KENNEBEC VALLEY
COMMUNITY COLLEGE



2026-2027
COURSE CATALOG

kvcc.me.edu



OFFICE OF THE PRESIDENT

Welcome to Kennebec Valley Community College



On behalf of the community at Kennebec Valley Community College, I am pleased to welcome you to the College!

Kennebec Valley Community College has two campuses in the heart of Central Maine. Our 70-acre Fairfield Campus is readily accessible by I-95 while our 600-acre Harold Alfond Campus is just seven miles north in Hinckley. KVCC is one of seven community colleges that operate under the authority of the Maine Community College System Board of Trustees, organized in 1969 by the 104th Maine Legislature. The first classes began in the fall of 1970 with 35 full-time and 131 part-time students. Since that time, the College has grown to an enrollment of 2,200. In addition to offering more than 30-degree programs ranging from Nursing to Allied Health to Trades & Technology, KVCC also provides credentials in Behavioral Health & Human Services, Liberal Studies, Business Administration, Early Childhood, Biology, Professional Studies, and Psychology.

In addition to these certificate and associate degree programs, KVCC provides a wealth of short-term trainings that are targeted toward business and industry and professional development.

This current Catalog will provide you with a wonderful opportunity to get to know us!

- Learn about our associate and certificate degree programs. KVCC has over 30 exciting career choices for you to consider and a strong pathway to transferring to a four-year degree. Take a moment and explore our trades programs, nursing and allied health programs, and many other wonderful career choices.
- Are you looking for short-term training opportunities? Our workforce training division offers low- or no-cost courses in Welding, CPR, Heat Pump Installation, Refrigerant Certification, Emergency Medical Services, National Electrical Code, Advanced 3D Printing, High Pressure Boiler, Forensic Phlebotomy, and Sustainable Landscaping and Garden Management.
- Are you a high school student? Explore the free college scholarship for recent high school graduates. High school graduates from the Classes of 2022-2026 qualify for a scholarship that pays 100% of tuition and mandatory fees.
- Finally, there is a great deal of information designed to help you get started. Information on financial aid and scholarships, academic support resources and a window into life at KVCC. We are a close-knit community of dedicated educators who are committed to our students and work to provide you with excellence in education, support resources and navigation skills & tools.

I hope this encourages you to reach out to schedule a visit to one or both of our campuses. Throughout the tour, you will visit state-of-the-art labs and classrooms. You are also welcomed to check out our virtual tour which is located at www.kvcc.me.edu. You will have a chance to meet students who are currently enrolled or who graduated from KVCC.

Let us help you get started on the road to achieving your goals and realizing your dreams.

Affordable. Flexible. Supportive. Transferable.

Karen Normandin
President


FARM TO TA

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Kennebec Valley Community College
2026-2027 Academic Calendar

AUGUST

Aug 31	Fall semester begins
Aug 31	Module 1 (7-week) classes begin

SEPTEMBER

Sept 7	**Labor Day – No classes**
Sept 8	End of Add/Drop Period
Sept 21	Flex Start begins
Sept 28	End of Add/Drop for Flex

OCTOBER

Oct 9	Mid-term grades due
Oct 10	Module 1 classes end
Oct 12	**Indigenous Peoples' Day – No classes**
Oct 19	Module 2 (7-week) classes begin
Oct 23	Flex Start Mid-term grades due
Oct 26	Spring & Summer semester registration begins

NOVEMBER

Nov 11	**Veterans' Day – No classes**
Nov 13	Last Day to withdraw from classes
Nov 23-27	**Thanksgiving Break – No classes**

DECEMBER

Dec 15	December Commencement
Dec 19	Module 2 classes end
Dec 19	Fall semester ends
Dec 21	**Winter Break (12/21 – 1/10) – No classes**
Dec 22	Final grades due by 5 PM

JANUARY

Jan 11	Spring semester begins
Jan 11	Module 1 (7-week) classes begin
Jan 18	**Martin Luther King Jr. Day – No classes**
Jan 19	End of Add/Drop Period

FEBRUARY

Feb 1	Flex Start begins
Feb 8	End of Add/Drop for Flex Start
Feb 15	**Presidents' Day – No classes**
Feb 26	Mid-term Grades due
Feb 27	Module 1 classes end

MARCH

Mar 8-12	Spring Break
Mar 15	Module 2 (7-week) classes begin
Mar 15	Fall semester registration begins
Mar 19	Flex Start Mid-term grades due

APRIL

April 2	Last Day to withdraw from classes
April 19	**Patriots' Day – No classes**

MAY

May 3	Module 2 classes end
May 3	Spring semester ends
May 5	Grades are due by 5 PM
May 6	Evening of Excellence
May 8	Commencement at 6PM
May 17	Summer 1 (8 and 12 week) classes begin
May 25	End of Add/Drop Period for Summer 1 semester
May 31	**Memorial Day – No Classes**

JUNE

June 18	**Juneteenth (Observed) – No classes**
June 21	Summer 2 (8-week) begins
June 28	End of Add/Drop Period for Summer 2 semester

JULY

July 5	**Independence Day (Observed) – No Classes**
July 9	Summer 1 (8-week) classes end

AUGUST

Aug 6	Summer 1 (12-week) classes end
Aug 13	Summer 2 (8-week) classes end
Aug 30	Fall Semester begins



COLLEGE PROFILE

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 Commission of Higher Education (NECHE); the Accreditation Council for 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.

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

Ready to Meet the Demands of Remote Learning and Train Students in IT Fields

COVID-19 hit Maine just as KVCC was completing a complete revitalization of its IT capacity. KVCC had leveraged institutional resources as well as funding from a recent U.S. Department of Labor grant — over $3 million combined — to completely revitalize College IT infrastructure including specialized programs, laboratories, and a new Learning Management System.

The college transitioned much of its instruction to remote delivery at a time when it could ensure state-of-the-art instruction. Upgrades include 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, as well as lecture-capturing cameras. Students graduating from KVCC are trained using industry standard equipment, computers and servers to best prepare them for entry into the high-tech workforce.

Most students at KVCC receive generous financial aid to cover the full cost of tuition, fees, books, and technology. To benefit from financial aid, all KVCC applicants should complete a Free Application for Federal Student Aid (FAFSA); the enrollment staff at KVCC can help answer any questions regarding the FAFSA and the aid process.

KVCC has three simple suggestions for ANY Maine resident contemplating attending one of the state's community colleges:

- Apply to KVCC
- Complete the FAFSA application (Free Application for Federal Student Aid)
- Work with the Financial Aid office to have your aid applied to cover the cost of tuition, fees, books, and any required technology.

All of Maine's community colleges are committed to working with every student to ensure they can afford to attend classes and acquire the skills they need to get ahead. Our goal is to make sure that the costs of tuition, books, and technology never stop anyone from attending community college. If you don't have access to a computer or can't afford one, we can help find a way to make sure you gain access to a KVCC education.

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 KVCC Foundation was established in 1991 with the goal of supporting both the College and its students. Since its inception, the Foundation has awarded over $2 million in student scholarships, opening the doors to education for more than 2,600 KVCC students.

The mission of the Kennebec Valley Community College Foundation is to engage supporters to invest in students, faculty, and programs to empower individuals and to build stronger communities. We achieve this goal by raising funds to promote and support all educational programs; to provide state-of-the-art equipment and facilities, and to ensure access through scholarship funds for students.

KVCC students come from a wide variety of backgrounds and face many challenges and barriers to reaching their personal, professional, and academic goals. The KVCC Foundation is an essential resource to students, faculty, and programs designed to reduce barriers, promote campus and community wellbeing, and empower student retention and success!

The KVCC Foundation currently manages more than 40 scholarship funds which are awarded to students with unmet financial need, determined by a Free Application for Federal Financial Aid (FAFSA) and an online application. Information regarding scholarship eligibility is available online: https://www.kvcc.me.edu/foundation/

For more information regarding the KVCC Foundation please contact the KVCC Foundation Office by phone: (207) 453-5020, email: kvccfoundation@mainecc.edu or online: https://www.kvcc.me.edu/foundation/

KVCC STRATEGIC PLANNING

We believe that KVCC2027 will move us forward and will provide a strong, positive vision - serving the citizens of Maine and our community partners. Over the next five years, the implementation of this strategic plan will provide focus on the completion of credentials for student, stabilization of enrollment, creation of short-term training opportunities and identification of infrastructure projects that will address facility needs on both campuses. It is with great pleasure that I share with you our plan to build and promote the strength and the security of our college into 2027 and beyond. You can visit KVCC 2027 Advancing A Vision to read the complete plan.

INSTITUTIONAL ACCREDITATION

Kennebec Valley Community College is accredited by the New England Commission of Higher Education (NECHE). Accreditation of an institution of higher education by NECHE 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 NECHE 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 NECHE should be directed to the administrative staff of the institution.

Individuals may also contact:

New England Commission of Higher Education
301 Edgewater Place, Suite 200
Wakefield, MA 01880
Telephone: 781-425-7785
Email: info@neche.org



RECOGNITION OF NON-CREDIT PROGRAMMING

Kennebec Valley Community College is recognized by the New England Commission of Higher Education as a provider of high-quality non-credit programming.

Recognition is distinct and separate from accreditation, which applies to the credit-bearing courses and programs at a higher education institution.

Recognition by the Commission indicates that the organization provides high-quality non-credit programming as articulated in the NECHE Non-Credit Quality Assurance Framework. NECHE recognition applies to the entirety of an organization's non-credit programming as defined in the Quality Assurance Framework. Recognition (a) is not a guarantee of every non-credit course or program offered, or of the competency of students who have completed a program; (b) provides reasonable assurance about the quality of non-credit programming available to students; (c) does not replace or supersede any licensure or other approvals that may be required for certain non-credit programs (i.e. allied health programs); and (d) does not provide an organization access to Title IV funding for its non-credit courses and programs.

Inquiries regarding this recognition status by the Commission should be directed to the administrative staff of the organization. Individuals may also contact:

New England Commission of Higher Education
301 Edgewater Place, Suite 210,
Wakefield, MA 01880
(781) 425 7785
E-Mail: necherecognition@neche.org

GENERAL INFORMATION

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 start on page 173 in this catalog and are also located 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***. Assistance is also available in the Advising Center, located in Lunder.



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, Behavioral Health & Human Services, 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.

INSTITUTIONAL LEARNING OUTCOMES FOR GRADUATES

The College has established Institutional Learning Outcomes (ILO) to measure student achievement on mission-appropriate student outcomes. These outcomes 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 ILOs are embedded in the select general education courses. The following are KVCC's institutional learning outcomes:

1. ***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 to engage in and communicate processes of critical inquiry, including analysis, synthesis, and argumentation.
2. ***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.

3. ***Effective Communication***
   Effective communication is 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. 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
4. ***Diversity/Cultural Knowledge***
   Students will demonstrate knowledge of cultural differences. 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.
5. ***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.
6. ***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.
7. ***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.
8. ***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.

   * The ILOs may not be included in all programs of study.

PSI BETA COMMUNITY COLLEGE NATIONAL HONOR SOCIETY

KVCC and the Department of Social Sciences and Psychology is proud to have been selected to host a Chapter of the American Psychological Association Psi Beta Community College National Honor Society in Psychology. We are currently the only Chapter of this kind in the Maine Community College System!

Psi Beta was founded for the purpose of stimulating, encouraging, and recognizing students' outstanding scholarship and interest in psychology. Psi Beta's mission is to encourage professional development and psychological literacy of all students at two-year colleges through promotion and recognition of excellence in scholarship, leadership, research, and community service.

PHI THETA KAPPA INTERNATIONAL HONOR SOCIETY

The mission of Phi Theta Kappa Honor Society (PTK) is to recognize academic achievement of two- year college students while providing opportunities for individual growth and development through participation in honors, leadership, service, and fellowship programming.

An invitation to membership is extended by the College's Beta Delta Upsilon chapter of PTK to those students who have completed twelve (12) KVCC credit hours of associate degree coursework with a Grade Point Average of at least 3.5 and who adhere to the Student Code of Conduct. For more information contact kvccptk@mainecc.edu.

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 kvcccce@mainecc.edu

CUSTOMIZED ACADEMIC PROGRAMMING

Kennebec Valley Community College offers several unique and flexible paths 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 kvccadmissions@mainecc.edu to arrange a time to meet with an advisor. A full description of the program option can be found on page 73.
- ***Professional 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, humanities and social science) coupled with 27 credits which will enhance workplace skills or explore different programs/careers. These credits transfer to most colleges and universities. Contact kvccadmissions@mainecc.edu to arrange a time to meet with an advisor. A full description of the program option can be found on page 150.

- ***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 kvccadmissions@mainecc.edu to arrange a time to meet with an advisor. A full description of the program option can be found on page 166.

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. Transfer assistance is available to help students who wish to continue their education after KVCC. Students may contact kvccadvising@mainecc.edu to speak with an advisor.

ARTICULATION AGREEMENTS

Through articulation agreements, colleges collaborate to create a path for students to transition 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 kvccacademicaffairs@mainecc.edu for information regarding existing articulation agreements.

GENERAL EDUCATION BLOCK TRANSFER

The Maine Community College System (MCCS) and the University of Maine System (UMS) have established a general education transfer block that includes at least 34 credits of general education course work with grades of C- or better. Students who have completed the UMS-MCCS General Education Transfer Block at any UMS or MCCS institution will be regarded as having completed the General Education requirements at every other UMS or MCCS institution, except for up to eleven credits of additional General Education coursework to be specified by the receiving institution.

