a driver's license, voter registration, marriage license or domestic registration, signed residential lease, mortgage, property taxes, utility bills, state or federal income tax filing, or letter on letterhead from a nonprofit entity or government agency attesting that the student resides in Maine.

- A student is claimed as a dependent for tax purposes by a parent or guardian who are State of Maine residents.
- A student is a member of the Armed Forces during their period of active duty in Maine or is claimed as a dependent by members of the Armed Forces during active duty in Maine.
- A student is married or domestically registered with a person who is a Maine resident.

Maine residents who are absent from the State for military or full-time educational purposes will normally remain eligible for in-state tuition provided they claim Maine as their state of residency on all official documents and declare income earned out of-state on Maine income tax returns.

For additional information, contact the Dean of Student Affairs at (207) 453-5019.

## **NEW ENGLAND REGIONAL STUDENT PROGRAM**

The College participates in the NERSP or the "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 Enrollment Services Center. For more information, visit: <http://admissions.unh.edu/tuitionfees/new-england-regional-student-program>

## **Student Employment**

Student employment positions are supported by Federal monies in the form of work study and employment opportunities funded by the Maine Community College System. These positions are available fall, spring and summer semesters. The hourly wage is in line with minimum wage. Students earn money to help pay education costs by performing job responsibilities on campus. Student employment positions are available on both the Alford and Fairfield Campuses. A list of positions available may be found on the College's website under Financial Aid.

## **Accident and Sickness insurance**

A 12-month Student Accident Insurance Plan is required for all matriculated students (students in a program of study). Students will be automatically enrolled in the Accident-Only Insurance Plan 1, and billed an annual premium of \$30. Students with current health insurance may waive this Accident Insurance Policy at the Enrollment Services Center by completing the waiver form and providing a copy of the student's insurance card.

An optional Accident and Sickness Indemnity Insurance, Plan 2, is an additional plan that students may choose to purchase. The cost of Plan 2 is \$450 per policy year. It offers indemnity benefits for eligible expenses resulting from a covered accident or sickness.

These Accident Insurance policies **will not** meet the requirements for health insurance under the current federal guidelines. Brochures outlining the coverage details as well as enrollment cards are available in the Enrollment Center and at *Cross Insurance Agency's webpage at [www.crossagency.com/kvcc](http://www.crossagency.com/kvcc)*

## **Native American Tuition Waiver**

The Native American Tuition Waiver is available for matriculated students who are Maine residents and document their membership or ancestry in a Maine-based Native American tribe.

To qualify for a Native American tuition waiver, the student must meet the following eligibility criteria:

- Reside in Maine for the twelve (12) consecutive months preceding enrollment for which the waiver is sought;
- 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.
- 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.

- Provide documentation that the student is a person whose name, or whose parent's or grandparent's name, is on the current tribal census of:
  - a. the Passamaquoddy Tribe;
  - b. the Penobscot Nation;
  - c. the Houlton Band of Maliseet;
  - d. the Aroostook Band of Micmac; or
  - e. a state, federal, or provincial North American Indian Tribe, or held a band number of the Maliseet or Micmac Tribes.

This documentation shall include an original tribal verification document sent directly from the pertinent tribal enrollment office to the college no later than two weeks prior to the start of the semester for which the student seeks the waiver.

Students enrolled in the Fire Science program at Eastern Maine Community College or the Criminal Justice program 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. The waiver may not, either alone or in combination with other aid received, exceed the total cost of attendance as determined by federal standards and the college's financial aid office, and does not apply to room or board charges, book or tool costs, academic or program fees, or other student fees.

Other restrictions apply:

- Charges other than tuition are not waived.
- Tuition is not waived for courses with a grade of NS (no show).
- 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.

### **Senior Citizen Tuition Waiver**

Senior citizens who are a Maine resident and at least 65 years of age may register on a space available basis for credit courses where tuition is waived. Individuals may register for up to six (6) credits in a semester. All other fees and charges are applicable.

### **Third Party Sponsorship**

Sponsors must submit a written document to the Business Office that verifies financial responsibility in advance of final student registration.

### **Add/Drop Refund Policy**

Courses may be added or dropped during the first six (6) business days of the semester on a space available basis.

- During this add/drop period, tuition and fees will be refunded
- Textbook refunds will be processed according to College Store policies.
- Between seven (7) and ten (10) business days of the semester's first day of classes, 50% of each dropped course will be refunded.

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.

# Financial Aid

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## **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. Most students who complete the application process for financial aid and KVCC Foundation scholarships receive at least some free aid. 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/certificates 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.

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, from October 1 of the previous year right up to the start of classes, they are encouraged to apply by March 1 for best offers and no later than May 1 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. Students must file a Free Application for Federal Student Aid (FAFSA) to qualify for awards from most of the financial aid programs offered by KVCC. Applicants (and their parent, if the student is "dependent" as determined by questions on the FAFSA) must create a Federal Student Aid User ID and password (see <https://fsaid.ed.gov/npas/index.htm>) and complete their FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). To ensure that KVCC receives the completed FAFSA, at the appropriate location on the application students must enter KVCC's school code, 009826.

Over 30 percent of FAFSA's received at KVCC are "marked for verification" by the Department of Education. Students whose FAFSA must be verified are required to submit additional forms and may need to obtain federal tax transcripts from the IRS 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.

Complete information regarding the financial aid process is available by contacting the Financial Aid Office at (207) 453-5121, emailing [financialaid@kvcc.me.edu](mailto:financialaid@kvcc.me.edu) or visiting the College's website.

## **GRANTS**

### **Federal Pell Grants**

Over 70% of KVCC students who complete the financial aid process receive Pell grants. For 2018-19, the annual award for a full-time student ranges from \$600 to \$6,095. All Pell-eligible students will receive awards, though students who would otherwise qualify but have reached their Pell lifetime eligibility limit would not be awarded. For more information on Pell lifetime limits, please contact the Financial Aid Office at (207) 453-5121.

Based on financial need, 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 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 for aid.



## **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.

## **SCHOLARSHIPS**

The College offers many opportunities for scholarships. For more information on scholarships and grants available, contact the Financial Aid Office at (207) 453-5121 or access Financial Aid at the College's website.

## **LOANS**

All first-time borrowers must complete a federally-mandated loan entrance interview and Master Promissory Note before their loan can be disbursed. Directions for doing this online are provided by the Financial Aid Office. Students are welcome to make an appointment with Financial Aid staff if they need assistance.

### ***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.

### ***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 (Private Education) 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.

## **LOAN COUNSELING**

Loan counseling provides information on student loans and the required paperwork. Contact Financial Aid at (207) 453-5149 or email [financialaid@kvcc.me.edu](mailto:financialaid@kvcc.me.edu)

### ***Federal Loan Limits and Refusal to Certify a Stafford Loan***

Through debt management and loan counseling, students are encouraged to borrow only what they need for educational costs. Annual loan limits for subsidized and unsubsidized loans are: \$3,500 for first year undergraduates, and \$4,500 for second year 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 Financial Aid staff is available on request, and is recommended for any student wishing to borrow.

KVCC reserves the right, as granted by the U.S. Department 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 Department of Education.

# Veteran Benefits

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All credit programs and select non-credit courses are approved by the Maine State Approving Agency for Veterans Education Programs for the use of the various Veteran Educational Assistance Programs. Students should obtain applications from their Veteran Centers or by visiting their website at [www.benefits.va.gov/benefits](http://www.benefits.va.gov/benefits) to fill out an online application in advance of course registration. For many students, it is form 22-1990.

Students who receive veteran benefits may also qualify for other financial aid options offered by the College and are encouraged to apply. Students planning to use educational benefits should contact the Financial Aid Office at [financialaid@kvcc.me.edu](mailto:financialaid@kvcc.me.edu). Additional information regarding veteran benefits is posted in the Financial Aid and Veteran Affairs section of the KVCC website.

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 tuition waivers for dependents.

Contact the Business Office at (207) 453-5132 if you have questions regarding the payment of tuition and fees.

## **MONTHLY HOUSING ALLOWANCE**

Section 107 of the Harry W. Colmery Veterans Educational Assistance Act of 2017 requires the Department of Veterans Affairs (VA) to calculate monthly housing payments based on the campus location where a student attends the majority of classes. This provision affects students attending any terms that begin on or after August 1, 2018.

Section 107 of the Colmery Act requires housing payments to be calculated based on the "campus of the institution of higher learning where the individual physically participates in the majority of classes." Prior to this law, payments were based on the "institution of higher learning at which the individual is enrolled." This section of the law will require a new process to allow schools the ability to report the specific zip code locations of program attendance that may not be represented by the VA "facility code(s)" your school has been assigned.

Student housing allowance payments have always been based on the housing rates tied to zip codes; however, VA systems use the "facility code" on the enrollment certifications to in turn locate the zip code of the facility in order to pay the student's housing allowance.

These facility codes and associated zip codes often do not represent the locations that individuals "physically participate" in their program.

VA interprets this statute to include the physical attendance at any location a student's program may take them. Those locations are often different than the zip code of your "facility code" location:

- Actual campus locations of the school where the student is taking classes; for example, the school's science center, humanities building, or athletic center may be in a different zip code than the facility code's listed zip code.
- Terms spent in a study abroad program are not located at the certified facility code location.
- Any internship, externship, practicum, or student teaching experiences may also be in a zip code location other than the one associated with zip code associated with the facility code listed on the enrollment certification.

### Extension Centers

Main Campus  
92 Western Ave  
Fairfield, Maine 04937

Harold Alfond Campus  
23 Stanley Road  
Hinckley, Maine 04944

The Buker Center  
22 Armory Street  
Augusta, Maine 04330

# Student Life

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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 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 Alford 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.

## **COLLEGE STORE**

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 semester.

## **CREDIT FOR SERVICE**

The Credit for Service volunteer program assists students in an effort to promote volunteerism. The student must complete 90 hours of volunteer service on the KVCC campus or at an approved off-campus site. Tuition only for a 3-credit course will be applied in a subsequent semester. For more information, contact the Director of Student Life at (207) 453-3540 or the Credit for Service on our website at [www.kvcc.me.edu](http://www.kvcc.me.edu)

## **FOOD SERVICES**

Food services available on both campuses.

**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.

**The Salubrious Greens Concept Food Bar** on the Alford campus offers students a unique dining experience of fresh greens, proteins & grains. Salubrious is open from 11 am to 2 pm, Monday through Thursday.

In addition to daily food services, catering services are also available on both campuses. When planning an event, contact our food service at [cafe@kvcc.me.edu](mailto:cafe@kvcc.me.edu) for information on catering.

## **INFORMATION TECHNOLOGY (IT)**

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, open labs provide students 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.

### **Help Desk**

IT staff are available 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. The Help Desk may be contacted by calling (207) 453-5079 or emailing at [helpdesk@kvcc.me.edu](mailto:helpdesk@kvcc.me.edu)

### ***MyKV Portal***

The Portal provides access to grades, semester schedules, financial aid information and other essential information. Students also use the Portal to register for courses.

### ***Blackboard***

Students may be required to use Blackboard in association with many of their required courses. Blackboard is a Learning Management System 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 Learning Commons.

### ***Student ID***

All matriculated students are issued one KVCC ID card. This card is necessary to access computer labs, borrow library materials and purchase software. The ID card possesses the student's photo, library barcode, and program designation. 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 Enrollment Services Center before a replacement ID will be generated.

### ***Email***

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

## **OFFICE OF STUDENT LIFE**

The Office of Student Life 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 and clubs and organizations. For more information, contact the Director of Student Life at 207-453-3540.

### **Student Clubs and Organizations**

Kennebec Valley Community College offers academic and general interest clubs for students that have a shared interest or hobby. Contact the Office of Student Life for more information on existing clubs and organizations or learn how to form a new club.

### **Student Senate**

The purpose of this Student Senate is to represent the interests of the student body with integrity and to encourage student leadership and engagement by supporting student founded groups, organizations, and clubs. The members of the KVCC Student Senate work to create a positive and productive learning environment. They believe in the free exchange of ideas and equality with regard to race, religion, gender, or sexual orientation. For more information about Student Senate contact [studentsenate@kvcc.me.edu](mailto:studentsenate@kvcc.me.edu)

### **Recreation and Fitness Centers**

KVCC provides facilities for both recreation and fitness activities on both of our campuses.

Students and community members can access a complete Fitness Center within the Carter Hall building on the Fairfield campus. Here you will find a complete range of cardio, circuit, free weight and strength training equipment. Yoga mats can be found along with a smart tv to access music and workout videos with. Anyone planning to use the fitness center will need to fill out a fitness waiver form and have a validated KVCC id card activated to scan through the door.

The Alford Recreation Center, located on our Alford campus, has many offerings for fitness and athletic related activities. An exciting addition to the Recreation Center is a renovated racquetball court with a glass viewing area. Racquets, goggles and balls can be checked out during the staffed hours. Groups will want to contact the recreation center staff to reserve play time. Another great feature of the Alford Recreation Center is a beautiful

regulation size hardwood basketball court. With the ability to drop down side court hoops, this is an ideal location for pickup basketball games, small basketball tournaments, or full scale league and school games. Posts and nets can also be setup for indoor volleyball games, and the indoor baseball pitching net can be lowered for teams looking to practice pitching and batting during the winter months. Basketball, volleyball, and pitching equipment are available during staffed hours.

Students and community members can now access a complete fitness center within the Alfond Recreation Center. Here you will find a complete range of cardio, circuit, free weight and strength training equipment. A punching bag can also be found, along with yoga mats, aerobic steps and a smart TV to access music and workout videos.

## **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, security officers are on both campuses during business hours, Fairfield police patrol the campus frequently, the College uses a text-based mass notification system and the College's phone system can be used as an on-campus emergency notification system. The College also has an Emergency Response Team which is responsible for managing any major emergency and/or incident at the College.

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 by the Campus Safety and Security Manager 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 Campus Safety & Security Manager. 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 email 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 Campus Safety & Security Manager at (207) 453-5116 or visit [www.kvcc.me.edu/campussafety](http://www.kvcc.me.edu/campussafety)

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 Policies
- 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 Safety and Security Manager at (207) 453-5116 or the Dean of Student Affairs at (207) 453-5019.

## **KVCC App**

Mobile technology has fundamentally changed how people interact with information. The expectation is to have information available, personalized and contextually relevant at all times. Student life is no different.

KVCC has partnered with Oohlala to create a student app that will provide information at your fingertips and keep you engaged in campus life. The app is free for all KVCC students and available for Apple and Android phones.



Below are some of the features a student will encounter:

- Post questions about carpooling, purchasing books or finding the best places to eat and get answers quickly from the campus community
- Push notifications about important campus information
- A searchable list of campus services
- Links to the College's KV email, Blackboard or College Store website
- Events on campus
- Your class schedule
- Connections to student clubs and organizations
- A customizable tour and map of each building

Download the app from the Google Playstore or the Apple App Store.

# Academic Support Services

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## **ADULT EDUCATION PARTNERSHIP**

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.

### **Adult Transitions Project (ATP)**

ATP provides instruction, support services, and coordination to help adults obtain a college degree.

### **Career and Advising Services**

One-on-one advising for education and career selection, assistance with college and career research, and classes on resume writing and interview techniques are available.

### **College Preparation Programs**

Courses such as biology, chemistry, and algebra are offered to help meet admission requirements; classes in reading, mathematics, and writing skills are also available to prepare for college placement exams.

### **College Transition**

Prepares adults for the transition to college. Non-credit academic classes in math, reading, writing, and computer skills are offered. Students may also access college planning assistance, a guided tour of the College, and academic advising.

## **EMBARK**

EMBARK, formerly Early College for ME, is a program of the Maine Community College System and is available at all seven community colleges. The program serves Maine students who are most likely to need additional support negotiating the financial, academic, and cultural challenges of college admission and matriculation.

Students begin to work with EMBARK in their high schools; juniors and seniors receive individual guidance and support as they begin to think about their college options and potential. Then, as scholarship recipients, selected students continue to work with their EMBARK advisor through the first two years at their community college. Across the Maine community colleges, EMBARK scholarship recipients are more likely to both persist to their second fall semester and to graduate on time.

For additional information about Embark, contact your High School Guidance Counselor or the Embark Regional Director at (207) 453-5009.

## **JOBS FOR MAINE'S GRADUATES (JMG)**

JMG is focused on working with students who participated in JMG in high school and assisting them with their college journey. The JMG College and Career Specialist, located at KVCC, is a student navigator who works with each identified student identifying their goals, helping with academic challenges and advising students. For more information, contact the JMG Specialist at (207) 453-5839.

## **LEARNING COMMONS**

The Learning Commons fosters collaborative learning, provides a welcoming and flexible learning environment, and inspires students to discover, create, problem-solve and collaborate with their peers and faculty. The Commons consolidates academic support services in one location bringing together academic, library, and technology services in this dynamic environment.

The services available to all student are noted below:

### **Academic Services**

- Academic coaching
- Time management, note taking, test taking and general study skills
- Access to assistive technology and computer-aided instruction
- Peer and professional tutoring in specific content areas
- Professional assistance in the Math Portal
- Assistance with the provision of disability accommodations
- Preparatory workshops for the TEAS, PAX-RN and Accuplacer

### **Library Services**

- Circulation and reserves
- Research and reference
- Research mentors

### **Technology Services**

- Blackboard assistance
- Technology coaching
- ID operated photocopy machine
- Technology to loan
- Mac and Dell computers

The Learning Commons provides open, comfortable spaces for students: to create and collaborate; to receive tutoring in specific content areas; to reserve for testing, study, and small group meetings. Both campuses provide a loan program for technology graphing and scientific calculators, iPad and iPad Mini, and Dell laptops. A photocopy and resource center is available at both locations as well, and students may choose between Macs or Windows based PCs. The Learning Commons is located in Lunder Library on the Fairfield Campus and the Averill Building on the Alford Campus. To arrange a visit or to access services, contact: (207) 453-5004 or email [lc@kvcc.me.edu](mailto:lc@kvcc.me.edu)

## **TRIO STUDENT SUPPORT SERVICES**

KVCC has maintained a federally-funded TRiO Student Support Services program since 1993. TRiO's mission is to provide the comprehensive support necessary to increase degree completion rates of low-income, first-generation students and students with disabilities. KVCC's TRiO program serves more than 180 students each year. The program utilizes a cohort model with structured programming that anticipates participants' needs and scaffolds their experience throughout their first year of college and beyond. Prospective applicants attend an intake interview where personal goals and program services are reviewed. Students who are not eligible to participate are either connected to other College supports or are placed on a waitlist where their progress is monitored as they wait for a spot to open in the program. All new students attend an intensive, mandatory orientation prior to the start of classes where they learn a variety of success skills and develop a personal support network. After classes start, core TRiO services include academic advisement, intensive tutoring in math/science, writing, and technology, personal and professional mentoring, assistance with learning styles/differences, and financial literacy. An emphasis is placed on assisting students to develop self-confidence and leadership skills and aspiration-raising by promoting transfer to four-year schools upon graduation as appropriate. For more information contact: (207) 453-5013 or email [trio@kvcc.me.edu](mailto:trio@kvcc.me.edu)

## **FIRST YEAR EXPERIENCE**

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, email the First Year Committee at [fye@kvcc.me.edu](mailto:fye@kvcc.me.edu)

## **Student Orientation and Registration (SOAR)**

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. Contact: (207) 453-5815 or fye@kvcc.me.edu

## **Accepted Student Night**

This event is designed to connect new students with their program faculty prior to the start of the semester/academic year. Sessions are divided into Nursing & Allied Health, Trades & Technology and Alford Campus programs (Liberal Studies, Culinary, Business, Mental Health, Sustainable Agriculture, Early Childhood, Psychology, Career Studies and General Studies).

This event, which occurs in the fall and spring semesters, includes an introduction to the student's program and a review of the College's Learning Management System. Social time is also an important piece of this event providing students with the opportunity to meet other students in their program.

## **Welcome Table**

Each semester, a welcome table is available in the main lobby of King Hall (Fairfield Campus) and in the Sustainable Agriculture Building (Alford Campus). Students can stop to get directions or an answer to a question. Resources are available such as the Student Handbook, campus maps, and a list of resources & services available on both campuses.

## **BIO125 Seminar**

This course is designed for all students interested in pursuing a health care program. The content of the course includes general College 101 topics, admission information, academic advising and an introduction to health care programs as part of a career decision making component.

## **Student Handbook**

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.

# Campus Policies

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## **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.

## **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.

Student Handbooks are made available each semester for students. An online version is available on the College's website. Additional information regarding the Code of Conduct is available by contacting the Dean of Students at (207) 453-5019.

## **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.

## **Service and Assistance Animals**

Service dogs are the only animals that may be brought by a student or member of the public onto a KVCC campus. A "service animal" is a dog that is individually trained to do work or perform tasks for the benefit of an individual with a physical or mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of such work or tasks include, but are not limited to, assisting an individual who is deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting an individual to the presence of allergens, retrieving items such as medicine or a telephone, providing physical support and assistance with balance and stability to an individual with a mobility disorder, and helping a person with a psychiatric or neurological disability by preventing or interrupting impulsive or destructive behaviors.

Service animals are permitted when the animal has been registered with the College appointed Disability Service Provider unless it is readily apparent from observation that the animal performs work or tasks related to its handler's disability. When it is not readily apparent what service the animal provides, the student requesting permission to have a service animal on campus must provide a letter from a credible, certified medical provider which: a) substantiates that the animal is required because of a disability and b) describes the work or task that the animal has been trained to perform. The letter must be dated and on letterhead.

Service animals must be well-behaved, clean, leashed and under control of the handler at all times. Service animals may not be left unattended while on campus. Service animals brought to campus must also be in compliance with applicable licensing laws and up to date on immunizations.

## **Sexual Harassment, Sexual Assault and Consensual Relations**

Sexual harassment and/or sexual assault of employees or students is a violation of state and federal law and a violation of this policy. Any employee or student who violates this policy or those laws will be subject to disciplinary action. The entire copy of this policy is located on the College's website.

Questions regarding the policy should be directed to the Affirmative Action Officer, Dean of Student Affairs, at (207) 453-5019.

## **Tobacco and Smoking on Campus**

The college/university has a 100% smoke and tobacco-free campus policy that prohibits all smoking and use of all tobacco products including cigarettes, electronic smoking devices (e.g. e-cigarettes, e-hookah, vape pen, etc.), smokeless tobacco, snuff, chew, snus, cigars, hookah, juuls and pipes. The sale, advertisement, promotion and/or free distribution of all tobacco products, including electronic smoking devices, and paraphernalia, is prohibited at all times, on campus and at all campus sponsored events, including by any student group or organization.

### **Definitions and Clarifications**

- Smoking and use of tobacco is defined as the smoking or use of all tobacco products, including but not limited to, cigarettes, cigars, pipes, spit and smokeless tobacco, chew, snuff, snus and all nicotine delivery devices that are non-FDA approved as cessation products.
- "Vape products" is defined but not limited to nicotine and non-nicotine electronic cigarettes, personal vaporizers, or electronic nicotine delivery systems.

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.

## **Firearms/Weapons**

To minimize the chance of accidents, injuries or violence on Kennebec Valley Community College (KVCC) campuses, employees, students, and guests are not permitted to bring any weapons onto any KVCC property. In addition, possession of any firearm on KVCC property is a direct violation of the Maine Community College System (MCCS) policy section 803 as well as Maine State Law [ Title 20-A M.R.S. § 10009]

For the purposes of this policy, the following terms are defined as such:

- Firearm is defined as any weapon, whether loaded or unloaded, which is designed to expel a projectile by the action of an explosive and includes any such weapon commonly referred to as a pistol, handgun, revolver, rifle, gun, semi-automatic gun, machine gun, shotgun or any other weapon that can be made into a firearm by inserting a firing pin, or other similar thing or by repair.
- Possession is defined as ownership, care, custody or control, whether concealed or in plain view.
- Property" is defined as all colleges, campuses, off-campus centers, buildings, parking lots and all other grounds owned, operated or occupied by any entity of KVCC.
- Weapon is defined as any item or combination of items or instrument used for offensive or defensive combat or other means of contending against another individual or individuals.

This policy serves to abate any intended or unintended harm to any person on KVCC properties.

## **Vehicle Parking**

Any student who uses an automobile must register that vehicle in the online **MyKV Portal** and obtain a vehicle decal at the Enrollment Services Center on either campus or Campus Safety & Security Office. The decal is valid for two (2) years and must be displayed on the lower passenger side of your front windshield. An annual charge of \$50.00 is charged; twenty-five (\$25) dollars per semester. There is no charge for the summer session. The cost for additional decals for vehicles is one (\$1) dollar.

The College reserves the right to revoke parking privileges. Improper parking of vehicles in restricted areas (handicapped spaces, fire lanes and undesignated areas) is prohibited. Parking tickets will be issued for violations and fines will be assessed to student accounts.



# WORKFORCE TRAINING & PROFESSIONAL DEVELOPMENT

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The Institute for Workforce Training & Professional Development at Kennebec Valley Community College provides professional development training programs as well as customized business training programs. The professional development schedule, which runs classes throughout the year, provides opportunities to earn certificates, CEU's or simply gain new knowledge. The Workforce Training team works closely with area businesses who are in need of employee training to identify skills and knowledge that would improve productivity and employee retention and works with industry experts to deliver the designed training plan.

## **PROFESSIONAL DEVELOPMENT**

Professional Development courses offer individuals of all ages the opportunity to grow in their positions or retrain for new opportunities. Some professional development courses can be converted to credit for those wishing later to pursue a degree. Professional development classes and workshops are offered at a range of days and times for optimum convenience.

Kennebec Valley Community College's Professional Development Division has an established history in industrial, mechanical, medical, safety, computer, and business training.

Enrichment and personal development classes provide the opportunity to explore interests or hobbies in short courses, lectures, evening or weekend classes in areas such as cooking, home gardening and computers.

## **CUSTOMIZED TRAINING**

KVCC has a long history of partnering with local area businesses to develop successful training programs. Customizable trainings are designed to meet specific employer needs to grow and/or retrain existing workforces.

KVCC identifies specialized instructors and works to create programs that train in areas such as customer service, time management, and conflict resolution. The College can also address more specific and technical areas exclusive to industry needs. We have created training packages for Backyard Farms, Mid-State Machine, Sappi North America, State of Maine, MaineGeneral Medical Center, Northern Pride Communications and have also created training programs in areas such as welding, tomato production, heavy equipment, cell phone tower technicians, electrical code update and rigging. Classes can be offered on the KVCC campus or at the company worksite to best meet training needs.

## **CUSTOMIZED TRAINING RESOURCES**

### **Maine Quality Center**

The Maine Quality Centers (MQC) provides customized workforce training grants for Maine employers seeking to locate or expand their operations in Maine and need support with recruitment and training of new employees or those interested in providing training to their incumbent workers.

KVCC's Institute for Workforce Training and Professional Development has partnered with area businesses to secure Maine Quality Center grants. We are proud to deliver customized training opportunities to dozens of businesses and hundreds of employees.

***A Maine Quality Center grant offers:***

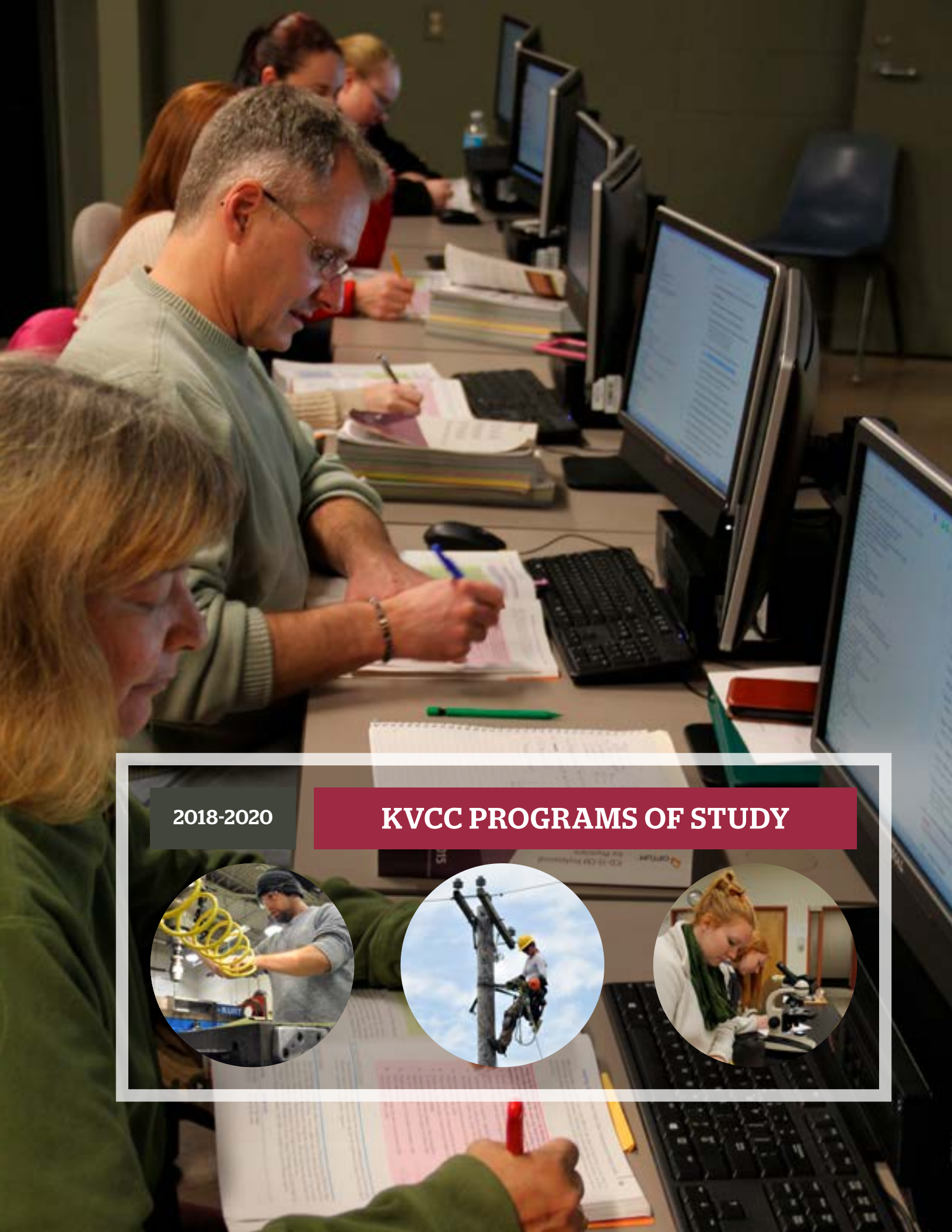
- Grants to help cover the cost of customized training for workers or recruits.
- Incumbent worker training
- Recruitment assistance—advertising and screening
- Pre-hire training for potential hires
- Post-hire training for new hires
- Targeted training for industry certifications
- Customized training, consultation, and curriculum
- Flexible scheduling; days, evenings, weekends
- Classes delivered at your worksite or on campus

For additional information, contact the workforce team at (207) 453-5858 or email [workforce@kvcc.me.edu](mailto:workforce@kvcc.me.edu)

A listing of training opportunities available may be found on the College's website.







2018-2020

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# APPLIED ELECTRONICS & COMPUTER TECHNOLOGY

## ASSOCIATE IN APPLIED SCIENCE DEGREE AND CERTIFICATE PROGRAMS

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.

"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."