The learning outcomes included in this agreement contain content from eight key general education Learning Domains that align closely with the Liberal Education America's Promise (LEAP) Essential Learning Outcomes. These Learning Domain outcomes are common to all University of Maine System and Maine Community College System campuses and are included in KVCC'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	PHI110 - Introduction to Contemporary Ethics	3 credits
Social Sciences	PSY101 - Introduction to Psychology **OR** SOC101 - Introduction to Sociology	3 credits
Quantitative Literacy	MAT111 - Quantitative Reasoning **OR** MAT114 - Technical Math **OR** MAT117 - College Algebra	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

Learning Domain (LD)	KVCC Block Transfer Course Requirements	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 17 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 Commission of Higher Education (NECHE) 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

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 based on current American Council on Education (ACE) recommendations. Students must provide an official transcript for 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
- ***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.
- ***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.
- ***Maine Seal of Biliteracy***
  The Seal of Biliteracy is awarded by the Maine Department of Education to graduating seniors to recognize student achievement in language learning. Students who are proficient in English and an additional language are able to earn the Seal of Biliteracy by demonstrating their individual domain (listening, speaking, and writing) scores on an approved assessment at the intermediate mid proficiency or above.

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) 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 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 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

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

Dual Enrollment 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 or remotely. Beginning their sophomore or junior year, students may enroll in up to six credits per semester. Students work with their high school guidance office for determination of eligibility and may choose from a variety of classes being taught by KVCC instructors, either online or on campus. Students will attend KVCC classes along with adult learners, seats are limited and available on a first-come-first-served basis. Students are responsible for books and some 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) 453-5014 for additional information or email kvccconcurrentenrollment@mainecc.edu.





ACADEMIC POLICIES

ACADEMIC PROBATION OR 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 probational 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:

Cumulative grade point average of:

GPA of 1.50 or less for 3 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;
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 and any required steps that will be necessary to continue enrollment in the next semester. In addition, the student's permanent record will carry the words "Academic Probation."

There are two reasons for academic dismissal:

1. Matriculated students who are on academic probation who earn less than a 2.0 semester GPA will be academically dismissed.
2. 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, on the College's website, and are communicated though the KVCC email system, the Student App, and texting campaigns.

- Students may add or drop a course during the first six (6) business days of a semester.
- Students may add classes during this period through the ***MyKV Portal*** or by contacting the Registrar's office. Addition of courses is on a space available basis.
- Students may drop a course during this period through the ***MyKV Portal*** or by contacting the Registrar's office.
- Students who do not officially drop a course(s) within this period will assume all academic consequences and financial obligation for the course tuition and fees

Administrative Withdrawal

Students should refer to the course syllabus and/or the program handbook for the attendance policy. A student who exceeds the allowable absences may be withdrawn from the course, receiving an administrative withdrawal (AW).

Artificial Intelligence (AI)

Kennebec Valley Community College recognizes the potential of artificial intelligence (AI) to enhance educational experiences and prepare students for a technologically advanced world. However, it is crucial to use AI responsibly and ethically. Students should refer to the course syllabus for guidance on acceptable use(s) of AI in the course.

Attendance

Students are expected to attend all scheduled classes including lecture, lab, shop, clinical, and fieldwork. Student attendance is correlated with student success. Changes to Federal financial aid regulations in recent years require accurate reporting on student attendance and participation in all courses, including online and hybrid/blended courses.

Attendance policy specifics will vary from course to course and instructor to instructor. The course syllabus and/or program handbook will outline the consequences of absences. Students should contact their instructors in cases of emergency or illness causing extended absence or irregular attendance.

- It is the student's obligation to check with the instructor on the first day back for work missed.
- 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 or the Dean of Students

A student attends an online course (or the online portion of a hybrid/blended course) by participating in class or otherwise engaging in an academically related activity. Examples of such activity include but are not limited to: contributing to an online discussion or text chat session; submitting an assignment or working draft; working through exercises; taking a quiz or exam; initiating contact with a faculty member to ask a course-related question.

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. Audited courses cannot be used to meet graduation requirements. Students wishing to audit a course must contact the Registrar before the end of the add/drop period.

Course Substitution

Under certain circumstances, a student may request that a course substitution be approved for a core or program course requirement. The student must initiate the request, indicating the course to be substituted for the requirement and detailing how the replacement course meets the objectives of the original requirement. The request should be sent to the registrar. The registrar and the department chair shall review the request and notify the student of the results.

Course Withdrawal

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. Students are encouraged to discuss a withdrawal from their course 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 may be financial consequences associated with a course withdrawal. Students should contact the Financial Aid Office for specific information regarding the withdrawal.

A withdrawal from a course is counted as a course attempted but not completed and will adversely impact satisfactory progress as defined by the KVCC Financial Aid Satisfactory Academic Policy.

For Summer session withdrawal dates contact the Registrar's Office.

Students with extraordinary circumstances may request a withdrawal after the twelfth (12th) week by contacting the Dean of Students. The student must make this request for special circumstance withdrawal within 10 business days from the close of the current semester or summer session.

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 and towns 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.

Family Educational Rights and Privacy Act (FERPA)

Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

Records Inspection
A student has the right to inspect and review the student's education records within 45 days of the day a college receives such request. A student should submit to the Registrar, Dean, head of the academic department or other appropriate official a written request that identifies the record(s) the student wishes to inspect. The appropriate official will arrange for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

Amendment of Records
A student has the right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask a college to amend a record should write the college official responsible for the record, identify the specific part of the record that the student wants changed, and specify the reason why it should be so changed. If the college decides not to amend the record as requested, the college will notify the student in writing of the decision and the student's right to a meeting regarding that decision.

Student's Right to Prevent Disclosure
A student has the right to provide written consent before a college discloses personally identifiable information from the student's education records, except to the extent that FERPA or other laws authorize disclosure without such consent.

College's Rights to Disclose
A college may disclose education records without a student's prior written consent under several circumstances including, but not limited to, the following circumstances:

Health or Safety Emergency
A college may disclose education records without a student's prior written consent under the FERPA exception for an emergency that poses an imminent threat to health or safety.

Directory Information
Unless a student withholds consent by use of an opt-out form that the colleges shall provide to each student, a college may disclose certain education records without a student's prior written consent under the FERPA exception for directory information. FERPA permits MCCS to determine whether to recognize the concept of directory information and, if so, how to define such information and the circumstances of its disclosure. MCCS recognizes directory information only for use in its own purposes, publications, recognition of students, and efforts to help students access specific employment opportunities. In those instances, directory information includes a student's full name; hometown; date of birth; the fact that a student is or was enrolled; enrollment status (e.g., full-time, half-time, or less than half-time); class level and majors/minors; dates of attendance; degrees, honors or awards received; cumulative credit hours; participation in officially recognized activities and sports; certain biographical information of athletes; and photograph.

For clarity, directory information does not include a student's identification number, mailing and permanent address(es); telephone number(s); parents' names and addresses; GPA or grades; current schedule; information on academic standing (probation, disqualification, etc.) or whether student is eligible to return to school; accounts receivable balance; disciplinary records; financial records of parents; student employment records; psychiatric or psychological records; and copies of transcripts from other schools or colleges.

In all other instances, MCCS regards such information to be part of a student's education record protected from other disclosure under both FERPA and pertinent state law exceptions to the Freedom of Access Act.

School Officials with Legitimate Educational Interests
A college may disclose education records without a student's prior written consent to school officials under the FERPA exception for legitimate educational interests. For purposes of this provision, a "school official" is a person employed by a college and/or the MCCS in an administrative, supervisory, academic or research, or support staff position (including security and health personnel); a person or company with whom a college has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor or collection agent); or a student serving on an official committee such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a "legitimate educational interest" if the official needs to review an education record to fulfill his or her professional responsibilities for a college.

Officials of Other Schools
Upon request, a college may disclose education records without consent under the FERPA exception for disclosures to officials of another school in which a student seeks or intends to enroll.

Lawfully Issued Orders and Subpoenas
A college may disclose education records without a student's prior written consent under the FERPA exception for complying with a judicial order or lawfully issued subpoena.

Financial Aid for which a Student has Applied
A college may disclose education records without a student's prior written consent under the FERPA exception for financial aid for which the student has applied.

Organizations Whose Work Will Improve MCCS Instruction
A college may make certain disclosures under FERPA without individual consent under the FERPA exception for disclosure to organizations conducting studies for, or on behalf of, the MCCS for the purpose of improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations, and such information will be destroyed when no longer needed for the purpose for which it is conducted.

Disclosure to Military Recruiters
A college must, as required by law, disclose education records without a student's prior written consent to requesting military recruiters.

Complaints
A student with questions or concerns about the student's rights and a college's responsibilities should promptly inform the appropriate college student services official. A student also has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA by contacting the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, DC 20202.

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

A student must successfully complete all courses in an associate degree or a certificate program and submit a graduation application to be eligible to receive a diploma. Associate degree or certificate candidates must attain a 2.0 minimum cumulative grade point average and must complete a minimum of 25% of the program credit hours at the College. Degrees and certificates will not be released by the College until all financial 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.

Grading Symbols/Codes

AA Articulation Agreement

AF Stopped attending a course without officially "Dropping." The grade of "AF" will be computed as an "F" in GPA.

AP Advanced Placement

AR Apprenticeship

AU Audit

AW Administrative Withdrawal

CD Credential Review

CE Challenge Exam

CL CLEP Exam/DANTES Exam

DS DSST Exam

FL Foreign Language Exam

I Incomplete

IB International Baccalaureate

LE Prior Learning Credit

ME Military Experience

NC Non-Credit

P Passed (for pass/fail course, not computed in GPA)

PA Portfolio Assessment

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)

**Courses that have been repeated and removed from GPA calculations.*

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 the Academic Dean.

Mid-Term Grades

During the Fall and Spring semesters, grades will be reviewed at mid-semester. Students receiving less than a "C" or whose performance is unsatisfactory may receive an academic warning. Students who receive unsatisfactory midterm grades should meet with their instructor and/or Academic Advisor to discuss the grade(s) in detail.

Transcripts

All requests for copies of student transcripts are to be directed to the Academic Affairs Office. Federal law requires that requests must be in writing with appropriate student signature or submitted through a secure third-party vendor (Parchment). A $6.00 fee will be assessed for each transcript and will be due and payable with the transcript request. A $10.00 fee will be assessed for on demand "over the counter" transcripts.

Withdrawal from a Course

Students must contact the Enrollment Services Center in the Frye Hall 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 Hall 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.

Withdrawal from the College

Students wishing to withdraw from the College must contact the Enrollment Services Office or the Registrar. Students are reminded to contact the Financial Aid Office before taking this action to understand any possible financial impacts more fully.



ENROLLMENT & THE ADMISSION PROCESS

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)

Enrollment services utilizes a holistic approach, working with students from the time of inquiry through admission to an academic program. Our goal is to simplify the admissions process by offering resources to overcome common barriers that may impede a person as they begin to explore their educational options. The following departments, located in the Frye Hall, comprise the Enrollment Services Center, a one-stop location for enrollment needs (207) 453-5822 or kvccadmissions@mainecc.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. The Enrollment Center, located in the Frye Hall provides services for all enrollment needs.

Admissions - This office processes applications, collects high school and college transcripts, as well as immunization records. The staff oversees the administration of the TEAS exam and the process for course placement. Students may contact an admissions representative for a tour of the campus or an appointment to discuss academic programs and requirements for admission.

Financial Aid - All federal and state aid is processed in this office. This aid 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 or contacting the College directly.

Kennebec Valley Community College,
Enrollment Services Center, Frye Hall
92 Western Avenue, Fairfield, Maine 04937
Phone: (207) 453-5822 or Toll free 1-800-528-5882;
Fax: (207) 453-5010
Email: kvccadmissions@mainecc.edu
Website: 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 students 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 email at kvccadmissions@mainecc.edu to schedule an appointment.

ADMISSION

KVCC is committed to providing access to a college education. With a rolling admissions policy for most programs, individuals can apply and be considered for acceptance throughout the year.

All programs begin in the fall semester, starting late August to early September. Spring admission is possible for most programs. additional admission requirements and capacity limits are connected to our Trades programs, Nursing, and several Allied Health programs.

GENERAL ADMISSION

- Complete the online application at www.kvcc.me.edu
- An official high school transcript for all years attended
- Current high school seniors must include the first marking period for the senior year. A final transcript will be needed for all graduating seniors prior to the first day of college classes.
- Non-high school graduates must submit official GED/HiSET test scores.
- Students who have been matriculated at a regionally accredited college or university and who have earned at least 15 college-level credits do not need to supply their high school transcript or GED. Individuals should submit official college transcripts from all colleges attended. A final transcript with final grades will be needed prior to the first day of classes.
- Home-schooled applicants are required to submit an official school transcript or annual assessment of courses completed

Multiple Measures

To have a more holistic understanding of a student's college-readiness, multiple measures are used to guide course placement. Multiple measures include, but are not limited to, high school coursework, college coursework, testing assessments such as the Accuplacer and SAT, GED and HiSET scores, military training, life experience, guided self placement as well as personal interviews.

Capacity & Additional Admission Requirements

In addition to the steps noted above, several academic programs have capacity limits for the number of students and additional requirements for the admission to a specific program.

The programs noted below begin each Fall semester with limited seats available for admittance. For information regarding the additional requirements, please go to the program page on the KVCC website.

Fall Program Cohorts

Fall Program	Capacity	General Admission Requirements	Additional Requirements
Applied Electronics	24	X	
Behavioral Health & Human Services	Open Enrollment	X	
Business Administration	Open Enrollment	X	
Biological Science	16	X	
Career Studies	Open Enrollment	X	
Culinary Arts	28	X	
Early Childhood	Open Enrollment	X	
Electrical Lineworker	30	X	X
Electrical Technology	20	X	
Emergency Medical Services	24	X	
Health Information Management	24	X	

Fall Program	Capacity	General Admission Requirements	Additional Requirements
Health Science	Open Enrollment	X	
Liberal Studies	Open Enrollment	X	
Medical Assisting	20	X	
Medical Coding	Open Enrollment	X	
Nursing	56	X	X
Occupational Therapy Assistant	22	X	X
Physical Therapist Assistant	20	X	X
Plumbing & Heating	16	X	
Precision Machining Technology	24	X	
Professional Studies	Open Enrollment	X	X
Psychology	Open Enrollment	X	
Radiologic Technology	18	X	X
Respiratory Therapy	16	X	X
Trade & Technical Occupations	Open Enrollment	X	
Welding	16	X	

Capacity
Open Enrollment programs have no capacity limits. Applicants must meet the general admission requirements. Capped Programs are programs that have capacity limits as noted above.

General Admission Requirements
All programs must meet the general admission requirements for admission to the College. These are noted on page 34 .

Additional Admission Requirements
In addition to general admission requirements, several programs have additional admission requirements. These are noted above.

ADMISSION ENTRANCE EXAM

Test of Essential Academic Skills (TEAS)
The Test of Essential Academic Skills is a timed, 3-hour, multiple choice exam that measures the student's ability in Reading, Math, Science, English and Language Skills. It is required for Nursing and Allied Health programs (Physical Therapist Assistant, Occupational Therapy Assistant, Radiologic Technology and Respiratory Therapy). Required exam scores may be found on the Entrance Requirements sheet for each specific program.

- The TEAS exam is taken remotely and video monitored by ATI (the company that owns the TEAS). You must have access to a computer with video capability to take the TEAS.
- Students register and pay for the test by setting up an account with ATI at www.atitesting.com and choosing a test date.
- Students are responsible for having the results of their TEAS exam sent to kvccadmissions@mainecc.edu
- The TEAS may only be taken three (3) times in total. In addition, the TEAS may only be taken twice in the same academic year with a minimum of 45 days between exam sessions.
- Applicants who have not taken college courses before are strongly encouraged to reach out to the Admissions Office at 453-5822 or kvccadmissions@mainecc.edu before registering for the TEAS to determine the best time to take the TEAS.

Admit in a Day

This event occurs once each semester. Students are able to apply online, complete the FAFSA with assistance from Financial Aid staff and meet with an academic advisor for course placement. For additional information regarding dates, email kvccadmissions@mainecc.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 kvccadmissions@mainecc.edu or contact us at (207) 453-5822.

Effective September 2021, requests for a waiver of immunizations based on religious, philosophical, or personal reasons may not be granted. Students may request a waiver based on medical reasons only. For further information, contact the Enrollment Center at (207) 453-5822.

Complio, also known as American Data Bank, is the online system that KVCC uses for Allied Health and Nursing students to submit and track immunization, background, and CPR entrance requirements for their respective programs. Students will be required to create an account and upload their own immunization documentation into the system, rather than providing the records to the college. Students will continue to have access to Complio after they have completed their program at the college. All students attending face-to-face classes are required to be fully vaccinated.

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 RT). 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 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 certification from the American Heart Association is required for Nursing and Allied Health programs. Hybrid CPR certification is accepted. Online CPR certification is not accepted.

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 kvccaccessibility@mainecc.edu

INTERNATIONAL STUDENTS

International students who wish to attend KVCC on a student F-1 VISA must submit all required application materials and provide TOEFL scores. International F-1 VISA students must enroll and complete twelve (12) credits in each semester (no more than 3 credits online).

International student application steps:

- Complete the KVCC application at 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 Enrollment Services Center at (207) 453-5822 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 kvccadmissions@mainecc.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	$96.00 per credit
NON-RESIDENT TUITION	$192.00 per credit
NERSP ("APPLE" PROGRAM) PARTICIPANTS	$144.00 per credit

Costs

General Fees	Cost	Information
Consolidated	$42 per credit	Of course tuition
Student & Accident Insurance	$16.00	Required for all matriculated students; 12-month annual premium (Plan 1)
Professional Liability Insurance	$16.00	Required of students in Early Childhood, Occupational Therapy, Physical Therapist, Medical Assisting, Nursing, Phlebotomy and Radiologic Technology
Professional Liability Insurance for EMS Program	$69.00	Required of all students in the Emergency Medical Services Program
Experiential Liability Insurance	$18.00	All programs with an experiential component to the curriculum
New Student Orientation	$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
Portfolio Review (PLA)	$125.00	Per Portfolio attempted
Challenge Examination	$100.00	Per Challenge Exam attempted
Course Audit	1/3	Of Course tuition and applicable course fees
Course Packs		Course packs range from $20.00 - $450.00.

General Fees	Cost	Information
Testing		Testing fees range from $25.00 - $300.00
Test of Essential Academic Skills (TEAS)	$75.00	Admission exam for applicants in Nursing, Respiratory Therapy, Occupational Therapy, Physical Therapist, and Radiologic Technology. Payment due in advance of exam, Please contact the Admissions office for testing dates and registration.

2026/2027 Cost of Attendance Information:
www.kvcc.me.edu/wp-content/uploads/2024/08/204-25-KVCC-COA-Budget-1.docx

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 and billed a premium of $16.

This Accident Insurance policy ***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/wp-content/uploads/2026/04/2026-27-Maine-CC-System-Brochure.pdf

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.

NEW ENGLAND TUITION BREAK PROGRAM

NEBHE's Tuition Break program, the New England Regional Student Program (RSP), provides significant tuition savings to residents of the six New England states when they enroll at out-of-state public colleges and universities within New England and pursue approved programs. For more information go to https://nebhe.org/tuitionbreak/

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 MCCS 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 Students at (207) 453-5019.

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 Alfond and Fairfield campuses.

A list of positions available may be found on the College's website under Financial Aid.

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.

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.



FINANCIAL AID

ELIGIBILITY

Kennebec Valley Community College offers financial assistance 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, childcare, 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 withdraw 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 assistance from most of the financial aid programs offered by KVCC. Applicants (and their parent, if the student is a "dependent" as determined by questions on the FAFSA) must create a Federal Student Aid User ID and password see https://studentaid.gov/ fsa-id/create-account/launch and complete their FAFSA online at www.studentaid.gov. To ensure that KVCC receives the completed FAFSA, under the school section, students must enter KVCC's school code: 009826.

About 20 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. 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) 453-5130, email kvccfinancialaid@mainecc.edu or visiting the College's website at www.kvcc.me.edu.

GRANTS

Federal Pell Grants
Approximately 70% of KVCC students who complete the financial aid process receive Pell grants. For 2024-2025, the annual award for a full-time student ranges from $740 to $7,395 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) 453-5130.

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 Pell Grants.

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 KVCC Foundation at (207) 453-5120 or access the KVCC Foundation Scholarship section under Financial Aid on the College's website. The KVCC Foundation has a scholarship application available for the academic year, and an application for students who will begin attendance during the spring semester. There is also a KVCC Foundation Scholarship application available for the summer semester. The KVCC Foundation and the Maine Community College system awarded more than $1.8 M in scholarships for the 2024/2025 academic year (including the Free College Scholarship).

Free College Scholarship
High school graduates, or those who earned the equivalent of a high school diploma in the classes of 2022-2026 are eligible for the scholarship at any of Maine's seven community college campus's. The scholarship pays for tuition and mandatory fees after federal and state grant aid have been applied. For more information, visit Free College Scholarship

LOANS

Students are awarded Federal Direct Subsidized and Unsubsidized Loans, if eligible, as part of their financial aid eligibility. Students must accept the loans if they want to borrow the funding. 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 on the Loan Request Form which is sent with the Financial Aid Notification, after the student's financial aid eligibility has been determined. Students should contact Financial Aid if they need assistance, (207) 453-5130.

Direct Subsidized (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.

Direct Unsubsidized (Stafford) Student Loan
Non-need-based. The interest is either paid by the student while 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 credit-based 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 direct loan. For more information, contact the Financial Aid office at kvccfinancialaid@mainecc.edu.

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 responsibilities that go with borrowing a loan. If you have questions after completing the entrance or exit counseling at studentaid.gov contact Financial Aid at (207) 453-5130 or email kvccfinancialaid@mainecc.edu.

Federal Loan Limits and Refusal to Certify a Direct Loan
Through debt management and loan counseling, students are encouraged to borrow only what they need for educational costs, and we can assist you with this. 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.

KVCC partners with IGrad for financial literacy resources to educate students on creating a sound financial future. IGrad provides webinars, articles and quizzes on all types of financial topics like smart borrowing, establishing good credit, buying a car, saving for a home and retirement to name a few. KVCC also partners with ECMC which is a nonprofit whose mission is to assist borrowers with managing their student loans and understanding their repayment obligation.

VETERAN BENEFITS

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.va.gov/education 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 kvccfinancialaid@mainecc.edu. Additional information regarding veteran benefits is posted in the Financial Aid and Veteran Benefits section of the KVCC website.

For contact information to apply for funding from the U.S. Army, National Guard and Vocational Rehabilitation at Togus, please see the Veteran's Benefits section pf the website. There you will also find information about tuition waivers for dependents.

Contact the Business Office at (207) 453-5140 if you have questions regarding the payment of tuition and fees.

TITLE 38 UNITED STATES CODE SECTION 3679(e) SCHOOL COMPLIANCE FORM

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, KVCC adheres to the following policies. Effective August 1, 2019, the State approving agency, or the Secretary when acting in the role of the State approving agency, shall disapprove a course of education provided by an educational institution that has in effect a policy that is inconsistent the areas below:

A *Covered Individual* is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, post-9/11 GI Bill® benefits.

Any *covered individual* can attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of

Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

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

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

Recipients of Post-9/11 GI Bill funding are required to verify their enrollment monthly. Changes to enrollment status after the add/drop period of the semester will impact eligibility for funding. If you stop attending a class or withdraw, KVCC needs to report that change to the VA, as it will prorate eligibility. Enrollment verification may be completed through a text notification from the VA. Be sure to opt in for these notifications.

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.

KVCC Campus Locations

Main Campus
92 Western Ave Fairfield, Maine 04937

Extension Campuses
Harold Alfond Campus 23 Stanley Road Hinckley, Maine 04944
Mid-Coast School of Technology 1 Main Street Rockland, Maine 04841

Veterans Lounge

KVCC has a dedicated lounge for veterans to utilize. Located on the Hinckley Campus, in the Rec Center, this space is available to veterans and dependents to use while the Rec Center is open. Light refreshments are available for students needing to recharge or to have a quiet study space. Comfortable seating and a computer station is available for student use.



STUDENT LIFE

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

COLLEGE STORE

The Virtual College Store operated by Barnes and Noble offers textbooks that are ordered online and delivered directly to your home address. Students who have a financial aid credit (voucher) can use this for textbooks purchases in the Virtual College Store.

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 email kvccacademicaffairs@mainecc.edu or (207) 453-5128

FOOD SERVICES

The KVCC Café is located in the Frye Annex on the Fairfield Campus and is open Monday-Thursday 7AM to 2PM offering grab & go breakfast. Lunch items include sandwiches (hot and cold), pizza, cold and a daily lunch specials from 11:30AM to 1:30PM. The Café is accessible during off hours using your KVCC ID.

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.

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/life-at-kvcc/student-services/information-technology-department 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 ithelp@mainecc.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.

Brightspace Brightspace 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 Brightspace are automatically enrolled in a Brightspace Student Orientation course in Brightspace and are encouraged to utilize this to familiarize themselves with the platform.

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 Business Office 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 student engagement 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. Often, you will hear members of the community refer to it as the KV family! This office coordinates student leadership opportunities through New Student Orientation and Registration, Accepted Student Nights, events, 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 at (207) 453-3540 for more information on existing clubs and organizations or learn how to form a new club. You can also browse the Clubs and Groups in the KV App.

Student Senate

The purpose of the 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 kvccstudentsenate@mainecc.edu or reach out to us in the KV App in the Clubs and Groups tile.

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 also within Alfond Recreation Center on the Alfond 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 Alfond Recreation Center 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 Alfond Recreation Center is a beautiful regulation size hardwood basketball court.

With the ability to drop downside 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.

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 Director of Campus Safety & Security and the Dean of Students. It includes information regarding campus safety and security, and the crime statistics for the past three years. A log of criminal activity and/or incidents is maintained by Campus Safety & Security. The information from this log, in conjunction with a report from the Fairfield Police Department, creates the basis for reporting incidents on campus, on surrounding roads and walkways, and at off campus College events. This report is available on the College's website by the first of October. An 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 Director of Campus Safety & Security at (207) 453-5811 or visit www.kvcc.me.edu/life-at-kvcc/campus-safety-security

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
- Community Resources
- Registered Sex Offenders

For more information or to report an incident, contact the Director of Campus Safety & Security at (207) 453-5811 or the Dean of Students 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 Ready Education 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 Financial Aid information, Student Employment, Brightspace and the College Store website;
- events on campus;
- class schedule and Orientation information;
- connections to student clubs and organizations;
- campus maps with location features such as dining and recreation.

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

ACADEMIC SUPPORT SERVICES

ADVISING CENTER

The Advising Center, located in Lunder on the Fairfield campus, provides New Student Orientation and one-on-one advising for course registration, degree planning, policy clarification, support referral, transfer assistance, career/major exploration, and more. The Advising Center aspires to be a source of support and a resource for students as they progress through their educational journey at KVCC and beyond. The Center aims to educate and empower student to be active and responsive learners in their educational, career, and personal pursuits.

CAREER SERVICES

The Advising Center also provides one-on-one and group session assistance with college and career research, resume writing, and interview techniques. In addition, the Maine Career Center is located on the Alfond Campus in Averill Hall. Students may access assistance with resume writing, interviewing, and job searches.

EMBARK

Embark is a high-school-to-college transition program designed for high school students who are unsure about what comes next.