**Learn to install, maintain, and troubleshoot electronics and computer-based equipment**



### What Applied Electronics and Computer Technology graduates do:

- Apple computer support
- Computer network support
- Electronic communication
- Audio/video technology
- Bio/medical electronics
- Engineering technology

### Career Opportunities:

- Electronics technician
- Engineering technician
- Field service technician
- Computer support technician
- Internet support technician
- Cable television technician
- Electronic communication technician

For further questions about this program, please contact:

[aect@kvcc.me.edu](mailto:aect@kvcc.me.edu) or go to: [www.kvcc.me.edu/aect](http://www.kvcc.me.edu/aect)



## APPLIED ELECTRONICS AND COMPUTER TECHNOLOGY

### DEPARTMENT CHAIR: WILLIAM DOLAN, 207-453-5111

#### Applied Electronics and Computer Technology Associate in Applied Science Degree

First Semester			ETC220*	Microprocessor Applications	3
COM104	Introduction to Communication	3	ETC225*	Analog Circuits	3
ENG108	Technical Writing	3	ETC240*	Electronic Communication Systems	3
ETC110*	Computer Technology Fundamentals	3	ETC244*	Electronics Applications Lab	1
ETC113*	Electrical Circuits I	3	_____	Humanities Elective	3
MAT114	Technical Math	3	Fourth Semester		
Second Semester			ETC112*	Apple Computer Support Essentials	3
ETC114*	Electrical Circuits II	3	ETC211*	Network Operating Systems	3
ETC119*	Digital Electronics	3	ETC241*	Data Communication Systems	3
ETC125*	Semiconductor Devices	3	ETC245*	Networking Applications Lab	1
ETC250*	Computer Technology Applications	3	_____	General Education Elective	3
MAT117	College Algebra	3	_____	Social Science Elective	3
Third Semester			Total Credits		
ETC212*	Linux Operating Sys. & Mobile Devices	3			

#### Applied Engineering Technology Associate in Applied Science Degree

First Semester			Third Semester		
COM104	Introduction to Communication	3	ETC220*	Microprocessor Applications	3
ENG101	College Composition	3	ETC225*	Analog Circuits	3
ETC110*	Computer Technology Fundamentals	3	ETC240*	Electronic Communication Systems	3
ETC113*	Electrical Circuits I	3	ETC244*	Electronics Applications Lab	1
MAT226	Precalculus	4	PHY111	Elements of Physics	4
Second Semester			_____	Humanities Elective	3
ETC114*	Electrical Circuits II	3	Fourth Semester		
ETC119*	Digital Electronics	3	ETC211*	Network Operating Systems	3
ETC125*	Semiconductor Devices	3	ETC241*	Data Communication Systems	3
ETC250*	Computer Technology Applications	3	ETC245*	Networking Applications Lab	1
MAT227	Calculus I	4	PHY211	General Science Elective (Physics II)	4
			_____	Social Science Elective	3
			Total Credits		

#### Computer Technology Certificate

ENG108	Technical Writing	3	ETC241*	Data Communication Systems	3
ETC110*	Computer Technology Fundamentals	3	ETC245*	Networking Applications Lab	1
ETC112*	Apple Computer Support Essentials	3	ETC250*	Computer Technology Applications	3
ETC211*	Network Operating Systems	3	MAT114	Technical Math	3
ETC212*	Linux Operating Sys. & Mobile Devices	3	Total Credits		

#### CRITERIA FOR GRADUATION

Students must complete 62 credits for an Applied Electronics and Computer Technology AAS Degree, 63 credits for an Applied Engineering Technology AAS Degree, or 25 credits in the Computer Technology Certificate and achieve a minimum grade of "C" in all core courses (\*). Students must attain a final GPA of 2.0 or higher.

#### GAINFUL EMPLOYMENT

For more information about the Computer Technology Certificate's graduation rates, the median debt of students who completed the program, and other important information, please go to

<http://www.kvcc.me.edu/pages/general/gainful-employment>.



**APPLIED ELECTRONICS AND COMPUTER TECHNOLOGY  
APPLIED ENGINEERING TECHNOLOGY  
Associate in Applied Science Degrees, Certificate**

**DESCRIPTION**

The Applied Electronics and Computer Technology program at KVCC is designed to prepare students with the technical knowledge and skills needed 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 engineering grade training equipment, innovative teaching techniques, and highly trained faculty members.

**PROGRAM MISSION**

The AECT program's mission is to offer students an applied engineering technology education which will provide the technical knowledge and analytical problem solving skills, through hands-on training, needed for successful professional careers in today's technology driven workforce. The curriculum is rigorous and well balanced in the presentation of theory, applications, and problem solving.

The Applied Engineering Technology (AET) program supports the same mission and core course work as the Applied Electronics and Computer Technology program, yet requires advanced math and physics courses designed for students interested in transferring for a Bachelor of Science degree in Electrical Engineering Technology at the University of Maine through a transfer articulation agreement.

**EDUCATIONAL OUTCOMES**

Program Goals and Student Learning Outcomes

Upon successful completion of the AECT and AET 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.
4. Produce prepared Applied Engineering Technology graduates to continue their education towards a B.S. in Electrical Engineering Technology or Computer Engineering Technology.

Both the AECT and the AET programs strive to provide graduates with a foundation for lifelong professional development by the following:

1. To cultivate student ability to adapt to changing workplace technologies.
2. To communicate proficiently.
3. To work effectively in a team environment.

The program maintains 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.



## PROFESSIONAL CERTIFICATIONS

Each student is prepared for and encouraged to take each of the following nationally recognized professional certification exams:

1. A+ Computer Certification, CompTIA A+ Certification
2. Network+ Certification, CompTIA Network+
3. Security+ Certification, CompTIA Security+ Certification
4. TestOut Pro Series Certifications, The TestOut PC Pro, Network Pro, and Security Pro Certifications
5. Apple Certified Support Professional (ACSP)
6. Certified Electronics Technician, The Electronics Technicians Association (ETA) Exam

## ADMISSION REQUIREMENTS

General admission requirements are as follows:

1. Official high school transcript, HiSET or GED scores.
2. Applicants who are homeschooled are required to submit an official copy of their transcript signed by the School Administrator.
3. Acceptable scores in Reading, Sentence Skills and Numerical Math on the Accuplacer. Applicants may be required to complete developmental coursework prior to enrollment in college level courses. Scores are noted on the General Admission section on page 27.
4. Accepted students must attend the Accepted Student event prior to the start of the semester.

# BIOLOGICAL SCIENCE

## ASSOCIATE IN SCIENCE DEGREE AND CERTIFICATE PROGRAMS

Study how living things work

Biological Sciences is an exciting and rapidly changing field of study. The study of living things has undergone tremendous expansion in recent years. The Biological Sciences program provides an ideal and flexible path for students to begin their educational journey in this field. The program emphasizes the practical knowledge and skills required for employment and for continuing education in the Biological Sciences.

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"For me, KVCC is close to home, and the price is right. I also love the modern labs, and how much hands-on time I have in my biology class."

"I chose KVCC because of the small classes, and the flexible scheduling options. The cost was also very reasonable."



### What Biological Science graduates do:

- Collect and process samples
- Perform lab tests
- Collect and analyze data
- Develop and conduct experiments
- Provide technical Assistance
- Maintain lab equipment
- Work in teams

### Career Opportunities:

- Biotechnology production facilities
- Quality control and assurance
- Research laboratories
- Government agencies

For further questions about this program, please contact:

[bio@kvcc.me.edu](mailto:bio@kvcc.me.edu) or go to: [www.kvcc.me.edu/bio](http://www.kvcc.me.edu/bio)

**BIOLOGICAL SCIENCE**  
**DEPARTMENT CHAIRS: JAMES GUILLEMETTE, 207-453-3605**  
**JARED HARVEY, 207-453-5145**

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**Associate in Science Degree**

<i>First Semester</i>			<i>Third Semester</i>		
BIO101	Biology I	4	BIO201	Laboratory Techniques	3
CHE112	General Chemistry I	4	BIO234	Introduction to Molecular Biology	
ENG101	College Composition	3		and Biochemistry	3
MAT117	College Algebra	3	PHI102	Contemporary Ethics	3
<i>Second Semester</i>			_____	Humanities Elective	3
BIO102	Biology II	4	_____	200 Level Math Elective	4
CHE115	General Chemistry II	4	<i>Fourth Semester</i>		
COM104	Introduction to Communication OR		BIO219	Microbiology	4
COM105	Interpersonal Communication	3	MAT220	Applied Statistics	4
ENG218	Advanced Academic Writing	3	_____	200 Level Science Elective	3-4
_____	200 Level Math Elective	4	_____	Social Science Elective	3
				Total Credits	62-63

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**Health Science Preparation Certificate**

<i>First Semester</i>			<i>Second Semester</i>		
BIO213	Anatomy and Physiology I	4	BIO214	Anatomy and Physiology II	4
COM104	Introduction to Communication	3	PSY101	Introduction to Psychology	3
ENG101	College Composition	3	_____	Humanities Elective	3
MAT1__	Math Elective	3	_____	Health Science Elective	3-4
				Total Credits	26-27

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**CRITERIA FOR GRADUATION**

Students must complete 60-63 credits in the Biological Science degree or 26-27 credits in the Health Science Preparation certificate and achieve a minimum grade of "C" in all courses. Students must attain a final GPA of 2.0 or higher.

**GAINFUL EMPLOYMENT**

For more information about the Health Science Preparation Certificate's graduation rates, the median debt of students who completed the program, and other important information, please go to <http://www.kvcc.me.edu/pages/general/gainful-employment>.

## **BIOLOGICAL SCIENCE**

### **Associate in Science Degree, Certificate**

#### **DESCRIPTION**

The Biological Science AS degree provides students with strong knowledge base in the life sciences additional to the skills relevant to a variety of employment opportunities. Emphasis is placed on the scientific method and critical analysis for students who wish to transfer to a Biology program at a Baccalaureate degree institution. This 60-credit program develops an understanding of biological principles which underlie all living things, instills a sense of inquiry, and sharpens analytical thinking skills.

The Health Science Preparation Certificate program prepares graduates for transfer into a two or four-year health degree program. The certificate program will provide students with a learning community as they prepare for transfer to various health programs. The program is structured to encourage career exploration and provide career guidance opportunities for the students as they prepare to apply to a health degree program.

#### **PROGRAM MISSION**

The mission of the Associate in Science in Biological Sciences is to provide a strong foundation in science, mathematics and laboratory skills, preparing the student for transfer to a four-year Biology or health-related degree program. The program prepares students for an entry-level lab technician or other science-related position.

#### **EDUCATIONAL OUTCOMES**

Program Goals and Student Learning Outcomes

Upon successful completion of the Biological Science degree, the graduate is expected to:

1. Apply methods of scientific inquiry in biology.
2. Demonstrate appropriate laboratory techniques and mastery of basic laboratory skills.
3. Effectively convey, both orally and in writing, a knowledge of biological content, methods, and issues.
4. Locate, critically analyze, interpret, and discuss primary research literature within the biological sciences.
5. Demonstrate critical thinking, problem solving, data gathering and analysis, and interpretation of results to address practical questions in biology. With an associate degree in Biology you'll have a head start toward a bachelor's degree in biology.

Upon successful completion of the Health Science Preparation certificate, the graduate is expected to:

1. Develop a foundation of learning skills, including communication, critical thinking, problem solving and interpersonal skills.
2. Develop meaningful connections with the college community to achieve academic and personal potential.
3. Gain the confidence, competence, and commitment necessary to progress toward completion of a two or four-year health degree program.

#### **ADMISSION REQUIREMENTS**

Please refer to the General Admission Requirements. Additional requirements include successful completion of high school Biology or chemistry and high school algebra with a minimum grade of a "C".







# BUSINESS ADMINISTRATION

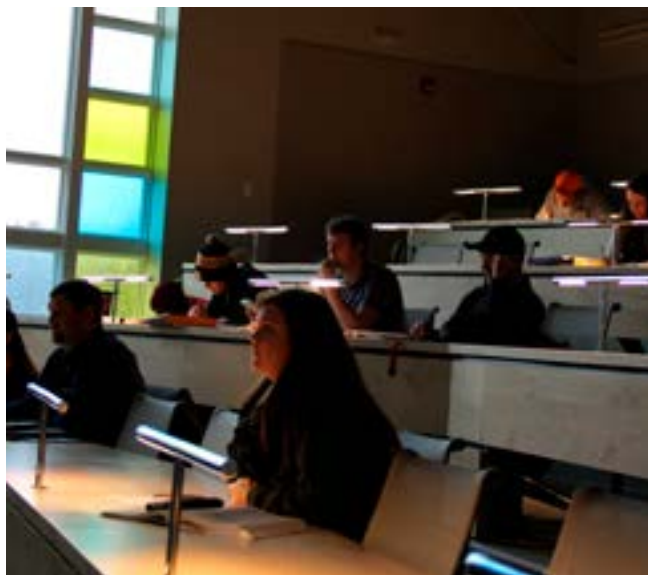
## ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS

Businesses and well-trained workers are the lifeblood of any economy. Employees with strong interpersonal and technology skills are in demand now more than ever. The Accounting option's primary focus is to prepare students as paraprofessionals who have a wide array of skills and knowledge in the areas of payroll, accounts payable, accounts receivable, inventory, federal taxation, spreadsheets, and databases. Our Marketing and Management option will allow you to hone your creative leadership abilities, while exploring the latest innovations in the world of business.

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

"When I entered KVCC's Business program, I was not sure what 'business' was even about. Now I want to learn even more. The world is complicated and interesting, and business is everywhere. I plan to get my 4-year degree next, and then I will have the knowledge to open my own business with confidence."



## Strategies to promote business



## What Business Administration graduates do:

- Manage payroll
- Provide and assist tax services
- Manage and analyze budgets
- Attend four-year institutions
- Assist management in decision-making
- Develop business plans
- Design websites

## Career Opportunities:

- Family businesses
- Service and entertainment industries
- Banks
- Manufacturing industries
- Government offices
- Education and training organizations
- Non-profit organizations

For further questions about this program, please contact: [bus@kvcc.me.edu](mailto:bus@kvcc.me.edu) or go to:

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

**BUSINESS ADMINISTRATION**  
**DEPARTMENT CHAIR: MARJORIE YORK, 207-453-3604**

**Accounting Option, Associate in Applied Science Degree**

<i>First Semester</i>			<i>Third Semester</i>		
ACC111*	Principles of Accounting I	3	ACC213*	Federal Taxation	3
BUS116*	Business Law	3	ACC215*	Cost Accounting	3
CPT117*	Software Applications I	3	ACC217*	Intermediate Accounting I	3
ENG101	College Composition	3	ECO113	Principles of Economics I (Macro)	3
MAT117	College Algebra	3			
_____	General Education Elective	3			
<i>Second Semester</i>			<i>Fourth Semester</i>		
ACC112*	Principles of Accounting II	3	ACC218*	Intermediate Accounting II	3
ACC211*	Accounting Spreadsheet & Database Apps.	3	ACC220*	Principles of Payroll Administration	3
BUS115*	Principles of Management	3	BUS250*	Virtual Office Simulation/ Internship	3
ENG219	Business and Professional Writing	3	COM104	Introduction to Communication OR	
MAT225	Math for Business and Economics	3	COM105	Interpersonal Communication	3
_____	Humanities Elective	3	ECO114	Principles of Economics II (Micro)	3
				Total Credits	63

**Marketing/Management Option, Associate in Applied Science Degree**

<i>First Semester</i>			<i>Third Semester</i>		
ACC111	Principles of Accounting I	3	ACC213	Federal Taxation	3
BUS113*	Marketing	3	ECO113	Principles of Economics I (Macro)	3
BUS116*	Business Law	3	ECO120*	Investment Planning in Our Society	3
CPT117	Software Applications I	3	ENG219	Business and Professional Writing	3
ENG101	College Composition	3	_____	Humanities Elective	3
MAT117	College Algebra	3			
<i>Second Semester</i>			<i>Fourth Semester</i>		
ACC112	Principles of Accounting II	3	BUS125*	Introduction to E-Commerce	3
BUS115*	Principles of Management	3	BUS218*	The Entrepreneur's Guide to Small Business Management	3
BUS119*	Integrated Marketing Communications	3	BUS250*	Virtual Office Simulation/Internship	3
COM104	Introduction to Communication OR		ECO114	Principles of Economics II (Micro)	3
COM105	Interpersonal Communication	3	_____	General Education Elective	3
MAT225	Math for Business and Economics	3		Total Credits	63

**CRITERIA FOR GRADUATION**

Students must complete 63 credits in the 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.

Students must complete 63 credits in the 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.

## **BUSINESS ADMINISTRATION**

### **Associate in Applied Science Degrees**

#### **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. Study sessions will be available to 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.

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.

#### **EDUCATIONAL OUTCOMES**

Program Goals and Student Learning 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.

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.

#### **ADMISSION REQUIREMENTS**

General admission requirements are as follows:

1. Official high school transcript, HiSET or GED scores.
2. Applicants who are homeschooled are required to submit an official copy of their transcript signed by the School Administrator.
3. Acceptable scores in Reading, Sentence Skills and Numerical Math on the Accuplacer. Applicants may be required to complete developmental coursework prior to enrollment in college level courses. Scores are noted on the General Admission section on page 27.
4. Accepted students must attend the Accepted Student event prior to the start of the semester.





# CAREER STUDIES

## ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM

Count your life experience to  
fast-track toward a degree

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.

"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."



### What Career Studies graduates do:

- Continue studies at universities
- Write reports
- Manage people in companies
- Investigate problems
- Receive promotions in their current jobs
- Gather information and data

### Career Opportunities:

- Military service
- Small companies
- Police departments
- Family businesses
- Public schools
- Criminal justice entities
- Service industries
- Corrections

For further questions about this program, please contact:  
[car@kvcc.me.edu](mailto:car@kvcc.me.edu) or go to: [www.kvcc.me.edu/car](http://www.kvcc.me.edu/car)

**DEPARTMENT CHAIR: MICHAEL TARDIFF, 207-453-5002**

The Career Studies program is a customizable program. Advising is essential for assistance with Prior Learning Assessment of work or training experiences and progression through this program. The Department Chair is the assigned advisor for students in this program and will work with students to create an academic plan.

Students may use this sheet to list courses and track progress.

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18-24 credits required

Humanities and/or Social Sciences

_____	3
_____	3
_____	3
_____	3

12 credits required

Math/Business/Science	
_____	3
_____	3
_____	3
	9 credits required

[illegible]

64 | KENNEBEC VALLEY COMMUNITY COLLEGE



## **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.

## **PROGRAM MISSION**

The mission of Career Studies is to provide flexible curriculum for students who have unique career goals that cannot be met by other academic programs. Students will have significant career experience that can be documented through "prior learning" assessments.

## **EDUCATIONAL OUTCOMES**

Program Goals and Student Learning Outcomes

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.

## **ADMISSION REQUIREMENTS**

General admission requirements are as follows:

1. Official high school transcript, HiSET or GED scores.
2. Applicants who are homeschooled are required to submit an official copy of their transcript signed by the School Administrator.
3. Acceptable scores in Reading, Sentence Skills and Numerical Math on the Accuplacer. Applicants may be required to complete developmental coursework prior to enrollment in college level courses. Scores are noted on the General Admission section on page 27.
4. Accepted students must attend the Accepted Student event prior to the start of the semester.



# CULINARY ARTS

## ASSOCIATE IN APPLIED SCIENCE DEGREE AND CERTIFICATE PROGRAMS

Great cuisine starts with high quality, nutritious, and flavorful ingredients. It begins where crops are grown, animals are raised, and wild foods harvested. KVCC's Culinary Arts program strongly connects good agriculture and sustainable practices to what happens in the kitchen. Students enjoy a variety of unique agriculturally-minded class projects, such as butchering entire lambs from our KVCC 120-acre farm.

"The Culinary Arts Program at KVCC has made an amazing impact on my life. Chefs Enjaian and Reale are knowledgeable and experienced in their craft and it was an absolute pleasure to work with and learn from them. I would definitely recommend Culinary Arts to anyone who wants to learn how to cook."



## The art of cooking farm-fresh foods



### What Culinary Arts graduates do:

- Prepare meals
- Slice and cut food items
- Prepare hors d'oeuvres
- Organize kitchen cookware
- Manage kitchen work flow
- Greet customers
- Order food from vendors
- Work in teams

### Career Opportunities:

- Restaurants
- Hotels
- Cruise ships
- Bakeries
- Catering
- Hospital food service
- Resorts

For further questions about this program, please contact:

[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

### DEPARTMENT CHAIR: STEPHANIE ENJAIAN, 207-453-3681

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#### Associate in Applied Science Degree

<i>First Semester</i>			<i>Third Semester</i>		
CUL101	Introduction to Culinary Arts	2	CUL131	Culinary Nutrition	3
CUL111	Food Safety and Sanitation	1	CUL205	American Regional Cuisine	4
CUL121	Culinary Arts I	5	CUL231	Classical Cuisine	5
ENG108	Technical Writing	3	FSN121	Sustainable Food Systems	3
MAT113	Elements of Mathematics (or higher)	3	<i>Fourth Semester</i>		
<i>Second Semester</i>			CUL232	International Cuisine	5
COM104	Introduction to Communication OR		CUL242	Food Service Management	3
COM105	Interpersonal Communication	3	_____	Agriculture, Business, Food Science, or	3
CUL122	Culinary Arts II	5	_____	Nutrition Elective	
CUL124	Baking and Pastry I	5	_____	Humanities Elective	3
CUL132	Food and Beverage Purchasing	3	_____	Social Sciences Elective	3
			Total Credits		
			62		

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#### Cooking Skills Certificate

CUL111	Food Safety and Sanitation	1
CUL121	Culinary Arts I	5
CUL122	Culinary Arts II	5
CUL124	Baking and Pastry I	5
Total Credits		16

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#### CRITERIA FOR GRADUATION

Students must complete 62 credits in the Culinary Arts degree or 16 credits in the Cooking Skills certificate and achieve a minimum grade of "C" in all courses. Students must attain a final GPA of 2.0 or higher.

#### GAINFUL EMPLOYMENT

For more information about the Cooking Skills Certificate's graduation rates, the median debt of students who completed the program, and other important information, please go to <http://www.kvcc.me.edu/pages/general/gainful-employment>.

## **CULINARY ARTS**

### **Associate in Applied Science Degree, Certificate**

#### **DESCRIPTION**

The 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 Cooking Skills 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.

#### **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**

Program Goals and Student Learning Outcomes

Upon successful completion of the Cooking Skills certificate, 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.

#### **ADMISSION REQUIREMENTS**

General admission requirements are as follows:

1. Official high school transcript, HiSET or GED scores.
2. Applicants who are homeschooled are required to submit an official copy of their transcript signed by the School Administrator.
3. Acceptable scores in Reading, Sentence Skills and Numerical Math on the Accuplacer. Applicants may be required to complete developmental coursework prior to enrollment in college level courses. Scores are noted on the General Admission section on page 27.
4. Accepted students must attend the Accepted Student event prior to the start of the semester.







# EARLY CHILDHOOD EDUCATION

## ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM

Prepare young children  
for a successful future

Early Childhood Education is critical to child success in the classroom and impacts life-long achievement. Through partnerships with families, reflective practice and evidence-based knowledge, students will graduate prepared to work with today's children and families. The program curriculum emphasizes Developmentally Appropriate Practice and standards established by the National Association for the Education of Young Children. All courses are offered online and live to meet the students' needs.

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"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."



### What Early Childhood Education graduates do:

- Foster growth in all developmental domains for children birth to age 8
- Demonstrate ethical behavior set by the NAEYC
- Partner with families to ensure childhood success
- Observe and assess child skills and development
- Use observation to inform curriculum planning

### Career Opportunities:

- Preschools and childcare centers
- Developmental therapy centers
- After-school programs
- Elementary schools
- Family and small businesses
- Head Start programs

For further questions about this program, please contact:

[ece@kvcc.me.edu](mailto:ece@kvcc.me.edu) or go to: [www.kvcc.me.edu/ece](http://www.kvcc.me.edu/ece)

## EARLY CHILDHOOD EDUCATION

### DEPARTMENT CHAIR: JESSICA POWELL, 207-453-3602

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#### Associate in Applied Science Degree

<i>First Semester</i>			<i>Third Semester</i>		
COM104	Introduction to Communication OR		ECE145*	Fostering Growth and Development:	3
COM105	Interpersonal Communication	3		Preschool and Primary Ages	
ECE131*	Intro to Early Childhood Education	3	ECE158*	Including Children with Special Needs	3
ECE134*	Health, Safety, and Nutrition	3		in Early Childhood Settings	
ENG101	College Composition	3	ECE200*	Field Experience II - Partnerships in	
PSY101	Introduction to Psychology	3		Early Childhood	4
<i>Second Semester</i>			PSY215	Developmental Psychology	3
ECE133*	Language, Literacy, and Literature	3	_____	Humanities Elective	3
	for Young Children		<i>Fourth Semester</i>		
ECE140*	Fostering Growth and Development:	3	ECE210*	Classroom Management	3
	Infants and Toddlers		ECE215*	Weaving in STEAM Education	3
ECE156*	Field Experience I - The Use of	4	ECE250*	Field Experience III - A Focus on Families	
	Observation in the Field			and Professional Development	6
MAT113	Elements of Mathematics	3	_____	Lab Science Elective	4
SOC101	Introduction to Sociology	3		Total Credits	63

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#### CRITERIA FOR GRADUATION

Students must complete 63 credits in the Early Childhood Education program and achieve a minimum grade of "C" in all core courses (\*); students must attain a final GPA of 2.0 or higher.

## **EARLY CHILDHOOD EDUCATION**

### **Associate in Applied Science Degree**

#### **DESCRIPTION**

The objective of the Early Childhood Education program 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.

#### **PROGRAM MISSION**

The Early Childhood 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**

Program Goals and Student Learning Outcomes

The primary goal of the Education Program is to prepare a skilled and knowledgeable workforce for young children. By supplying high quality training, the Education Program can positively influence 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 their field placements.

#### **Upon completion of the Early Childhood Education degree:**

1. All students will 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. All students will 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. All students will 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. All students will plan and implement environments, lesson plans and curriculum to support young children's development in all domains.
5. All students will identify community resources available to support themselves, children and families for ongoing growth and development.

#### **FIELD PLACEMENT REQUIREMENTS**

Field Placements are a key component of the Early Childhood Education Program. Before enrolling in a field placement course, students must have completed other technical courses required.

**IMPORTANT NOTE:** Students must pass a DHHS background check, completed yearly. In addition, students must apply to receive fingerprinting clearance from the Maine Department Education prior to registering for their first field experience.

This card expires five years from the date of issue. The cost of the fingerprint (CHRC) certification is the responsibility of the student. Talk to the Field Placement Coordinator if you require assistance with cost. There may be scholarship reimbursement funding available for students experiencing financial hardship. Scholarships are offered as funds are available and are based on financial eligibility factors. You may apply for a waiver if you can provide a current fingerprinting card.

Individual students who have engaged in certain criminal activity could be denied access to gainful employment in their intended field. Field placement sites may also deny access to their site if they have been convicted of certain crimes or substantiated cases found by the Department of Health and Human Services.

## ADMISSION REQUIREMENTS

General admission requirements are as follows:

1. Official high school transcript, HiSET or GED scores.
2. Applicants who are homeschooled are required to submit an official copy of their transcript signed by the School Administrator.
3. Acceptable scores in Reading, Sentence Skills and Numerical Math on the Accuplacer. Applicants may be required to complete developmental coursework prior to enrollment in college level courses. Scores are noted on the General Admission section on page 27.
4. Accepted students must attend the Accepted Student event prior to the start of the semester.

KVCC ECE Program Curriculum and Philosophy Encompasses:

- Standards established by the National Association for the Education of Young Children
- Current trends
- Evidence-based practice
- Developmentally appropriate practice
- Educators as lifelong learners

Integration of nature, agriculture, STEM, and wellness into the Early Childhood experience!

# ELECTRICAL LINeworker TECHNOLOGY

## CERTIFICATE PROGRAM

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.

"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."



**Become a powerline technician to keep the electricity and services flowing**



### **What Electrical Lineworker Technology graduates do:**

- Set electrical/telephone poles
- Observe safety protocols
- Perform cable inspections
- Observe codes and industry standards
- Install and repair electrical lines
- Troubleshoot and install transformers and reclosures
- Inspect transmission and distribution systems and components
- Install and maintain hardware and equipment associated with the electrical power line industry

### **Career Opportunities:**

- Electrical companies (outdoors)
- Line construction firms (outdoors)
- Utilities cooperatives (outdoors)
- Training centers and programs

For further questions about this program, please contact:

[lwp@kvcc.me.edu](mailto:lwp@kvcc.me.edu) or go to: [www.kvcc.me.edu/lwp](http://www.kvcc.me.edu/lwp)



## **ELECTRICAL LINeworker TECHNOLOGY**

### **DEPARTMENT CHAIR: ERIC WILLETT, 207-453-5109**

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#### **Certificate**

##### *First Semester*

ELW150*	Lineworker Training I	11
ETL109*	Direct Current Theory	3
MAT114	Technical Math	3

##### *Second Semester*

ELW160*	Lineworker Training II	11
ENG108	Technical Writing	3
ETL110*	Alternating Current Theory	3
	Total Credits	34

#### **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.

#### **GAINFUL EMPLOYMENT STATEMENT**

For more information about the Electrical Lineworker Technology Certificate's graduation rates, the median debt of students who completed the program, and other important information, please go to <http://www.kvcc.me.edu/pages/general/gainful-employment>.

## **ELECTRICAL LINeworker TECHNOLOGY Certificate**

### **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 Class B Commercial Driver's License (CDL) permit. License is not required, but strongly encouraged. 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.

### **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**

Program Goals and Student Learning 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.

### **ADMISSION REQUIREMENTS**

General admission requirements are as follows:

1. Official high school transcript, HiSET or GED scores.
2. Applicants who are homeschooled are required to submit an official copy of their transcript signed by the School Administrator.
3. Acceptable scores in Reading, Sentence Skills and Numerical Math on the Accuplacer. Applicants may be required to complete developmental coursework prior to enrollment in college level courses. Scores are noted on the General Admission section on page 27.
4. Accepted students must attend the Accepted Student event prior to the start of the semester.
5. Commercial Driver's License (CDL) permit is required for admissions.





# ELECTRICAL TECHNOLOGY

## ASSOCIATE IN APPLIED SCIENCE DEGREE AND CERTIFICATE PROGRAMS

**Become an electrician  
and be current in your field**

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.

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"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."



### What Electrical Technology graduates do:

- Install wiring
- Troubleshoot electrical problems
- Install service panels
- Connect equipment
- Install electrical devices
- Read blueprints
- Calculate volts, amps, and watts
- Work in teams or alone

### Career Opportunities:

- Educational facilities
- Small businesses
- Industrial plants
- Hospital facilities
- Commercial and industrial construction
- Residential construction

For further questions about this program, please contact:

[elec@kvcc.me.edu](mailto:elec@kvcc.me.edu) or go to: [www.kvcc.me.edu/elec](http://www.kvcc.me.edu/elec)

## ELECTRICAL TECHNOLOGY

### DEPARTMENT CHAIR: PAUL DAVIS, 207-453-5112

#### Associate in Applied Science Degree

First Semester			Third Semester		
BPT125*	Construction Print Reading	3	COM104	Introduction to Communication OR	
ENG108	Technical Writing	3	COM105	Interpersonal Communication	3
ETL113*	Electrical Circuits I	3	ETL215*	National Electrical Code	3
ETL121*	Electrical Wiring Practices I	5	ETL221*	Industrial Control Systems	3
MAT114	Technical Math	3	_____	General Education Elective	3
			_____	Humanities Elective	3
Second Semester			Fourth Semester		
ETL114*	Electrical Circuits II	3	ETL122*	Electrical Wiring Practices II	5
ETL120*	Rotating Machines and Transformers	3	ETL216*	Advanced National Electrical Code	3
ETL124*	Fundamentals of Electronics	3	ETL222*	Introduction to Instrumentation	3
ETL127*	Electrical Motor Control	3	ETL225*	Photovoltaic & Small Wind	3
MAT117	College Algebra	3		Electrical Systems	
			_____	Social Science Elective	3
				Total Credits	64

#### Electrical Technology Certificate

First Semester			Third Semester		
ETL113*	Electrical Circuits I	3	BPT125*	Construction Print Reading	3
MAT114	Technical Math	3	ENG108	Technical Writing	3
Second Semester			Fourth Semester		
ETL114*	Electrical Circuits II	3	ETL127*	Electrical Motor Control	3
ETL120*	Rotating Machines and Transformers	3	ETL215*	National Electrical Code	3
Summer session 1			Summer session 2		
ETL121*	Electrical Wiring Practices I	5	ETL122*	Electrical Wiring Practices II	5
			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 64 credits in the Electrical Technology degree program or 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.

#### GAINFUL EMPLOYMENT STATEMENT

For more information about the Electrical Technology Certificate's graduation rates, the median debt of students who completed the program, and other important information, please go to

<http://www.kvcc.me.edu/pages/general/gainful-employment>.



## **ELECTRICAL TECHNOLOGY**

### **Associate in Applied Science Degree, Certificate**

#### **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 (AAS) degree and a Certificate option. The AAS track is designed to be completed on a full-time basis during the day. The Certificate track is designed to be completed on a part-time basis in the evenings. Part-time students may take classes during the day or evening 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.

#### **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**

Program Goals and Student Learning Outcomes

Upon successful completion of the Electrical Technology 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.

Think critically and use their acquired analytical skills to solve problems encountered in a residential, commercial or industrial electrical environment.

#### **ADMISSION REQUIREMENTS**

General admission requirements are as follows:

1. Official high school transcript, HiSET or GED scores.
2. Applicants who are homeschooled are required to submit an official copy of their transcript signed by the School Administrator.
3. Acceptable scores in Reading, Sentence Skills and Numerical Math on the Accuplacer. Applicants may be required to complete developmental coursework prior to enrollment in college level courses. Scores are noted on the General Admission section on page 27.
4. Accepted students must attend the Accepted Student event prior to the start of the semester.



# EMERGENCY MEDICAL SERVICES

## ASSOCIATE IN APPLIED SCIENCE DEGREE AND CERTIFICATE PROGRAMS

### Pre-Hospital 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. Emergency Medical Services establishes the educational path to rewarding careers for Maine Licensed EMT and EMT-Paramedics. The Emergency Medical Services program include a progression through two Certificate programs. These include: Advanced EMT Certificate and the Paramedic Certificate. Students may also pursue the Associates Degree in Applied Science.

The Kennebec Valley Community College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

"I knew that I wanted to help people, but nothing in healthcare seemed like the right fit for me. Then I discovered the path to becoming a Paramedic, and everything fell into place."



### What Emergency Medical Services graduates do:

- Cardiopulmonary resuscitation
- Cardioversion
- Aid in childbirth
- EKG monitoring
- Administer medications
- IV therapy

### Career Opportunities:

- Air ambulance services
- Private ambulance services
- Law enforcement agencies
- Fire departments
- Hospitals
- Clinics

For further questions about this program, please contact:

[ems@kvcc.me.edu](mailto:ems@kvcc.me.edu) or go to: [www.kvcc.me.edu/ems](http://www.kvcc.me.edu/ems)

## EMERGENCY MEDICAL SERVICES PROGRAM COORDINATOR: STEPHANIE CORDWELL, 207-453-5025

### Advanced EMT Certificate

#### First Semester

EMS111\* Upon successful completion of EMS111, 5 students are eligible for National Certification and State Licensure.

**A student is eligible to continue to the second semester upon successful completion of State Licensure.**

#### Second Semester

EMS113*	Fundamentals of EMS	3
EMS115*	Advanced EMT Clinical Preceptorship and Field Internship	4
EMS117*	Cardiac/Respiratory Emergencies	3
EMS119*	Advanced EMT Skills Seminar	2
	<b>Total Credits</b>	<b>17</b>

**A student must be licensable for the AEMT National Registry.**

### Paramedic Certificate

#### First Semester

EMS208*	Advanced Emergency Cardiovascular Care	4
EMS209*	Paramedic Emergencies I	3
EMS215*	Paramedic Clinical Preceptorship and Field Internship I	3

#### Second Semester

EMS218*	Paramedic Emergencies II	4
EMS219*	Emergency Care Across the Lifespan	3
EMS225*	Paramedic Clinical Preceptorship and Field Internship II	3

#### Third Semester

EMS228*	Paramedic Emergencies III	3
EMS229*	Paramedic Skills Seminar	2
EMS235*	Paramedic Clinical Preceptorship and Field Internship III	3
	<b>Total Credits</b>	<b>28</b>

### 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 with a total of 69 credits.

BIO213	Anatomy and Physiology I	4	_____	Communications Elective	3
BIO214	Anatomy and Physiology II	4	_____	General Education Elective	3
ENG101	College Composition	3	_____	Humanities Elective	3
MAT117	College Algebra (or higher)	3	_____	Social Sciences Elective	3
PSY101	Introduction to Psychology	3		<b>Total Credits</b>	<b>29</b>

### CRITERIA FOR GRADUATION

Students in the Advanced EMT Certificate and the Paramedic Certificate are expected to pass all courses with a "B- " or better. All general education courses in the Associate's Degree program are expected to be passed with a "C" or better.

### GAINFUL EMPLOYMENT STATEMENT

For more information about the Advanced EMT and Paramedic Certificates' graduation rates, the median debt of students who completed the program, and other important information, please go to

<http://www.kvcc.me.edu/pages/general/gainful-employment>.



## **EMERGENCY MEDICAL SERVICES**

### **Associate in Applied Science Degree and Certificates**

#### **DESCRIPTION**

The Emergency Medical Services 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 certification 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.

#### **PROGRAM MISSION**

The mission of the Emergency Medical Services 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**

Program Goals and Student Learning Outcomes

Upon successful completion of the 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.

#### **ADMISSION REQUIREMENTS**

General admission requirements are as follows:

1. Official high school transcript, HiSET or GED scores.
2. Applicants who are homeschooled are required to submit an official copy of their transcript signed by the School Administrator.
3. Acceptable scores on the Accuplacer Placement:
  - 80 in Reading
  - 75 in Sentence Skills or a 4 on the WritePlacer
4. Accepted students must attend the Accepted Student event prior to the start of the semester.

#### **PROGRAM INFORMATION:**

##### 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.

#### Finger Printing

Finger printing may be required by certain clinical or fieldwork placements. Students are responsible for the cost associate with securing finger prints.

#### 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.

#### Drug Testing

Drug testing may be a requirement of clinical/fieldwork education sites. Students will be responsible for the cost of such testing if required by the site.

The Kennebec Valley Community College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

#### To contact CAAHEP:

Commission on Accreditation of Allied Health Education Programs  
25400 U.S. Highway 19 North, Suite 158  
Clearwater, FL 33763  
[www.caahep.org](http://www.caahep.org)

#### To contact COAEMSP:

8301 Lakeview Parkway, Suite 111-312  
Rowlett TX 75088  
(214) 703-8445  
FAX (214) 703-8992  
[www.coaemsp.org](http://www.coaemsp.org)



# GENERAL STUDIES

## ASSOCIATE IN ARTS DEGREE PROGRAM

The Associate in Arts Degree in General Studies is the perfect choice for students hoping to explore different career options. The combination of general education courses in Math, Communications, Social Sciences, Humanities, and Science with additional credit hours selected from an advising pathway provides a unique way to create a personalized program of study and prepare to continue your path toward a Bachelor's Degree at a 4-year college.

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"When I started at KVCC, I had no idea where I was headed. As a General Studies student, I explored several career pathways and created the perfect program with my advisor for me!"

"As a General Studies student, I was able to create a program that worked for me and take classes that would transfer to a 4-year program."



**This customized degree program will provide the opportunity to explore career options**



### What General Studies graduates do:

- Transfer to 4-year colleges and universities
- Enter the workforce in both the public and private sectors

### Career Opportunities:

- Nonprofit organizations
- Education
- Small and large businesses
- Local, state, and federal offices
- Social service agencies
- Hospitality
- Communications
- Technology
- Engineering
- Sales

For further questions about this program, please contact:

[gs@kvcc.me.edu](mailto:gs@kvcc.me.edu) or go to: [www.kvcc.me.edu/gs](http://www.kvcc.me.edu/gs)

**GENERAL STUDIES**  
**DEPARTMENT CHAIR: MICHAEL TARDIFF, 207-453-5002**

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**Associate in Arts Degree**

**General Education Courses**

English/Communication _____	6
Math/Science _____	6-7
Arts/Humanities/Social Sciences _____	6
General Education Elective _____	3

21-22 credits required

**General Education Electives** (select four courses from at least two of the following areas)

Math/Science _____	3-4
Humanities _____	3
Social Sciences _____	3

12 credits required

**Advising Pathway** 27 credits required

Twenty-seven (27) additional credits selected with your advisor create this pathway to developing further knowledge.

## **GENERAL STUDIES**

### **Associate in Arts Degree**

#### **DESCRIPTION**

The Associate in Arts Degree in General Studies is designed for students who are interested in exploring different program or who are interested in the flexibility to create a customized core of courses including Communications, Humanities, Social Sciences, Mathematics and Science. This program provides the opportunity to enhance workplace skills and to further develop academic, occupational and personal aspirations.

Students work closely with an academic advisor to plan a course of study that meets their goals.

#### **PROGRAM MISSION**

The mission of the General Studies program is to provide students with the opportunity to create a customized, interdisciplinary degree program for which no other major at KV exists. The program supports students' academic, professional, and personal aspirations by providing individualized support and personalized academic advising.

#### **EDUCATIONAL OUTCOMES**

Program Goals and Student Learning Outcomes

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

1. Communicate clearly and effectively employ written and oral skills;
2. Access, analyze, summarize and interpret a variety of reading materials;
3. Think critically and link concepts across a variety of disciplines;
4. Conceptualize society as being culturally diverse within a global community;
5. Evaluate personal values, interests and education/career goals;
6. Demonstrate a clear connection among elective choices and their personal, occupational or academic ambitions.

#### **ADMISSION REQUIREMENTS**

General admission requirements are as follows:

1. Official high school transcript, HiSET or GED scores.
2. Applicants who are homeschooled are required to submit an official copy of their transcript signed by the School Administrator.
3. Acceptable scores in Reading, Sentence Skills and Numerical Math on the Accuplacer. Applicants may be required to complete developmental coursework prior to enrollment in college level courses. Scores are noted on the General Admission section on page 27.
4. Accepted students must attend the Accepted Student event prior to the start of the semester.







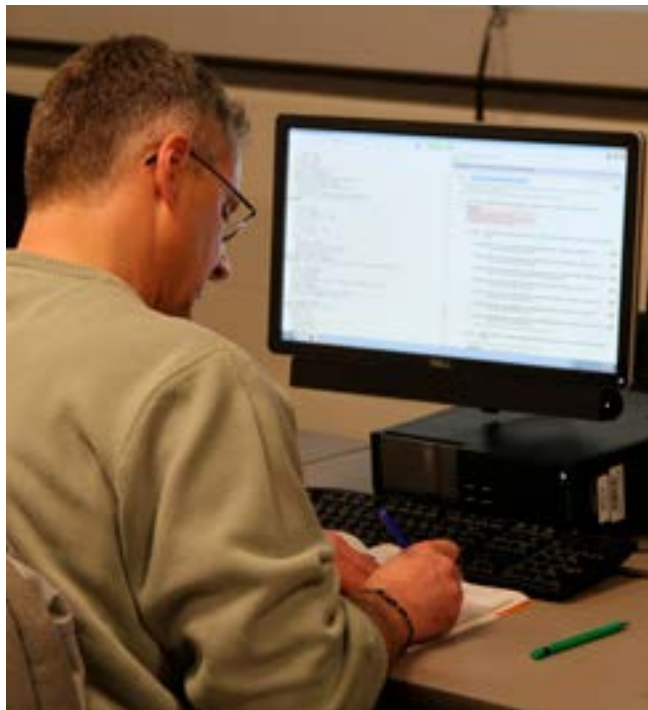
# HEALTH INFORMATION MANAGEMENT

## ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM

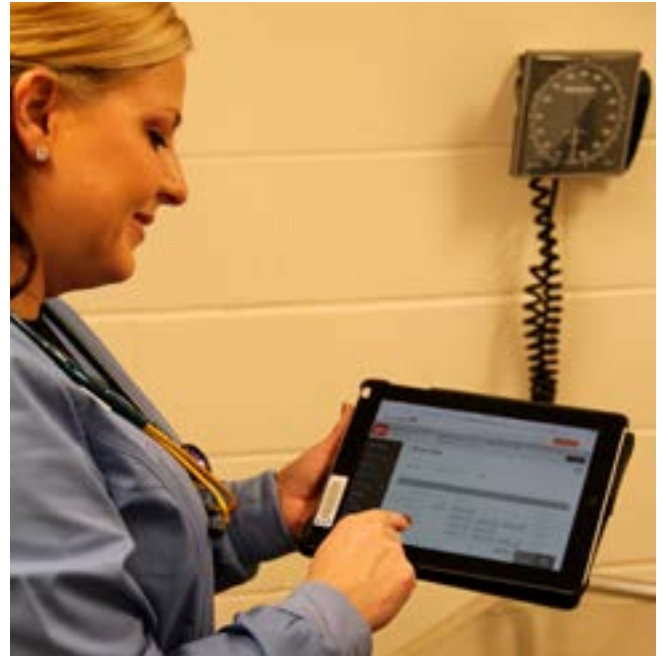
Health Information Technicians (HITs) care for patients by caring for their medical data. They manage health care records and code medical/surgical information for insurance reimbursement and research in hospitals and other healthcare facilities. HIM professionals ensure the quality of medical records by verifying their accuracy and properly entering data into computer systems.

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, [cahiim.org](http://cahiim.org)

"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."



Where information,  
technology, and medicine meet



### What Health Information Management 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

### Career Opportunities:

- Consulting firms
- Legal offices
- Health departments
- Government agencies
- Pharmaceutical companies
- Physicians' offices
- Hospitals/clinics
- Software companies

For further questions about this program, please contact:

[him@kvcc.me.edu](mailto:him@kvcc.me.edu) or go to: [www.kvcc.me.edu/him](http://www.kvcc.me.edu/him)

## HEALTH INFORMATION MANAGEMENT

### DEPARTMENT CHAIR: RHONDA HARVEY, 207-453-5156

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#### Associate in Applied Science Degree

<i>First Semester</i>			<i>Third Semester</i>		
BIO213	Anatomy and Physiology I	4	BIO216	Pathophysiology	3
CPT117	Software Applications I	3	HIT201	ICD-10-CM/PCS Coding & Classification	4
ENG101	College Composition	3		Systems	
HIT101	Intro. to Health Information Technology	3	HIT210	Management Concepts for Health	3
MAS102	Medical Terminology	3		Care Orgs.	
MAT113	Elements of Mathematics	3	HIT211	Health Data Collection	3
			HIT212	Quality Improvement	3
<i>Second Semester</i>			<i>Fourth Semester</i>		
BIO214	Anatomy and Physiology II	4	HIT222	CPT-4 Coding	4
COM104	Introduction to Communication OR		HIT243	Directed Clinical Practice II	4
COM105	Interpersonal Communication	3	HIT245	Seminar in Health Information Tech.	3
HIT132	Legal, Ethical, and Regulatory Issues	3	PSY101	Introduction to Psychology	3
HIT136	Introduction to Coding & Classification	3	_____	Fine Arts/Humanities/Social Sciences	3
HIT138	Revenue Cycle and Reimbursement	3		Elective	
	Systems			Total Credits	68

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#### CRITERIA FOR GRADUATION

Students must complete 68 credits in the Health Information Management degree 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.

## **HEALTH INFORMATION MANAGEMENT**

### **Associate in Applied Science Degree, Certificate**

#### **DESCRIPTION**

Health Information Management 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.

#### **PROGRAM MISSION**

The mission of the Health Information Management (HIM) 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 Management is an evolving profession in the health care environment. The HIM program takes the responsibility to educate and develop a skilled work force to support the needs of the health care industry. The HIM 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 HIM 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.

#### **EDUCATIONAL OUTCOMES**

Program Goals and Student Learning Outcomes

Upon successful completion of the Health Information Management 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.

#### **ADMISSION REQUIREMENTS**

Please refer to the General Admission requirements provided in the Admissions section of this catalog. Additional admission requirements are as follows:

1. 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.
  - Transfer credits will be evaluated by the Registrar.
2. Accuplacer: Sentence Skills
  - Score of 74 or a College level Writing class.
  - A minimum grade of C in ENG101 will meet this requirement.
  - Transfer credits will be evaluated by the Registrar.
3. Accuplacer: Arithmetic
  - Score of 55 or a College level Math class.
  - A minimum grade of C in MAT113 will meet this requirement.
  - Transfer credits will be evaluated by the Registrar.
4. Accuplacer: Computer
  - Score of 80.
  - A minimum grade of C in CPT117 will meet this requirement.
5. Students must be in good academic standing - a cumulative GPA of 2.0 or higher.

## **PROGRAM INFORMATION:**

### 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.

### Finger Printing

Finger printing may be required by certain clinical or fieldwork placements. Students are responsible for the cost associated with securing finger prints.

### 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.

### Drug Testing

Drug testing may be a requirement of clinical/fieldwork education sites. Students will be responsible for the cost of such testing if required by the site.

# LIBERAL STUDIES

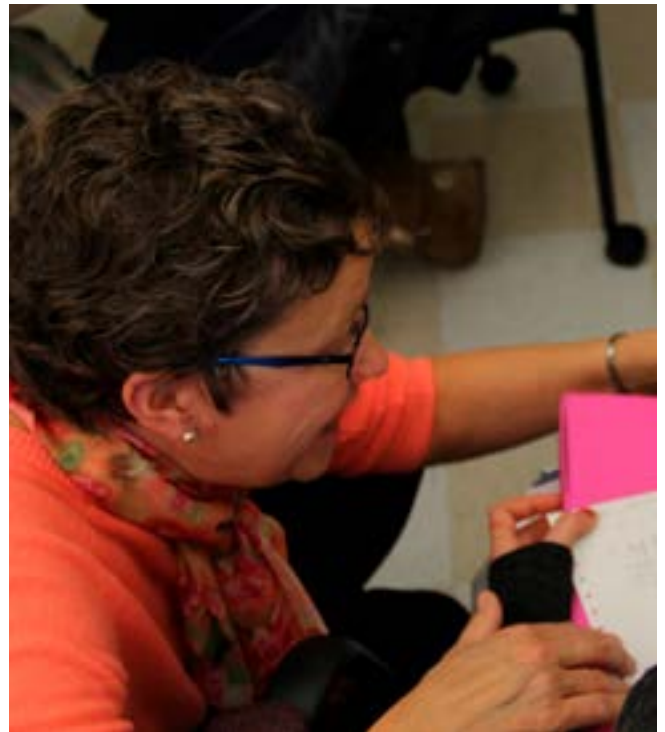
## ASSOCIATE IN ARTS DEGREE PROGRAM

**Flexible skills that transfer**

The AA in Liberal Studies degree is designed to assist students in career exploration. The curriculum is flexible and allows students to select classes that are best suited to help them meet their personal, professional, and academic goals. Enrolling in the Liberal Studies program is an exciting and affordable way to build a strong foundation in the general education courses required at all colleges. This foundation prepares students to transfer to a four-year college or university to pursue 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.

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"My liberal studies degree allowed me to not only explore which field I wanted to pursue in my further education, it also gave me a good springboard at which to jump off into more detailed classes. Faculty were great when I explained that I was eventually tracking a further degree in biology."



### **What Liberal Studies graduates do:**

- Continue studies at universities
- Write materials for organizations
- Manage people in companies
- Research questions using data
- Analyze problems within departments
- Develop practices of operation

### **Career Opportunities:**

- Nonprofit organizations
- Education
- Small and large businesses
- Local, state, and federal offices
- Social service agencies
- Hospitality
- Communications
- Sales

For further questions about this program, please contact:

[ls@kvcc.me.edu](mailto:ls@kvcc.me.edu) or go to: [www.kvcc.me.edu/ls](http://www.kvcc.me.edu/ls)



## LIBERAL STUDIES

DEPARTMENT CHAIRS: CARRIE HALL, 207-453-3639

MARK MCCAFFERTY, 207-453-3638

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### Associate in Arts Degree

<i>First Semester</i>		<i>Third Semester</i>	
COM104* Introduction to Communication	3	ENG2__* English Elective	3
ENG101* College Composition	3	_____* Fine Art Elective (MUS, ART, ENG210)	3
MAT1__* Math Elective	3	_____* **General Elective	3
PSY101* Introduction to Psychology OR		_____* **General Elective	3
SOC101* Introduction to Sociology	3	_____* Social Science Elective (must be	3
_____* Humanities Elective	3	200 level)	
<i>Second Semester</i>		<i>Fourth Semester</i>	
ENG121* Introduction to Literature	3	INT201* Seminar in Inquiry	3
HUM101* Multi-Cultural Nature of American		_____* **General Elective (must be 200 level)	3
Society OR		_____* **General Elective (must be 200 level)	3
ANT101* Cultural Anthropology	3	_____* **General Elective (must be 200 level)	3
_____* **General Elective	3	_____* Humanities Elective (must be 200 level)	3
_____* Science Course with Lab	4	Total Credits	60/61
_____* Social Science Elective (ECO, PSY, SOC)	3		

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\* 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. COM104 and ENG101 are to be completed in the first semester or within the first 15 credits.
2. 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 60/61 credits in the Liberal Studies program and attain a final GPA of 2.0 or higher.

## **LIBERAL STUDIES**

### **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](http://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.

#### **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**

Program Goals and Student Learning 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.

#### **ADMISSION REQUIREMENTS**

General admission requirements are as follows:

1. Official high school transcript, HiSET or GED scores.
2. Applicants who are homeschooled are required to submit an official copy of their transcript signed by the School Administrator.
3. Acceptable scores in Reading, Sentence Skills and Numerical Math on the Accuplacer. Applicants may be required to complete developmental coursework prior to enrollment in college level courses. Scores are noted on the General Admission section on page 27.
4. Accepted students must attend the Accepted Student event prior to the start of the semester.



# MEDICAL ASSISTING

## CERTIFICATE PROGRAMS AND ASSOCIATE IN APPLIED SCIENCE DEGREE

**The front line of medical care**

Medical Assistants perform administrative and clinical tasks that 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.

The Medical Assisting Certificate Program at Kennebec Valley Community College is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://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 33756 Phone: 727-210-2350 [www.caahep.org](http://www.caahep.org)

"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."



### What Medical Assisting graduates do:

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

### Career Opportunities:

- Provider Practices
- Express Care
- Specialty Practices such as: Pediatrics, Family Practice, Women's Health Centers, Cardiology, Obstetrics and Gynecology, Geriatrics, Hospitals, and Laboratories

For further questions about this program, please contact:

[mas@kvcc.me.edu](mailto:mas@kvcc.me.edu) or go to: [www.kvcc.me.edu/mas](http://www.kvcc.me.edu/mas)



## MEDICAL ASSISTING

### DEPARTMENT CHAIR: ANN WALKER, 207-453-5005

#### Medical Assisting Certificate

<i>First Semester</i>			MAS215	Advanced Medical Assisting Clinical Theory	3
BIO119	Survey of Anatomy and Physiology	4	MAS217	Advanced Medical Assisting Clinical Lab	2
MAS101	Introduction to Medical Assisting	3	MAS220	Pathophysiology/Pharmacology for the Medical Office	3
MAS102	Medical Terminology	3	<i>Summer Semester</i>		
MAS110	Medical Documentation	3	MAS234	Clinical/Administrative Office Practicum	5
MAS115	Medical Assisting Clinical Theory	3	Total Credits		
MAS117	Medical Assisting Clinical Lab	1			
<i>Second Semester</i>					
MAS114	Medical Office Law and Ethics	3			
MAS211	Insurance Coding for Medical Office	3			

#### Medical Office Specialist Certificate

<i>First Semester</i>			<i>Second Semester</i>		
BIO119	Survey of Anatomy and Physiology	4	MAS211	Insurance Coding for Medical Office	3
MAS102	Medical Terminology	3	MAS220	Pathophysiology/Pharmacology for the Medical Office	3
MAS110	Medical Documentation	3	MOS201	Medical Office Specialist II	6
MAS114	Medical Office Law and Ethics	3	Total Credits		
MOS101	Intro to Medical Office Specialist I	3			

#### Associate in Applied Science Degree

<i>First Semester</i>			<i>Summer Semester</i>		
BIO119	Survey of Anatomy and Physiology	4	MAS234	Clinical/Administrative Office Practicum	5
MAS101	Introduction to Medical Assisting	3	<i>Third Semester</i>		
MAS102	Medical Terminology	3	BIO 214	Anatomy and Physiology II	4
MAS110	Medical Documentation	3	COM105	Interpersonal Communication	3
MAS115	Medical Assisting Clinical Theory	3	ENG101	College Composition	3
MAS117	Medical Assisting Clinical Lab	1	_____	General Education Elective	3
<i>Second Semester</i>			<i>Fourth Semester</i>		
MAS114	Medical Office Law and Ethics	3	ENG219	Business and Professional Writing	3
MAS211	Insurance Coding for Medical Office	3	MAT114	Technical Math	3
MAS215	Advanced Medical Assisting Clinical Theory	3	PSY101	Introduction to Psychology	3
MAS217	Advanced Medical Assisting Clinical Lab	2	_____	Humanities Elective	3
MAS220	Pathophysiology/Pharmacology for the Medical Office	3	Total Credits		

#### CRITERIA FOR GRADUATION

Students must complete 36 credits in the Medical Assisting Certificate program, 28 credits in the Medical Office Specialist Certificate or 61 credits in the Associate in Applied Science Degree program, and achieve a minimum grade of "C" in all courses. Students must attain a final GPA of 2.0 or higher.

#### GAINFUL EMPLOYMENT STATEMENT

For more information about the Medical Assisting or Medical Office Specialist Certificates' graduation rates, the median debt of students who completed the program, and other important information, please go to <http://www.kvcc.me.edu/pages/general/gainful-employment>.



## **MEDICAL ASSISTING**

### **Certificates, Associate in Applied Science Degree**

#### **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.

The Medical Office Specialist program is designed to prepare students in the most advanced medical office technology. This two semester certificate is a theoretical, competency and scenario based program that will prepare students for entry-level medical positions within the healthcare field. Medical Office Specialists are highly trained within the electronic health record, documentation and the complex tasks related to front office medical practices. Specific tasks may include scheduling and registering patients, verbal and written communication, insurance and billing, with an emphasis on excellent customer service. Professionalism and teamwork are incorporated as a vital component of a healthcare team as well as legal and ethical implications of a medical practice.

#### **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 Goals 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.

#### **ADMISSION REQUIREMENTS**

Please refer to the General Admission requirements provided in the Admissions section of this catalog. Additional admission requirements are as follows:

1. Official high school transcript is required.

2. Official college transcript(s) required.
3. 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.
  - Transfer credits will be evaluated by the Registrar.
4. Accuplacer: Sentence Skills
  - Score of 74 or a College level Writing class.
  - A minimum grade of C in ENG101 will meet this requirement.
  - Transfer credits will be evaluated by the Registrar.
5. Accuplacer: Arithmetic
  - Score of 55 or a College level Math class.
  - A minimum grade of C in MAT113 will meet this requirement.
  - Transfer credits will be evaluated by the Registrar.
6. Students must be in good academic standing - a cumulative GPA of 2.0 or higher.
7. Accepted students must attend the Accepted Student event prior to the start of the semester.

## **PROGRAM INFORMATION:**

### 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.

### Finger Printing

Finger printing may be required by certain clinical or fieldwork placements. Students are responsible for the cost associated with securing finger prints.

### 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.

### Drug Testing

Drug testing may be a requirement of clinical/fieldwork education sites. Students will be responsible for the cost of such testing if required by the site.

# MEDICAL CODING

## CERTIFICATE PROGRAM

As important members of a medical team, medical coding and billing professionals acquire a diverse set of skills and knowledge of medical terminology and anatomy, as well as proficiency in medical coding and billing software. This is a great career path for those interested in staying connected to the healthcare industry. Medical and billing coding professionals process and code health insurance claims, manage patient bills, and track quality assessments. They work behind-the-scenes to help maintain the accuracy and integrity of the billing functions of healthcare providers.

"I am excited to take the knowledge I have learned in the classroom into a healthcare facility. Being a Medical Coder will provide me with the skills and knowledge to process and code information."

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, [cahiim.org](http://cahiim.org)



### What Medical Coding graduates do:

- Review patients' records for appropriateness of data, pre-existing conditions, such as diabetes
- Use coding books and software to assign clinical codes for reimbursement and data analysis
- Assign appropriate diagnoses and procedure codes for patient care, population health statistics, and billing purposes
- Work with physicians to ensure that patients' records are complete and that all diagnoses and treatments are documented
- Work as a liaison between the health clinician and billing offices

### Career Opportunities:

- Hospitals
- Physicians' Offices
- Nursing Homes
- Administrative Services
- Professional Services

For further questions about this program, please contact:

[him@kvcc.me.edu](mailto:him@kvcc.me.edu) or go to: [www.kvcc.me.edu/him](http://www.kvcc.me.edu/him)

**DEPARTMENT CHAIR: RHONDA HARVEY, 207-453-5156**

First Semester

## Second Semester

### Third Semester

Fourth Semester

COM104	Introduction to Communication	3
HIT222	CPT-4 Coding	4
	Total Credits	34

[http://www.kvcc.me.edu/pages/general/gainful-employment.](http://www.kvcc.me.edu/pages/general/gainful-employment)

## **MEDICAL CODING Certificate**

### **DESCRIPTION**

Medical Coding is a two semester certificate program that prepares students for the rapidly expanding field of medical coding and focuses on developing an understanding of the language of medicine and the ability to apply it to professional coding standards.

ICD-10-CM/PCS and CPT coding concepts and guidelines are taught in this course. Instruction concentrates on the areas of anatomy and physiology, medical terminology, pharmacology, and clinical classification systems. Coders are required to abstract medical documentation from a patient's chart and correlate the diagnosis and procedures performed into numerical code numbers. This is done in all healthcare facilities. The student gains knowledge and practice in computer software programs such as encoders and electronic medical records systems, which allows students to have real world, hands-on application of medical practice.

### **PROGRAM MISSION**

The mission of the Health Information Management (HIM) 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 Management is an evolving profession in the health care environment. The HIM program takes the responsibility to educate and develop a skilled work force to support the needs of the health care industry. The HIM 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 HIM 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.

### **EDUCATIONAL OUTCOMES**

Program Goals and Student Learning 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 healthcare.
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.

### **ADMISSION REQUIREMENTS**

Please refer to the General Admission requirements provided in the Admissions section of this catalog. Additional admission requirements are as follows:

1. 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.
  - Transfer credits will be evaluated by the Registrar.
2. Accuplacer: Sentence Skills
  - Score of 74 or a College level Writing class.
  - A minimum grade of C in ENG101 will meet this requirement.
  - Transfer credits will be evaluated by the Registrar.
3. Accuplacer: Arithmetic
  - Score of 55 or a College level Math class.
  - A minimum grade of C in MAT113 will meet this requirement.
  - Transfer credits will be evaluated by the Registrar.



4. Accuplacer: Computer
  - Score of 80.
  - A minimum grade of C in CPT117 will meet this requirement.
5. Students must be in good academic standing - a cumulative GPA of 2.0 or higher.

## **PROGRAM INFORMATION:**

### 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.

### Drug Testing

Drug testing may be a requirement of clinical/fieldwork education sites. Students will be responsible for the cost of such testing if required by the site.

# MENTAL HEALTH

## ASSOCIATE IN APPLIED SCIENCE DEGREE AND CERTIFICATE PROGRAMS

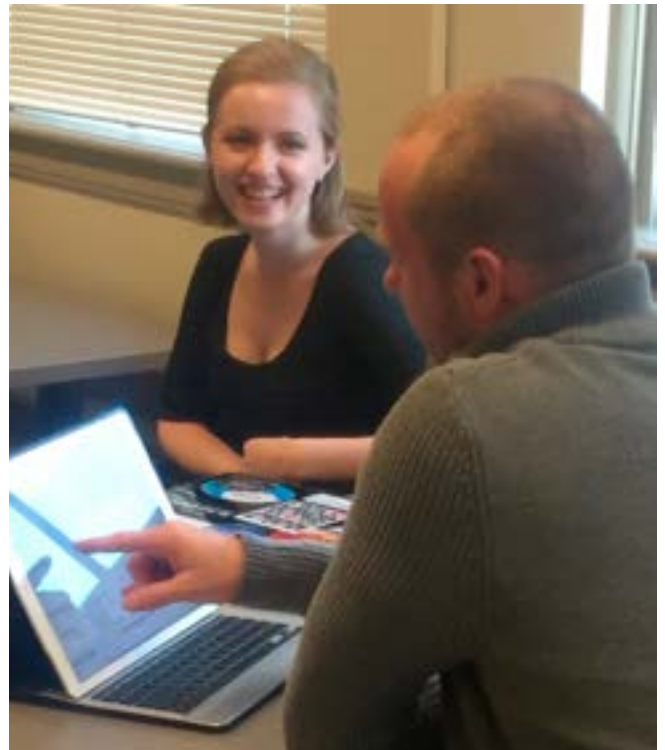
Approximately one in five adults (45.6 million) in the United States suffer from a diagnosable mental illness. KVCC's Mental Health program provides the essential skills and knowledge needed for entry-level and case management positions within the mental health field in Maine as Mental Health Rehabilitation 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.

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"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."