Enrolling in this program is a great way to explore the benefits of a community college education. Embark advisors travel to regional high schools and CTEs to help students explore their career interests and the academic, personal, and financial resources needed for success in and beyond community college.

Available for students at over 80 Maine high schools, Embark offers:

- Personalized encouragement and advising in high school and college
- Guidance through the college application and financial aid processes
- For scholarship recipients:
  - Continued support and guidance as you enroll at a Maine community college
  - A scholarship to a Maine community college (up to $2,000 over 2 years)

Since 2003, Embark students have been more likely to both return for their second year and graduate on time than typical community college students.

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 Specialists, located at KVCC, our Student Navigators who work with identified students on their goals, academic challenges and advising questions. For more information, contact the JMG Specialists at (207) 453-5839 or (207) 453-5840

LUNDER STUDENT SUCCESS CENTER

The Lunder Student Center is a "one-stop" location complete with Academic, Library, and Technology services all in one location. The Student Success Center provides a resource hub for students to get connected to any support on campus. The Lunder Student Success Center is a place to engage, interact, and grow!

Success Center Services Offered:

- Advising
- Library Services
- Study Skills
- Time Management
- Tutoring Services
- Student Life
- Accessibility Services
- Counseling Services
- Financial Assistance
- Career Planning
- TEAS Exam Prep

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 kvcctrio@mainecc.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 a kvccfye@mainecc.edu

New Student Orientation and Registration

New Student Orientation (NSO) is required for all students who are new the college. The NSO is completed online, followed by a one-on-one meeting with an academic advisor who can assist with the registration and degree planning process, and more. NSO provides an overview of campus resources and services, financial aid information, college policies and procedures, as well as an overview of the various technology students will utilize, and the official registration process. For additional information, contact the Advising Center at: (207) 453-5881 or email kvccadvising@mainecc.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 individual academic programs and are assigned a specific date. Students will receive an invitation from their program faculty when the schedule has been created.

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 Woodlee Hall (Alfond Campus). Students can stop to get directions or an answer to a question. Information available include campus maps, master class schedule and school resources.

Student Handbook

The Student Handbook is available online to all students each academic year. The Handbook contains the academic calendar, important dates, events and activities. 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

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 and 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.



ALCOHOL AND DRUGS

The Maine Community College System policy on alcohol and drugs recognizes that substance abuse is a complex problem and may require professional assistance and treatment. Accordingly, KVCC has a designated an individual to assist with a referral for a substance abuse problem.

The sale, possession and use of alcohol on our campuses or as part of any KVCC activity must comply with the laws of the State of Maine and with local campus regulations and procedures. Violation of such laws, regulations and procedures may result in disciplinary action and, where applicable, criminal proceedings. The possession, use, manufacture or furnishing/trafficking of illegal drugs including marijuana and its derivatives, is prohibited at all times on KVCC property or as part of any KVCC activity. "Illegal drugs" does not mean the use of drugs under a valid prescription.

Students known to use, possess, manufacture or distribute illegal drugs are subject to law enforcement actions and disciplinary actions.

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 AND SEXUAL ASSAULT

Sexual harassment and/or sexual assault of employees or students is a violation of state and federal law and a violation of this policy. The related policies may be found on the College's website at www.kvcc.me.edu/consumer-info/. Questions regarding the policy should be directed to the Affirmative Action Officer, Dean of Students, at (207) 453-5019.

TOBACCO & VAPING POLICY

Kennebec Valley Community College is a 100% smoke and tobacco — free campus.

The college has a 100% smoke and tobacco-free campus policy that strictly prohibits all smoking, vaping (nicotine or non-nicotine), and use of tobacco products including, but not limited to: cigarettes, electronic smoking devices (i.e. e-cigarettes, e-hookah, vape pen, etc.), smokeless tobacco, snuff, chew, snus, cigars, hookah, and pipes, on Kennebec Valley Community College property, including buildings, parking lots and within privately or publicly owned vehicles on KVCC property, by any staff, students, visitors, contractors, etc.

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.

The intent of this Tobacco Policy is to: eliminate exposure to second and third-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.

Definitions and Clarifications

- "Smoking and use of tobacco" is defined as inhaling, exhaling, burning or carrying any lighted, or heated tobacco, or plant product intended for inhalation, whether natural or synthetic, including marijuana. Tobacco products include, but are not limited to: cigarettes, cigars, dip, chew, snuff, snus, hookah, e-cigarettes, vape pens or any other product that emulates tobacco use, not specifically approved by the USFDA for the purpose of cessation or nicotine replacement therapy.
- "Vape products" is defined as, but not limited to nicotine and non-nicotine electronic cigarettes, personal vaporizers, or electronic nicotine delivery systems.
- "Second-hand smoke" is defined as environmental smoke or vapor given off by the process of smoking or use of tobacco that is inhaled involuntarily or passively by someone who is not smoking.
- "Third-hand smoke" is defined as residue and particulate matter remaining in an area where people have been smoking, which remains after a cigarette, cigar or other smoking product has been extinguished. This residue contains toxins that linger in carpets, sofas, clothes, hair, skin and on other surfaces long after smoking has ceased.

The success of this policy will depend upon the courtesy and cooperation of both tobacco users and non-users. Violations of this policy will be handled through the established disciplinary procedures for employees and the Student Code of Conduct for students.

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

The following is a list of free, confidential resources available to all people in Maine:

Maine Tobacco HelpLine
Ready to quit? Call the Maine Tobacco HelpLine at 1-800-207-1230.

The Quit Link
www.thequitlink.com

The Breathe Easy Coalition of Maine/Maine Tobacco-Free College Network
mainetobaccofreecollegenetwork.org/

Somerset Public Health
www.somersetpublichealth.org/

Partnership for a Tobacco-Free Maine
www.preventionforME.org/

American Cancer Society
www.cancer.org/healthy/stayawayfromtobacco/index

How to Quit (Centers for Disease Control)
www.cdc.gov/tobacco/quit_smoking/how_to_quit/index.htm

FIREARMS/WEAPONS

To minimize the chance of accidents, injuries or violence on Kennebec Valley Community College (KVCC) campuses, no employee, student, or visitor shall bring any firearms or weapons, openly carried or concealed onto any KVCC property at any time unless he or she is a sworn law enforcement officer or authorized by the College President or his or her designee.

In addition, possession of any firearm on KVCC property is a direct violation of the Maine Community College System (MCCS) policy, section 803, pursuant to Maine State Law [Title 20-A M.R.S. §10009]. This policy states that no person other than sworn law enforcement officers acting in an official capacity may possess a firearm on property owned, operated or occupied by the College and/or the System. This prohibition includes motor vehicles parked on such property. This prohibition also includes any concealed weapon because Maine's concealed firearms law, which took effect October 15, 2015, states that even possession of a concealed carry permit does not authorize firearm possession in a location where, as under §10009, possession has been lawfully prohibited pursuant to express statutory authority. Persons who violate this policy may be subject to removal, discipline and/or other lawful remedies.

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 on campus must register that vehicle in the online ***MyKV Portal*** and obtain a vehicle parking decal at the Campus Safety and Security office on either campus or at Enrollment Services in the Frye Hall on the Fairfield Campus. The decal is valid for two(2) Academic years and must be displayed on the lower passenger side of your front windshield. An annual charge for parking is included in the Comprehensive Fee ($42). Students may register multiple vehicles without additional charges.

The College reserves the right to revoke parking privileges. Improper driving on campus or parking of vehicles in restricted areas (handicapped spaces, fire lanes and undesignated areas) is prohibited. Tickets will be issued for violations. Fines will be assessed to student accounts.



WORKFORCE TRAINING & PROFESSIONAL DEVELOPMENT

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 who may need support with recruitment and training or new employees or providing training to 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) 453-5083 or email kvccworkforce@mainecc.edu. A listing of training opportunities available may be found on the College's website.

HAROLD ALFOND CENTER FOR THE ADVANCEMENT OF MAINE'S WORKFORCE

KVCC's Institute for Workforce Training has access to the grant funding available through the Harold Alfond Center for the Advancement of Maine's Workforce. By participating in the statewide Workforce Compact employers can tap into funding to train new hires or existing employees through short term training programs in industry areas such as trades, healthcare, hospitality, green energy, technology, education or manufacturing. To be eligible for training workers must be 18 or older, a Maine resident and have a high school diploma or equivalent.

For more information on how to become a Compact Member and start growing a skilled workforce, please contact the workforce team at (207) 453-5083 or email kvccworkforce@mainecc.edu.

RECOGNITION OF NON-CREDIT PROGRAMMING

Kennebec Valley Community College is recognized by the New England Commission of Higher Education.

Inquiries regarding the recognition status by the Commission should be directed to the administrative staff of the organization. Individuals may also contact:

New England Commission of Higher Education
301 Edgewater Place, Suite210, Wakefield, MA 01880
(781)4257785
E-Mail: necherecognition@neche.org

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ACCOUNTING

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

Accounting is central to every organization's success, and today's professionals play a key role in financial analysis and decision-making. The Accounting program builds a strong foundation in financial accounting, business processes, economics, and business law while introducing the digital tools and analytical skills used in modern workplaces. Students learn to interpret and communicate financial information, support organizational operations, and navigate the systems that keep businesses running. With preparation for roles in bookkeeping, payroll, and tax support, graduates are well positioned for immediate employment and have a clear pathway to bachelor's-level study in accounting or related fields.

"The Accounting program at KVCC created more opportunities for my career than I realized were possible. After graduating from KVCC I got my bachelor's degree. Now, I have an amazing job in public accounting. KVCC provided a great foundation and the proper skills for me to succeed in the accounting profession."



It all adds up here!



What Accounting graduates do:

- Prepare payroll
- Prepare tax returns
- Serve in A/R and A/P departments
- Maintain accurate records
- Generate reports
- Reconcile accounts
- Communicate with clients

Career Opportunities:

- Bookkeeper
- Tax Preparer
- Payroll professional
- A/R or A/P clerk
- Accounting spcialist

For further questions about this program, please contact: kvccadmissions@mainecc.edu

ACCOUNTING

Associate of Applied Science Degree

First Semester

ACC111*	Principles of Accounting I	3
BUS101*	Principles of Business	3
CPT115*	Technology for Business	3
ENG101	College Composition	3
MAT111*	Quantitative Reasoning	3

Second Semester

ACC112*	Principles of Accounting II	3
BUS115*	Principles of Management	3
BUS202*	Spreadsheet Analysis	3
COM104	Intro to Communications	3
ENG219	Business & Professional Writing	3
MAT225	Math for Business & Economics	3

Third Semester

ACC213*	Federal Taxation	3
ACC215*	Cost Accounting	3
ACC217*	Intermediate Accounting I	3
ECO113	Principles of Macroeconomics	3
PHI110	Intro to Contemporary Ethics (H)	3

Fourth Semester

ACC218*	Intermediate Accounting II	3
ACC220*	Principles of Payroll Administration	3
ACC250*	Internship/Capstone	3
BUS116*	Business Law	3
ECO114	Principles of Microeconomics	3

Total Credits **63**

CRITERIA FOR GRADUATION

Students must complete 63 credits in the Accounting program and achieve a minimum grade of "C" in designated common and program core courses (*). Students must attain a final GPA of 2.0 or higher. (H) Suggested Elective. Please contact your advisor for more information.

This program is accessible 100% online, utilizing synchronous and asynchronous classes.

ACCOUNTING

Associate of Applied Science Degree

DESCRIPTION

The Accounting program prepares students to work in a broad range of businesses by building strong skills in financial accounting, cost management, payroll, and taxation. Students learn to use modern accounting systems, interpret and communicate financial information, and apply ethical decision-making in real-world scenarios. The program develops the technical and professional skills needed for employment or continued study. Transfer agreements with several institutions ensure a clean pathway to a four-year degree.

PROGRAM MISSION

The mission of the Accounting program is to develop paraprofessionals who can apply accounting principles, use modern systems, communicate effectively with clients and colleagues, and uphold ethical and professional standards.

EDUCATIONAL OUTCOMES

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

1. Demonstrate effective business communication and interpersonal skills.
2. Demonstrate knowledge of business ethics and social responsibility.
3. Use appropriate technology to create a variety of business- and accounting-related artifacts.
4. Analyze business activities to accurately report on an entity's financial position.
5. Demonstrate knowledge of Generally Accepted Accounting Principles (GAAP) rules and terminology.

COLLEGE ADMISSION

General admission guidelines can be found on page 34 in the catalog.

APPLIED ELECTRONICS & COMPUTER TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

The Applied Electronics and Computer Technology program at KVCC prepares students with the technical knowledge and professional skills needed for careers in the installation, maintenance, technical support, and troubleshooting of electronic equipment, wired and wireless communication systems, computers, and computer network systems. The primary goal of the program is to ensure each student is well equipped to enter the workforce as a technical support professional.

The AECT program integrates theory and applications through a lab intensive, project-based curriculum which emphaizes critical thinking, troubleshooting, and problem-solving techniques. The program is well-equipped, employing the latest in electronic test and measure equipment, computers, network servers, and computer network systems.

Upon successful completion of the AECT program, students can directly enter the workforce, or transfer into a bachelor's degree in electrical or computer engineering, computer science, computer information systems, or computer network security.

"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:

- Provide technical support for computer desktop and computer network systems.
- Provide technical support for computer system end users.
- Provide technical support for network servers and associated infrastructure.
- Provide technical support for software applications.
- Provide technical support for wired and wireless communication systems.
- Install, certify, and troubleshoot copper and fiber-optic network cabling.
- Troubleshoot and repair electronic components and systems.
- Maintain, troubleshoot, and calibrate bio-medical electronic equipment.
- Work with electrical and computer engineers.
- Transfer to a baccalaureate degree program in engineering or computer information systems.

Career Opportunities:

- Computer support technician
- Information systems support
- Network support technician
- Cable-Fiber installation technician
- Security systems support
- Electronics technician
- Field service support technician
- Bio-medical electronics technician
- Communication system technician
- Cellular telephone system technician
- Cable television network technician
- Marine electronics technician
- Engineering technician

For further questions about this program, please contact: kvccadmissions@mainecc.edu

APPLIED ELECTRONICS AND COMPUTER TECHNOLOGY

Associate of Applied Science Degree

First Semester

ETC101*	Managing Desktop Applications.	1
ETC112*	Information Technology Fundamentals	3
ETC113*	Electrical Circuits I	3
MAT114	Technical Math	3
ENG 108	Technical Writing	3
ECO132	Personal Finance and Investing (GE)	3

Second Semester

ETC110*	Computer Technology Support	3
ETC114*	Electrical Circuits II	3
ETC119*	Digital Systems with C Programming	3
ETC125*	Semiconductor Devices	3
MAT214	Technical Math II	3

Third Semester

ETC220*	Microcontrollers W/C Programming	3
ETC225*	Analog Circuits	3
ETC240*	Electronic Communication Systems	3
ETC241*	Computer Network Systems	3
ETC250*	Computer Technology Support II	3
COM105	Interpersonal Communications	3

Fourth Semester

ETC212*	Linux with Python Programming.	3
ETC213*	Windows Server Operating System	3
ETC244*	Robotics Lab	2
ETC245*	Networking Applications Lab	1
PHI110	Intro to Contemporary Ethics (H)	3
ECO113	Principles of Macroeconomics (SS)	3

Total Credits **64**

Computer Technology Certificate

First Semester

ETC101*	Managing Desktop Applications	1
ETC112*	Information Technology Fundamentals	3
MAT114	Technical Math I	3

Second Semester

ETC110*	Computer Technology Support I.	3
ENG108	Technical Writing	3

Third Semester

ETC250*	Computer Technology Support II.	3
ETC212*	Linux with Python Programming.	3

Fourth Semester

ETC213*	Windows Server Operating System	3
ETC241*	Computer Network Systems	3
ETC245*	Networking Applications Lab	1

Total Credits **26**

CRITERIA FOR GRADUATION

Students must successfully complete the required 64 credits in the AECT or the AET program. Students must successfully complete the required 26 credits in the computer certificate program. A minimum grade of "C" (73%) is required for successful completion of all core courses (*). Students must attain a final GPA of 2.0 or higher.

APPLIED ELECTRONICS AND COMPUTER TECHNOLOGY
APPLIED ENGINEERING TECHNOLOGY

Associate of Applied Science Degree, Certificate

DESCRIPTION

The Applied Electronics and Computer Technology program at KVCC prepares students with the technical knowledge and professional skills needed for careers in the installation, maintenance, technical support, and troubleshooting of electronic equipment, wired and wireless communication systems, computers, and computer network systems. The primary goal of the program is to ensure each student is well equipped to enter the workforce as a technical support professional.

The AECT program integrates theory and applications through a lab-intensive, project-based curriculum which emphasizes critical thinking, troubleshooting, and problem-solving techniques. The program is well-equipped, employing the latest in electronic test and measure equipment, computers, network servers, and computer network systems.

Upon successful completion of the AECT program, students can directly enter the workforce, or transfer into a bachelor's degree in electrical or computer engineering, computer science, computer information systems, or computer network security.

EDUCATIONAL OUTCOMES

Upon Successful Completion of the AECT program, each graduate will be expected to:

- Employ critical thinking and problem-solving skills as expected in a professional work environment.
- Communicate effectively and possess the interpersonal skills necessary for success.
- Practice technical, analytical, and professional skills in a conscientious, responsible, and accountable manner.
- Recognize the need for continued professional development in the pursuit of industry certifications or continuing education towards a bachelor's degree in a technical area of interest.



PROFESSIONAL CERTIFICATIONS

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

1. CompTIA Office Pro
2. CompTIA IT Fundamentals (ITF+)
3. CompTIA A+
4. CompTIA Network+
5. Cisco Certified Support Technician
6. ETA Certified Electronics Technician
7. Network Cabling Certification
8. Anritsu RF Certification

COLLEGE ADMISSION

General admission guidelines can be found on page 34 in the catalog.

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 Accuplacer. Applicants may be required to complete development coursework prior to enrollment in college level courses.

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

The **Applied Electronics and Computer Technology** program technical standards have been developed to inform students of the nonacademic essential functions of the program and profession. Examples are not all inclusive.

Standard	Essential Function	Examples
Communication Oral / Written	Skills sufficient to communicate information and ideas so others will understand	Communicate with coworkers and customers

Mobility / Motor Skills	• Motor skills sufficient to move the hands and use hands to grasp or manipulate objects
	• Ability to perform basic computer functions
	• Mobility sufficient to perform physical activities that require considerable use of arms and legs and moving the whole body
	• Ability to safely operate in and around electricity
		• Work with electrical wiring
		• Enter data into a computer, open, save, and close files and programs
		• Physical activities may include:
		  • Stooping
		  • Crawling
		  • Reaching
		  • Squatting
		  • Lifting
		  • Bending
		• Use a meter to test, verify, or troubleshoot an energized circuit

Physical Strength and Stamina	Ability to participate in an activity for long periods of time	Work on a project for up to six continuous hours
Sensory **• Sight** **• Sound** **• Taste** **• Touch** **• Smell**	• Visual skills sufficient to see details at close range • Ability to distinguish colors, shades, and textures • Visual skills to inspect or assess for safety • Listening skills sufficient to communicate with others	• View blueprints, sketches, and schematic drawings • Work with wires of different colors • Inspect an area or piece of equipment for potential failures or safety issues • Hear others inside of an industrial shop or in the field by voice, loud speaker, phone, and/or two-way radio
Environmental / Occupational Exposure	• Possible exposure to extreme noise levels • Possible exposure to dust, chemicals, and fumes	
Field or Industry Professional Standards	Safely operate tools and equipment	

BEHAVIORAL HEALTH & HUMAN SERVICES

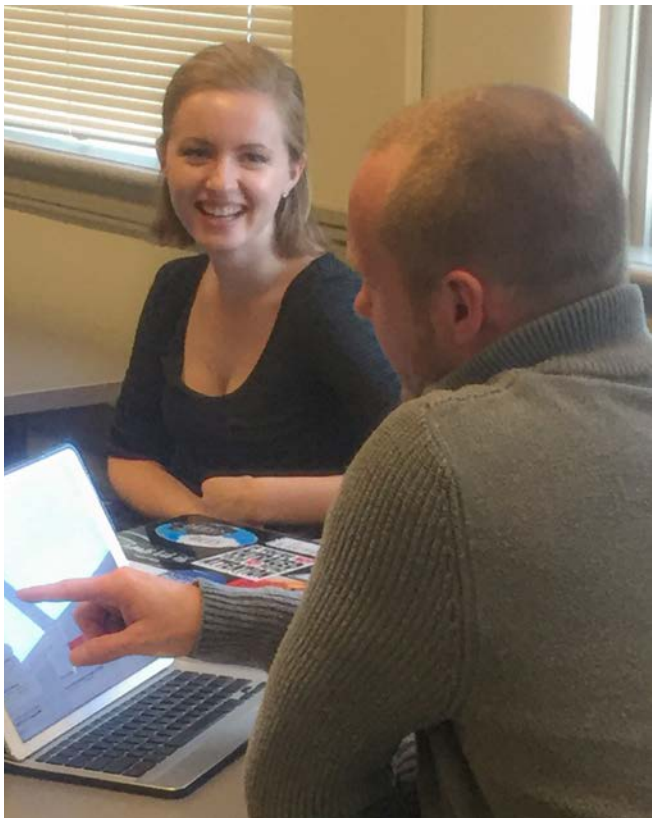
ASSOCIATE OF APPLIED SCIENCE DEGREE AND CERTIFICATE PROGRAMS

Millions of people in the United States are affected by mental illness each year. KVCC's Behavioral Health & Human Services 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.

"KVCC's Behavioral Health & Human Services 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 certification as a Mental Health Rehabilitation Technician



What Behavioral Health & Human Services graduates do:

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

Career Opportunities:

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

For further questions about this program, please contact: kvccadmissions@mainecc.edu

Behavioral Health & Human Services

Associate of Applied Science Degree

First Semester

COM105	Interpersonal Communication	3
ENG101	College Composition	3
MHT105*	Mind-Body Connection	3
SOC102	Social Sciences Seminar	3
SOC101	Intro to Sociology	3

Second Semester

ENV101	Environmental Science (SC)	4
MAT111	Quantitative Reasoning	3
MHT130*	Diversity and Culture	3
MHT135*	Substance Abuse	3
PSY101	Introduction to Psychology	3

Third Semester

MHT201*	Policy Knowledge	3
MHT204*	Behavioral Psych & Rehab Int.	3
MHT205*	Trauma and Resiliency	3
PSY204	Abnormal Psychology (GE)	3
PSY215	Developmental Psychology	3

Fourth Semester

MHT225*	Community Integration & Inclusion	3
MHT227*	Vocational Supports	3
MHT230*	Ethics and Prof Conduct	3
MHT213	Co-Occurring Disorders & Integrated Care	3
MHT235*	Senior Seminar	1
PHI101	Intro to Philosophy (H)	3
Total Credits		**62**

Certificate

First Semester

MHT130*	Diversity and Culture	3
MHT201*	Policy Knowledge	3
MHT204*	Behavioral Psych & Rehab Int	3
SOC102	Social Sciences Seminar	3
MHT105*	Mind-Body Connection	3

Second Semester

MHT205*	Trauma and Resiliency	3
MHT225*	Community Integration & Inclusion	3
MHT227*	Vocational Supports	3
MHT230*	Ethics & Prof Conduct	3
Total Credits		**27**

CRITERIA FOR GRADUATION

Completion of 27 credits in the certificate program or 62 credits in the Associate degree, and a grade of "C" or better in all core courses (*) and a cumulative GPA of 2.0, or better, are required for graduation and State Certification. (GE,H,SC) Suggested Electives. Please contact your advisor for more information.

This program is accessible 100% online.

BEHAVIORAL HEALTH & HUMAN SERVICES

Associate of Applied Science Degree, Certificate

DESCRIPTION

The Associate of Applied Science degree in Behavioral Health & Human Services will prepare students for entry-level and above positions in mental health rehabilitation, and developmental disability services. The Certificate will allow students to focus their efforts on obtaining the state certificate while keeping the option for continuing on open.

PROGRAM MISSION

KVCC's Behavioral Health & Human Services 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

Upon completion of the Associate of Applied Science degree or Certificate in Behavioral Health & Human Services, the graduate is prepared to:

1. Utilize knowledge and elementary intervention 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 regarding 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.

COLLEGE ADMISSION

General admission guidelines can be found on page 34 in the catalog.

BIOLOGICAL SCIENCE

ASSOCIATE OF SCIENCE DEGREE

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.

"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 team

Career Opportunities:

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

For further questions about this program, please contact: kvccadmissions@mainecc.edu

BIOLOGICAL SCIENCE

Associate of Science Degree

First Semester

BIO101	Biology I	4
CHE112	General Chemistry I	4
ENG101	College Composition	3
MAT117	College Algebra	3

Second Semester

BIO102	Biology II	4
CHE115	General Chemistry II	4
ENG121	Intro to Literature (H)	3
MAT226	Precalculus	4

Third Semester

BIO219	Microbiology	4
COM104	Introduction to Communications	3
MAT227	Calculus	4
ENG218	Advanced Academic Writing	3

Fourth Semester

BIO201	Laboratory Techniques	4
BIO234	Introduction to Molecular Biology and Biochemistry	3
MAT220	Statistics	4
PHI110	Introduction to Contemporary Ethics (H)	3
PSY101	Introduction to Psychology (SS)	3
Total Credits		**60**

CRITERIA FOR GRADUATION

Students must complete 60 credits in the Biological Science degree and achieve a minimum grade of "C" in all courses. Students must attain a final GPA of 2.0 or higher. (H,SS) Suggested Electives. Please contact your advisor for more information.

BIOLOGICAL SCIENCE

Associate of Science Degree

DESCRIPTION

The Biological Science degree provides a strong foundation in the life sciences while developing skills applicable to both entry-level employment and transfer to a baccalaureate-degree biology program. The program emphasizes core biological principles, the scientific method, and critical analysis, fostering scientific inquiry and analytical thinking. Graduates are prepared for career opportunities in science-related fields or for continued study in biology or related disciplines at a four-year institution.

PROGRAM MISSION

The mission of the Associate of 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

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.

COLLEGE ADMISSION

General admission guidelines can be found on page 34 in the catalog.

BUSINESS ADMINISTRATION

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM AND GENERAL BUSINESS CERTIFICATE

Strong organizations are built on a solid understanding of how business works. The Business Administration program provides students with a comprehensive foundation in core business principles, including management, marketing, human resources, accounting, and organizational leadership. Coursework emphasizes professional communication, digital tools, and practical problem solving, preparing students to contribute effectively in both entrepreneurial ventures and established workplaces. Through applied learning and real world projects, graduates are equipped for diverse entry level roles and have a clear pathway to bachelor's level study in business.

"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."