## Prepare for licensing as a Mental Health Rehabilitation Technician



### What Mental Health graduates do:

- Provide community support
- Conduct intensive case management
- Day support services
- Deliver assertive community treatment
- Crisis counseling

### Career Opportunities:

- Mental health agencies
- Rehabilitation centers
- Group homes
- Corrections facilities
- Nursing homes
- Case management offices

For further questions about this program, please contact:

[mh@kvcc.me.edu](mailto:mh@kvcc.me.edu) or go to: [www.kvcc.me.edu/mh](http://www.kvcc.me.edu/mh)

## MENTAL HEALTH DEPARTMENT CHAIR: WENDY ST. PIERRE, 207-453-3661

### Associate in Applied Science Degree

First Semester			Third Semester		
MHT101*	Mental Health Seminar	1	MHT214*	Incest, Sexual Abuse, and Trauma	3
COM104	Introduction to Communication OR		MHT216*	Mental Health and Aging	3
COM105	Interpersonal Communication	3	MHT218*	Substance Abuse Counseling for Special	3
ENG101	College Composition	3		Populations (Dual Diagnosis)	
MHT104*	Community Mental Health	3	SOC101	Introduction to Sociology	3
MHT110*	Interviewing and Counseling	3	_____	Science course with lab	4
MHT112*	Crisis Identification and Intervention	3			
Second Semester			Fourth Semester		
MAT113	Elements of Mathematics OR		ENG121	Introduction to Literature	3
MAT117	College Algebra	3	MHT220*	Case Management	3
MHT124*	Psychosocial Rehabilitation	3	MHT226*	Vocational Aspects of Disability	3
MHT125*	The Changing Workplace	3	PSY204	Abnormal Psychology OR	
PSY101	Introduction to Psychology	3	SOC204	Social Problems	3
_____	General Education Elective	3	_____	General Education Elective	3
				Total Credits	62

### Certificate

First Semester		Third Semester		
MHT101*	Mental Health Seminar	1	MHT214* Incest, Sexual Abuse, and Trauma	3
MHT104*	Community Mental Health	3	MHT216* Mental Health and Aging	3
MHT110*	Interviewing and Counseling	3	MHT218* Substance Abuse Counseling for Special	3
MHT112*	Crisis Identification and Intervention	3	Populations (Dual Diagnosis)	
Second Semester		Fourth Semester		
MHT124*	Psychosocial Rehabilitation	3	MHT220* Case Management	3
MHT125*	The Changing Workplace	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.

### GAINFUL EMPLOYMENT STATEMENT

For more information about the Mental Health Certificate's graduation rates, the median debt of students who completed the program, and other important information, please go to

<http://www.kvcc.me.edu/pages/general/gainful-employment>.

## **MENTAL HEALTH**

### **Associate in Applied Science Degree, Certificate**

#### **DESCRIPTION**

The Associate in Applied Science degree in Mental Health 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.

#### **PROGRAM MISSION**

KVCC's Mental Health programs prepare students to work with individuals with prolonged, pervasive, and persistent mental illness. Core courses in these provide students with the core competencies for their Mental Health Rehabilitation Technical / Community (MHRT/C) level of certification.

Persons with an MHRT/C can apply for positions in the mental health field including Community Integration, Intensive Case Management, Assertive Community Treatment, Skills Development, Day Support Services, and Family Psycho-Education.

#### **EDUCATIONAL OUTCOMES**

Program Goals and Student Learning Outcomes

Upon completion of the Associate in Applied Science degree or Certificate in Mental Health, 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.

#### **ADMISSION REQUIREMENTS**

General admission requirements are as follows:

1. Official high school transcript, HiSET or GED scores.
2. Applicants who are homeschooled are required to submit an official copy of their transcript signed by the School Administrator.
3. Acceptable scores in Reading, Sentence Skills and Numerical Math on the Accuplacer. Applicants may be required to complete developmental coursework prior to enrollment in college level courses. Scores are noted on the General Admission section on page 27.
4. Accepted students must attend the Accepted Student event prior to the start of the semester.







# NURSING ADN PROGRAM

## ASSOCIATE IN SCIENCE DEGREE PROGRAM

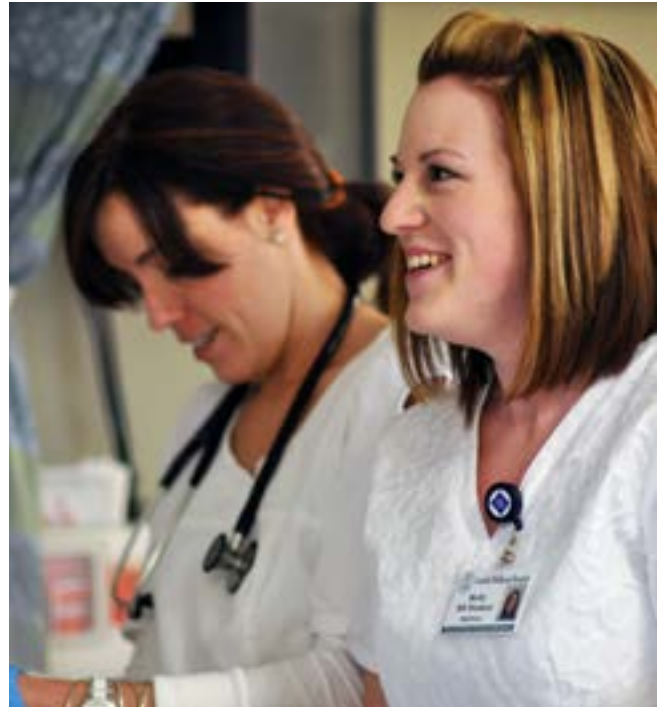
Become a registered nurse  
and make a difference

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.

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](http://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](mailto:info@acenursing.org) | [www.acenursing.org](http://www.acenursing.org)

"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."



### What Nursing graduates do:

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

### Career Opportunities:

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

For further questions about this program, please contact:

[nur@kvcc.me.edu](mailto:nur@kvcc.me.edu) or go to: [www.kvcc.me.edu/nur](http://www.kvcc.me.edu/nur)



## NURSING ADN PROGRAM

### DEPARTMENT CHAIR: 207-453-5167

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#### Associate in Science Degree

<i>Prerequisites*</i>			<i>Fourth Semester</i>		
BIO213	Anatomy and Physiology I*	4	COM104	Introduction to Communication	3
ENG101	College Composition*	3	NUR227	Nursing Across the Lifespan III	7
MAT117	College Algebra*	3	NUR229	Transition into Nursing Practice for the ADN	2
<i>First Semester</i>			SOC101	Introduction to Sociology	3
NUR118	Foundations of Nursing	9	————	Humanities Elective	3
<i>Second Semester</i>				Total Credits	69
BIO214	Anatomy and Physiology II	4			
PSY101	Introduction to Psychology	3	NUR126	LPN Transition to the ADN Role**	1
NUR122	Nursing Across the Lifespan I	9			
<i>Third Semester</i>					
BIO219	Microbiology	4			
PSY215	Developmental Psychology	3			
NUR224	Nursing Across the Lifespan II	9			

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\* These three (3) college level courses are required within the Nursing Program curriculum and are also a piece of the admission process for entry into the program.

\*\*Required of all licensed practical nurses and must be taken concurrently with NUR122 in Second 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.

## **ADN PROGRAM**

### **Associate in Science Degree**

#### **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, simulation, 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/testing.

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 curriculum is designed to provide students with learning opportunities which integrate theoretical knowledge with clinical practice. Students will be encouraged to review, assess, and analyze information in order to make sound clinical judgments, to think conceptually. Graduates of the Nursing Program are prepared to provide safe and compassionate nursing care to individuals and families in a variety of acute, long-term, and community health care settings.

## **PROGRAM PHILOSOPHY**

The Nursing faculty believes that the Nursing program subscribes to the philosophy of Kennebec Valley Community College. The College endeavors to provide a balance between occupational and academic competencies and to promote the development of individuals so that they can meet the changing needs of the community. The Nursing faculty collaborates with advisory board members and the staff/administration of selected health care facilities to assure that proper entry-level knowledge and technical, critical thinking, and interpersonal skills are possessed by graduates. In a caring and supportive environment, the Nursing Department provides opportunity for student development inspired by shared values of integrity, accountability, and community service.

## **EDUCATIONAL OUTCOMES**

Program Goals and Student Learning Outcomes

Upon successful completion of the Associate Degree Nursing Program, the graduate will:

1. provide holistic care, utilizing the nursing process, to individuals and families across the life span and the wellness-illness continuum;
2. provide safe and ethical care based on research, using information and technology to support decision-making and improve quality;

3. demonstrate legal and ethical accountability for the delivery of caring and competent nursing care using professional communication with interdisciplinary team members.

## **ADMISSION REQUIREMENTS**

Please refer to the General Admission requirements provided in the Admissions section of this catalog. Additional admission requirements are as follows:

### Immunization and CPR Requirements

1. High School Transcript or GED scores.
2. Current CPR Certification - Basic Life Support (BLS) from the American Heart Association (AHA) OR American Red Cross (ARC).
3. Proof of immunization against TDAP within the last ten years.
4. Proof of immunization against Measles, Mumps, and Rubella (MMR). If non-immune, two doses MMR vaccine is required for persons born after 1957.
5. Proof of immunization against Hepatitis Series B and Titre (6+ month process). If non-immune, a waiver is required.
6. Proof of a negative test for Tuberculosis (PPD): A two-step PPD is required for admission; a PPD or T-SPOT. TB blood test is required annually.
7. Proof of immunization against Chickpox with a Varicella Titre. If non-immune, two doses of Varicella virus vaccine is required.
8. An influenza vaccine is required annually in the fall by health care facilities.

### Required College Courses

1. BIO213 Anatomy and Physiology I - "B" (3.0) grade or better
2. ENG101 College Composition - "B" (3.0) grade or better
3. MAT117 College Algebra - "B" (3.0) grade or better

### Required Academic Standing

1. Cumulative grade point average of 3.0 is required.

### PAX-RN Exam

1. May be taken a total of three times - original test session plus two retakes.
2. Each retake includes all subtest scores and may only be taken after a 45-day waiting period.
3. Free preparatory sessions are offered through the Learning Commons.
4. Students must register for a test date and submit payment at <https://ondemand.questionmark.com/400030/ext/nlntesting>
  - Minimum composite score 70th percentile rank.
  - Minimum verbal 50th percentile rank.
  - Minimum math 50th percentile rank.
  - Minimum science 50th percentile rank.

### Nursing Program Orientation

Upon successful completion of the above entrance requirements, you will receive an acceptance letter. You must then attend a required accepted student event scheduled in June. You will be notified of the date for this session by the Nursing Department Chair. Failure to attend this required accepted student event will jeopardize your admission status.

## **PROGRAM INFORMATION:**

### 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.

#### Clinical/Fieldwork Placement

Students may be scheduled for day, evening and night clinical/fieldwork experiences in some programs. It is expected that the student is able to make the necessary arrangements in order to complete all scheduled times. Placement is statewide. The student is responsible for all travel and/or living related to the clinical or fieldwork experience.

#### Drug Testing

Drug testing may be a requirement of clinical/fieldwork education sites. Students will be responsible for the cost of such testing if required by the site.

# OCCUPATIONAL THERAPY ASSISTANT

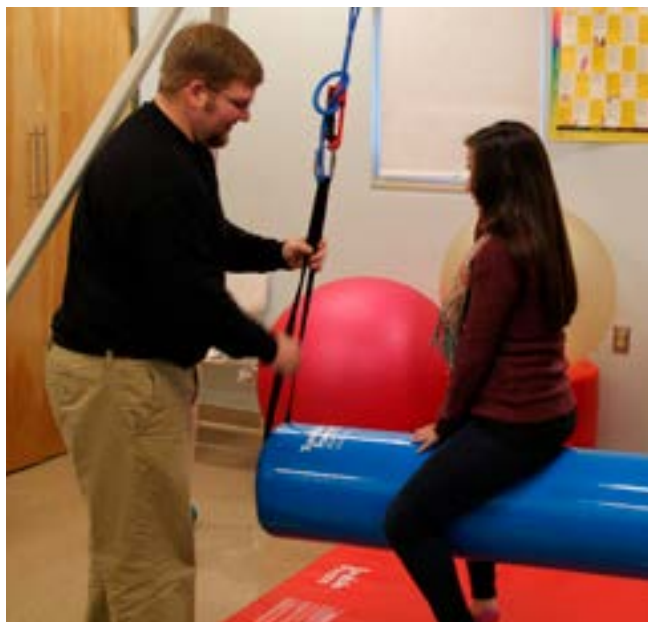
## ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM

Help people regain  
function and independence

Occupational Therapy is a health and wellness profession whose goal is to help people achieve independence and satisfaction an everyday life, no matter the barrier. Occupational Therapy helps people across the lifespan participate in the things they want and need to do through the therapeutic use of meaningful occupations. The Occupation Therapy practitioner provides "skills for the job of living"-those skills necessary to function where people live, learn and play. KVCC has the only OTA program in the State of Maine.

Accredited by the Accreditation Council for Occupational Therapy Education, 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449  
Telephone: 301-652-2682, Website: <https://www.acoteonline.org>

"I've dreamed of being in the occupational therapy field for almost 10 years and am so thrilled to have found this program. The OTA program at KVCC has exceeded my expectations. I am getting a high quality education from competent professors who are passionate about what they do. I know that I am getting a first class, relevant education that is preparing me to be a fully competent COTA."



### What Occupational Therapy Assistant graduates do:

- Create Occupation-based interventions
- Restore function through rehabilitation activities
- Teach Independent living skills/acquisition
- Analyze occupational performance
- Customize treatment programs
- Recommend environmental modifications
- Provide neuromuscular and sensory techniques
- Assess/train assistive technology
- Promote health and wellness

### Career Opportunities:

- Hospitals
- Schools and early intervention settings
- Mental health inpatient/outpatient services
- Brain injury rehabilitation
- Inpatient/outpatient physical rehabilitation
- Workplace health centers
- Skilled nursing facilities
- Home health and in-home modifications

For further questions about this program, please contact:

[ota@kvcc.me.edu](mailto:ota@kvcc.me.edu) or go to: [www.kvcc.me.edu/ota](http://www.kvcc.me.edu/ota)

## OCCUPATIONAL THERAPY ASSISTANT

### DEPARTMENT CHAIR: JULIE LAROUCHE, 207-453-5023

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#### Associate in Applied Science Degree

<i>First Semester</i>			<i>Third Semester</i>		
BIO213	Anatomy and Physiology I	4	OTS201	Practice Environments Seminar	2
ENG101	College Composition	3	OTS210	Occupational Therapy for Adults with Physical Disabilities	4
OTS101	Introduction to Occupational Therapy and Human Occupation	7	OTS216	Occupational Therapy with Special Populations	2
PSY101	Introduction to Psychology	3	OTS222	Psychosocial Aspects of Occupational Therapy Across the Life Span	5
<i>Second Semester</i>			SOC101	Introduction to Sociology	3
BIO214	Anatomy and Physiology II	4	<i>Fourth Semester</i>		
OTS103	Functional Kinesiology	3	OTS206	OTA Fieldwork Education II, A	6
OTS104	Interpersonal Skills for the Practicing Allied Health Professional	1	OTS208	OTA Fieldwork Education II, B	6
OTS122	Occupational Therapy for Children and Youth	4	Total Credits		70
PSY215	Developmental Psychology	3			
_____	Humanities Elective	3			
<i>Summer Session (5 Weeks)</i>					
COM104	Introduction to Communication	3			
OTS105	Fieldwork Education I	2			
OTS107	Assistive Technology in OT Practice	1			
OTS109	Group Process	1			

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#### 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.

## **OCCUPATIONAL THERAPY ASSISTANT**

### **Associate in Applied Science Degree**

#### **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.

#### **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**

Program Goals and Student Learning 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

#### **ADMISSION REQUIREMENTS**

Please refer to the General Admission requirements provided in the Admissions section of this catalog. Additional admission requirements are as follows:

1. High School Transcript or GED scores.
2. Official College Transcript(s).
3. 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.
  - Transfer credits will be evaluated by the Registrar.
4. Accuplacer: Sentence Skills
  - Score of 74 or a College level Writing class.
  - A minimum grade of C in ENG101 will meet this requirement.
  - Transfer credits will be evaluated by the Registrar.
5. Accuplacer: Algebra
  - Score of 75 or a College level Algebra class.
  - A minimum grade of C in MAT031 or completion of an adult education algebra course will meet this requirement.
  - Transfer credits will be evaluated by the Registrar.

6. Job Shadows and Personal Reflection Statement

- Completion of two job shadows
- Completion of personal reflection statements. Bring this form to required Information Orientation Session.

7. Test of Essential Academic Skills-V (TEAS-V)

- 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 and Language Usage.
- The TEAS-V may only be taken three times in total.
- Required composite score of 60th percentile.

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.

## **PROGRAM INFORMATION:**

### 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.
- Finger printing may be required by certain clinical or fieldwork placements. Students are responsible for the cost associated with securing finger prints.
- 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.

### Clinical/Fieldwork Placement

Students may be scheduled for day, evening and night clinical/fieldwork experiences in some programs. It is expected that the student is able to make the necessary arrangements in order to complete all scheduled times. Placement is statewide. The student is responsible for all travel and/or living related to the clinical or fieldwork experience.



### Drug Testing

Drug testing may be a requirement of clinical/fieldwork education sites. Students will be responsible for the cost of such testing if required by the site.

## **ADDITIONAL 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, and 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.

Note: 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).

## **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](http://www.nbcot.org)}
- are required to be licensed to work in the State of Maine. {Board of OT Practice, Office of Licensing and Registration, 35 State House Station, Augusta, ME 04333; 207-624-8603; [www.maine.gov](http://www.maine.gov)} (A felony conviction may restrict an individual from obtaining certification and/or licensure.)



# PHLEBOTOMY

## CERTIFICATE PROGRAM

The Phlebotomist facilitates the collection and transport of blood and other laboratory specimens and is often the patient's only contact with medical laboratory. 70% of all diagnoses involve laboratory specimens.

"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!"

"Phlebotomy is a great pathway to other medical careers, such as Medical Assistant, Nurse, or Medical Laboratory Technician."



## Become a Skilled Phlebotomist



### What Phlebotomy graduates do:

- Apply anatomy knowledge
- Interact compassionately with patients
- Properly label blood specimens
- Assist blood donations
- Apply knowledge of medical terms
- Work with hospital teams
- Observe and enforce safety procedures
- Properly collect and label blood specimens
- Practice good safety procedures

### Career Opportunities:

- Clinics
- Physician practices
- Donor centers
- Insurance companies
- Nursing homes
- Reference laboratories
- Hospital laboratories
- Research facilities

For further questions about this program, please contact:

[pbt@kvcc.me.edu](mailto:pbt@kvcc.me.edu) or go to: [www.kvcc.me.edu/pbt](http://www.kvcc.me.edu/pbt)

## **PHLEBOTOMY**

### **DEPARTMENT CHAIR: ANN WALKER, 207-453-5005**

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#### **Certificate**

COM105	Interpersonal Communication	3
MAS102	Medical Terminology	3
MAS110	Medical Documentation	3
MAT114	Technical Math	3
MLT103	Phlebotomy	5
	Total Credits	17

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#### **CRITERIA FOR GRADUATION**

Students must complete 17 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.

#### **GAINFUL EMPLOYMENT STATEMENT**

For more information about the Phlebotomy Certificate's graduation rates, the median debt of students who completed the program, and other important information, please go to

<http://www.kvcc.me.edu/pages/general/gainful-employment>.



## **PHLEBOTOMY Certificate**

### **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.

### **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**

Program Goals and Student Learning 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.
3. Exhibit skill and competency to obtain quality blood samples for diagnostic testing on neonates, pediatric, adolescent, adult and geriatric patients by capillary or venous collection.

### **PROGRAM INFORMATION**

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.
- Meet requirements for Immunizations for Nursing & Allied Health Programs (see page 28).
- Have a valid Healthcare Provider CPR card prior to starting clinical rotations.

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.

### **ADMISSION REQUIREMENTS**

General admission requirements are as follows:

1. Official high school transcript, HiSET or GED scores.
2. Applicants who are homeschooled are required to submit an official copy of their transcript signed by the School Administrator.
3. Acceptable scores in Reading, Sentence Skills and Numerical Math on the Accuplacer. Applicants may be



required to complete developmental coursework prior to enrollment in college level courses. Scores are noted on the General Admission section on page 27.

4. Accepted students must attend the Accepted Student event prior to the start of the semester.

## **PROGRAM INFORMATION:**

### 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.

### Finger Printing

Finger printing may be required by certain clinical or fieldwork placements. Students are responsible for the cost associated with securing finger prints.

### 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.

### Clinical/Fieldwork Placement

Students may be scheduled for day, evening and night clinical/fieldwork experiences in some programs. It is expected that the student is able to make the necessary arrangements in order to complete all scheduled times. Placement is statewide. The student is responsible for all travel and/or living related to the clinical or fieldwork experience.

### Drug Testing

Drug testing may be a requirement of clinical education sites. Students will be responsible for the cost of such testing if required by the site.

# PHYSICAL THERAPIST ASSISTANT

## ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM

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.

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](mailto:accreditation@apta.org) Website: <http://www.capteonline.org>

"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."



Help patients regain mobility



### 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

### Career Opportunities:

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

For further questions about this program, please contact:

[pta@kvcc.me.edu](mailto:pta@kvcc.me.edu) or go to: [www.kvcc.me.edu/pta](http://www.kvcc.me.edu/pta)

**PHYSICAL THERAPIST ASSISTANT**  
**DEPARTMENT CHAIR: VERLA UBERT, 207-453-5147**

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**Associate in Applied Science Degree**

<i>First Semester</i>			<i>Summer Session</i>		
BIO213	Anatomy and Physiology I	4	PTS120	PTA Clinical Education I	5
ENG101	College Composition	3	<i>Third Semester</i>		
PSY101	Introduction to Psychology	3	MAT117	College Algebra	3
PTS105	Self-Paced Medical Terminology for PTAs	1	PSY215	Developmental Psychology	3
PTS107	Introduction to Kinesiology for the PTA	2	PTS211	Physical Therapy III	6
PTS111	Physical Therapy I	6	PTS215	Neuroscience	3
<i>Second Semester</i>			<i>Fourth Semester</i>		
BIO214	Anatomy and Physiology II	4	PTS216	Clinical Application	1
COM104	Introduction to Communication OR		PTS218	PTA Clinical Education II	8
COM105	Interpersonal Communication	3	PTS222	PTA Seminar	1
PTS112	Physical Therapy II	6	_____	Humanities Elective	3
PTS116	Pathology	3		Total Credits	71
PTS117	Kinesiology for the PTA	3			

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**CRITERIA FOR GRADUATION**

Students must complete 71 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.

## **PHYSICAL THERAPIST ASSISTANT**

### **Associate in Applied Science Degree**

#### **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.

#### **PROGRAM MISSION**

The program will produce entry-level physical therapist assistants who are capable of performing safe and ethical interventions under the direction and supervision of the physical therapist. Graduates will possess the skills and values necessary for continuing their professional growth to meet the needs of both a dynamic profession and health care delivery system.

#### **EDUCATIONAL OUTCOMES**

Program Goals and Student Learning Outcomes

1. Graduates will be competent physical therapist assistants who work under the supervision of physical therapists.
  - Graduates will pass the FSBPT physical therapist assistant licensure exam.

- Graduates will implement appropriate physical therapy interventions based on the plan of care established by a licensed physical therapist.
  - Graduates will understand the role of the physical therapist assistant and work in a manner consistent with their state practice act, APTA's Standards of Ethical Conduct for the Physical Therapist Assistant, and APTA's Values-Based Behaviors for the Physical Therapist Assistant.
2. Graduates will engage in lifelong learning activities.
    - Graduates will be able to self-assess their strengths and weaknesses.
    - Graduates will possess skills to explore and critically evaluate new information throughout their careers.
  3. Graduates and the program will meet the human resources needs of the community.
    - Graduates will be employed in a variety of physical therapy settings.
    - The program will adjust the class size based on changes in the market.

## ADMISSION REQUIREMENTS

Please refer to the General Admission requirements provided in the Admissions section of this catalog. Additional admission requirements are as follows:

1. High School Transcript or GED scores.
2. Official College Transcript(s).
3. 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.
  - Transfer credits will be evaluated by the Registrar.
4. Accuplacer: Sentence Skills
  - Score of 74 or a College level Writing class.
  - A minimum grade of C in ENG101 will meet this requirement.
  - Transfer credits will be evaluated by the Registrar.
5. Accuplacer: Algebra
  - Score of 75 or a College level Algebra class.
  - A minimum grade of C in MAT117 will meet this requirement.
  - Transfer credits will be evaluated by the Registrar.
6. Physics
  - High school Physics with a lab (grade of C) OR
  - Adult Education Physics (Odyssey Physics is offered at Waterville Adult Ed; phone 873-5754). The cost is \$35), a score of 77 or higher must be achieved on the final exam.
  - College Physics with a lab (grade of C or better).
  - Transfer credits will be evaluated by the Registrar.
7. Clinical Job Shadows and Admission Essay
  - Completion of two job shadows.
8. Test of Essential Academic Skills-V (TEAS-V)
  - 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 and Language Usage.
  - The TEAS-V may only be taken three times in total.
  - Required composite score of 60th percentile.
9. 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.



## PROGRAM REQUIREMENTS

- 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.
- Obtain a short white lab coat, KVCC/SPTA name pin, stethoscope, sphygmomanometer, watch with a sweep second hand, a gait belt, and a goniometer.
- Hold current Basic Life Support certification (CPR for the Healthcare Provider from the American Heart Association or Professional Rescuer from the American Red Cross).
- Meet requirements for Immunizations for Nursing & Allied Health Programs (see page 28).
- Have Internet access for online/Blackboard enhanced courses and/or discussions.

## PROGRAM INFORMATION:

### Criminal Background Checks

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).

### Finger Printing

Finger printing may be required by certain clinical or fieldwork placements. Students are responsible for the cost associated with securing finger prints.

### 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.

### Clinical/Fieldwork Placement

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.

### Drug Testing

Drug testing may be a requirement of clinical education sites. Students will be responsible for the cost of such testing if required by the site.



# PLUMBING & ENERGY SERVICES

## ASSOCIATE IN APPLIED SCIENCE DEGREE AND CERTIFICATE PROGRAMS

The Plumbing and Energy Services 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 Plumbing and Energy Services 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.

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"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."



**Learn to install, maintain, and  
troubleshoot modern heating,  
ventilating, and cooling systems**



### **What Plumbing and Energy Services graduates do:**

- JIT Plumber
- Resource conservation manager
- Energy management technician
- Journeyman oil burner technician
- HVAC technician
- Journeyman solid fuel technician

### **Career Opportunities:**

- Educational facilities
- Small businesses
- Plumbing and heating firms
- Hospital facilities
- Manufacturing companies
- Industry plants

For further questions about this program, please contact:

[est@kvcc.me.edu](mailto:est@kvcc.me.edu) or go to: [www.kvcc.me.edu/est](http://www.kvcc.me.edu/est)

**PLUMBING AND ENERGY SERVICES**  
**DEPARTMENT CHAIR: MICHAEL DAY, 207-453-5817**

**Associate in Applied Science Degree**

<i>First Semester</i>			<i>Third Semester</i>		
BPT125*	Construction Print Reading	3	ETL107*	Electrical Principles for HVAC	4
MAT114	Technical Math	3	HAC200*	Introduction to Natural Gas and Propane	1
PLB101*	Plumbing Fundamentals	5	HAC201*	Heating System Fundamentals	6
SAF101*	OSHA 10	1	MAT117	College Algebra	3
COM104	Introduction to Communication OR		PHY111	Elements of Physics	4
COM105	Interpersonal Communication	3	<i>Fourth Semester</i>		
<i>Second Semester</i>			ETL108*	HVAC Electronics and Controls	3
ENG108	Technical Writing	3	HAC106*	Heat Pumps and Air Conditioning	3
PLB201*	Advanced Plumbing Applications	5	HAC202*	Advanced Heating Applications	6
PLB210*	Plumbing Codes	3	HAC205*	Propane and Natural Gas	3
_____	Social Science/Humanities Elective	3	_____	Social Science/Humanities Elective	3
			Total Credits		
					65

**Plumbing Certificate**

<i>First Semester</i>			<i>Second Semester</i>		
BPT125*	Construction Print Reading	3	ENG108	Technical Writing	3
MAT114	Technical Math	3	PLB201*	Advanced Plumbing Applications	5
PLB101*	Plumbing Fundamentals	5	PLB210*	Plumbing Codes	3
SAF101*	OSHA 10	1	Total Credits		
					23

**Energy Services Certificate**

<i>First Semester</i>			<i>Second Semester</i>		
ETL107*	Electrical Principles for HVAC	4	ETL108*	HVAC Electronics and Controls	3
HAC200*	Introduction to Natural Gas and Propane	1	HAC106*	Heat Pumps and Air Conditioning	3
HAC201*	Heating System Fundamentals	6	HAC202*	Advanced Heating Applications	6
MAT117	College Algebra	3	HAC205*	Propane and Natural Gas	3
PHY111	Elements of Physics	4	_____	Social Science/Humanities Elective	3
			Total Credits		
					33

**CRITERIA FOR GRADUATION**

Students must complete 66 credits in the Plumbing and Energy Services program, 23 credits in the Plumbing certificate, or 33 credits in the Energy Services certificate 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.

**GAINFUL EMPLOYMENT**

For more information about the Plumbing and Energy Services certificates' graduation rates, the median debt of students who completed the program, and other important information, please go to <http://www.kvcc.me.edu/pages/general/gainful-employment>.



## **PLUMBING AND ENERGY SERVICES**

### **Associate in Applied Science Degree, Certificates**

#### **DESCRIPTION**

The Plumbing and Energy Services program offers a two-year Associate in Applied Science degree, a Plumbing certificate, and an Energy Services certificate. 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. 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 \$1,200 - \$1,400.

#### **PROGRAM MISSION**

The Plumbing and Energy Services 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 Plumbing and Energy Services 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 Plumbing and Energy Services program endeavors to fully prepare students for a variety of building energy system occupations.

#### **EDUCATIONAL OUTCOMES**

Program Goals and Student Learning Outcomes

Upon successful completion of the Plumbing and Energy Services 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.

#### **ADMISSION REQUIREMENTS**

General admission requirements are as follows:

1. Official high school transcript, HiSET or GED scores.
2. Applicants who are homeschooled are required to submit an official copy of their transcript signed by the School Administrator.



3. Acceptable scores in Reading, Sentence Skills and Numerical Math on the Accuplacer. Applicants may be required to complete developmental coursework prior to enrollment in college level courses. Scores are noted on the General Admission section on page 27.
4. Accepted students must attend the Accepted Student event prior to the start of the semester.



# PRECISION MACHINING TECHNOLOGY

## ASSOCIATE IN APPLIED SCIENCE DEGREE AND CERTIFICATE PROGRAMS

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.

"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."



Develop skills to design and make fine metal parts using computer numerical control machines



### What Precision Machining Technology graduates do:

- Remove metal with lathes, mills, and drills
- Fabricate metal-based parts
- Use software to run CNC-based equipment
- Calculate and measure angles
- Design products to specifications
- Innovate better methods
- Observe and enforce safety procedures
- Maintain machines

### Career Opportunities:

- Manufacturing plants
- Small businesses
- Fabrication plants
- Machine shops
- Automotive companies
- Technical training centers

For further questions about this program, please contact:

[pmt@kvcc.me.edu](mailto:pmt@kvcc.me.edu) or go to: [www.kvcc.me.edu/pmt](http://www.kvcc.me.edu/pmt)

## PRECISION MACHINING TECHNOLOGY

### DEPARTMENT CHAIR: JEFFREY GODIN, 207-453-5151

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#### Associate in Applied Science Degree

<i>First Semester</i>			<i>Third Semester</i>		
BPT126*	Technical Print Reading and Sketching	3	COM104	Introduction to Communication OR	
CPT117	Software Applications I	3	COM105	Interpersonal Communication	3
MAT114	Technical Math	3	MAT218*	Trigonometry	3
PMT101*	Introduction to Precision Machining	3	PMT201*	Fundamentals of Precision	7
PMT102*	Manual Milling and Turning	4		Machining Tech. III	
<i>Second Semester</i>			<i>Fourth Semester</i>		
ENG108	Technical Writing	3	PMT211*	Fundamentals of Precision	4
MAT117	College Algebra	3		Machining Tech. IV	
PMT110*	Introduction to Mastercam	3	PMT226*	Experiential Education	3
PMT111*	Fundamentals of Precision	7	_____	General Education Elective	3
	Machining Tech. II		_____	Humanities Elective	3
			_____	Social Science Elective	3
				Total Credits	61

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#### Certificate

<i>First Semester</i>		
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
<i>Second Semester</i>		
ENG108	Technical Writing	3
MAT117	College Algebra	3
PMT110*	Introduction to Mastercam	3
PMT111*	Fundamentals of Precision	7
	Machining Tech. II	
	Total Credits	32

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#### CRITERIA FOR GRADUATION

Students in the Precision Machining Technology program must complete 61 credits for an Associate Degree, or 32 credits for a Certificate, and achieve a minimum grade of "C" in all core courses (\*), and attain a final GPA of 2.0 or higher.

#### GAINFUL EMPLOYMENT STATEMENT

For more information about the Precision Machining Technology Certificate's graduation rates, the median debt of students who completed the program, and other important information, please go to <http://www.kvcc.me.edu/pages/general/gainful-employment>.

## **PRECISION MACHINING TECHNOLOGY**

### **Associate in Applied Science Degree, Certificate**

#### **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.

#### **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**

Program Goals and Student Learning 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.