Preparing tomorrow's business leaders today



What Business Administration graduates do:

- Develop marketing tools
- Create business plans
- Operate small businesses
- Interpret & analyze financial data
- Contribute to management decision-making
- Transfer to four-year institutions

Career Opportunities:

- Banking & Financial Services
- Insurance
- Marketing & Social Media Support
- Customer Service
- HR Assistant
- Non-Profit & Government Agencies
- Administrative Support
- Small Business & Entrepreneurial Environments

For further questions about this program, please contact: kvccadmissions@mainecc.edu

BUSINESS ADMINISTRATION

Associate of Applied Science Degree

First Semester

BUS101*	Principles of Business	3
COM104	Intro to Communications	3
CPT115*	Technology for Business	3
ENG101	College Composition	3
MAT111*	Quantitative Reasoning	3

Second Semester

BUS113*	Principles of Marketing	3
BUS115*	Principles of Management	3
BUS202	Spreadsheet Analysis.	3
ENG219	Business & Professional Writing	3
MAT225	Math for Business & Economics	3

Third Semester

ACC115*	Accounting for Business	3
BUS116*	Business Law	3
BUS215*	Human Resource Management	3
CPT131	Foundations of Digital Design	3
ECO113	Principles of Macroeconomics	3

Fourth Semester

BUS213*	Digital Marketing	3
BUS218*	Small Business Entrepreneurship	3
BUS250*	Internship/Capstone	3
ECO114	Principles of Microeconomics	3
PHI110	Intro to Contemporary Ethics	3

Total Credits **60**

General Business Certificate

First Semester

BUS101*	Principles of Business	3
CPT115*	Technology for Business	3
ENG101	College Composition	3
MAT111	Quantitative Reasoning	3

Second Semester

BUS202*	Spreadsheet Analsis.	3
BUS113*	Principles of Marketing	3
BUS115*	Principles of Management	3
ECO113	Principles of Macroeconomics	3

Total Credits **24**

CRITERIA FOR GRADUATION

Students must complete 60 credits in the Business Administration program and achieve a minimum grade of "C" in designated common and program core courses (*). Students must attain a final GPA of 2.0 or higher. (H) Suggested Elective. Please contact your advisor for more information.

This program is accessible 100% online, utilizing synchronous and asynchronous classes including required virtual meetings. Internship hours are excluded from the online format.

BUSINESS ADMINISTRATION

Associate of Applied Science Degree

DESCRIPTION

The Business Administration program provides a strong foundation in business principles and the processes that support them. Students develop practical, marketable skills in management, marketing, accounting, professional communication, and digital tools while gaining an understanding of how organizations operate and make decisions.

The program prepares graduates to enter or advance in a wide range of business settings, explore entrepreneurial opportunities, or continue their education at a four-year college or university. Transfer agreements with several institutions ensure a smooth pathway for students pursuing a bachelor's degree in a business-related field.

PROGRAM MISSION

The mission of the Business Administration program is to prepare students with knowledge, skills, and professional competencies needed to navigate and succeed in today's business world.

EDUCATIONAL OUTCOMES

Upon successful completion of the Business Administration program, the graduate is expected to:

1. Demonstrate effective business communication and interpersonal skills.
2. Analyze data to solve business-related problems.
3. Create a variety of business-related artifacts using appropriate technologies.
4. Evaluate alternatives to implement appropriate business practices and make sound decisions.
5. Demonstrate knowledge of business ethics and social responsibility.

COLLEGE ADMISSION

General admission guidelines can be found on page 34 in the catalog.

CAREER STUDIES

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

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. Students can earn up to 24-credit hours by showcasing previous experiences through a Prior Learning portfolio which connects past work to college course outcomes. 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."



Count your life experience to fast-track toward a degree



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: kvccadmissions@mainecc.edu

CAREER STUDIES

Associate of Applied Science Degree

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.

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.

Career/Vocational Technical Courses

_____ **3**
_____ **3**
_____ **3**
_____ **3**
_____ **3**
_____ **3**

18-24 credits required

General Education Courses

Humanities and/or Social Sciences

_____ **3**
_____ **3**
_____ **3**
_____ **3**

12 credits required

Math/Business/Science

_____ **3**
_____ **3**
_____ **3**

9 credits required

Electives

Selection of courses in consultation with Academic Advisor:

_____ **3**
_____ **3**
_____ **3**
_____ **3**
_____ **3**
_____ **3**
_____ **3**
_____ **3**

24 credits required

Total Credits **63 credits (minimum)**

This program is accessible 100% online.

Skilled Technical Trades Certificate

First Semester

_____ Career Cluster/Trade Specific Coursework 12

Second Semester

ENG 101 College Composition **or**
COM 104 Intro to Communication **or**
COM 105 Interpersonal Communications **or**
ENG 108 Technical Writing 3
_____ General Education IV Math 3

Total Credits **18**

CAREER STUDIES

Associate of Applied Science Degree Program, Skilled Technical Trades Certificate

DESCRIPTION

The purpose of the Associate of 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.

The Skilled Technical Trades Certificate offers a flexible pathway for students who are leveraging specific trades and career-related learning to complete an academic certificate. This certificate provides a direct pathway to the Trade and Technical Occupations Associate Degree program and creates an opportunity for students to collaborate with their employers to identify and develop the specific skills needed to advance in their respective industries.

The certificate requirements combine general education core courses in communication and math with trade or career-specific coursework aligned with the appropriate career or trade pathway. Students must meet the residency requirements 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

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.

COLLEGE ADMISSION

General admission guidelines can be found on page 34 in the catalog.



CULINARY ARTS

ASSOCIATE OF 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 beautiful produce is harvested. KVCC's Culinary Arts program strongly connects good agriculture and sustainable practices to what happens in the kitchen.

"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
- Demonstrate knife skills
- Prepare hors d'oeuvres
- Manage kitchen work flow
- Manage front of the house operations
- Sustain vendor relationships
- Work in teams

Career Opportunities:

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

For further questions about this program, please contact: kvccadmissions@mainecc.edu

CULINARY ARTS

Associate of Applied Science Degree

First Semester

CUL101	Introduction to Culinary Arts	2
CUL111	Food Safety and Sanitation	1
CUL121	Culinary Arts I	5
ENG108	Technical Writing	3
MAT111	Quantitative Reasoning	3

Second Semester

COM104	Introduction to Communication **OR**	
COM105	Interpersonal Communication	3
CUL122	Culinary Arts II	5
CUL124	Baking and Pastry I	5
CUL132	Food and Beverage Purchasing	3

Third Semester

CUL131	Culinary Nutrition	2
CUL231	Classical Cuisine	5
FSN121	Sustainable Food System	3
SOC101	Introduction to Sociology (SS)	3
SPA101	Elementary Spanish (H)	3

Fourth Semester

CUL252	Advanced Pastry Skills	5
CUL232	International Cuisine	5
CUL242	Food Service Management	3
_____	Business, Culinary, Hospitality **OR** Food Science Elective	3
	Total Credits	**62**

Cooking Skills Certificate

CUL101	Intro Culinary Arts	2
CUL111	Food Safety and Sanitation	1
CUL121	Culinary Arts I	5
CUL122	Culinary Arts II	5
CUL124	Baking and Pastry	5
	Total Credits	**18**

CRITERIA FOR GRADUATION

Students must complete 62 credits in the Culinary Arts degree or 18 credits in the Cooking Skills certificate and achieve a minimum grade of "C" or above in all core courses and a "D" or above for all electives. Students must attain a final GPA of 2.0 or higher. (H,SS) Suggested Electives. Please contact your advisor for more information.

CULINARY ARTS

Associate of 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. As part of the curriculum, students will participate in food service components on campus, such as fine dining, luncheons and pastry sales.

PROGRAM MISSION

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

Educational Outcomes

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

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

COLLEGE ADMISSION

General admission guidelines can be found on page 34 in the catalog.

The **Culinary Arts** program technical standards have been developed to inform students of the nonacademic essential functions of the program and profession. Examples are not all inclusive.

Standard	Essential Function	Examples
Communication Oral / Written	Skills sufficient to communicate information and ideas so others will understand	• Communicate with coworkers and customers • Explain procedures • Give and take directions
Mobility / Motor Skills	• Motor skills sufficient to move the hands and use hands to grasp or manipulate objects • Mobility sufficient to perform physical activities that require considerable use of arms and legs and moving the whole body • Ability to safely operate in and around kitchen equipment	• Use mixing, whisking, dicing, and piping skills • Move freely, quickly, and safely in a close environment • Move supplies between floor and standard height above head • Move from workstation to workstation • Lift supplies from floor or remove supplies from overhead storage racks • Lift and transport trays with plated foods, china, and small wares • Complete cleaning responsibilities that require stooping, bending, and climbing • Safely manipulate small wares, equipment and equipment controls • Safely use knives and other commercial cooking equipment • Safely pour liquids including hot liquids
Physical Strength and Stamina	• Ability sufficient to lift food and equipment • Ability to stand for extended periods of time	• Lift and safely move heavy pots, pans, stock pots, and small equipment • Stand and move about kitchen and dining areas
Sensory **• Sight** **• Sound** **• Taste** **• Touch** **• Smell**	• Visual skills sufficient to see details at close range • Listening skills sufficient to communicate with others • Identify various sounds in the kitchen • Ability to analyze flavors, textures, and scents for all products produced • Ability to tolerate various odors and textures	• View food for presentation • Read meters and gauges • Read printed and written instructions and labels • Hear voice instructions in a noisy environment • Detect equipment alarms • Taste and feel all products produced and be able to determine quality and doneness • Adjust flavor appropriately • Touch raw meat • Smell various foods
Environmental / Occupational Exposure	• Possible exposure to foods that cause life-threatening food allergies • Possible exposure to chemicals	• Wheat or nut allergies • Cleaning chemicals
Field or Industry Professional Standards	• Operate machinery and equipment safely and efficiently • Read MSDS documents	• Use a hand-held fire extinguisher


Twinkle, Twinkle, Little Star

EARLY CHILDHOOD EDUCATION

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

Early Childhood Education is critical to child success in the classroom and other early care settings as it impacts lifelong 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. Courses are offered in a variety of formats (in-person, hybrid, asynchronous online) to meet diverse student needs.

"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."



Prepare young children for a successful future



What Early Childhood Education graduates do:

- Exhibit proficiency of the NAEYC Professional Standards and Competencies
- Demonstrate ethical behaviors and decision making guided by an ethical code of conduct
- Partner with families to foster child development and school success
- Observe and assess child skills and development
- Exercise intentional interactions with children and families to connect and foster development in all developmental domains for children ages birth to 8.
- Use reflective practice to improve upon teaching strategies and promote lifelong learning

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: kvccadmissions@mainecc.edu

EARLY CHILDHOOD EDUCATION

Associate of Applied Science Degree

First Semester

COM104	Introduction to Communication **OR**	
COM105	Interpersonal Communication	3
ECE131*	Intro to Early Childhood Education	3
ECE136*	Program Foundations in ECE	1
ECE140*	Fostering Growth and Development: Infants and Toddlers	3
ENG101	College Composition	3
MAT112	Foundation of Math for Teachers	3

Second Semester

ECE132*	Early Lang & Lit Development	3
ECE138*	Early Learning Environments	3
ECE156*	Field Experience I - The Use of Observation in the Field	4
PSY101	Introduction to Psychology	3
PHI110	Intro to Contemporary Ethics (H)	3

Third Semester

ECE152*	Children's Literature	3
ECE158*	Introduction to Exceptionalities in Early Childhood	3
ECE200*	Field Experience II - Partnerships in Early Childhood	4
SOC101	Introduction to Sociology	3
BIO110	Scientific Inquiry (SC)	4

Fourth Semester

ECE210*	Classroom Management	3
EDU202*	Diversity and Cultural Responsiveness in Education	3
ECE250*	Field Experience III - A Focus on Families and Professional Development	6
PSY217/EDU217	Child & Adolescent Development	4
Total Credits		**64**

CRITERIA FOR GRADUATION

Students must complete 64 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. (H,SC) Suggested Electives. Please contact your advisor for more information.

This program is accessible 100% online.

EARLY CHILDHOOD EDUCATION

Associate of 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, childcare centers, schools, or family childcare homes.

PROGRAM MISSION

We cultivate a skilled and knowledgeable early childhood workforce in alignment with the National Association for the Education of Young Children's Professional Standards and Competencies, and in partnership with community stakeholders.

EDUCATIONAL 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. Graduates will explain and apply key concepts of child development from birth through age 8 in their practice, including support for each unique learner in the context of relationships.
2. Graduates will demonstrate respectful, responsive, and reciprocal relationships with diverse families, utilizing community resources to support child outcomes and family needs.
3. Graduates will describe the purpose and demonstrate skill in applying a variety of child screening, observation, documentation, and assessment techniques.
4. Graduates will demonstrate developmentally, culturally, and linguistically appropriate teaching practices.

5. Graduates will develop and implement curriculum plans that reflect content knowledge across the domains of development and in alignment with early learning standards.
6. Graduates will demonstrate professionalism through adherence to ethical guidelines, effective communication practices, collaborative approaches, ongoing reflection, and advocacy on behalf of children, families, and the field of early childhood education.

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 comprehensive background checks, including fingerprinting clearance prior to registering for their first field experience. Additional informational will be provided by the Early Childhood Education department regarding the specific procedures for background checks that align with students' field experience and career plans. Students are responsible for costs associated with background checks. Talk to the Field Placement Coordinator if you require assistance with related costs.

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.

COLLEGE ADMISSION

General admission guidelines can be found oon page 34 in the catalog.

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
- A professional obligation to advance equity in early childhood education
- Integration of nature, agriculture, STEAM, and wellness into the Early Childhood experience!

The **Early Childhood Education** program technical standards have been developed to inform students of the essential nonacademic functions of the program and profession. Examples are not all-inclusive.