#### **ADMISSION REQUIREMENTS**

General admission requirements are as follows:

1. Official high school transcript, HiSET or GED scores.
2. Applicants who are homeschooled are required to submit an official copy of their transcript signed by the School Administrator.
3. Acceptable scores in Reading, Sentence Skills and Numerical Math on the Accuplacer. Applicants may be required to complete developmental coursework prior to enrollment in college level courses. Scores are noted on the General Admission section on page 27.
4. Accepted students must attend the Accepted Student event prior to the start of the semester.







# PSYCHOLOGY

## ASSOCIATE IN SCIENCE DEGREE PROGRAM

When someone hears the word "Psychologist" a few images may come to mind. A researcher, a teacher, a person who provides mental health treatment. While these are true definitions of the field of Psychology, the scope of the field of study is much broader. The Associate in Science in Psychology program provides students with the opportunity to explore one of the most diverse and exciting fields of study in the world. Psychology attempts to describe, explain, predict, and at times, control the circumstances that impact our day-to-day lives. Psychologists study brain science, cognition, climate and the environment, human development, forensics, industrial and other work-related factors, teaching and learning, rehabilitation, social interaction, and communication.

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"The greatest discovery of my generation is that human beings can alter their lives by altering their attitudes of mind." William James (1842-1910) President of the American Psychological Association in 1894



**Engage in innovative  
and integrative thinking**



### What Psychology graduates do:

- Predict and understand the behavior of individuals and groups
- Understand how to use and interpret data
- Evaluate the legitimacy of claims about behavior
- Know how memory and learning function
- Have insight into problematic behaviors
- Demonstrate the capacity to adapt to change
- Manage difficult situations and high stress environments

### Career Opportunities:

- Psychiatric nursing assistant
- Youth counselor
- Case technician
- Human services assistant
- Home care aide
- Addiction rehabilitation assistant

For further questions about this program, please contact:

[psy@kvcc.me.edu](mailto:psy@kvcc.me.edu) or go to: [www.kvcc.me.edu/psy](http://www.kvcc.me.edu/psy)

## PSYCHOLOGY

DEPARTMENT CHAIR: MARK KAVANAUGH, 207-453-3689

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### Associate in Science Degree

<i>First Semester</i>			<i>Third Semester</i>		
BIO101	Biology I OR		ENG218	Advanced Academic Writing	3
BIO115	Human Biology OR		PSY209*	Biopsychology	3
BIO119	Survey of Anatomy and Physiology	4	PSY224*	Statistics for Psychology	3
COM104	Introduction to Communication	3	PSY2__	Elective	3
ENG101	College Composition	3	PSY2__	Elective	3
MAT120	Introductory Statistics	3			
PSY101*	Introduction to Psychology	3			
<i>Second Semester</i>			<i>Fourth Semester</i>		
ENG121	Introduction to Literature	3	PSY234*	Research Methods	4
PSY200*	History of Psychology	3	_____	Creative Arts Elective	3
PSY204*	Abnormal Psychology OR		_____	Social Science Elective	3
PSY213*	Social Psychology	3	_____	Social Science Elective	3
PSY215*	Developmental Psychology	3	_____	Social Science Elective	3
SOC101*	Introduction to Sociology	3		Total Credits	62

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### 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.

### TRANSFER INFORMATION

Nearly every four-year institution in the State of Maine (and beyond) offers a degree in Psychology. The core courses in the Associate of Science in Psychology have been selected to ensure maximum alignment with the standard first two-year requirements in many of these programs. The development of specific articulation agreements with these institutions is continuous. Please refer to the program website for information on specific agreements for transfer that we have created with various institutions.

## **PSYCHOLOGY**

### **Associate in Science Degree**

#### **DESCRIPTION**

The Associate in Science in Psychology is a program designed to provide students with an interest in Psychology the opportunity to explore the breadth and depth of different areas of study that fall into the field of Psychology. The program core requirements have been selected to provide a broad overview of the major areas and focal points of the field and to align with the basic core requirements of Psychology majors at 4-year institutions.

#### **PROGRAM MISSION**

The Associate in Science in Psychology program provides students the opportunity to engage in career exploration within the broad field of Psychology and Social Sciences, to develop critical thinking and problem solving skills related to the human condition, to develop “psychological literacy” skills related to understanding circumstances and diversity in explaining human behavior, and to develop scientific reasoning skills applicable to all fields of human activity.

#### **EDUCATIONAL OUTCOMES**

Program Goals and Student Learning Outcomes

Upon successful completion of the Psychology program, a graduate is expected to:

1. Demonstrate familiarity with the major concepts, theoretical perspectives, empirical findings, and historical trends in psychology.
2. Understand and apply basic research methods in psychology, including research design and data analysis and interpretation.
3. Respect and use critical and creative thinking, skeptical inquiry, and, when possible, a scientific approach to solve problems related to behavior and mental processes.
4. Understand and apply psychological principles to personal, social, and organizational issues.
5. Tolerate ambiguity, act ethically, and reflect other values that are the underpinnings of psychology as a science serving a global society.
6. Apply cultural competencies to effective and sensitive interactions with people from diverse backgrounds and cultural perspectives.

#### **ADMISSION REQUIREMENTS**

General admission requirements are as follows:

1. Official high school transcript, HiSET or GED scores.
2. Applicants who are homeschooled are required to submit an official copy of their transcript signed by the School Administrator.
3. Acceptable scores in Reading, Sentence Skills and Numerical Math on the Accuplacer. Applicants may be required to complete developmental coursework prior to enrollment in college level courses. Scores are noted on the General Admission section on page 27.
4. Accepted students must attend the Accepted Student event prior to the start of the semester.





# RADIOLOGIC TECHNOLOGY

## ASSOCIATE IN SCIENCE DEGREE PROGRAM

Create images essential  
to medical diagnoses

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. 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.

Accredited by the Joint Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182  
Telephone: 312-704-5300; Email: [mail@jrcert.org](mailto:mail@jrcert.org)

"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."



### What Radiologic Technology graduates 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

### Career Opportunities:

- Physician offices
- Travel companies
- Clinics
- Mobile imaging centers
- Hospitals

For further questions about this program, please contact:

[rad@kvcc.me.edu](mailto:rad@kvcc.me.edu) or go to: [www.kvcc.me.edu/rad](http://www.kvcc.me.edu/rad)



## RADIOLOGIC TECHNOLOGY

### DEPARTMENT CHAIR: BETSY PRIEST, 207-453-5143

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#### Associate in Science Degree

<i>First Semester</i>			<i>Third Semester</i>		
BIO213	Anatomy and Physiology I	4	BIO216	Pathophysiology	3
MAT117	College Algebra (or higher)	3	COM104	Introduction to Communication OR	
RAD101	Radiographic Positioning I	3	COM105	Interpersonal Communication	3
RAD111	Clinical Practicum I	3	PSY101	Introduction to Psychology	3
RAD121	Patient Care	3	RAD211	Clinical Practicum IV	5
<i>Second Semester</i>			RAD214	Ethics and Quality Assurance	1
BIO214	Anatomy and Physiology II	4	RAD220	Radiographic Exposure II	3
PHY213	Radiographic Physics	3	<i>Fourth Semester</i>		
RAD102	Radiographic Positioning II	3	RAD212	Clinical Practicum V	6
RAD112	Clinical Practicum II	4	RAD216	Introduction to Imaging Modalities	2
RAD131	Radiographic Exposure I	2	RAD218	Radiation Biology and Protection	2
<i>Summer Session (8 Weeks)</i>			RAD222	Senior Seminar for Radiologic Technology	1
ENG101	College Composition	3	_____	Humanities Elective	3
RAD103	Radiographic Positioning III	2		Total Credits	73
RAD113	Clinical Practicum III	4			

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#### CRITERIA FOR GRADUATION

Students must complete 73 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.

## RADIOLOGIC TECHNOLOGY

### Associate in Science Degree

#### 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 factors, 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.

## PROGRAM MISSION

The mission of the Radiologic Technology program at Kennebec Valley Community College is to educate and train competent Radiologic Technologists who will provide service to patients using safe radiation practices to produce the required images needed for medical diagnosis. The program offers students experience with the most recent imaging advancements and new technological modalities in the medical field.

## EDUCATIONAL OUTCOMES

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.

## ADMISSION REQUIREMENTS

Please refer to the General Admission requirements provided in the Admissions section of this catalog. 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. Proof of required immunizations:
  - Tetanus within the last 10 years.
  - Measles, Mumps and Rubella (MMR); if non-immune, 2 doses of MMR vaccine is required for persons born after 1957.
  - Hepatitis B & Titre; if non-immune, a waiver is required. NOTE: This is a six (6) month process.
  - A negative test for Tuberculosis (PPD); a 2-step PPD is required.
  - Chickpox with a Varicella Titre; in non-immune, 2 doses of Varicella virus vaccine is required.
4. CPR Certification - Basic Life Support (BLS) from the American Heart Association (AHA) or the American Red Cross (ARC).
5. 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.
  - Transfer credits will be evaluated by the Registrar.
6. Accuplacer: Sentence Skills
  - Score of 74 or a College level Writing class.
  - A minimum grade of C in ENG101 will meet this requirement.
  - Transfer credits will be evaluated by the Registrar.
7. Accuplacer: Algebra
  - Score of 75 or a College level Algebra class.
  - A minimum grade of C in MAT117 or MAT031 will meet this requirement.
  - Transfer credits will be evaluated by the Registrar.

8. Test of Essential Academic Skills (TEAS-V)
  - 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.
  - Required composite score of 60th percentile.
9. Students must be in good academic standing, with a required cumulative GPA of 2.0 or higher.
10. For acceptance into the RAD program, applicants must attend the required information session.

## **PROGRAM INFORMATION**

### 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 and credentialing 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.

### Finger Printing

Finger printing may be required by certain clinical or fieldwork placements. Students are responsible for the cost associated with securing finger prints.

### 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.

### Clinical/Fieldwork Placement

Students may be scheduled for day, evening and night clinical/fieldwork experiences in some programs. It is expected that the student is able to make the necessary arrangements in order to complete all scheduled times. Placement is State-wide. The student is responsible for all travel and/or living related to the clinical or fieldwork experience.

### Drug Testing

Drug testing may be a requirement of clinical/fieldwork education sites. Students will be responsible for the cost of such testing if required by the site.

# SUSTAINABLE AGRICULTURE

## ASSOCIATE IN APPLIED SCIENCE DEGREE AND CERTIFICATE PROGRAMS

Farm-fresh food for Maine

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

"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."



### What Sustainable Agriculture graduates do:

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

### Career Opportunities:

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

For further questions about this program, please contact:

[agr@kvcc.me.edu](mailto:agr@kvcc.me.edu) or go to: [www.kvcc.me.edu/agr](http://www.kvcc.me.edu/agr)

## SUSTAINABLE AGRICULTURE

### DEPARTMENT CHAIR: BENJAMIN CROCKETT, 207-453-3684

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#### Associate in Applied Science Degree

<i>First Semester</i>			<i>Third Semester</i>		
AGR101	Principles of Sustainable Agriculture	3	ACC111	Principles of Accounting I	3
AGR110	Soil Science	4	AGR225	Farm Infrastructure I	3
BIO108	Plant Biology	4	AGR230	Sustainable Livestock Management	3
ENG101	College Composition	3	AGR____	Elective	3
			BUS115	Principles of Management	3
<i>Second Semester</i>			<i>Fourth Semester</i>		
AGR114	Crop Production	3	AGR235	Farm Infrastructure II	3
BIO107	Animal Science	4	BUS119	Integrated Marketing Communications	3
COM104	Introduction to Communication OR		BUS234	Agribusiness	3
COM105	Interpersonal Communication	3	_____	AGR, FSN, or CUL Elective	3
MAT114	Technical Math (or higher)	3	_____	Humanities Elective	3
_____	Social Sciences Elective	3		Total Credits	63
<i>Summer Semester</i>					
AGR124	Summer Internship	3			

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#### Livestock Management Certificate

BIO107	Animal Science	4
AGR230	Sustainable Livestock Management	3
AGR232	Animal Selection and Breeding	3
AGR234	Animal Nutrition	3
_____	AGR or FSN Elective	3-4
	Total Credits	16-17

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#### Vegetable Production Certificate

AGR101	Principles of Sustainable Agriculture	3
AGR110	Soil Science	4
AGR114	Crop Production	4
AGR221	Advanced Crop Production	3
_____	AGR or FSN Elective	3-4
	Total Credits	17-18

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#### CRITERIA FOR GRADUATION

Students must complete 63 credits in the Sustainable Agriculture degree program, 16-17 credits in the Livestock Management Certificate program, or 17-18 credits in the Vegetable Production Certificate 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.

#### GAINFUL EMPLOYMENT STATEMENT

For more information about the Livestock Management or Vegetable Production Certificates' graduation rates, the median debt of students who completed the program, and other important information, please go to <http://www.kvcc.me.edu/pages/general/gainful-employment>.



## **SUSTAINABLE AGRICULTURE**

### **Associate in Applied Science Degree, Certificates**

#### **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 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.

#### **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**

Program Goals and Student Learning 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.

#### **ADMISSION REQUIREMENTS**

General admission requirements are as follows:

1. Official high school transcript, HiSET or GED scores.
2. Applicants who are homeschooled are required to submit an official copy of their transcript signed by the School Administrator.
3. Acceptable scores in Reading, Sentence Skills and Numerical Math on the Accuplacer. Applicants may be required to complete developmental coursework prior to enrollment in college level courses. Scores are noted on the General Admission section on page 27.
4. Accepted students must attend the Accepted Student event prior to the start of the semester.





# SUSTAINABLE CONSTRUCTION

## CERTIFICATES AND ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS

Tradition and innovation at the heart of Maine building practices

The two-year Sustainable Construction program provides students with the technical knowledge and hands-on skills needed to pursue employment across many areas of the construction industry including carpentry, project management, design, building inspection, and renewable energy installation. The coursework is designed to fast track graduates to leadership positions from construction supervisor to business owner. Students learn through a design/build process that combines conventional stick framing and the millennia-old craft of timber frame joinery with the latest in building systems technology. We challenge students to think about how buildings in New England can be constructed at a higher but achievable level of quality and energy efficiency. Key sustainability concepts include sourcing local materials, reduction of energy loads, optimization of systems, and the generation of on-site renewable energy.

"It's been a great program for me so far. I didn't think we would get into the shop as soon as we did. That was great."



### What Sustainable Construction professionals do:

- Conventional construction, timber framing, or green building
- Finish carpentry and historic restoration carpentry
- Design and drafting in architecture or engineering firms
- Installation of renewable energy and weatherization

### Career Opportunities:

- Contracting firms on a project management or design path
- Small timber frame or conventional construction businesses
- Housing non-profits and building inspection agencies
- Renewable energy and weatherization services

For further questions about this program, please contact: [sdb@kvcc.me.edu](mailto:sdb@kvcc.me.edu) or go to: [www.kvcc.me.edu/pages/sustainable-design-build](http://www.kvcc.me.edu/pages/sustainable-design-build)



## SUSTAINABLE CONSTRUCTION PROGRAM COORDINATOR: SCOTT LAMER, 207-453-5813

### Framing and Craftsmanship Certificate

<i>First Semester</i>			<i>Second Semester</i>		
MAT114	Technical Math	3	ENG108	Technical Writing	3
SDB101*	Tool Use, Maintenance, and Safety with OSHA 10	3	HIS205	Architectural Style and Construction in New England	3
SDB102*	Timber Frame Craftsmanship I	3	SDB104*	Timber Frame Craftsmanship II	3
SDB103*	Stick Framing and Building Concepts I	3	SDB105*	3D Modeling for Construction	3
SDB108*	CAD Drafting and Blueprint Reading	3	SDB107*	Stick Framing and Building Concepts II	3
			Total Credits		30

### Carpentry and Building Science Certificate

<i>First Semester</i>			<i>Second Semester</i>		
MAT114	Technical Math	3	SDB104*	Timber Frame Craftsmanship II OR	
SDB101*	Tool Use, Maintenance, and Safety with OSHA 10	3	SDB107*	Stick Framing and Building Concepts II	3
SDB102*	Timber Frame Craftsmanship I	3	SDB204*	Building Systems I	5
SDB103*	Stick Framing and Building Concepts I	3	SDB205*	Building Systems II	5
SDB108*	CAD Drafting and Blueprint Reading	3	SDB209*	Construction Supervisor and Business Basics	3
			Total Credits		31

### Associate in Applied Science Degree

<i>First Semester</i>			<i>Third Semester</i>		
MAT114	Technical Math	3	COM105	Interpersonal Communication	3
SDB101*	Tool Use, Maintenance, and Safety with OSHA 10	3	SDB203*	Building Materials and Engineering	3
SDB102*	Timber Frame Craftsmanship I	3	SDB207*	Finish Carpentry	2
SDB103*	Stick Framing and Building Concepts I	3	SDB211*	Restoration Carpentry	2
SDB108*	CAD Drafting and Blueprint Reading	3	WSC110	Wood Science	3
			_____	Social Sciences Elective	3
<i>Second Semester</i>			<i>Fourth Semester</i>		
ENG108	Technical Writing	3	SDB204*	Building Systems I	5
HIS205	Architectural Style and Construction in New England	3	SDB205*	Building Systems II	5
SDB104*	Timber Frame Craftsmanship II	3	SDB209*	Construction Supervisor and Business Basics	3
SDB105*	3D Modeling for Construction	3	SDB210*	Green Building Codes, Standards, and Certification Programs	1
SDB107*	Stick Framing and Building Concepts II	3	Total Credits		60

### CRITERIA FOR GRADUATION

Students must complete 60 credits in the Sustainable Construction Associate in Applied Science degree program, 30 credits in the Framing and Craftsmanship Certificate program, or 31 credits in the Carpentry and Building Science Certificate program, and achieve a minimum grade of "C" in all core courses (\*). Students must attain a final GPA of 2.0 or higher.

### GAINFUL EMPLOYMENT STATEMENT

For more information about the Framing and Craftsmanship or Carpentry and Building Science Certificates' graduation rates, the median debt of students who completed the program, and other important information, please go to <http://www.kvcc.me.edu/pages/general/gainful-employment>.

## **SUSTAINABLE CONSTRUCTION**

### **Associate in Applied Science Degree**

#### **DESCRIPTION**

The Sustainable Construction program provides students with the technical knowledge and hands-on skills needed to gain employment across many areas of the construction industry. Timber frame carpentry with its fine joinery techniques is the framework through which our students develop as craftsmen while our complimentary stick framing course acclimates students to efficient, industry-standard framing methods. During the second year, students will take specialized courses in both finish carpentry and historic restoration. Basic hand and power tool proficiency, proper maintenance, and safe work practices are stressed at all times.

In addition to learning carpentry in the largest framing and joinery lab in New England, students survey all aspects of mechanical and renewable energy systems from foundations and electrical to solar design and geothermal energy. This program aims to create knowledgeable, flexible workers who are ready for a variety of employment opportunities. Highly valued skills in design, verbal and written communication, applied math, and small business basics are taught in order to graduate critical thinkers who are able to troubleshoot problems in the building industry.

A cornerstone of this curriculum is our emphasis on sustainability and the need to raise design and build standards throughout Maine and New England. Our program reinforces the importance of considering a structure's lifespan through smart design, structural integrity, and historic preservation. The value of sourcing materials locally, designing a tight, energy efficient building envelope, and generating renewable energy are all practically examined. All of this is put into the context of the American building and carpentry tradition through the Architectural Style and Construction in New England course.

#### **PROGRAM MISSION**

To prepare students to be lifelong learners and help them achieve various professional and personal goals that may arise over a lifetime. Upon graduation, students will be poised to enter the workforce as entry-level craftsmen, builders, and technicians or transfer to other college and university programs. Our graduates will develop as skilled professionals who value both tradition and innovation at the heart of sustainable building practices today, and who actively participate in reinvigorating Maine's construction industry.

#### **EDUCATIONAL OUTCOMES**

Program Goals and Student Learning Outcomes

Upon successful completion of the Sustainable Construction 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 while listening and responding 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.

#### **ADMISSION REQUIREMENTS**

General admission requirements are as follows:

1. Official high school transcript, HiSET or GED scores.
2. Applicants who are homeschooled are required to submit an official copy of their transcript signed by the School Administrator.
3. Acceptable scores in Reading, Sentence Skills and Numerical Math on the Accuplacer. Applicants may be required to complete developmental coursework prior to enrollment in college level courses. Scores are noted on the General Admission section on page 27.
4. Accepted students must attend the Accepted Student event prior to the start of the semester.





# TRADE & TECHNICAL OCCUPATIONS

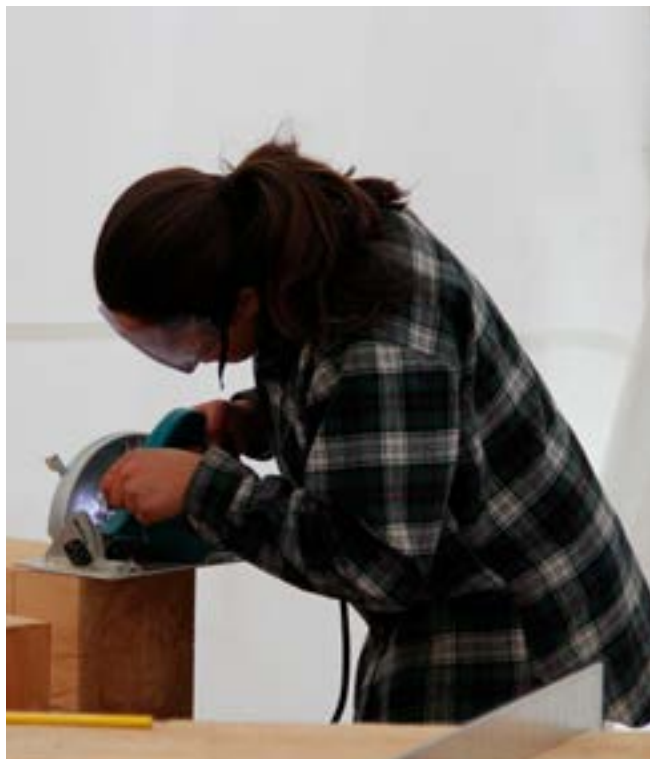
## ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM

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.

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"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."



**Are you in an apprenticeship program? Get a college degree and become a journeyman**



### **What Trade and Technical Occupations graduates do:**

- Continue work in the trades

### **Career Opportunities:**

- Trade industries
- Small companies
- Manufacturing plants
- Family businesses
- Construction companies
- Governmental agencies

For further questions about this program, please contact:

[tto@kvcc.me.edu](mailto:tto@kvcc.me.edu) or go to: [www.kvcc.me.edu/tto](http://www.kvcc.me.edu/tto)

**TRADE & TECHNICAL OCCUPATIONS**  
**DEPARTMENT CHAIR: MICHAEL TARDIFF, 207-453-5002**

**Associate in Applied Science Degree**

The Chart below indicates minimum credit requirements in the three (3) blocks. Credits may increase based on exact course selections as some courses carry more credit value.

Students may use this sheet to list courses and track progress.

**Technical Specialty Courses (Apprenticeship Training)**

_____	3
_____	3
_____	3
_____	3
_____	3
18-24 credits required	

**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.

_____	3
_____	3
_____	3
_____	3
_____	3
_____	3
_____	3
_____	3
15-21 credits required	

**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)

_____	3
_____	3
_____	3
_____	3
_____	3
_____	3
_____	3
21 credits required	

Total Requirements	60
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## **TRADE & TECHNICAL OCCUPATIONS**

### **Associate in Applied Science Degree**

#### **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. journey person 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.

#### **ADMISSION REQUIREMENTS**

General admission requirements are as follows:

1. Official high school transcript, HiSET or GED scores.
2. Applicants who are homeschooled are required to submit an official copy of their transcript signed by the School Administrator.
3. Acceptable scores in Reading, Sentence Skills and Numerical Math on the Accuplacer. Applicants may be required to complete developmental coursework prior to enrollment in college level courses. Scores are noted on the General Admission section on page 27.
4. Accepted students must attend the Accepted Student event prior to the start of the semester.







# WELDING

## CERTIFICATE PROGRAM

Students in KVCC's Welding program develop a range of technical skills, knowledge and experience through the combination of coursework and hands-on training in a modern welding lab environment.

"My hands-on industry driven aspect of this program is key in translating these skills in the workforce. Upon completion of this program, you will have the skills and confidence to excel in the welding profession you choose!"

"Welders build the world we live in. American Welding Society President David McQuaid explains the extensive impact welding has on all of us: Welding is an essential part of everyday life. From cars to high rise office buildings, airplanes to rockets, pipelines to highways, none of it would be possible without welding."



Enjoy a career in welding  
and metal fabrication



### What Welding graduates do:

- SMAW, FCAW, and GTAW processes
- Horizontal, vertical, and overhead positions
- Oxy-fuel cutting
- Safety
- Blueprint
- Fabrication

### Career Opportunities:

- Manufacturing plants
- Fabrication plants
- Automotive companies
- Small businesses
- Machine shops
- Large industrial construction projects, apprenticeships, fab shops, manufacturing

For further questions about this program, please contact:

[wld@kvcc.me.edu](mailto:wld@kvcc.me.edu) or go to: [www.kvcc.me.edu/wld](http://www.kvcc.me.edu/wld)

## **WELDING**

### **DEPARTMENT CHAIR: BRIAN JONAH, 207-453-5819**

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#### **Certificate**

##### *First Semester*

BPT127	Print Reading for Welders	3
MAT114	Technical Math	3
SAF101	OSHA 30 Standards	2
WLD101*	Welding I	6

##### *Second Semester*

ENG108	Technical Writing	3
WLD102*	Welding II	6
WLD110*	Metal Fabrication	3
	Total Credits	26

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#### **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.

#### **GAINFUL EMPLOYMENT STATEMENT**

For more information about the Welding Certificate's graduation rates, the median debt of students who completed the program, and other important information, please go to

<http://www.kvcc.me.edu/pages/general/gainful-employment>.

## **WELDING Certificate**

### **DESCRIPTION**

All Welding classes are taught under tight supervision of a qualified welding instructor. KVCC provides all materials, and some safety equipment. Students are responsible for purchasing some small tools and certain personal protection equipment such as welding coat, helmet, boots, etc. Contact instructor for a complete tool list.

Welding classes are designed to prepare students for employment as welders, estimators, fitters, engineers, and more.

### **PROGRAM MISSION**

The mission of the KVCC Welding Certificate Program is to provide an industry based curriculum and a network of support that will enable students to build a strong foundation of skill and knowledge in preparation for a successful career in the welding and metal fabrication fields.

### **EDUCATIONAL OUTCOMES**

Program Goals and Student Learning Outcomes

Upon successful completion of the Welding program, a graduate is expected to:

1. Be employable individuals in the welding industry.
2. Be skilled in the welding field.
3. Participate in AWS Certification Tests.
4. Have a foundation in multiple processes of welding.
5. Be able to cut steel with the oxy-fuel torch and plasma cutter.

### **ADMISSION REQUIREMENTS**

General admission requirements are as follows:

1. Official high school transcript, HiSET or GED scores.
2. Applicants who are homeschooled are required to submit an official copy of their transcript signed by the School Administrator.
3. Acceptable scores in Reading, Sentence Skills and Numerical Math on the Accuplacer. Applicants may be required to complete developmental coursework prior to enrollment in college level courses. Scores are noted on the General Admission section on page 27.
4. Accepted students must attend the Accepted Student event prior to the start of the semester.





# COURSE DESCRIPTIONS

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## COURSE DESIGNATIONS

ACC	Accounting
AGR	Agriculture
ANT	Anthropology
ARC	Architecture
ART	Art
ASL	American Sign Language
AST	Astronomy
BIO	Biology
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	Mental Health
MLT	Medical Lab Technician
MUS	Music
NUR	Nursing
OTS	Occupational Therapy
PHI	Philosophy
PHY	Physics
PLB	Plumbing
PMT	Precision Machining Technology
PSY	Psychology
PTS	Physical Therapist
RAD	Radiography
SAF	Safety
SDB	Sustainable Construction
SOC	Sociology
SPA	Spanish
SWK	Social Work
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. Manual and computerized accounting methods will be introduced. 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. Use of current computerized software will be highlighted. 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.

**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.

**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.

**AGR105 Intro to Grazing Management****1 Credit**

This course will introduce basics of grazing management. The aim is for students to leave with tools and information that they can begin successful grazing with accurate record keeping and goal setting. Students will learn the basics of the different grasses and how they grow, how ruminants and other livestock interact with grass, how to calculate available feed and needed feed, and how to manage pastures to maximize productivity of livestock and soil.

**AGR107 Modern Homesteading****2 Credits**

This course will introduce Sustainable Agriculture students, as well as the general community (as space allows), to basic skills and crafts that accompany (and are often required by) country life. Many of our students do not come from traditional farm families where basic rural skills can be passed on. Sustainable agriculture requires that we not only mind the books and fields, but also our families and day-to-day life. By engaging with these basic (and disappearing) skills students can be more sustainable as agrarians going forward.

**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.

**AGR114 Crop Production****4 Credits**

This course provides a basic understanding of the requirements for sustainable field crop production. The KVCC farm will serve as a model and resource for hands-on activities and real-world applications.

**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.

**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.

**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 is 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.

**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. Prerequisites: AGR225, MAT114.

**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.

**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.

**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 Nicolaiades. 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.

**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 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****4 Credits**

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 Biology****4 Credits**

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****4 Credits**

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****4 Credits**

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 Health Science Seminar****1 Credit**

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.

**BIO201 Laboratory Techniques****3 Credits**

This course is designed to teach the student the skills necessary for success as a laboratory technician. These skills will include laboratory techniques, laboratory management skills, and communication skills. Prerequisites: BIO101, BIO103, CHE112, and CHE114.

**BIO213 Anatomy & Physiology I****4 Credits**

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****4 Credits**

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****3 Credits**

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 some suggested treatment modalities. Case histories will be used to introduce students to differential diagnosis. Prerequisite: BIO214 or permission of instructor.

**BIO219 Microbiology****4 Credits**

This course applies the basic principles of biology to microorganisms. Students will compare the structure and function of prokaryotes, 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 Molecular Biology and Biochemistry****3 Credits**

This course introduces the molecular biology and biochemistry of a cell. 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. Prerequisites: BIO101 and CHE112.

**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.

**BUS125 Introduction to E-Commerce****3 Credits**

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.

**BUS216 Small Business Basics****3 Credits**

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****3 Credits**

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****3 Credits**

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 BUS115.

**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, and career resources. 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.

**COM104 Introduction to Communication****3 Credits**

This course explores the way individuals make and share meaning by focusing on the communication process, communication competencies, ethical and cultural implications, and various types of communication including intrapersonal, interpersonal, small group, public, mass, mediated, 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.

**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.

**CPT105 Principles of Information Technology Management**

**3 Credits**

This course is an overview of the process of managing an Information Technology Department. Emphasis will be placed on applicable aspects of management that align with the field of IT. Topics explored will include team management, hiring, project management, technology infrastructure management, budgeting, security, policy development, and user training.

**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 competency exams for each application for successful completion of the course. Prerequisite: Computer ACCUPLACER score of 76 or greater, CPT018, or permission of instructor.

**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.

**CPT125 Programming Logic, Design, and Language Exploration**

**3 Credits**

This course will explore the fundamental principles of program logic and design. Emphasis will be placed on programming structure, decisions, loops, arrays, data handling, modules, and object-oriented concepts. As these topics are explored connections to various programming languages will be demonstrated to cement concepts and illustrate how the process is used within. Explored languages will include Python, Java, C variants, and others.

**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.

**CPT204 Business Systems Integration****3 Credits**

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.

**CPT205 Data Systems Analysis****3 Credits**

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.

**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.

**CPT208 Project Management****3 Credits**

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: CPT204.

**CPT209 Agile Project Management****3 Credits**

This course is an overview of Agile project management and how it can be applied within an enterprise, with a specific focus on the field of Information Technology. Emphasis will be placed on the differences between Agile and other frameworks, the Agile manifesto, the principles of Agile, scaling Agile, and measuring performance. Throughout the course, various methodologies will be explored including, Scrum, Unified Process, Extreme Programming, and others.

**CPT210 Database Design and Management****3 Credits**

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: CPT205.

**CPT212 Interactive User Interface Design****3 Credits**

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: CPT204 and CPT207.

**CPT214 Information Systems Security****3 Credits**

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 CPT204.

**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****1 Credit**

The purpose of the course is to assist the student in developing, understanding, and applying concepts and principles of safe food-handling. Students are introduced to basic food borne illness prevention and must pass

the NRAEF ServSafe Managers test. Students conduct a Hazard Analysis of Critical Control Points (HACCP) plan as a group project. Upon successful of the exam the student will receive a certificate from the National Restaurant Association. Co-requisites: CUL101 and CUL121.