Standard	Essential Function	Examples
Communication Oral / Written	Effective verbal and written communication to support collaborative professional relationships with colleagues, professional partners, children, and children's families.	• Compose emails and texts in standard English • Communicate with children using appropriate tones and language and at their level • Discuss children's needs and developmental progress with parents and educational support personnel • Document in writing and through oral language educational and curriculum plans
Critical Thinking and Decision Making	• Ability to maintain focus in an early childhood setting. • Ability to adapt quickly and effectively to changes in daily routines, environments, and situations. • Ability to follow guidance, feedback, and directions related to early childhood best practices. • Ability to maintain proper professional boundaries in both home and school environments.	• Limit use of technology to classroom-focused activities • Respond appropriately during emergency situations • Follow written and verbal feedback with minimal prompting • Apply rules and regulations with minimal prompt • Adapt behavior, language, and positioning based on the situation

Standard	Essential Function	Examples
Mobility / Motor Skills	• Actively participate in and support an early childhood education setting's daily routine	• Sustain periods of mobility • Physically interacting with children indoors and outdoors • Participate in and facilitate gross and fine motor activities. • Lift children, move furniture, and move equipment • Physical activities may include: • Bending • Lifting • Twisting • Crouching
Physical Strength and Stamina	• Ability to possess sufficient physical strength, mobility, and stamina to meet the daily demands of working with children in active and sometimes physically demanding environments.	• Maintain the physical endurance required to work a full day in a busy, dynamic classroom • Lift, carry, and move children and classroom materials
Sensory **• Sight** **• Sound** **• Taste** **• Touch** **• Smell**	• Ability to monitor children according to state licensing and accreditation requirements • Ability to tolerate multiple sensory inputs	• Maintain the physical endurance required to work a full day in a busy, dynamic classroom • Lift, carry, and move children and classroom materials
Environmental / Occupational Exposure	• Ability to safely and effectively work in environments that may involve exposure to communicable illnesses, bodily fluids, and common childhood conditions • Working with children who may exhibit unpredictable behaviors, emotional outbursts, or physical contact requiring calm, consistent, and safe responses. • Ability to work in varying environmental temperatures and conditions.	• Follow state and accreditation safety protocols, such as the use of protective gloves and sanitation procedures • Respond to challenging behaviors in a calm and appropriate manner • Dress appropriately for the weather
Field or Industry Professional Standards	• Implement and adhere to an early childhood setting's operating procedure, state childcare licensing rules, Maine Department of Education regulations, and/or the National Association for the Education of Young Children's Code of Ethical Conduct.	• Obtain applicable background check(s) with fingerprinting (CHRC and DHHS Child Care Provider) • Complete required training and certifications such as CPR/First Aid or BLS (Basic Life Support), Mandated Reporter Training, and State-approved health and safety training

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
- Stay up to date with 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
- Telecommunications companies

For further questions about this program, please contact: kvccadmissions@mainecc.edu

ELECTRICAL LINEWORKER TECHNOLOGY

Certificate

First Semester

ELW150*	Lineworker Training	8
ETL109*	Direct Current Theory	3
MAT114	Technical Math	3

Second Semester

ELW160*	Lineworker Training II	8
ENG108	Technical Writing	3
ETL110*	Alternating Current Theory	3
Total Credits		**28**

CRITERIA FOR GRADUATION

Students must complete 28 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.

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 A CDL or have their Class A Permit AND be enrolled in a program to obtain their Class A license. 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 $2,900 to $3,200. In addition, students are required to have lineworker safety toe boots with steel shanks; these boots range from $200 to $450.

PROGRAM MISSION

The Electrical Lineworker Technology Program strives to maintain a high academic standard for teaching and learning lineworker technology through a continuous process of self-assessment and improvement. Students are exposed to a learning environment that is safe and supportive of student growth and achievement. Using modern training equipment, innovative training methods and highly trained faculty members, the ELT program endeavors to fully prepare students for a variety of line occupations.

EDUCATIONAL OUTCOMES

Upon successful completion of the Electrical Lineworker Technology program, the graduate is expected to:

1. Practice the electrical 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.

COLLEGE ADMISSION

General admission guidelines can be found on page 34 in the catalog. In addition to these guidelines, applicants must have a CDL (Commercial Driver's License) permit for admission to this program.

The **Electrical Lineworker** program technical standards have been developed to inform students of the nonacademic essential functions of the program and profession. Examples are not all inclusive.

Standard	Essential Function	Examples
Communication Oral / Written	Skills sufficient to communicate information and ideas so others will understand	• Communicate with coworkers and customers
Mobility / Motor Skills	• Motor skills sufficient to move the hands and use hands to grasp or manipulate objects • Physical ability to coordinate two or more limbs (two arms, two legs or one arm and one leg) while sitting, standing or lying down. • Mobility sufficient to perform physical activities that require considerable use of arms and legs and moving the whole body • Ability to safely operate in and around electricity • Ability to perform basic computer functions	• Sufficient motor function to execute hand movements required to operate tools and equipment in bucket trucks and at heights over 24'. This requires manual dexterity while using Personal Protective Equipment such as rubber gloves and shockproof clothing. • Weight bearing ability sufficient enough to lift and carry weight up to 50 pounds and install equipment overhead.
Physical Strength and Stamina	• Ability sufficient to lift, carry and, climb	• Physical ability sufficient to work at heights or under structures while carrying tools and equipment. • Be able to climb ladders up to 24' in height while carrying tools and equipment. • Physical abilities sufficient to perform skills in a hot (90+ degree) and cold environment. • Physical ability to use various hand tools. • Work at heights up to 35' while carrying tools and equipment
Sensory **• Sight** **• Sound** **• Taste** **• Touch** **• Smell**	• Visual skills sufficient to distinguish all primary colors. • Visual skills sufficient to see details at close range and to perceive safe distances/depths. • Sufficient auditory skills to hear tones of various pitches emitted by testers and meters despite peripheral/background noise such as trucks, equipment, or machinery. • Listening skills sufficient to communicate with others	• Have sufficient visual capacity to read prints, schematics, meters and testers. • Sufficient auditory skills to hear equipment running/operating to determine efficiency of operation.

Standard	Essential Function	Examples
Environmental / Occupational Exposure	• Possible exposure to extreme weather	• Must be able to work effectively in confined spaces such as under structures as well as heights exceeding 24'. • Must be able to tolerate extreme heat and cold. • Must be able to tolerate exposure to noxious chemical compounds including but not limited to acids, acid-like chemicals, solvents, glues, cleaners, oils and refrigerants. • Must be able to wear hard hats, safety glasses, safety equipment and PPE as required by the industry.
Field or Industry Professional Standards	• Wear safety equipment	



ELECTRICAL TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE DEGREE AND CERTIFICATE PROGRAMS

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.

"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."



Become an electrician and be current in your field



What Electronical 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: kvccadmissions@mainecc.edu

ELECTRICAL TECHNOLOGY

Associate of Applied Science Degree

First Semester

BPT125*	Construction Print Reading	3
ENG108	Technical Writing	3
ETL113*	Electrical Circuits I	3
ETL121*	Electrical Wiring Practices I	5
MAT114	Technical Math	3

Second Semester

ETL114*	Electrical Circuits II	3
ETL120*	Rotating Machines and Transformers	3
ETL124*	Fundamentals of Electronics	3
ETL127*	Electrical Motor Control	3
MAT214	Technical Math II	3

Third Semester

COM104	Introduction to Communication OR	
COM105	Interpersonal Communication	3
ECO113	Principles of Macroeconomics (GE)	3
ETL215*	National Electrical Code	3
ETL221*	Industrial Control Systems	3
PHI110	Intro to Contemp Ethics (H)	3

Fourth Semester

ETL122*	Electrical Wiring Practices II	5
ETL216*	Advanced National Electrical Code	3
ETL222*	Introduction to Instrumentation	3
ETL225*	Photovoltaic & Small Wind Electrical Systems	3
ECO132	Personal Finance and Investing (SS)	3

Total Credits **64**

Electrical Technology Certificate

First Semester

BPT125*	Construction Print Reading	3
ETL113*	Electrical Circuits	3
ETL121*	Electrical Wiring Practices I	5
ETL215*	National Electric Code	3
MAT114	Technical Math	3

Second Semester

ENG108	Technical Writing	3
ETL114*	Electrical Circuits II	
ETL120*	Rotating Machines and Transformers	3
ETL122*	Electrical Wiring Practices II	5
ETL127*	Electrical Motor Control	3

Total Credits **34**

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. (GE,H,SS) Suggested Electives. Please contact your advisor for more information.

ELECTRICAL TECHNOLOGY

Associate of 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 of Applied Science (AAS) degree and a Certificate option. The AAS track is designed to be completed on a full-time basis. Graduates from this program will be skilled in the installation and maintenance of various residential, commercial, and industrial electrical systems. All State of Maine journeyman electrical licensing educational requirements are met or exceeded in this program. Students are required to have the tools and equipment necessary to properly complete the hands-on portion of the program. The required tools and equipment cost will be in the range of $400-600.

PROGRAM MISSION

These Electrical Technology programs provide graduates with the technical background and the manual skills necessary for careers in the installation and maintenance of modern electrical systems, electrical equipment, and electrical controls. Graduates are critical thinkers and are able to troubleshoot problems in residential, commercial, or industrial electrical environments. The program provides students with the ability to communicate effectively using standard methods of communication. Recognizing the need for lifelong learning, the ET program helps students achieve various professional and personal goals that may arise over a lifetime, including the opportunity for transfer to other college and university technical programs.

The program strives to maintain a high academic standard for teaching and learning through a continuous process of self-assessment and improvement. Students are exposed to a learning environment that is safe and supportive of student growth and achievement. Using modern training equipment, innovative teaching methods and highly trained faculty members, the ET program endeavors to fully prepare students for a variety of electrical occupations.

EDUCATIONAL OUTCOMES

Upon successful completion of the 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.
3. Think critically and use their acquired analytical skills to solve problems encountered in a residential, commercial or industrial electrical environment.

COLLEGE ADMISSION

General admission guidelines can be found on page 34 in the catalog.

The **Electrical Technology** program technical standards have been developed to inform students of the nonacademic essential functions of the program and profession. Examples are not all inclusive.

Standard	Essential Function	Examples
Communication Oral / Written	Skills sufficient to communicate information and ideas so others will understand	• Communicate with coworkers and customers
Mobility / Motor Skills	• Motor skills sufficient to move the hands and use hands to grasp or manipulate objects • Ability to perform basic computer functions • Mobility sufficient to perform physical activities that require considerable use of arms and legs and moving the whole body • Ability to safely operate in and around electricity	• Work with electrical wiring • Enter data into a computer, open, save, and close files and programs • Physical activities may include: · Stooping · Crawling · Reaching · Squatting · Lifting · Bending • Use a meter to test, verify, or troubleshoot an energized circuit
Physical Strength and Stamina	• Ability to participate in an activity for long periods of time	• Work on a project for up to six continuous hours
Sensory **• Sight** **• Sound** **• Taste** **• Touch** **• Smell**	• Visual skills sufficient to see details at close range • Ability to distinguish colors, shades, and textures • Visual skills to inspect or assess for safety • Listening skills sufficient to communicate with others	• View blueprints, sketches, and schematic drawings • Work with wires of different colors • Inspect an area or piece of equipment for potential failures or safety issues • Hear others inside of an industrial shop or in the field by voice, loud speaker, phone, and/or two-way radio
Environmental / Occupational Exposure	• Possible exposure to extreme noise levels • Possible exposure to dust, chemicals, and fumes	
Field or Industry Professional Standards	• Safely operate tools and equipment	

EMERGENCY MEDICAL SERVICES

ASSOCIATE OF APPLIED SCIENCE DEGREE AND CERTIFICATE PROGRAMS

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) 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."



Pre-Hospital Emergency Care



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: kvccadmissions@mainecc.edu

EMERGENCY MEDICAL SERVICES

Advanced EMT Certificate

First Semester

EMS101	Advanced EMT I	9

Second Semester

EMS102	Advanced EMT II	9

A student must be licensable for the AEMT National Registry.

Total Credits **18**

Paramedic Certificate

First Semester

EMS200	Paramedic I	7
EMS201	Paramedic Clinical I	3

Second Semester

EMS202	Paramedic II	8
EMS203	Paramedic Clinical II	4

Third Semester

EMS204	Paramedic III	7
EMS205	Paramedic Clinical III	3

Total Credits **32**

Associate of Applied Science Degree

In addition to the 50 credits earned in the Advanced EMT and Paramedic Certificates, students will complete the following to earn the AAS Degree with a total of 79 credits.

BIO213	Anatomy and Physiology I	4
BIO214	Anatomy and Physiology II	4
COM105	Interpersonal Communications	3
SOC101	Introduction to Sociology	3
ENG101	College Composition	3
MAT111	Quantitative Reasoning	3
PHI110	Introduction to Contemporary Ethics	3
PSY1 01	Introduction to Psychology	3
PSY215	Developmental Psychology	3

Total Credits **29**

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.

EMERGENCY MEDICAL SERVICES

Associate of 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 of 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 prepare EMT, Advanced EMT and Paramedic level providers who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the field of emergency medical care.

EDUCATIONAL OUTCOMES

Upon successful completion of the Associate of 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.

ADMISSIONS REQUIREMENTS

General admission guidelines can be found on page 34 in the catalog. Additional admission requirements are as follows:

Immunization and CPR Requirements

1. Current CPR Certification - Basic Life Support (BLS) from the American Heart Association (AHA)
2. Proof of immunization against TDAP within the last ten years.
3. Proof of immunization against Measles, Mumps, and Rubella (MMR). If non-immune, two doses MMR vaccine is required for persons born after 1957.
4. Proof of immunization against Hepatitis Series B and Titre (6+ month process). If non-immune, a waiver is required.
5. Proof of immunization against chicken pox with a Varicella Titre. If non-immune, two doses of Varicella virus vaccine is required.
6. An influenza vaccine is required annually in the fall by health care facilities

Required Licensing

Students must have a Basic EMT license to be accepted into the Advanced EMT program. Students must have an Advanced EMT license to be accepted into the Paramedic program

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 healthcare 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) 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

To contact COAEMSP:
8301 Lakeview Parkway, Suite 111-312
Rowlett TX 75088
(214) 703-8445
FAX (214) 703-8992
www.coaemsp.org

The **Emergency Medical Services** program technical standards have been developed to inform students of the nonacademic essential functions of the program and profession. Examples are not all inclusive.