### **CUL121 Culinary Arts I**

**5 Credits**

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-requisite: CUL101 and CUL111.

### **CUL122 Culinary Arts II**

**5 Credits**

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**

**5 Credits**

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; Co-requisites: CUL122 and CUL132.

### **CUL131 Culinary Nutrition**

**3 Credits**

The purpose of this course is to assist the student in developing, understanding and applying concepts and principles of applied culinary nutrition. Students are introduced to basic human nutrition and practice translating current nutritional recommendations into menus. Students explore the science behind diets and the fundamentals of how nutrition impacts public health. Co-requisites: CUL101 and CUL111.

### **CUL132 Food and Beverage Purchasing**

**3 Credits**

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**

**4 Credits**

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 New England, the Mid Atlantic, Mid-West, Southwest, Pacific Rim, Plains States, Hawaii, Florida, Puerto Rico, and California. This class will include a student service component with meal services that encompass the various regions of study. Prerequisite: "C" or better in CUL122; Co-requisite: CUL231.

### **CUL231 Classical Cuisine**

**5 Credits**

This course is designed to reinforce the classical culinary kitchen as established by Escoffier. Topics include the working the Grand Brigade of the Classical Kitchen, as well as cooking the modern "line," Table d'hote menus, signature dishes, classical banquettes as well as the study of various food regions of France. Upon completion students should be able to demonstrate competence in food preparation in a classical/upscale restaurant or banquet setting. This class will include a student service component with dinner services that encompass the various rituals of fine dining. Pre-requisite: "C" or better in CUL122; Co-requisite: CUL205.

### **CUL232 International Cuisine**

**5 Credits**

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 Europe, Africa, the Middle East, Asia, Italy, and Latin America. Pre-requisite: "C" or better in CUL205 and CUL231; Co-requisite: CUL242.



**CUL242 Food Service Management****3 Credits**

This course provides a foundation in the basic principles of food service management. Front of the house topics of study include organization, staffing, service planning and front of house design. Back of the house topics of study include menu planning and design, product procurement, production, quality assurance, sanitation, kitchen planning and design, and other food service management topics. Pre-requisite: "C" or better in CUL205, CUL231.

**ECE131 Introduction to Early Childhood Education****3 Credits**

This course provides a comprehensive overview of the Early Childhood Education field. Students will learn the influences of history and theory in early childhood education. Students will be introduced to evidence-based research practices using the State of Maine standards and National Association for the Education of Young Children (NAEYC's) Developmentally Appropriate Practice. Additional introductory topics include cultural and linguistic responsiveness, mental health and mandated reporting. Overview of Science, Technology, Engineering and Math (STEM) in early childhood environments is also discussed. Professional development will also be emphasized through NAEYC's Code of Ethical Conduct. Students must pass SBI and DHHS background checks to participate in this course.

**ECE133 Language, Literacy & Literature****3 Credits**

This course explores children's language and literacy development. Utilizing State of Maine guidelines, materials, methods and modifications will be developed to implement approaches for language and literacy development. Students will evaluate children's literature to determine age appropriateness as well as cultural and linguistic competency. Students will define barriers and establish strategies to incorporate language and literacy development in children. Prerequisite: ECE131 or ECE135 or permission of instructor.

**ECE134 Health, Safety, and Nutrition****3 Credits**

This course provides a comprehensive overview of health, safety and nutrition practices in early childhood settings. Students will learn about health by looking at the whole child and the factors that can impact the child's mental health and well-being. The course will review safety practices with a multi-angle approach including environments/materials, life styles, licensing requirements, confidentiality and abuse and neglect obligations. The nutrition component will cover contemporary issues in the early childhood field including obesity, nutritional guidelines, community programs, and best practices. Prerequisite: ECE131 or ECE135 or permission of instructor.

**ECE135 Observing and Recording Children's Behaviors****3 Credits**

This course provides a comprehensive overview and hands-on experience using observation, assessment and screening tools in early childhood settings. Students will gain a deeper understanding of disabilities, as well as behavior and discipline in early childhood. The course links curricula, environments, activity plans and child development to observations. Indicators of abuse and neglect are discussed. Students must pass SBI and DHHS background checks to participate in this course.

**ECE140 Fostering Growth and Development: Infants and Toddlers****3 Credits**

This course provides a comprehensive overview of the specialized knowledge required to work with infants and toddlers. Students will learn about early brain development and how family partnerships can impact the typical infant and toddler development in all domains. Students will design safe, nurturing environments and create developmentally appropriate curricula in accordance with the state guidelines. Other topics include responsive caregiving, characteristics of skilled caregivers, and trends in infant and toddler care. Prerequisite: ECE131 or ECE135 or permission of instructor.

**ECE145 Fostering Growth and Development: Preschool and Primary Ages****3 Credits**

This course provides a comprehensive overview of the knowledge required to work with children in preschool and primary grades. Students will learn about patterns of preschool development and how to engage families and community in preschool programming. Students will also learn how to design comprehensive, stimulating environments and create developmentally appropriate curricula that aligns with accepted standards. The same overview will be provided for children age five to eight in the early primary grades. Other topics to be covered include: behavior and discipline, guidance, mental health, inclusion, daily schedules and routines. Prerequisite: ECE131 or ECE135 or permission of instructor.

**ECE156 Field Experience I - The Use of Observation in the Field****4 Credits**

This 90-hour field experience provides a comprehensive overview and hands-on experience using observation, assessment and screening tools in an early childhood setting. Students will gain a deeper understanding of disabilities, as well as behavior and discipline in early childhood. Observations of curricula, environments, activity plans and child development will inform teaching practices with intentionality. Students will apply essential skills in an Early Childhood Setting such as professionalism, intentionality and reflection. The Code of Ethical Conduct guides this first experience in the early childhood field and supports interactions with children, families and the supervising teacher. Students will participate in 30 hours of discussions to reflect on their field experiences. Students must pass fingerprinting and DHHS background checks to participate in this course. Prerequisites: ECE131, ECE134.

**ECE158 Including Children with Special Needs in Early Childhood Settings****3 Credits**

This course provides a comprehensive overview of teaching and working with young children with disabilities. Students will learn about different types of disabilities and inclusionary practice through an overview of current and historical practices. Observation, assessment, environmental analysis, and curriculum will be discussed as each relates to modifications and adaptations in practice. The course will also review typical behavior-related challenges, discipline, and the development of collaborative relationships with families and service providers. Prerequisites: ECE134, ECE140, and either ECE145 or ECE148, or permission of instructor.

**ECE200 Field Experience II - Partnerships in Early Childhood****4 Credits**

This 90-hour field experience provides collaborative opportunities to gain a better understanding of children with disabilities in addition to behavior and discipline strategies. Students will create goals and amend their educational philosophy to reflect their growth across this fieldwork experience. Observations of children will inform lesson planning and implementation with a focus on STEAM. The Code of Ethical Conduct influences this experience on a deeper level through the student's interactions with colleagues, para-professionals, collaborators and support staff in addition to children and families. Students will participate in 30 hours of discussions to reflect on their field experiences. Students must pass fingerprinting and DHHS background checks to participate in this course. Prerequisites: ECE131, ECE134, ECE156.

**ECE210 Classroom Management****3 Credits**

This course provides a comprehensive overview of child behavior and the need for classroom management. Students analyze past and current definitions of child behavior and classroom management as it relates to societal and individual beliefs and practices. Students will study the history of our educational attempts at classroom management and effectiveness. Through research, students will discover effective methods and strategies for classroom management. Students will also identify preventative measures to reduce the need for discipline. An action plan will be created to apply effective classroom management techniques. Students will use reflective practice to adjust methods as needed. Prerequisites: all 100-level ECE courses.

**ECE215 Weaving in STEAM Education****3 Credits**

This course provides a comprehensive overview of the STEAM components: Science, Technology, Engineering, Art and Math. Students will learn how to incorporate STEAM concepts into curriculum and daily activities. Students will practice intentionality and ways to extend natural learning and exploration. Students will learn to adapt the environment to encourage curiosity and exploration. In looking forward, students will create a plan to engage families to take part in scaffolding STEAM skills. Prerequisites: all 100-level ECE courses.

**ECE250 Field Experience III - A Focus on Families and Professional Development****6 Credits**

This 180 hour field experience focuses on partnerships with families and professional development topics. Students will use self-reflection to become an effective educator. They will create goals and finalize their educational philosophy to reflect their growth across the ECE program. The Code of Ethical Conduct influences this experience as students work with their cooperating teacher to attend home visits, parent/teacher conferences, family events and other opportunities. Students will participate in 30 hours of discussions to reflect on their field experiences. Students must pass fingerprinting and DHHS background checks to participate in this course. Prerequisites: ECE131, ECE134, ECE156, ECE200.

**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. Prerequisite: ECO113.

**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.

**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.

**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 Autism Spectrum Disorder****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 Autism Studies****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 Emergency Medical Services**

**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**

In this lab/seminar students will review and practice Advanced EMT psychomotor skills in an interactive 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. This course is required for students who wish to be licensed at the Advanced EMT level. Prerequisite: Admission into the Advanced EMT Certificate; Co-requisites: EMS113, EMS115, EMS117.

### **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 introduction to emergency pharmacology and an in-depth study of the pathophysiology of airway disorders. Topics covered include the physiology, assessment and treatment of airway disorders and an in depth review of emergency pharmacology and medication administration. In the lab, students learn advanced airway procedures such as endotracheal intubation, CPAP, capnography and practice medication administration techniques such as intravenous access, intramuscular and subcutaneous injections, and intraosseous access among many others. Clinical decision making is also introduced. Students will also participate in the Difficult Airway Lab reinforcing techniques and skills learned in EMS209. 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 Pediatric Advanced Life Support (PALS). 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). Continued study and usage of assessment based management will be reinforced. Prerequisites: EMS208, EMS209, EMS215, EMS218, EMS219, 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, EMS219, and EMS228 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.

### **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: A grade of "C" in ENG101 or ENG108, or permission of instructor.

### **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 Advanced Academic Writing**

**3 Credits**

This course is designed for students who wish to gain advanced academic writing skills. The course will build on the research, critical thinking/analysis and writing skills acquired in ENG 101 College Composition, and develop these skills specifically related to their field of study. Students will be introduced to the research process, including how knowledge is produced, reviewed, and disseminated. Additionally, students will read, analyze and summarize scholarly sources for a variety of audiences and purposes. Students can expect to practice writing in common academic and non-academic genres, ranging from a literature review to fact sheets and infographics. 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.

**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.

### **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.

### **ETC113 Electrical Currents 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.

### **ETC114 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: ETC113.

### **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. Prerequisite: ETL113; 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 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, wave form generator, digital multi-meter (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. Prerequisite: ETC110; 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**

**4 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), clamp meters, variable DC/AC power supplies, and application boards will be used throughout the course. Co-requisite: MAT114.

### **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. Prerequisite: 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.

**ETL215 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.

**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.

### **FSN101 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.

### **FSN103 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.

### **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 First Year 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.

### **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.

### **HAC200 Introduction to Natural Gas and Propane**

**1 Credit**

This course will cover Books CETP 1.0 and PERC FGT 1.1 and will provide students with an overview of key concepts and strategies for Propane and Natural Gas personnel and will aid in preparing the student for NPGA's CETP certification, and the requirements for the Maine State Propane & Natural Gas Technician license. CETP certification for Appliance Connection and Service Technician is comprised of 6 Books: Book 1.0, Book 4.2, Book 4.3, Book 4.4, Book 4.5 and Book 4.6, Maine State requires Book PERC FGT 1.1. Co-requisite: HAC201.

### **HAC201 Heating System Fundamentals**

**6 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. The course will prepare students to take the NORA Bronze Level Certification Exam, CETP Book 1.0 Basic Principles and Practices of Propane – Certificate/Exam, PERC Book 1.1 Fuel Gas Supplement, Maine Natural Gas Supplement – Certificate/Exam. Exams will be administered during the course.

**HAC202 Advanced Heating Applications****6 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 HAC201 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. Co-Requisite: HAC201.

**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 recognized by the following three agencies: National Propane Gas Association (NPGA), Certified Employee Training Program (CETP), and Propane Educational Research Council (PERC). 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.

**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.

**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.

**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.

**HIS205 Architectural Style and Construction in New England (H)****3 Credits**

This course will provide a historical overview of architectural style, form, and material use in New England from the 1600's to present day. Students will examine changing traditions in architectural design and construction through the lens of economic, cultural or social shifts in American history. Global influence and vernacular architecture will provide the context for building throughout the nation's early colonial history up to the industrial revolution. As American architecture becomes increasingly complex with population growth and industrial development, particular attention will be paid to the rapid changes in architectural style, construction techniques, and building material used throughout the late 19th and 20th centuries. The oil crisis of 1973 and the advent of building science as a professional discipline will be covered as they relate to current practice in architectural design and construction. Prerequisite: SDB103.



**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.

**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.

**HIT138 Revenue Cycle and Reimbursement Systems****3 Credits**

This course emphasizes the principles and techniques of clinical classification and reimbursement systems in healthcare settings. This course will test the students' coding competency and skills; identify and analyze revenue cycle monitors; explain organizational plans and budgets; apply resource allocation and revenue cycle monitors; review quality control and compliance issues of the coding function, and federal government compliance institutions. Other topics will include reimbursement software applications, data definitions, accreditation standards, compliance and regulatory requirements, professional ethics, interpersonal skills development, and content of the clinical information as it relates to coded data. Prerequisite: HIT101; Co-requisites: HIT132, HIT136.

**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 Management 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****4 Credits**

This course provides practical experience with health information technology in a hospital and alternative health care setting. Students practice all aspects of health information management functions, to include qualitative and quantitative analysis, release of information, review of legal issues, 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 that includes the connection between professionalism and professional/personal ethics, and 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 a concentrated program course review in preparation for the national certification exam which will include a Mock RHIT exam. Career planning will also be included in this course. Prerequisites: Senior status, HIT142, HIT201, HIT210, HIT211.

**HON125 Honors First Year Seminar****1 Credit**

The Honors First Year Seminar is designed to introduce incoming Honors students to the culture and expectations of the KVCC community and the Honors Program, explore transfer opportunities, and develop skills and

strategies necessary for completion of the Honors Program and their program of study. Course activities may include readings, discussions, guest lectures, and projects. As part of the course, students will be required to create a detailed plan for completing the requirements of the Honors Program. Prerequisite: Acceptance to the Honors Program.

### **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 COM104, ENG101, 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.

### **MAS110 Medical Documentation**

**3 Credits**

This course will allow students to have a unique, hands-on learning approach within a simulated medical office setting. The student will have a complete understanding of electronic health record documentation as well as how a medical office functions. This class will provide students with a realistic practice of all the tasks they will encounter in a professional medical office. Co-requisite: MAS101.

### **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 and Coding for the Medical Office**

**3 Credits**

Students will apply computer skills that will simulate the flow of insurance and coding methodologies as it relates to a medical office setting. Student will process insurance claims as well as apply the codes necessary for reimbursement. Prerequisites: BIO214, MAS114, MAS116, MAS121; Co-requisite: BIO216 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.

### **MAS220 Pathophysiology/Pharmacology for the Medical Office**

**3 Credits**

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, pharmacology and other treatment modalities. The student will gain an in-depth review of the effect of aging for each body system. In addition, students will identify current medications and mode of action for specific diseases. Prerequisites: BIO119 or BIO213, MAS102, 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, MAS211, 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.

### **MAT120 Introductory Statistics**

**3 Credits**

This course is designed for students with little or no experience in statistical analysis. Topics of study include sampling methods, descriptive statistics, probability and probability distributions, normal distribution, confidence intervals, hypothesis testing, inference, regression, and correlation. Students will develop skills in collecting, examining, and interpreting data using statistical techniques. Prerequisite: An Algebra score greater than 75 on the Accuplacer placement test or successful completion of MAT031, or minimum grade of "C" in MAT117.

### **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 equivalent.

### **MAT220 Applied Statistics**

**4 Credits**

This course approaches statistical concepts by utilizing case studies where students will perform statistical analyses and interpret the results. Topics covered will include concepts needed to understand, conduct, and interpret common statistical procedures and techniques. Case study analyses will include descriptive and inferential statistics as well as advanced topics including regression analysis and modeling. Topics may vary based on current events. Prerequisite: Minimum grade of "C" in MAT117 or MAT120 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 an 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.

**MHT236 Counseling Co-Occurring Mental Disorders and Addiction****3 Credits**

This course is designed to prepare students to work in the field as Certified Alcohol and Drug Counselor. The content was developed to assist in the preparation process for a student to take the standardized IC & RC Alcohol and Drug Counselor Examination which is used as the state of Maine Certified Alcohol and Drug Counselor (CADC) licensing exam. When engaging with consumers as an alcohol and drug counselor you will learn how to screen for substance use, mental health and medical concerns. How to engage consumers to appropriately address their needs and create an individualized treatment plan. We will review the importance of collaboration with others, including the consumer's family, and making appropriate referrals. Documenting the care provided will be presented including confidentiality and privacy expectations. Lastly, the course will explore the professional and ethical responsibilities for alcohol and drug counselors. Prerequisites: MHT110, MHT218.

**MLT103 Phlebotomy****5 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. Co-requisite: MAS102.

**MOS101 Introduction to Medical Office Specialist I****3 Credits**

This course will explore the career of a Medical Office Specialist beginning with personal qualities, professional appearance and working within a healthcare team. Students will address the importance of communication, recognize patient diversity as well as understand the roles and responsibilities of a Medical Office Specialist.

The student will be introduced to the electronic health record (EHR) and acquire a foundation to perform daily activities in a medical office. Co-requisites: BIO119, MAS102, MAS110, MAS114.

### **MOS201 Medical Office Specialist II**

**6 Credits**

This course will consist of a two-phase practicum. The first phase will be 6-7 weeks that consists of a simulated scenario-based education with administrative competencies. The second phase will consist of an 8 week 135-hour in-depth practicum at a provider practice. Prerequisites: BIO119, MAS102, MAS110, MAS114; co-requisites: MAS211, MAS220.

### **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.

### **MUS109 Studies in Experimental Music**

**3 Credits**

In this participatory learning course students will study aspects of Experimental Music history and engage with this material by creating their own experimental artistic works. While this course and its methods will involve both the study and performance of music, no previous experience as a performer or musician is expected.

### **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.

### **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**

**7 Credits**

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; 90 clinical.

### **NUR229 Transition into Nursing Practice for the ADN**

**2 Credits**

This course provides a forum in which students explore concepts within the healthcare domain and the profession of nursing that impact the practice of the associate degree nurse. Topics include healthcare system organization and resources, quality improvement, informatics, nursing education, 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 the management of patient-centered care, self-care, and transition to the workplace including conflict resolution. Prerequisites: BIO213, BIO214, BIO219, ENG101, MAT117, NUR224, PSY101, PSY215; Co-requisites: COM104, NUR227, Humanities Elective, Sociology Elective. \*Clock Hours: 30 classroom.

### **OTS101 Introduction to Occupational Therapy & Human Occupation**

**7 Credits**

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.

### **OTS103 Functional Kinesiology**

**3 Credits**

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**

**1 Credit**

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**

**2 Credits**

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. Prerequisites: OTS102, OTS103, OTS104; Co-requisites: COM104, OTS107, OTS109.

### **OTS107 Assistive Technology in OT Practice**

**1 Credit**

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**

**1 Credit**

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.

### **OTS122 Occupational Therapy for Children and Youth**

**4 Credits**

OTS209 provides students the opportunity to explore and understand Occupational Therapy practice relative to children and youth. Students will examine the stages of development and the impact that health, disease, injury and disability has on occupational performance and participation. Students will identify theoretical constructs from developmental and occupation based models to develop client centered intervention. Students will be exposed to various assessments tools, treatment techniques and outcome measures traditionally used in pediatric practice. Students will understand the role of occupation in the promotion of health and the prevention of disease and disability for the individual, family and society. 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 youth and families. Quality of life is presented as an integral concept. OTS209 involves integrated lab experiences which provide students opportunities to learn, practice, and demonstrate clinical skills. An open mentor lab is included.

Relationship to the Curriculum Design: The information presented in Occupational Therapy for Children and Youth will teach the developing Occupational Therapy Assistant how physical illness, injury and/or disability disrupts occupational function and performance across the lifespan. This course represents the first phase of the lifespan (birth-20 years). The collaborative role of the OTA in restoring wellness, throughout the first stages of life, through the use of occupation/purposeful activity will be presented. Prerequisites: BIO214, COM104, OTS105, OTS107, OTA109, PSY215; Co-requisites: HUM elective, OTS201, OTS210, OTS216, SOC101.

### **OTS201 Practice Environments Seminar**

**2 Credits**

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: OTS210, SOC101, HUM elective.

### **OTS203 Occupational Therapy across the Life Span II**

**10 Credits**

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.

Relationship to the Curriculum Design: The information presented in Occupational Therapy across the Life Span II will teach the developing Occupational Therapy Assistant how physical illness, injury and/or disability disrupts occupational function and performance across the lifespan. The collaborative role of the OTA in restoring wellness, throughout the lifespan through the use of occupation/purposeful activity will be presented. Prerequisites: OTS105, OTS107, OTS109, PSY215, BIO214, COM104; 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.

### **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.

### **OTS210 Occupational Therapy for Adults with Physical Disabilities**

**4 Credits**

OTS210 provides students the opportunity to explore and understand occupational therapy practice relative to physical disabilities. Students will examine the adult clinical conditions and the impact of health, disease, injury,

and disability on occupational performance and participation. Emphasis will be placed on the life cycle issues and occupations, intervention techniques, service delivery systems and policies relevant to adults with physical disabilities. Quality of life is presented as an integral concept. OTS210 involves integrated lab experiences which provide students opportunities to learn, practice, and demonstrate clinical skills. Prerequisites: BIO214, COM104, OTS105, OTS107, OTS109, PSY215; Co-requisites: HUM elective, OTS201, OTS 209, OTS216, SOC101.

### **OTS216 Occupational Therapy with Special Populations**

**2 Credits**

This course is designed to teach the emerging occupational therapy assistant about effective interventions with special populations. These adult groups and populations include those identified by Healthy People 2020 who live with chronic disease and disabilities. In particular, Dementia and Alzheimer's (AD) disease, Parkinson's disease, Multiple Sclerosis (MS), the Intellectual and Developmental Disabilities (IDD) community, and the well elderly. The focus of this course will be on AD and IDD. Students will investigate the role of occupational therapy in promoting health and wellness, wellbeing, occupational performance and quality of life. Students will develop skills to facilitate quality of life, to work in a multidisciplinary environment and to create innovative interventions based on OT models and frames of reference. Students will learn about the etiologies of indicated diseases and how these diseases impact occupational functioning throughout the adult lifespan. They will identify their role in the OT process by exploring assessment tools typically used and intervention strategies and techniques that promote positive occupational outcomes including: telehealth, assistive technology, healthy communities of care including continuums of care and aging in place. Students will learn about programs which support these populations in wellness and engagement. Students will discuss policy, laws and typical medical interventions and learn about their interprofessional role within these structures. Attention will be given to understanding the importance of health literacy, safety, documentation of OT services and Healthy People 2020, etc. Cultural relevance, as well as gender, race, and age appropriate intervention skills will be practiced with emphasis on use of therapeutic occupations, positioning, environmental adaptations, provision of therapeutic interactions related to occupational performance areas throughout the lifespan. Prerequisites: BIO214, COM104, OTS105, OTS107, OTS109, PSY215; Co-requisites: HUM elective, OTS201, OTS209, OTS210, SOC101.

### **OTS222 Psychological Aspects of Occupational Therapy Across the Lifespan**

**5 Credits**

OTS222 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. OTS222 involves integrated lab experiences to support learning. Students will interact in the community through service learning projects relevant to OT psychosocial practice.

Relationship to the Curriculum Design: In Occupational Therapy across the Life Span I the OTA student is introduced to the psychological disruptions which may interrupt the adaptation, participation, and engagement process of the human life span. Occupation as the means of restoring wellness and the OTA's role in enabling this restoration to wellness to occur will be presented in this course. The lab portion of OTS222 introduces the OTA student to the role of occupation as the means to restoring psychosocial wellness and the OTA's role in enabling this restoration. Level I Fieldwork roles and responsibilities will also begin in this course (via Community Collaboration Project/Service Learning) enabling the student to apply knowledge learned in the classroom to practical situations. The Community Collaboration Project introduces the student to consumers/clients of health care services and provides them with opportunities to collaborate with other health care providers and supervisors in the health care field. Prerequisites: BIO213, ENG101, OTS101, PSY101; Co-requisites: BIO214, OTS103, OTS104, PSY215.

### **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.

### **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, fair-mindedly analyze multiple viewpoints, and make reasonable judgments. Prerequisite: 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.

### **PHY115 Basic Electronics and Robotics**

**4 Credits**

This course provides an introductory survey of basic electronics and robotics. Topics include: robot components and sensors, memory and microprocessors, code and instructions, robot design and challenges, electricity and electrical components, electrical measurements and calculations, basic circuits, magnets, motors and transformers, and electromagnetic radiation. Laboratory activities will include design, construction, and competitions. Pre-requisite: MAT113.

### **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 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. Prerequisite: two years of high school algebra or the equivalent.

### **PLB201 Advanced Plumbing Applications**

**5 Credits**

This course will build on the fundamentals of residential and commercial plumbing principles introduced in PLB101. 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. 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.

**PLB210 Plumbing Codes****3 Credits**

This course offers an in depth study of the 2015 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 in Training Plumber License exam. Rules and laws governing HVAC and thermal solar heating installations pertaining to Uniform Plumbing Code will also be examined.

**PMT101 Introduction to Precision Machining****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 or BPT127, CPT117, MAT114, PMT102.

**PMT102 Manual Milling and Turning****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: MAT117.

**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 advance 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: MAT117, PMT110.

**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: PMT110, PMT111; Co-requisite: 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: MAT218, PMT110, PMT201, or permission of instructor.

**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.

**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.

**PSY200 History of Psychology****3 Credits**

This course focuses on the historical and philosophical roots of psychology and counseling. Topics include structuralism, functionalism, behaviorism, psychoanalysis, gestalt, and existentialism, as well as contemporary perspectives including evolutionary psychology, positive psychology, postmodernism, and feminist psychology. Prerequisite: PSY101 or permission of instructor.

**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 Psychology of Film and 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.

**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 dream-working, parapsychology, and exceptional human experiences.

**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 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.

**PSY209 Biopsychology****3 Credits**

This course allows students to examine basic brain physiology and learn how the brain functions to control behavior. Topics include specific applications of brain structure to memory and attention, sensation and perception, development, socialization, motivation and emotion, and socialization. Prerequisite: PSY101 or permission of instructor.

**PSY210 Human Sexuality****3 Credits**

This course will introduce 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.

### **PSY213 Social Psychology**

**3 Credits**

This course focuses on the basic concepts and applications of social psychology, and includes such topics as attitudes, beliefs, and behavior; stereotyping, prejudice, and discrimination; interpersonal relationships; group behavior; and the effect of environmental stressors on behavior. Prerequisite: PSY101 or permission of instructor.

### **PSY214 Educational Psychology**

**3 Credits**

This course examines the variables related to teaching and learning. Topics include teaching methods, educational achievement, learning environments, curriculum development, and characteristics of teachers and learners. Educational assessment, environmental issues, and educational research techniques are also explored. 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.

### **PSY216 Cognitive Psychology**

**3 Credits**

This course is an introduction to the psychological study of human information processing and thinking. Topics included attention, pattern recognition, short and long-term memory, semantic memory, visual memory, mental imagery, problem solving and creativity. Prerequisite: PSY101 or permission of instructor.

### **PSY218 Sensation and Perception**

**3 Credits**

This course explores principles and theories of the ways we make contact with our environment by seeing, hearing, smelling, tasting and feeling. Psychophysics is also covered. 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 will focus on advanced applications of statistics to contemporary problems of modern Psychology. This course will teach many of the concepts needed to understand, conduct, and interpret common statistical procedures and techniques. This course will establish students' proficiency in understanding the use of statistical procedures in core content areas of Psychology, develop skills in the analysis of behavior via scientific inquiry, and present the results of studies using appropriate statistical language. Prerequisites: PSY101 and MAT120.

### **PSY230 Personality**

**3 Credits**

This course examines the chief approaches to the study of personality including the history of personality theory, major personality theories, and critical contemporary issues in personality. Assessment techniques and research methods is also covered. Prerequisite: PSY101 or permission of instructor.

### **PSY234 Research Methods with Lab**

**4 Credits**

This course explores 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. Prerequisite: PSY224.

### **PSY240 Health Psychology**

**3 Credits**

Presents a biopsychosocial approach to the study of lifestyles, behaviors, response styles and personality factors that may impact an individual's health. Research comes from the areas of psychology, neuroscience, public health and medicine. Topics include the relationship of psychological and social factors on physical conditions and recent research in these areas. Prerequisite: PSY101 or permission of instructor.

### **PSY245 Forensic Psychology**

**3 Credits**

The discipline of forensic psychology has become extremely popular for students over the past two decades, in part because of numerous TV programs addressing the topic such as: Law & Order, CSI, Criminal Minds, to name a few. This course will address the application of psychological research, methods, and expertise to issues that come before the legal system. Some topics include, insanity, competency, the psychology of jury-selection, expert-testimony, profiling, decision making, the treatment of psychopaths within the legal system, dangerousness, and interrogations. Prerequisite: PSY101 or permission of instructor.

### **PSY250 Industrial & Organizational Psychology**

**3 Credits**

This course will introduce Industrial and Organizational Psychology, a scientific discipline that studies human behavior in the workplace. Organizational psychologists help institutions hire, manage, develop, support employees and align employee efforts with business needs. Their work contributes to outcomes such as better talent to achieve the strategic goals of the organization, reduced turnover, increased productivity, and improved employee engagement. This course will provide a scientist-practitioner view of the discipline. Students will learn the scientific basis of human behavior at work and how they relate to processes of hiring, developing, managing and supporting employees. Prerequisite: PSY101 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 Credits**

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**

**6 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**

**6 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 cardiovascular/pulmonary 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**

**5 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 seven-week clinical education course totals 252 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 integumentary 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.

### **PTS216 Clinical Application**

**1 Credit**

This course prepares the student for their terminal clinical education experience by providing further exploration and practice of current trends in physical therapy interventions. Pharmacology, psychiatric disorders, motivational interviewing and other issues that may impact physical therapy interventions are examined. The role of public policy, legislative action, advocacy, and fiscal regulatory boards on the delivery of physical therapy services are discussed. Students explore the process of obtaining the first job as a PTA after graduation. Prerequisites: PTS120, PTS211, PTS215, PSY215, MAT117. Co-requisites: Humanities elective.

### **PTS218 PTA Clinical Education II**

**8 Credits**

During this terminal clinical education course, students practice intermediate and advanced data collection and complex physical therapy intervention skills in an affiliated clinical education center. The opportunity to continue to develop and integrate "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 minimal degree of guidance/validation from the clinical instructor during patient data collection and intervention activities. This ten-week clinical education course totals 360 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****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****3 Credits**

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 Radiographic Exposure I****2 Credits**

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. Prerequisites: MAT117, RAD101.

**RAD211 Clinical Practicum IV****5 Credits**

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**

**6 Credits**

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 Ethics and Quality Assurance**

**1 Credit**

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. Prerequisite: RAD131; Co-requisite: RAD220.

### **RAD216 Introduction to Imaging Modalities**

**2 Credits**

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**

**2 Credits**

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 Radiographic Exposure II**

**3 Credits**

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.

### **RAD222 Senior Seminar for Radiologic Technology**

**1 Credit**

This capstone course will provide students with the opportunity to investigate pertinent professional issues. Topics will include: medical ethics; licensure and credentialing; and the purpose of professional organizations locally, state-wide and nationally. Students prepare for the licensure examination and employment as a radiographer. Prerequisite: RAD220.

### **SAF101 OSHA 30 Standards**

**1 Credit**

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 Tool Use, Maintenance, and Safety with OSHA 10**

**3 Credits**

Students will be introduced to the requirements, standards, and safe work practices of any shop or construction site. Complicated safety topics are translated into simple and straightforward terms, demonstrated by the instructor, and practiced by the students. Students will learn the proper use and basic maintenance of power and



common hand tools through the completion of a small project. The proper use of personal protective equipment, ladders, scaffolding, and fall arrest systems are covered through practical simulations. Completion of OSHA 10 and Basic 1st Aid/CPR/AED Certification training are required as part of this course. Co-requisites: MAT114, SDB102 or SDB103.

### **SDB102 Timber Frame Craftsmanship I**

**3 Credits**

This companion course to SDB103 "Stick Framing and Building Concepts I" provides an opportunity for students to develop a sense of craftsmanship while learning a different approach to structural framing. Students will apply traditional and modern methods to create mortise and tenon joinery using hand and power tools. Interlocking timbers will be held together without the use of common hardware. Instruction will cover the basics of timber frame construction and how to make/interpret orthographic drawings. Crafted timber frame wall components will be readied for a conventional floor frame completed in SDB103. Safe work practices and proper tool handling will be stressed at all times. Co-requisites: MAT114, SDB101.

### **SDB103 Stick Framing and Building Concepts I**

**3 Credits**

This companion course to SDB102 "Timber Frame Craftsmanship I" provides students in-depth practice with the fundamentals of light construction, including the rough layout of a modularized hybrid frame. The structure will incorporate conventional and timber frame elements for its end use as a "tiny home," in-law apartment, or hunting cabin. Students will be exposed to efficient, advanced framing techniques as they hone basic skills and gain solid competency in the straight, level, plumb, and square layout of floor and wall systems. Industry-standard methods and skills assessments will be used and safety practiced at all times. Co-requisites: MAT114, SDB101.

### **SDB104 Timber Frame Craftsmanship II**

**3 Credits**

This course is a continuation of SDB102, Framing and Joinery I. The skills developed in Framing and Joinery I will be practiced and the knowledge base established there will be broadened. Increased complexity in frame and joinery design will be introduced and implemented in a semester frame project. Prerequisite: SDB102.

### **SDB105 3D Modeling for Construction**

**3 Credits**

This is a construction modeling course (three-dimensional or 3D) and is a continuation of the two-dimensional SDB108 CAD Drafting and Blueprint Reading course. Students will learn the most commonly used features of SketchUp, a common modeling software program used by timber framers, general contractors, architectural designers, and hobbyists alike. Drawing commands and setup will be reviewed before students manipulate in-process models and eventually transition from model to printable layouts. Students will translate 2D projects from SDB108 into a 3D environment and learn how to visually manage and present timber and stick built projects while learning how to incorporate other design features and building performance systems. Prerequisite: SDB108.

### **SDB107 Stick Framing and Building Concepts II**

**3 Credits**

This course is a continuation of SDB103 Stick Framing and Building Concepts I and a companion course to SDB104 Timber Frame Craftsmanship II. Students will prepare modular walls constructed in SDB103 and learn how to raise and brace wall sections. The class will begin to resemble a professional crew as they prepare the hybrid structure through the integration of timber and stick wall and floor components. Instruction will move on to roof assemblies and cutting rafters for the timber trusses, sheathing the exterior, construction of stairs and internal framing components. In addition to completion of the final structure, this course will focus on developing professional work habits and core communication skills. Students will work with the instructor to develop an ownership manual for completing and finishing the structure. Prerequisite: SDB103.

### **SDB108 CAD Drafting and Blueprint Reading**

**3 Credits**

CAD Drafting and Blueprint Reading is a foundational course to teach the most commonly used features of CAD systems and present skills associated with the principles of reading and interpreting architectural drawings. Students will be introduced to two-dimensional (2D) drafting commands, dimensioning, drawing setup, and plotting. This course also presents the student with skills associated with the principles of reading and interpreting architectural prints. Topics covered include creation and reproduction/control of prints, orthographic and pictorial representations, use of scale, line identification, U.S. and S.I. (metric) dimensioning, tolerances, notes and specifications, sectional views, auxiliary views, measuring instruments, and trade symbols/diagrams. Co-requisites: MAT114, SDB102 or SDB103.

### **SDB203 Building Materials & Engineering**

**3 Credits**

This course emphasizes forces and loads acting on structures and how they are resisted by the structural system. Load, shear, torsion, bending, and other mechanical forces will be covered. Students will gain knowledge about topics including reactions for beams, frames and trusses, the structural integrity of various building materials, natural elements like water, wind, and soil, and the application of fasteners for making connections in a structure. Prerequisites: SDB102, SDB103.

### **SDB204 Building Systems I**

**5 Credits**

This course will concentrate on the types of electrical systems, plumbing systems, and HVAC systems found in buildings. Discussion on how these systems are installed in a timber frame structure will be included. A detailed introduction to the common types of building foundations will be covered. Because of the need for construction professionals to be able to fabricate items as part of the installation of various mechanical systems, an introduction to welding is also included. The course will be delivered as a series of five one-credit modules. The modules are: Module 1 – Electrical Systems, Module 2 – Plumbing Systems, Module 3 – Heating, Ventilation, & Air Conditioning Systems, Module 4 – Foundations, and Module 5 – Welding. Prerequisites: SDB102, SDB103; Co-requisites: SDB205.

### **SDB205 Building Systems II**

**5 Credits**

This course concentrates on renewable energy systems and concepts in building science. The semester will begin with an overview of energy efficiency building goals and the latest materials, methods, and technologies used to achieve those ends. An overview of basic passive building design principles and methods, along with weatherization techniques, will be taught through hands-on activities like super-insulating a wall, air sealing a structure, or accompanying a professional on an energy audit. Students will then be introduced to renewable electricity systems like solar photovoltaics and wind power as well as energy efficient domestic heating and hot water systems like solar, geothermal, and hybrid heat pump systems. This course will combine classroom learning, experiential learning, and hands-on skills development. Throughout the course a review of current energy policies and incentives will be presented. Prerequisites: SDB102, SDB103; Co-requisite: SDB204.

### **SDB207 Finish Carpentry**

**2 Credits**

This course will help the students evolve even further from rough carpenters and competent timber framers to finish carpenters. Students will learn to measure, mark, and cut more accurately while learning the basic concepts and methods of interior trim work. Upon completion, students should be able to identify, describe, and apply standard interior moldings, install windows and doors trim, and understand the basics of kitchen cabinet installation. Finish Carpentry will run back to back with SDB211 Restoration Carpentry. Prerequisite: SDB107.

### **SDB209 Construction Supervisor and Business Basics**

**3 Credits**

This course will fast-track the student to project manager in a building construction or shop environment while introducing the core concepts of entrepreneurship and small business management. Students will gain the foundational knowledge of a job-ready superintendent, from project management and working with trade contractors to planning, scheduling, and customer relations. The first part of the course is divided into eight, four-hour modules that will earn students the Residential Construction Superintendent Designation from the Home Builders Institute, an affiliate of the National Association of Home Builders (NAHB). The remainder of the course introduces the ways in which an entrepreneur might approach small business development including organization, financial planning, marketing, human resources, accounting and financial controls, insurance, and legal issues.

### **SDB210 Green Building Codes, Standards, and Certification Programs**

**1 Credit**

Integrating the coursework from the four semesters of the Sustainable Construction Program, this course expands on conventional construction practices by introducing innovative and energy efficient solutions used in today's construction industry. Students will be introduced to sustainable construction philosophy, practices and codes, and utilize models and programs that illustrate these principles including; Energy Star Homes, LEED, Passive House, and more. Classroom discussions will focus on the benefits and difficulties of green building standards, the differences between prescriptive and performance-based models, and the cultural and political support behind each. Through coursework, students will develop a practical understanding of the core concepts in the both the residential code and green building programs while understanding how to apply them within New England's Climate zone.

**SDB211 Restoration Carpentry****2 Credits**

This course will introduce students to the profession of restoration carpentry, a specialized and sought-after skillset with philosophical approaches; ethical protocols; and, in some instances, legal standards. The course will be divided into three learning units:

1. Philosophical, Ethical, and Legal Considerations for the Restoration Carpenter
2. Basic Repair Skills
3. Maintenance Planning and Skills

The hands-on portion of this course will help the student develop basic repair and maintenance skills. Classroom lessons will address the context of their work by introducing cyclical maintenance plans, historic structures reports, planning and budgeting, and the differences in regulation of Federal, state, and local historic districts and sites. Restoration carpentry will run back to back with SDB207 Finish Carpentry. Prerequisite: SDB104.

**SOC101 Introduction to Sociology****3 Credits**

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.

**SOC103 Introduction to Social Services Systems****3 Credits**

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.

**SOC108 Leadership Development****3 Credits**

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.

**SOC203 Death & Dying****3 Credits**

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.

**SOC204 Social Problems****3 Credits**

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.

**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.

### **SWK201 Introduction to Social Work**

**3 Credits**

This course is designed to introduce students to the field of social work. It offers an overview of the settings in which social workers practice, the populations they encounter, the social problems they address, and the interventions they utilize. Students will develop an understanding of the historical underpinnings of the social work profession and the social welfare system of the United States. The course will examine the knowledge, values, ethics, and skills necessary for the effective practice of social work with diverse populations.

### **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: BPT127, 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: BPT127, MAT114, SAF101, WLD101; Co-requisites: ENG108, PMT101.

### **WLD110 Metal Fabrication**

**3 Credits**

This course is designed to introduce students to the fundamentals of metal fabrication. The basic principles of estimating and fitting basic joints will be covered in detail. Major topics covered in this course include basic metallurgy in aluminum, carbon and stainless steel, classification of metals, properties of the metals, and metal designations and identification. The course will include a discussion of ferrous and nonferrous metals including coverage of advanced techniques in the oxy-fuel and plasma processes of cutting. Prerequisites: BPT127, SAF101, WLD101; Co-requisite: WLD102.

### **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 as a building material or energy source. The biological and physical properties associated with trees and wood will be investigated. Other topics include drying, machining, bending and joining wood, woodlot management, and wood as fuel. Students will gain hands-on experience in tree and wood identification.

# GOVERNANCE

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Carol Pillsbury, Northstar Ambulance  
Betsy Priest, Kennebec Valley Community College  
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Heather Johnson, Skowhegan Economic Development Corp.  
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Rosie Vanadestine, Kennebec Valley Council of Governments  
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### **Business Administration**

James Barron, Rainbow Federal Credit Union  
Theodore Bessey, Kennebec Valley Community College  
Heather Breznyak, Alfond Youth Center  
Tina Chapman, United Way of Mid-Maine  
Heather Clifford, Key Bank of Maine  
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Darlène Ratte, Holiday Inn  
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James R. York, A Plus Accounting Inc.

### **Culinary Arts**

Maggie Black, Inland Hospital/Lakewood  
Matt Borman, Thirsty Mule  
Bill Boutin, Pine State Trading  
Sean Callahan, Weathervane  
Luke Duplessis, Mainely Brews  
Charlie Giguere, Silver Street Tavern  
Pat Goodnow, Pat's Fireside Restaurant  
Shelley Goraj, Maine General  
Jeannine Hendsbee, Lobster Trap & Steakhouse  
Larry Hillman, Hillman's Bakery  
Charles Izzi, Capital Area Technical  
Mark & Kelly LaCasse, The Maine Meal  
Joel Lavenson, Maine Golf & Tennis Academy  
Bobby & Rachel McGee, Selah Tea  
Chris Papagni, CP Management Training and Consulting  
Judy Pelletier, Maine Department of Labor  
Jody Pelotte, Sodexo Food Service  
Bill Robertson, Mid Maine Technical Center  
Christian Savage, Heritage House Restaurant  
Candace Savinelli, Holy Cannoli  
Patricia Sprengel, Redington-Fairview General Hospital  
Lana Tessier, Somerset Career & Technical Center

### **Education**

Jane Brennan, Wonder Awhile  
Nancy Cronin, Maine Developmental Disabilities Council  
Debra Crump, Kennebec Valley Community College  
Irene Daigle, Kennebec Valley Community College  
Tina Daigle, Kennebec Valley Community College  
Tammie Davis, KVCAP  
Lindsey Duvall, KVCC graduate  
Jenny France, MSAD 54  
Jeff Johnson, The Children's Center  
Mark Kavanaugh, Kennebec Valley Community College  
Jessica Powell, Kennebec Valley Community College

Nicole Reinholt, MSAD 53  
Elizabeth Rollins, Room To Bloom Childcare  
Elijah Soll, ECCO, LLC  
Pam Soucy, Maine Roads to Quality

### **Electrical Lineworker Technology**

Rita Bilodeau, On Target  
John Boucher, On Target  
Bruce Chesley, Cianbro Corp.  
John Fallona, On Target  
Greg Fletcher, Kennebec Valley Community College  
Mark Lagasse, Emera Maine  
Jon Sacks, Cianbro Corp.  
Nick Vermette, Central Maine Power  
Eric Willett, Kennebec Valley Community College

### **Electrical Technology**

Brenda Clark, Verso Paper  
Paul Davis, Kennebec Valley Community College  
Greg Fletcher, Kennebec Valley Community College  
Jon Sacks, Cianbro Corp.  
Scott Stoudameyer, Travers Electric  
Eric Sylvain, Somerset Career and Technical Center  
Kevin Wiswell, Wiswell Electric

### **General Science**

Carlena Bean, Husson University  
Tricia Dyer, University of Maine at Augusta  
Kathryn Englehart, Kennebec Valley Community College  
Laurel Friberg, University of Maine  
James Guillemette, Kennebec Valley Community College  
George Miller, University of Maine at Farmington  
Katherine Trask, University of Maine at Augusta

### **Health Information Management**

Jennifer Curry, Inland Hospital  
Donna Dean, Aroostook Medical Center  
Michelle Edwards, Kennebec Valley Community College  
Rhonda Garber, Maine General Medical Center  
Rhonda Harvey, Kennebec Valley Community College  
Donna Humphrey, St. Joseph's Hospital  
Jason McDowell, Veterans Administration  
Wendy Pelletier, Maine Medical Center  
Linda Pooler, Kennebec Behavioral Health  
Betsy Priest, Kennebec Valley Community College  
Carolyn Taggett, Northern Maine Medical Center  
Tara Williams, Maine General Medical Center

### **Liberal Studies**

Stephen Duren, Kennebec Valley Community College  
Tricia Dyer, University of Maine at Augusta  
Laurie Friberg, University of Maine  
Carrie Hall, Kennebec Valley Community College

Mark Kavanaugh, Kennebec Valley Community College  
Mark McCafferty, Kennebec Valley Community College  
Tom McNeil, Winslow High School  
George Miller, University of Maine at Farmington  
Heidi Noyce, University of Southern Maine  
Karen Parsons, Thomas College  
Teresa Smith, Kennebec Valley Community College  
Mike Tardiff, Kennebec Valley Community College  
Kathy Trask, University of Maine at Augusta

### **Medical Assisting**

Laurie Alexander, Seabasticook Valley Hospital  
Robyn Beaulieu, Maine General Medical Center  
Courtney Daggett, Redington Fairview General Hospital  
Robin Doody, Inland Hospital  
Paula Dube, Healthreach  
Belinda Fletcher, Inland Hospital  
Shea Gilbert, Redington Fairview General Hospital  
Richard Hopper, Kennebec Valley Community College  
Marilyn Kenyon, Retired  
Kurt Klappenbach, Kennebec Valley Community College  
Clay Landry, Public Member  
Barbara McCutcheon, Public Member  
Jessica Moody, KVCC Graduate  
Lila Myers, KVCC Student  
Brittany Newby, Kennebec Valley Community College  
Betsy Priest, Kennebec Valley Community College  
Sarah Roberts, Maine General Medical Center  
Roberta Santilli, Kennebec Valley Community College  
Ann Walker, Kennebec Valley Community College

### **Mental Health**

Allen Bernier, KVCC Student  
Kurt Klappenbach, Kennebec Valley Community College  
Liam Shaw, Community Health and Counseling Services  
Mark Kavanaugh, Kennebec Valley Community College  
Wendy St. Pierre, Kennebec Valley Community College  
Ed Lachowicz, KVCC graduate  
Katherine Trask, University of Maine at Augusta  
Richard Hopper, Kennebec Valley Community College  
Robert Giroux, AngleZ Behavioral Health  
Tom McAdam, Kennebec Behavioral Health  
Gail Werrbach, School of Social Work, University of Maine, Orono  
Kathryn Temple, Maine Department of Professional and Financial Regulation  
Roberta Santilli, Kennebec Valley Community College  
Kathryn Englehart, Kennebec Valley Community College

## **Nursing**

Alysha Brooks, KVCC  
Ann Davis, Kennebec Valley Community College  
Tara Elliott-Greene, Inland Hospital  
Lila Finlay, Kennebec Valley Community College  
Karen Hamilton, Kennebec Valley Community College  
Evie Hirschfelt, Kennebec Valley Community College  
Richard R. Hopper, Kennebec Valley Community College  
Lynne King, University of Maine at Augusta  
Michelle King, MaineGeneral Medical Center  
Stefne Kuespert, Redington Fairview General Hospital  
Chris Miller, Lakewood - A Continuing Care Center  
Karen Normandin, Kennebec Valley Community College  
Marcia Parker, Kennebec Valley Community College  
Lucy Stewart, MaineGeneral Medical Center  
Sara Sylvester, Oak Grove Center  
Rebecca Thompson, MaineGeneral Medical Center  
Meredith Young, KVCC

## **Occupational Therapy Assistant**

Kathryn Adams, Maine Cite  
Pam Albert, KVCC student  
Amy Arms, School System/PEDS  
Carmen Bernhardt, MaineGeneral Medical Center  
Theresa A. Desjardins, Franklin Memorial Hospital  
Kathy Englehart, Kennebec Valley Community College  
Kellie J. Huard, Sebasticook Valley Health  
Polly Keniston, Skilled Nursing Facility  
Julie Larouche, Kennebec Valley Community College  
Michelle McVay, TriCounty Mental Health Center  
Mary Miller, Gallant Therapy  
Emily Moores, Greybirch Rehab and Living,  
Betsy Priest, Kennebec Valley Community College  
Diane Sauter-Davis, Kennebec Valley Community College  
Scott Seekins, Dorothea Dix  
Jackie Sniadecki, School System  
Rachel M. Weymouth, MCIR

## **Physical Therapist Assistant**

Anthony Arsenault, SMHC Sports Performance Center  
Denise Brummel, MaineGeneral  
Matt Cary, MaineGeneral Medical Center  
Jessica Gleason, Kennebec Valley Community College  
Michael Hersey, SMHC Sports Performance Center  
Philip Joseph, Back In Motion  
Patrick Nelson, Coastal Orthopedics and Sports Physical Therapy  
Betsy Priest, Kennebec Valley Community College  
Karie Soucier, D'Youville Pavillion  
Kimberly Steinbarger, Husson University  
Verla Ubert, Kennebec Valley Community College  
John Van Der Karr, MaineGeneral Medical Center  
Jill M Weybrant, Mid Coast Hospital

## **Plumbing and Energy Services**

Rick Breton, Bell Simons  
Bryan Champagne, Maine Energy Marketers Association  
Paul Davis, Kennebec Valley Community College  
Greg Fletcher, Kennebec Valley Community College  
Margaret Harvey, Maine Career and Technical Education  
Joe Kinney, Titan Mechanical  
Max Marston, Fabian Oil  
Kevin Purnell, Granite Corp.  
Flora Stack, Kennebec Valley Community College  
Terry Young, Hardwood Products / Puritan

## **Precision Machining Technology**

Shawn Arbour, Kennebec Technologies  
Andy Morris, Mid-Maine Technical Center  
Holly Murdock, Midstate Machine Maine  
Harvey Smith, Kennebec Technologies  
Neil Stinson, Formtek, Inc.

## **Radiologic Technology**

Jennifer Castonguay, Sebasticook Valley Hospital  
Pamela Elias, Redington-Fairview General Hospital  
Jim Guillemette, Kennebec Valley Community College  
Tina Hintz, Inland Hospital  
Leslie Langley, MaineGeneral Medical Center  
Patience McKeen, KVCC Student  
Betsy Priest, Kennebec Valley Community College  
Jennifer Rines, MaineGeneral Medical Center  
Jennifer Smith, Togus VA  
Jeff Trask, MaineGeneral Medical Center

## **Sustainable Agriculture**

Becky Battersby, Backyard Farms  
Michael Brown, Johnny's Selected Seeds  
Gail Chase, KVCOG  
Dave Colson, MOFGA  
Pete Dusoe, Green Bounty Farm  
Kathy Englehart, Kennebec Valley Community College  
Doug Fox, Unity College  
Willie Grenier, Maine Agriculture in the Classroom  
Nikos Kavanya, Fedco Seeds  
Rick Kersbergen, University of Maine, Cooperative Ext.  
Andrew Mefferd, One Drop Farm  
Jessica Nixon, Maine Dept. of Agriculture  
Dawn Palmer, Backyard Farms  
Judy Pelletier, Maine Department of Labor  
Ted Quaday, MOFGA  
Doug Robertson, Maine Department of Energy  
Ralph Turner, Kennebec Valley Community College  
Lisa Webster, AgCom  
Amanda Beal, Maine Farmland Trust  
Barbara Larsson, Kennebec Valley Community College

## **Sustainable Construction**

Hans Albee, Revision Energy  
Chip Bessey, E.D. Bessey and Son  
Katherine Carlson, Maine Mountain Timber Frames  
Mark Champagne, Mid-Maine Technical Center  
Ken Coville, Good Will-Hinckley  
Paul Davis, Kennebec Valley Community College  
Dean Dolham, Waterville Area Habitat for Humanity  
Greg Fletcher, Kennebec Valley Community College  
Elizabeth Fortin, Kennebec Valley Community College  
Ellen Gibson, Vaughan Woods and Historic Homestead  
Bjarki Gunnarsson, The Wood Mill of Maine  
Amy Hinkley, University of Maine at Augusta  
Richard Hopper, Kennebec Valley Community College  
Mike Johnson, Maine Historic Preservation Commission  
Kurt Klappenbach, Kennebec Valley Community College  
Scott Lamer, Kennebec Valley Community College  
Kim Lindlof, Mid-Maine Chamber of Commerce  
Timothy McDonald, Kennebec Valley Community College  
Matt Miller, M2 Structural Engineering  
Christi Mitchell, Maine Historic Preservation Commission  
Sandor Nagy, Kennebec Valley Community College  
Ashley Richards, Homebuilders and Remodelers Association  
Nicole Rogers, SMRT Architects  
Roberta Santilli, Kennebec Valley Community College  
Andrew Soule, Somerset Career and Technical Center  
Tom Twist, Bates College

## **Welding**

James Boivin, Maine Oxy  
Bill Cleaves, DuraMag Truck Bodies  
Don Embry, Washburn & Doughty  
Todd Hamm, Phoenix Welding  
Rodney Richer, Eastern Millwrights Regional Council  
Tom Rumpf, Newport Industrial Fabrication, Inc.  
Troy Spencer, K & M Power

## **COLLEGE LEADERSHIP**

### **Casey, Kevin, *Dean of Technology & Chief Security Officer***

BA English, University of Massachusetts, Amherst, MA;  
MA English, University of Connecticut, Storrs, CT.

### **Englehart, Kathryn, *Dean of Academic Affairs***

BS Microbiology; MPS Microbiology, University of Maine, Orono.

### **Hopper, Richard, *President***

BA, George Washington University; MA, Webster University; EdM, CAS, & EdD, Harvard University.

### **Lagassey, Anne, *Dean of Finance and Administration***

BS Computer Information Systems and Business Management, Husson University, Bangor, ME; Post-Baccalaureate Certificate, Accounting, University of Maine, Orono.

### **Normandin, Karen, *Dean of Student Affairs***

BA Sociology, St. Anselm College, Manchester, NH;  
MA Clinical Psychology, Ball State University, Muncie, IN.

### **Sneddon, Jeffrey, *Dean of Workforce Training and Professional Development***

BS, University of Utah, Salt Lake City; MBA, University of West Florida, Pensacola.

## **COLLEGE ADMINISTRATION**

### **Bartley, Barbara, *Librarian I***

BA English, Bates College; MLS Library Science, State University of New York at Albany School of Library and Information Science.

### **Black, Lisa, *TRiO Program Director***

BA English and Women's Studies; MA English, University of Maine, Orono.

### **Bouchard, Michael, *Business Manager II***

BS Business Administration, University of Maine at Augusta.

### **Bourque-Bardsley, Michelle, *First Year Coordinator, TRiO Program***

BS Behavioral Science, University of Maine at Fort Kent; MS Counseling, Human Development and Family Studies, University of Rhode Island, Kingston.

### **Brennan, Monica, *Executive Assistant to the President***

AS Secretarial Science (Administrative Assistant), Casco Bay College, Portland, ME.

### **Clement, Melissa, *Counselor***

BS Mental Health and Human Services, University of Maine at Augusta; Master of Social Work, University of New England; Licensed Clinical Social Worker, Maine.

### **Cordwell, Stephanie, *EMS Program Coordinator***

AAS Paramedicine, Southern Maine Community College; BS Leadership and Organizational Studies, University of Southern Maine, Portland.

### **Dennis, Bo, *Farm Manager***

BA Human Ecology, College of the Atlantic, Bar Harbor, ME.

### **Dionne, Carrie, *Enrollment Student Navigator***

BS Child Development and Family Relations, University of Maine, Orono.

**Fortin, Elizabeth, Director of Workforce Training and Professional Development**

BA Communications, University of Maine, Orono; MBA Thomas College, Waterville, ME.

**Glew, Karen, Director of Institutional Research**

BS Human Development, University of Maine at Orono; MS Public Affairs, McCormack Graduate School of Policy and Global Studies, University of Massachusetts, Boston.

**Hansen, Chris, Director of Student Records & Registration**

BA Geography, State University of New York at Plattsburgh; MA Community College Education, Northern Michigan University.

**Holtz, Brian, Student Navigator, Navigating Success**

MS Secondary Education (English), State University of New York at Albany.

**Howard, Karleen, Director of Financial Aid**

AA General Studies, Valencia Community College, Orlando, FL; BA Business Administration, Masters Business Administration, Saint Leo University, FL; Doctorate of Education, Wingate University, NC.

**Johnson, Christy, Director of Learning Commons**

BS Zoology, The Ohio State University, Columbus; MAT Teaching Science, Minnesota State University, Mankato; MA Instructional Leadership, Northern Kentucky University, Highland Heights.

**Lamer, Scott, Program Coordinator, Sustainable Construction, TAACCCT IV**

BA Anthropology, Skidmore College; MA Intercultural Service, Leadership, and Management; Certificate of Completion in Ductless Mini Split Heat Pump, Kennebec Valley Community College.

**Landry, Val, College Transitions Program Coordinator**

BS Business Education, Thomas College, Waterville, ME.

**LaRochelle, Stephen, Director of Library Services**

BA English, Boston University; MA Education, Tufts University; MS Library & Information Science, Simmons College; MS Computing Technology in Education, Thomas College, Waterville, ME.

**Maclean, Jill, Assistant Director of Financial Aid**

AS Secretarial Science, Thomas College, Waterville, ME.

**Marcoux, Michael, Facilities Maintenance Engineer**

Master Carpenter, Building Operator Certification, Low Pressure Boiler Certification, Welding

**McDonald, Timothy, Campus Safety and Security Manager**

AAS Precision Machining Technology, Kennebec Valley Community College.

**McKenna, Crichton, Assistant Dean of Enrollment Management**

BS Sports Marketing Management; MEd Education, Thomas College, Waterville, ME.

**Newcombe, Philip, Facilities Maintenance Engineer**

AAS Candidate Precision Machining Technology, Kennebec Valley Community College; AS General Studies, Mount Wachusett Community College, Gardner, MA; BS Candidate Business Management, University of Maine at Augusta.

**Pushor, Brianne, Director of Operations and Compliance**

AS Business Administration, Kennebec Valley Community College; BS General Studies-Human Services, Saint Joseph's College of Maine, Standish.

**Richards, Kevin, Director of Student Life Development**

BA Psychology, University of Maine, Orono.

**Rodrigue, Jessica, College and Career Transition Specialist, Jobs for Maine's Graduates**

BS Business Administration; MBA Thomas College, Waterville, ME.

**Runco, Nicholas, Disability Learning Specialist, TRiO Program**

BS Child Development and Family Relations; MEd Individually Designed, University of Maine.

**Santilli, Roberta, Student Navigator, TAACCCT IV**

AA Liberal Arts, Kennebec Valley Community College; BA Psychology, University of Maine at Farmington; MSW Masters of Social Work, University of New England, Biddeford.

**Sirois, Sarah, Math Learning Specialist**

AB Mathematics, Bowdoin College, Brunswick, ME; MEd Curriculum and Instruction-Mathematics, Concordia University, Portland, OR.

**Smith, Teresa, Director of Enrollment and Advising**

BS Secondary Education, University of Maine at Farmington; MEd Counselor Education, University of Maine, Orono.

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AS Business/Computer Information Technology, New Hampshire Technical Institute, Concord.

**Stevens, Pauline, Regional Director, EMBARK**

BS Business Education/Secretarial Science, University of Maine at Machias.



**Tyson, Lorie, Human Resources and Payroll Technician**

AA Liberal Arts, Peace College, Raleigh, NC; BS Recreation & Leisure Studies, University of North Carolina at Greensboro.

**Webb, Michelle, Director of Resource Development**

AAS Business Management; AAS Early Childhood Education, Eastern Maine Community College; BS Child Development and Family Relations/Equine Studies, University of Maine; MS Candidate Adult and Higher Education, University of Southern Maine.

**Wright, Portland, Math/Science Learning Specialist, TRiO**

BS Microbiology, University of Maine, Orono.

**FACULTY**

**Butts-Dehm, Katherine, Science**

BA Biology, Texas A&M University, College Station; MA Biology, Sam Houston State University, Huntsville, TX.

**Campbell, Michael, Department Chair, Computer Information Systems**

AAS Applied Electronics and Computer Technology, Kennebec Valley Community College; BS Applied Technical Education, University of Southern Maine, Gorham; BS Public Administration, University of Maine at Augusta; MS Computer Technology in Education, Thomas College, Waterville, ME.

**Crockett, Benjamin, Department Chair, Sustainable Agriculture**

BS Sustainable Landscape Horticulture, University of Vermont and State Agricultural College, Burlington.

**Davis, Ann, Nursing**

BSN; MSN, Oral Roberts University, Tulsa, Oklahoma; Certified Nurse Educator (CNE).

**Davis Jr., Paul, Department Chair, Electrical Technology**

AAS Electrical Engineering; Certificate in Drafting, Northern Maine Technical College, Presque Isle; BS Applied Technical Education, University of Southern Maine; MS Computer Technology in Education, Thomas College, Waterville, ME; Licensed Master Electrician, Licensed High Pressure Boiler Operator.

**Day, Michael, Department Chair, Plumbing and Energy Services**

Licensed Master Oil Burner Technician, Licensed Master Solid Fuels Technician, Licensed Master Plumber, Licensed Propane/Natural Gas Technician.

**Dolan, William, Department Chair, Applied Electronics and Computer Technology**

Rhode Island School of Electronics; BS Applied Technical Education, University of Southern Maine; BS Electrical Engineering, Stony Brook University SUNY; MS Computer Technology in Education, Thomas College, Waterville, ME; Licensed Journeyman CET; CompTIA A+; Network+.

**Duren, Stephen, English**

BA English, State University of New York at Albany; MA English, University of Maine, Orono.

**Edwards, Michelle, Health Information Management**

BA Health Information Administration, The College of Saint Scholastica, Duluth, MN.

**Enjaian, Stephanie, Department Chair, Culinary Arts Program**

AAS Culinary Arts, BS Business, Bob Jones University, Greenville, SC.

**Fredette, Toni, Math**

BA Mathematics; BA Economics, Colby College; MS Mathematics, Lehigh University.

**Gleason, Jessica, Physical Therapist Assistant**

AAS Physical Therapist Assistant, Kennebec Valley Community College.

**Godin, Jeffrey, Department Chair, Precision Machining Technology**

AS General Studies, Manchester Community College; BS Industrial Technology, University of Southern Maine.

**Guillemette, James, Department Chair, General Sciences/Math**

BA Physics; M.S. Physics, University of Maine, Orono; PhD Experimental Nuclear Physics, Ohio University, Athens.

**Guilmette, Juliette, English**

BFA University of Maine at Farmington; MFA; Graduate Certificate in Women's Studies, Colorado State University, Fort Collins.

**Hall, Carrie, Department Chair, Liberal Studies**

BA English/Professional Writing, University of Baltimore, MD; MA English/Composition, University of Maine, Orono.

**Hamilton, Karen, Nursing**

ADN, University of Maine at Augusta; BSN, Saint Joseph's College of Maine, Standish; MSN Healthcare Education, University of Phoenix, AZ.

**Harris, Judy, Science**

BS, David Lipscomb University; MS Biochemistry, University of Maine, Orono.

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BS Secondary Education Mathematics, University of Maine at Farmington; MS Education, University of New England, Biddeford.

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AAS Accounting and Business Administration, Northern Maine Community College; Bachelor's Degree Health Information Administration; MBA, Stephens College, Columbia, MO.

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AS Nursing, Kennebec Valley Community College; BSN; MSN, University of Maine, Orono; Certified Nurse Educator (CNE).

**Jonah, Brian, Department Chair, Welding**

Cianbro Pipe and Structural Welder (inc. Fracture Critical) in accordance with ASME, AWS & CWB; OSHA 501 Instructor; NCCER Certified Instructor, Lincoln Electric Welding School, Cleveland, OH; UTI, NASCAR Technical Institute, Mooresville, NC.

**Kavanaugh, Mark, Department Chair, Psychology/Social Sciences**

BS Psychology, St. Thomas University, Fredericton, NB, Canada; MS Counseling, University of Southern Maine, Gorham; MS Instructional and Performance Technology, Boise State University, ID; PhD Educational Psychology, Walden University, Minneapolis, MN.

**Larouche, Julie, Department Chair, Occupational Therapy Assistant**

BS Occupational Therapy; MS Occupational Therapy, University of New England, Biddeford, ME; OTD Chatham University, Pittsburgh, PA.

**McCafferty, Mark, Department Chair, Liberal Studies**

BA Communication; MA Communication, University of Maine, Orono.

**Newby, Brittany, Medical Assisting**

AAS Medical Assisting, Kennebec Valley Community College.

**Powell, Jessica, Department Chair, Early Childhood Education**

BS Early Childhood Special Education, University of Maine, Farmington; MS Leadership and Policy in Early Care and Education, Wheelock College, Boston, MA.

**Priest, Betsy, Department Chair, Radiologic Technology**

Augusta General Hospital School of Radiologic Technology; BS Community Health Education, University of Maine at Farmington; MS Education, Thomas College, Waterville, ME.

**Provost, Leah, Nursing**

ADN, Kennebec Valley Community College, Fairfield, ME; BSN, University of Maine at Fort Kent; MSN Nursing Education, University of Maine, Orono.

**Reale, Jessica, Culinary Arts**

BPS Culinary Arts/Restaurant Management, The Culinary Institute of America, Hyde Park, NY.

**Rines, Jennifer, Radiologic Technology**

BA Radiological Tech Administration, St. Joseph's College of Maine, Standish.

**St. Pierre, Wendy, Department Chair, Mental Health**

BA Psychology and Rehabilitation, University of Maine at Farmington; MSW, University of New England, Biddeford; PhD Social Welfare, University at Albany, NY; Licensed Clinical Social Worker (LCSW).

**Tardiff, Michael, Department Chair, Career and General Studies Programs**

BA Media Studies and English, University of Southern Maine; MA Rhetoric and Writing, Michigan State University.

**Ubert, Verla, Department Chair, Physical Therapist Assistant**

AAS Physical Therapy Assistant, Nassau Community College, Garden City, NY; MA Physical Therapy, Touro College, Bay Shore, NY; MBA Baruch College, New York, NY.

**Walker, Ann, Department Chair, Medical Assisting/Phlebotomy**

AAS Medical Assisting, Kennebec Valley Community College; BS Health Education, University of Maine at Farmington; MS Candidate Adult Education, University of Southern Maine.

**Willett, Eric, Department Chair, Electrical Lineworker Technology**

BS Technical Management - Occupational Safety and Health Candidate, Embry-Riddle Aeronautical University.

**York, Marjorie, Department Chair, Business Administration**

BSN; BSE Florida International University; MBA Thomas College, Waterville, ME; ACA Accreditation; CPA; National Society of Public Accountants, EA Licensed to practice before the IRS.

**ADJUNCT FACULTY**

**Allen, Raelene**

BS Business Education, University of Maine at Machias; MA Computer Technology, Thomas College, Waterville, ME.

**Almquist, Stephen**

BA Psychology, University of Maine at Farmington.

**America, Alison**

BA Psychology, Towson University, Maryland; MS Experimental Psychology, University of Hartford, Connecticut.

**Baker, Wendy**

BA Special Education/Elementary Education, Furman University; MEd School Administration, University of North Carolina.

**Ballard, Scott**

BS Education, Secondary Math, MEd, University of Maine, Orono.

**Barley, Byron**

BA Romance Languages, University of Maine, Orono; MA Spanish, Middlebury College, VT.

**Bates Parsons, Brianna**

BA English, Naval Science Engineering, University of Maine; BA Theocentric Psychology, Cornerstone University; MA Professional Writing, Chatham University.

**Bizier, Briana**

BA Religious Studies and Philosophy, Colby College, Waterville, ME; MA Religious Studies, University of Chicago Divinity School, IL.

**Black, Lisa**

BA English and Women's Studies; MA English, University of Maine, Orono.

**Brace, Corbin**

BA Physics with Prof. Cert Minor, Colby College, Waterville, ME; MSSE Science Education, Montana State University, Bozeman.

**Bragdon, Tobby**

AS Mental Health, Kennebec Valley Community College; BS Mental Health and Human Services, University of Maine at Augusta; MEd Candidate Student Development in Higher Education, University of Maine, Orono.

**Brennan, Jane**

AA Early Childhood Education; BS Early Childhood Special Education, University of Maine at Farmington.

**Brown, Rachel**

BA Psychology, Franklin and Marshall College, Lancaster, PA; MS Rehabilitation Counseling, Virginia Commonwealth University, Richmond.

**Brown, Sam**

BA Sociology; MLS Library Science, Rutgers University; MA Sociology, University of South Alabama; MA Demography; PhD Sociology, University of Pennsylvania.

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BS Science and Humanities, Husson University; Masters of Social Work, Kennesaw State University.

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BS Mass Communication, University of Iowa, Iowa City; MS Soil Chemistry, University of Illinois, Champaign-Urbana.

**Clifford, Alexander**

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**Daigle, Tina**

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**Dennett, Emily**

BS Secondary Education, Mathematics, University of Maine at Farmington; MS Education, Teacher Leadership, Walden University, Minneapolis, MN.

**Dennis, Bo**

BA Human Ecology, College of the Atlantic, Bar Harbor, ME.

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**Fales, Jennifer**

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BS Secondary Education, Mathematics, University of Maine at Farmington.

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**Garbe, Roseann**

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BSN, University of Rhode Island, Providence.

**Giroux-Pare, Michelle**

BA Political Science, University of Maine at Farmington; MBA Business, Husson College, Bangor, ME.

**Goodstadt, Joel**

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BS History/Political Science, University of Maine at Farmington; MS American and NE Studies, University of Southern Maine.

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AS Nursing, Kennebec Valley Community College; BS Nursing, University of Maine at Fort Kent.

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BS Education History, University of Maine at Farmington; MA Psychology, University of Maine, Orono, MA Philosophy, Boston College.

**Henderson, Dumont**

BA Chemistry, University of Maine, Orono.

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Bachelor of University Studies Concentration in French, University of Maine at Fort Kent; Master of Arts in Teaching French, University of Maine, Orono.

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BA Mathematics and Economics, Bowdoin College, Brunswick, ME; MA Mathematics, University of Maine, Orono.

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AAS Business Administration, Kennebec Valley Community College; BS Computer Information Systems; MS Computer Technology, Thomas College, Waterville, ME; Ph.D. Candidate, University of Nebraska, Lincoln; MCSE; Network+.

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BS Allied Health Sciences, Lyndon State College; Master of Physical Therapy, University of Vermont; Doctor of Physical Therapy, University of St. Augustine for Health Sciences.

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BS Mathematics, Secondary Education; University of Maine at Farmington.

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AAS Applied Electronics and Computer Technology, Kennebec Valley Community College; BS Computer Forensics and Digital Investigation (pending) Champlain College, Burlington, VT; Professional Licensing: CompTIA A+; NET+; i-NET+; Network+; Security+; Linux+; A+ IT Technician; Mobile App Security+ iOS, Mobile App Security+ Android Certified.

**Johnson, Michael**

BA Political Science; MA Communication, University of Maine, Orono.

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BS State University of New York at Buffalo; MS Medical Microbiology, University of Minnesota, Minneapolis.

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Bachelors of Office Administration, Mount Saint Vincent University, Canada; MS Computer Technology in Education, Thomas College, Waterville, ME; Microsoft Office Certified with MOS.

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MA Zoology, Southern Illinois University of Carbonale.

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BS Microbiology, Oregon State University; MA Mass Communications, University of Maine; DVM Oregon State University.

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BA History, Ithaca College; MA History, University of Virginia.

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BS Environmental Science/Chemistry, Purchase College, NY; MS Nutrition, Columbia University, Institute of Human Nutrition, NY.

**Lamontagne, Lisa**

BS Elementary Education, University of Maine, Orono.

**Landherr, James**

BS Mathematics and Secondary Education, College at Oswego; MA Education Foundations and Curriculum, University of Connecticut, Storrs; EdD Candidate in Education Administration and Curriculum, Seton Hall University.

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BS Business Education, Thomas College, Waterville, ME.

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BA Psychology, University of Maine, Orono; MS Educational Psychology, University of Southern Maine, Gorham.

**Levesque, Luci**

AS Liberal Studies, University of Maine at Augusta; BS Secondary Education, Biology, University of Maine at Farmington; MEd Science Education, University of Maine, Orono.

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BA English; MA English, University of Maine, Orono.

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AAS Mental Health, Kennebec Valley Community College; BA Social Work; Masters in Social Work, University of Maine, Orono.

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BA Human Ecology, Montclair State University, Montclair, NJ; MSW, University of Minnesota, St. Paul; LMSW, CPT.

**MacLeod, Jason**

BA English, Grinnell College, IA; BFA Creative Writing, University of Maine at Farmington; MA English, Iowa State University; MFA Creative Writing, University of Montana.

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BS Social Science; BA English, University of Maine; MA Psychology and Counseling, Goddard College; Licensed Clinical Professional Counselor (LCPC).

**McDonald, Timothy**

AAS Precision Machining Technology, Kennebec Valley Community College.

**McDowell, Jason**

BS Health Information Management, University of Central Florida, Orlando; BS Health Services Administration; Certified Coding Specialist (CCS) and Registered Health Information Administrator (RHIA), AHIMA; MBA, Strayer University, Henrico, VA.

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BS Elementary Education, Speech, University of Maine at Farmington; MS Exceptionalities: Hearing Impaired, University of Southern Maine, Gorham.

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AS Nursing, Kennebec Valley Community College; BS Nursing, University of Maine at Fort Kent.

**Nagy, Sandor**

BSME, University of Maine, Orono.

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Free University of Berlin Medical School, Germany; Pulmonary/Critical Care Fellowship, St. Lukes-Roosevelt Hospital Center, New York, NY.

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BS Biology, University of Maine, Orono; MS Zoology; PhD Zoology, University of Georgia.

**Patel, Nikham**

BS Law and Public Policy, Syracuse University, NY; MS Natural Resources, University of New Hampshire, Durham.

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MD, Dartmouth Medical School.

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AS Business Administration/Computer Option, Kennebec Valley Community College; BS Business Administration, Thomas College, Waterville, ME; MA Suicidology, Vermont College of Norwich University.

**Ratte, Darlene**

AS Secretarial Sciences, Husson College, Bangor, ME; BS Business Administration; MBA Business Administration, Thomas College, Waterville, ME.

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BA Psychology, University of Maine, Orono.

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BS Business Administration; MBA Thomas College, Waterville, ME.



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BA Sociology; BS Secondary Education, University of Maine, Orono; MS Counseling, University of Southern Maine.

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BS Child Development and Family Relations; MEd Individually Designed, University of Maine.

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**Shaw, Liam**

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Phlebotomy Technician Certification from American Society for Clinical Pathology; Clinical Laboratory Phlebotomist Certification from National Certification Agency for Medical Laboratory Personnel.

**Sirois, Sarah**

AB Mathematics, Bowdoin College, Brunswick, ME; MEd Curriculum and Instruction-Mathematics, Concordia University, Portland, OR.

**Smith, Hollis**

BA Biology, University of Maine at Farmington; MS Biology, University of Southern Maine.

**Stevens, Gary**

BA Economics, West Virginia/Wesleyan; MS Virginia Polytechnical Institute and State University; Registered Investment Advisor.

**Stone, Adrian**

Bachelors Degree, Kinesiology and Physical Education, University of Maine, Orono; NR-Paramedic.

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AS Radiologic Technology, Kennebec Valley Community College.

**Sylvain, Jamie**

BA Psychology, minor in Community Health Education, University of Maine at Farmington; Master of Social Work, University of Maine, Orono; LCSW, LADC.

**Towle, Alissa**

Associate in Physical Therapist Assistant, Newbury College; Bachelors in Physical Therapy; Doctor of Physical Therapy, University of New England.

**Turano, Joseph**

AAS Electronics Engineering Technology, ITT Technical Institute; BS Information Technology; M.S. Information Technology, American Intercontinental University; CompTIA A+ Certified.

**Vachon, Keven**

AAS Electrical/Electronics, White Mountain Community College; Master Electrician; OSHA30 Certified Instructor.

**Vigue, Richard**

Certificate in Electronic Technology, Southern Maine Technical Institute, South Portland.

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BSN Nursing, University of California at San Francisco; MSN Nursing Informatics, Walden University, Minnesota; Board Certified in Nursing Informatics by ANCC (American Nurses Credential Center).

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AA Liberal Studies, Kennebec Valley Community College; BA English, University of Maine at Augusta; MS Education, St. Joseph's College of Maine.

**Ward, Elizabeth**

BA Psychology, University of Southern Maine; MA Psychology, Marriage and Family, Springfield College, MA; PhD Educational Psychology, Capella University, MN.

**Warren, Wendy**

BA Sociology, University of Maine; MS Rehabilitation Counseling, Virginia Commonwealth University; CRC.

**Watson, Warren**

BA History, University of New Hampshire, Durham; MA Journalism, Ball State University, Muncie, IN.

**Weber, Malley**

BA English/Writing Arts, State University of New York, Oswego; MFA Interdisciplinary Arts/Ceramics, Goddard College, Plainfield, VT.

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**Willcott, Julie**

BA Botany with Chemistry minor, University of Texas at Austin; MS Plant and Soil Sciences, University of Massachusetts, Amherst.

**Wood, Travis**

BS Secondary Mathematics, University of Maine at Farmington; MS Mathematics Education with a concentration for Grades 6-8, Walden University, Minneapolis, MN.

**Yawn, Gloria**

AS Business Science/Administrative Medical Assistant, Beal College; Certified Medical Assistant, American Association of Medical Assistants.

## **CONCURRENT ENROLLMENT FACULTY CARRABEC HIGH SCHOOL**

**Ellis, Luke**

BA Mathematics, University of Maine at Farmington.

**Gordon, Dave**

BS Biology; MS Biology, Fort Hays State University, KS.

**Harriman, Sarah**

BA English, Juris Doctor, Mercer University, Macon, GA.

**CONY HIGH SCHOOL****DeJongh, Jeffery**

Master of Education, University of Maine.

**Gingras, Ann**

BS Food and Nutrition, University of Maine, Orono; Masters in Spanish, Middlebury College, VT.

**Livingston, Gretchen**

BA Spanish, Tufts University, Medford, MA; Master of Arts in Teaching Spanish, School for International Training, Brattleboro, VT.

**ERSKINE ACADEMY****Chadwick, Lynn**

BS Sports Medicine, West Virginia Wesleyan College, M.S. Sports Medicine, Georgia State University.

**Dail, Deidre**

BS Secondary Education Mathematics, University of Maine.

**Farady, David**

Bachelor of Fine Arts, University of Maine at Farmington; Master of Arts in Teaching, Boston University.

**McKenney Pamela**

BS Elementary Education, University of Maine at Farmington; Master of Fine Arts in Creative Writing, University of Southern Maine.

**Stevenson-Zepeda, Sonia**

BS Education, University of Maine at Farmington; Master of Language Arts, Middlebury Language School, VT.

**GARDINER AREA HIGH SCHOOL****Cheeseman, Melissa**

BA Performing Arts, University of Maine, Orono; MS English, Southern Connecticut State University.

**Dostie, Amber**

BS in Secondary Education, BS in History, University of Maine at Farmington; MS Education, Walden University; CAGS in Educational Leadership, University of New England.

**Kittredge, Evelyn**

BA English, Hood College, Frederick, MD; MS Education, University of Southern Maine; CAS Literacy Education, University of Maine, Orono.

**Whitten, Mary**

BS Education, University of Maine at Farmington; Masters of Education, University of Maine, Orono; Graduate Certificate in Educational Technology, Devry University.

**LAWRENCE HIGH SCHOOL****Brown, Eric**

BS Physical Education, Castleton State University, VT; Master of Education, University of Virginia, Charlottesville.

**Dennett, Emily**

BS Secondary Education, Mathematics, University of Maine at Farmington; MS Education, Teacher Leadership, Walden University, Minneapolis, MN.

**Foster, Karen**

BS Secondary Education, Mathematics, University of Maine at Farmington.

**Hebert, Sarah**

Bachelor in Liberal Arts; Masters in the Art of Teaching, University of Maine.

**Malady, Kevin**

B.S. Biology, University of Miami; B. Ed., University of Miami.

**Packard, Vicki**

BS Secondary Education. University of Maine, Orono.

**Ross, Gretchen**

BA Sociology; BS Secondary Education, University of Maine, Orono; MS Counseling, University of Southern Maine.

**LEAVITT HIGH SCHOOL****Desoi, William**

BA Physics, BA Mechanical Engineering, Texas A & M University, College Station; MA Physics, Doctorate of Philosophy, Physics, University of Rochester, New York; ETEP Certification, University of Southern Maine.

**MAINE ACADEMY OF NATURAL SCIENCES****Landherr, James**

EdD Candidate in Education Administration and Curriculum, Seton Hall University; MA Education Foundations and Curriculum, University of Connecticut, Storrs; BS Mathematics and Secondary Education, College at Oswego.

**MARANACOOK COMMUNITY HIGH SCHOOL****O'Donoghue, Sheryl**

BA Biochemistry/Molecular Biology, Hamilton College, Clinton, NY; MEd, Cambridge College, MA; CAS Educational Leadership, Bridgewater State College, MA.

## **MESSALONSKEE HIGH SCHOOL**

### **Feldpausch, Erin**

BA English; MA Teaching, University of Maine.

### **Hickey, Colin**

BA English, College of William and Mary.

### **Michaud, Paula**

BS Elementary Education, Speech, University of Maine at Farmington; MS Exceptionalities: Hearing Impaired, University of Southern Maine, Gorham.

### **Quigley, Bryan**

BA Biology, Colby College, Waterville, ME; MS Plant Biology, University of Georgia, Athens.

### **Robe, Susan**

BS Biology, Saint Lawrence University, Canton, NY; BS Secondary Education, University of Maine at Farmington; MS Plant Biology and Pathology, University of Maine, Orono.

## **MID-COAST SCHOOL OF TECHNOLOGY**

### **Martin, Ryan**

BS Environmental Science, University of Maine at Machias; MS Sustainable Food Systems, Green Mountain College, Poultney, VT.

## **MID-MAINE TECHNICAL CENTER**

### **Grenier, Reginald**

A.S. Industrial Electrical/Electronics Technology, Kennebec Valley Community College; B.S. Applied Technical Education, University of Maine; M.S. Computer Technology in Education, Thomas College.

### **Waite, Kimberly**

AA Liberal Studies, Kennebec Valley Community College; BA English, University of Maine at Augusta; MS Education, St. Joseph's College of Maine.

## **REGION 9 MEXICO**

### **Provencher, Terri**

AS Early Childhood Education, Central Maine Community College; BA Education; MA Early Childhood Education, Liberty University, Lynchburg, VA.

## **SKOWHEGAN AREA HIGH SCHOOL**

### **Abbott, Jody**

BS University of Maine at Farmington, MS Education, University of Maine, Orono.

### **Libby, Laura**

BA English; MA English, University of Maine.

## **SEARSPORT HIGH SCHOOL**

### **Wirth, Raymond**

BA Human Ecology, College of the Atlantic, Bar Harbor, ME; MA Teaching of English, Teachers College, Columbia University.

## **SOMERSET CAREER AND TECH CENTER**

### **France, Jennylyn**

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## **WALDO COUNTY TECHNICAL CENTER**

### **Johnson, Jeremiah**

AAS Applied Electronics and Computer Technology, Kennebec Valley Community College; Professional Licensing: CompTIA A+; NET+; i-NET+; Network+; Security+; Linux+; IT Technician; Mobile App Security+ iOS, Mobile App Security+ Android Certified.

## **WATERVILLE HIGH SCHOOL**

### **Hebert, Nancy**

BS Education History, University of Maine at Farmington; MA Psychology, University of Maine, Orono, MA Philosophy, Boston College.

## **WINSLOW HIGH SCHOOL**

### **Brace, Corbin**

BA Physics with Prof. Cert Minor, Colby College, Waterville, ME; MSSE Science Education, Montana State University, Bozeman.

### **Daigneault, Kelly**

BS Secondary Education Life Science, University of Maine at Farmington; MS Chemical and Life Science, University of Maryland, College Park.

### **Turner, Melissa**

BS Secondary Education, University of Maine at Farmington; MS Education, Saint Joseph's College of Maine, Standish; MS Special Education, New England College.

## **STAFF**

**Allen, Gail**, *Administrative Specialist IV, Admissions Office, Enrollment Services*

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**Bessey, Theodore**, *Accountant I*

**Bourget, Robert**, *Accounting Assistant II, Enrollment Services*

**Day, Kathleen**, *Administrative Specialist I, Enrollment Services*

**Dubay, Kim**, *Administrative Specialist IV, Academic Affairs, Enrollment Services*

**Dube Jr., Joseph**, *Maintenance Mechanic*

**Dugheria, George**, *Custodian II*

**Farmer, Caro**, *Custodian I*

**Foley, Shirley**, *Accountant I*

**Hall, Stacia**, *Custodian III*

**Hughes, Jillienne**, *Administrative Specialist I, Receptionist, Information Desk*

**Ludden, Brandon**, *Maintenance Mechanic*

**Marchetti, Stephanie**, *Custodian I*

**McCutcheon, Melodie**, *Administrative Specialist III, Academic Affairs, Faculty Support*

**Merrill, Justin**, *Custodian I*

**Reed, Gregory**, *Accountant II, Bursar*

**Simpson, Patrick**, *Information Systems Specialist II*

**Trask Jr., Donald**, *Senior Information Systems Specialist*

**Tunks, Michael**, *Senior Programmer Analyst*

**Tydlacka, Tracy**, *Custodian I*

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**Wagh, Derrick**, *Information Systems Specialist I*

# FAIRFIELD CAMPUS MAP

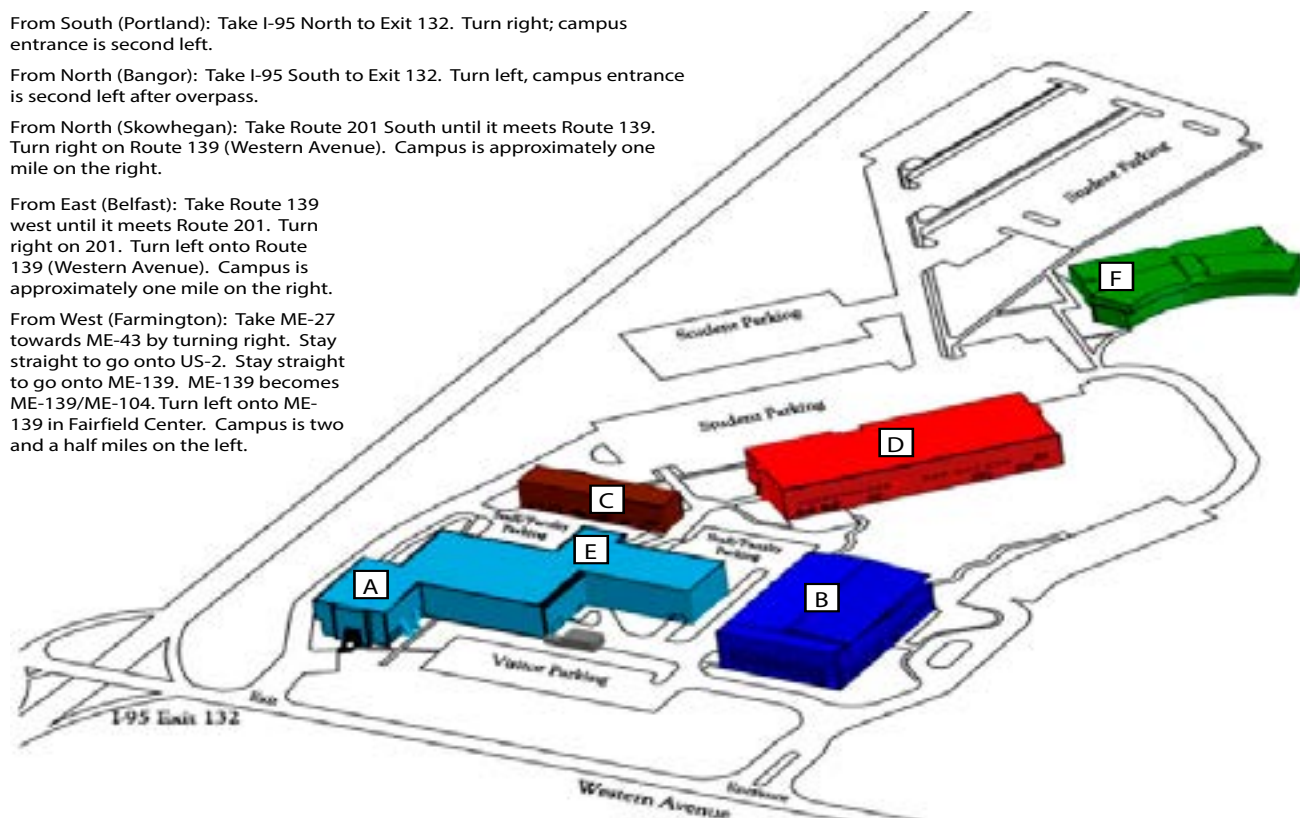
From South (Portland): Take I-95 North to Exit 132. Turn right; campus entrance is second left.

From North (Bangor): Take I-95 South to Exit 132. Turn left, campus entrance is second left after overpass.

From North (Skowhegan): Take Route 201 South until it meets Route 139. Turn right on Route 139 (Western Avenue). Campus is approximately one mile on the right.

From East (Belfast): Take Route 139 west until it meets Route 201. Turn right on 201. Turn left onto Route 139 (Western Avenue). Campus is approximately one mile on the right.

From West (Farmington): Take ME-27 towards ME-43 by turning right. Stay straight to go onto US-2. Stay straight to go onto ME-139. ME-139 becomes ME-139/ME-104. Turn left onto ME-139 in Fairfield Center. Campus is two and a half miles on the left.



## A FRYE BUILDING

Academic Dean  
Dean of Student Affairs  
Dean of Technology/Chief Security Office  
Enrollment Services Center

- Academic Affairs
- Advising & Enrollment Services
- Financial Aid
- Student Accounts

Registrar - Student Records

## B CARTER HALL

Administration Offices  
Business Offices  
Classrooms/Computer Labs  
Institutional Research  
KVCC Foundation  
Multi-Purpose Room/Gym  
President

## C FRYE ANNEX

KV Café  
D KING HALL  
Adjunct Faculty Offices  
Allied Health and Nursing Labs  
Allied Health Department  
Campus Center  
Campus Safety and Security Office  
Classrooms/Computer Labs  
College Store  
Early College for ME  
Faculty Offices  
Health Simulation Labs I and II  
Information Technology (IT)  
Maintenance Department  
Nursing Department  
Quiet Study Lounge  
TRIO Project

## E WHITNEY WING

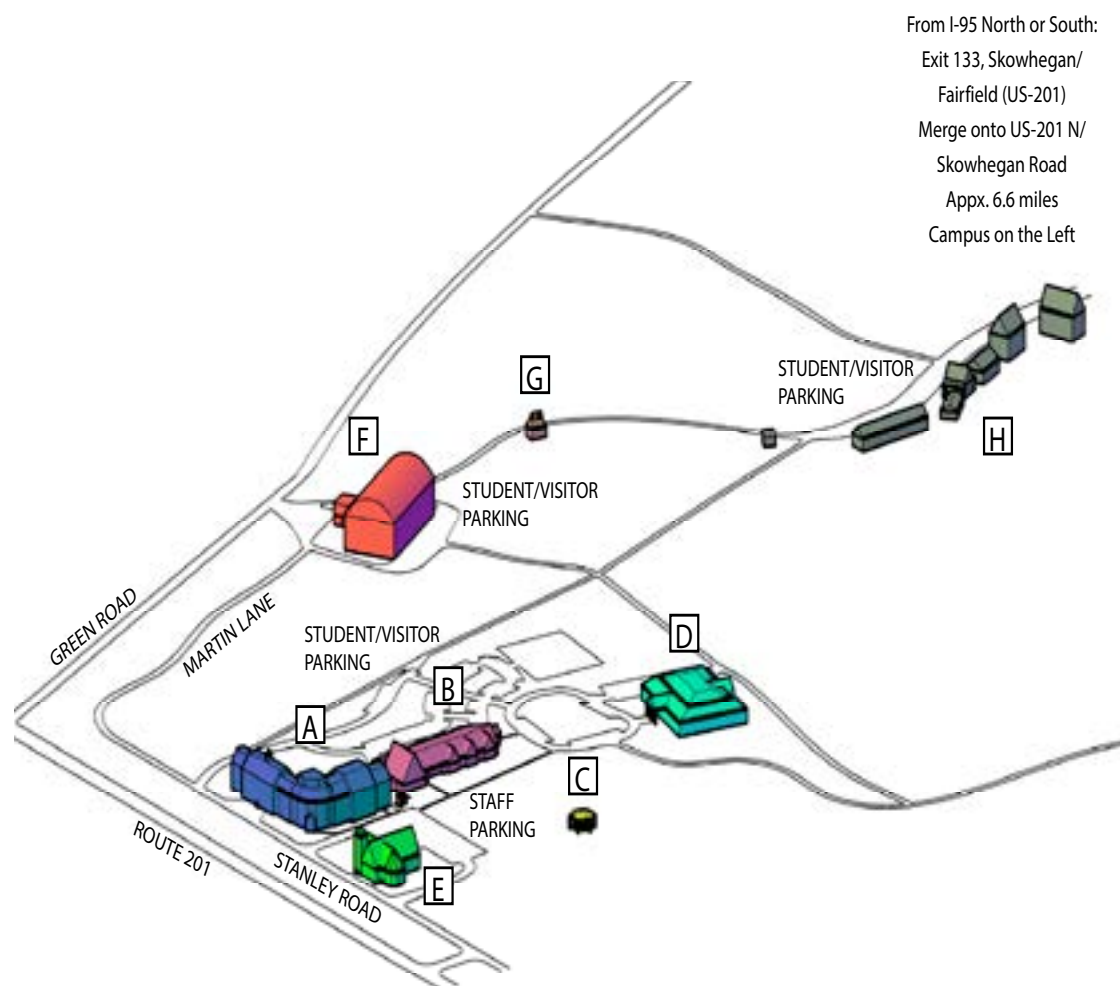
Classrooms/Labs  
Faculty Offices  
Solar Thermal Lab  
Trades and Technology Department

## F LUNDER LIBRARY

Classrooms/Computer Labs  
Faculty Offices  
Jobs for Maine's Graduates  
Learning Commons  
Library Services  
Math Portal  
Writing Center



# ALFOND CAMPUS MAP



## A AVERILL BUILDING

Adjunct Faculty Offices  
Business Department  
Classrooms/Computer Labs  
Culinary Arts Program/Kitchen  
Education Program  
English and Humanities Department  
Faculty Offices  
Learning Commons  
Liberal Studies Program  
Maintenance Department  
Mental Health Program  
Social Sciences Department  
Student and Academic Services  
TRIO Project

## B CENTER FOR SCIENCE AND AGRICULTURE

Classrooms/Labs  
Faculty Offices  
Lecture Hall  
Math and Science Department  
Satellite Café  
Sustainable Agriculture Program

## C PAVILION

## D ALFOND RECREATION CENTER

Aerobics and Cycling Studio  
Basketball Court  
Fitness Center  
Locker Rooms and Showers  
Racquetball Court  
Student Life Office  
Student Union

## E MOODY CHAPEL

Ceremonial Hall  
Conference Room

## F NUTTER FIELD HOUSE

Electrical Lineworker Technology Program  
Classrooms/Labs  
Maintenance Block House  
Sustainable Construction Program

## G SUGAR SHACK

Maple Syrup Production Center

## H FARM

Farm Education Center

## 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 and Title IX Coordinator  
Kennebec Valley Community College  
Dean of Student Affairs  
92 Western Avenue, Fairfield, ME 04937-1367  
Telephone: 207-453-5019  
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](mailto:OCR Boston@ed.gov)  
Internet: <http://www.ed.gov/about/offices/list/ocr/index.html?src=oc>

and/or

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

and/or

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