Standard	Essential Function	Examples
Communication Oral / Written	• Skills sufficient to communicate information and ideas so others will understand • Skills sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds in a calm therapeutic manner.	• Document relevant patient information (manual or via computer) using correct terminology and spelling • Interpret doctor's orders • Record patient responses to treatments • Establish rapport with patients, families, and other health care providers

Mobility / Motor Skills	• Motor skills sufficient to move the hands and use hands to grasp or manipulate objects
	• Mobility sufficient to perform physical activities that require considerable use of arms and legs and moving the whole body
	• Mobility sufficient to perform physical activities that require dexterity and flexibility to move body in a variety of positions
		• Utilize instruments with patients
		• Move around in patients' rooms and treatment areas
		• Maneuver in confined spaces
		• Environments may include extreme heat, cold, or moisture with uneven terrain.
		• Physical activities may include:
		  • Running
		  • Bending
		  • Stooping
		  • Lifting
		  • Reaching

Standard	Essential Function	Examples
Physical Strength and Stamina	• Ability to stand for extended periods of time • Ability sufficient to lift and carry an average of 125 pounds independently or 250 pounds with assistance.	• Stand and walk up to 24-hour shifts • Lift and/or maneuver patients • Lift and move equipment such as a gurney • Ability to self-rescue from dangerous environments.
Sensory **• Sight** **• Sound** **• Taste** **• Touch** **• Smell**	• Visual skills sufficient to see details at close range and manipulate equipment • Listening skills sufficient to communicate with others • Identify various sounds • Ability to touch and locate anatomy on patients to perform physical assessments • Ability to tolerate various odors	• Observe patient responses to treatment • Hear equipment/emergency alarms, or call for help • Listen to heart, lung, and blood pressure sounds • Feel for pulse • Work with patients with poor hygiene. • Operate in industrial environments with loud sounds.
Environmental / Occupational Exposure	• Frequent exposure to communicable and infectious diseases, secretions, blood, and bodily fluids • Exposure to environmental hazards • Possible exposure to X-ray radiation • Ability to work under high stress and traumatic situations and respond promptly • Work in confined spaces	• Possible exposure to HIV, hepatitis, etc. • Exposure to X-ray radiation, medicinal preparations, latex, and toxic substances • Respond appropriately in emergency to maintain patient safety and care • Possible exposure to violence, domestic abuse, and death.
Field or Industry Professional Standards	• Criminal background check • CPR certification • Valid Driver's License • Immunization requirements	• Additional federal law requirements • Medical Ethics

For more specific information please see the Maine EMS functional position description found at www.maine.gov/ems


sis
• Connective tissue replaces destroyed tissue
• Original function lost
Pearson Education, Inc.

HEALTH INFORMATION MANAGEMENT

ASSOCIATE OF APPLIED SCIENCE DEGREE

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. They help support other health professionals with documentation and compliance best practices.

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



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 and/or audit medical code data
- Maintain ICD-10 compliance
- Release of health information
- Train on documentation and compliance

Career Opportunities:

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

For further questions about this program, please contact: kvccadmissions@mainecc.edu

HEALTH INFORMATION MANAGEMENT

Associate of Applied Science Degree

First Semester

BIO213	Anatomy and Physiology I	4
CPT115	Technology for Business	3
ENG101	College Composition	3
HIT101	Intro to Health Information Technology	3
MAS102	Medical Terminology	3
MAT111	Quantitative Reasoning	3

Second Semester

BIO214	Anatomy and Physiology II	4
COM104	Introduction to Communication **OR**	
COM105	Interpersonal Communication	3
HIT132	Legal, Ethical, and Regulatory Issues	3
HIT136	Introduction to Coding & Classification	3
HIT138	Revenue Cycle and Reimbursement Systems	3

Third Semester

BIO216	Pathophysiology	3
HIT201	ICD-1 0-CM/PCS Coding & Classification Systems	4
HIT210	Management Concepts for Health Care Orgs	3
HIT211	Health Data Collection	3
HIT212	Quality Improvement	3

Fourth Semester

HIT222	CPT-4 Coding	4
HIT243	Directed Clinical Practice	4
HIT245	Seminar in Health Information Tech	3
PSY101	Introduction to Psychology	3
_____	Humanities Elective	3

Total Credits **68**

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 as well as the Certified Coding Associate (CCA) examination administered by the American Health Information Management Association. (H) Suggested Elective. Please contact your advisor for more information.

This program is accessible 100% online.

HEALTH INFORMATION MANAGEMENT

Associate of Applied Science Degree

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 optimizing reimbursement and for research purposes. RHIT's can also obtain positions in data analytics, healthcare informatics, release of information, tumor registry, revenue cycle, population health and many other HIM and related areas in healthcare, such as quality improvement and billing.

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

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.

COLLEGE ADMISSION

General admission guidelines can be found on page 34 in the catalog.

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 directed practice 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.

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 fingerprints.

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 **Health Information Management** and **Medical Coding** programs technical standards have been developed to inform students of the nonacademic essential functions of the program and profession. Examples are not all inclusive.

Standard	Essential Function	Examples
Communication Oral / Written	• Communicate effectively with instructors, peers, healthcare professionals, and others through oral and written methods.	• Accurately interpret and document patient records. • Ask and respond to questions during class or practicum. • Write clear coding reports.- addressing digital communication skills for email etiquette and emphasizing respectful communication
Mobility / Motor Skills	• Move within a classroom, lab, or office setting to access resources or perform tasks.	• Navigate classrooms, computer labs, or offices safely. • Use computer hardware and office equipment (keyboard, mouse, scanner).
Physical Strength and Stamina	• Maintain physical and mental endurance to meet academic and clinical demands.	• Sit and focus for extended periods during classes or coding assignments. • Attend full-day externship shifts. • Ability to adapt to varying workloads and deadlines in academic and clinical settings.
Sensory **• Sight** **• Sound** **• Taste** **• Touch** **• Smell**	• Use sensory skills to process information accurately.	• Read fine print on patient charts or electronic records. • Hear instructions or discussions in class. • Touch keyboard for extended periods.
Environmental / Occupational Exposure	• Function safely in typical healthcare, office, or educational settings.	• Tolerate exposure to cleaning products, paper dust, or printer toner. • Operate in shared spaces with common environmental stimuli. • Ensure ergonomic work station to avoid/ prevent risks associated with prolong sitting, poor monitor placement, repetitive motion injuries, eye strain, lock or movement, improper chair or desk setup
Field or Industry Professional Standards	• Meet the ethical and professional standards expected in the healthcare industry.	• Maintain patient confidentiality in compliance with HIPAA. • Demonstrate integrity and accuracy in assigning medical codes. • Adhering to HIPAA, CMS guidelines, and AHIMA/AAPC standards.


stryker

HEALTH SCIENCE

CERTIFICATE PROGRAM

The purpose of the certificate in Health Science is to prepare graduates for transfer into a two- or four-year health degree program. The graduate will possess the knowledge and academic skills to be successful in a two year or a four-year health degree program.

"As a graduate, this program prepared me for my next step! I was able to complete required courses and received the help I needed to meet the admission requirements for Nursing."



A pathway to healthcare



What Health Science certificate graduates do:

- Patient Service Representative
- Provide technical Assistance
- Maintain lab equipment
- Work in teams

The Health Science Certificate prepares students for a number of healthcare programs:

- Nursing
- Medical Assisting
- Physical Therapy
- Occupational Therapy
- Phlebotomy
- Respiratory Therapy
- Health Information Management
- Radiology

For further questions about this program, please contact: kvccadmissions@mainecc.edu

HEALTH SCIENCE

Health Science Preparation Certificate

First Semester

BIO125	Introduction to Health Professionals	1
BIO213	Anatomy and Physiology I	4
COM104	Introduction to Communication	3
ENG101	College Composition	3
MAT111	Quantitative Reasoning	3

Second Semester

BIO214	Anatomy and Physiology II	4
PSY101	Introduction to Psychology	3
_____*	Health Science Elective	3
_____*	Health Science Elective II	3-4
_____*	Humanities Elective	3
Total Credits		**30/31**

CRITERIA FOR GRADUATION

Students must complete 30/31 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.

*Electives should be selected with the advisor to ensure maximum transferability to the students intended Allied Health program.

HEALTH SCIENCE

Certificate

PROGRAM DESCRIPTION

The Health Science 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 LEARNING OUTCOMES

- Communicate effectively in various formats, which may include written and oral communication.
- Demonstrate problem-solving and critical thinking skills
- Identify and access resources that provide accurate, evidence-based health or scientific information.
- Demonstrate proficiency in knowledge and conceptual understanding of human anatomy and physiology.

EDUCATIONAL OUTCOMES

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

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

COLLEGE ADMISSION

General admission guidelines can be found on page 34 in the catalog.

LIBERAL STUDIES

ASSOCIATE OF ARTS DEGREE PROGRAM

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 of Science or Associate of Applied Science degree in a community college program, or enter the workplace with knowledge and skills necessary for a variety of career choices. The curriculum is flexible and allows students to select classes that are best suited to help them meet their personal, professional, and academic goals.

"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."



Flexible skills that transfer



What Liberal Studies graduates do:

- Transfer to a 4-year institution
- Write materials for organizations
- Manage people in companies
- Research questions using data
- Analyze problems within departments

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: kvccadmissions@mainecc.edu

LIBERAL STUDIES

Associate of Arts Degree - Undeclared Pathway

First Semester

COM104*	Introduction to Communication	3
ENG101*	College Composition	3
MAT111*	Quantitative Reasoning	3
PSY101	Introduction to Psychology **OR**	
SOC101	Intro to Sociology	3
_____	Humanities Elective	3

Second Semester

ENG121*	Introduction to Literature	3
HUM101*	Multi-Cultural Nature of American Society	3
ENG218	Advanced Academic Writing **OR**	
ENG219	Business & Professional Writing	3
_____	Science Course with Lab	4
ENG210	Introduction to Creative Writing	3

Third Semester

PHI110	Contemporary Ethics	3
ENG___*	200-level Literature Elective	3
_____**	Pathway Elective	3
_____**	Pathway Elective	3
_____**	Pathway Elective	3

Fourth Semester

_____**	200-level Humanities Elective	3
_____**	Pathway Elective	3
_____**	Pathway Elective	3
_____**	Pathway Elective	3
_____**	Pathway Elective	3

Total Credits **61**

Associate of Arts Degree - Social Science Pathway

First Semester

COM104*	Introduction to Communication	3
ENG101*	College Composition	3
MAT111*	Quantitative Reasoning	3
PSY101	Introduction to Psychology	3
HIS111	US History I	3

Second Semester

ENG121*	Introduction to Literature	3
HIS112	US History II	3
ENV101	Environmental Science	4
ENG210	Introduction to Creative Writing	3
SOC101	Introduction to Sociology	3

Third Semester

PHI110	Contemporary Ethics	3
ENG218	Advanced Academic Writing	3
ENG220	American Literature	3
PSY215	Developmental Psychology	3
HUM101*	Multi-Cultural Nature of American Society	3

Fourth Semester

ENG224	Lit, Culture & Diversity	3
SOC204	Social Problems	3
ANT101	Cultural Anthropology	3
MAT220	Applied Statistics	3

Total Credits **61**

Associate of Arts Degree - Education Pathway

First Semester

COM104*	Introduction to Communication	3
ENG101*	College Composition	3
EDU150*	The Teaching Profession	3
MAT111*	Quantitative Reasoning	3
PSY101	Introduction to Psychology	3

Second Semester

EDU203	Including Students with Exceptionalities in General Education	3
ENG121*	Introduction to Literature	3
HUM101*	Multi-Cultural Nature of American Society	3
ENV101	Environmental Science	4
ENG210	Introduction to Creative Writing	3

Third Semester

ENG218	Advanced Academic Writing **OR**	
ENG219	Business & Professional Writing	3
HIS111**	US History I	3
ENG220*	American Literature I	3
PHI110	Contemporary Ethics	3
EDU217	Child and Adolescent Development	3

Fourth Semester

EDU202	Diversity & Cultural Responsiveness in Education	3
HIS112**	US History II	3
HIS202**	History of Maine	3
SOC101	Intro to Sociology	3

Total Credits **61**

Associate of Arts Degree - English Pathway

First Semester

COM104*	Introduction to Communication	3
ENG101*	College Composition	3
MAT111*	Quantitative Reasoning	3
PSY101*	Introduction to Psychology	3
PHI110*	Intro to Contemporary Ethics	3

Second Semester

ENG121*	Introduction to Literature	3
HUM101*	Multi-Cultural Nature of American Society	3
ENV101	Environmental Science	4
ENG210	Introduction to Creative Writing	3
ENG218**	Advanced Academic Writing	3

Third Semester

ENG216**	Popular Fiction	3
ENG219**	Business & Professional Writing	3
ENG220*	American Literature I	3
ENG212	Reading Poetry	3
ENG211**	Creative Non-Fiction Writing	3

Fourth Semester

HUM202**	Humanities Seminar	3
ENG222**	American Literature II	3
ENG224	Lit, Culture, & Diversity	3
ENG213**	Fiction Writing	3
ENG214**	Reading Short Fiction	3

Total Credits **61**

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

** Students planning to transfer to specific institutions or programs should work closely with their advisor or transfer counselor

Students should be aware that the requirement for 200 level coursework in this program requires advanced planning with their advisor to ensure that the prerequisites for these classes are met.

Note: COM104 and ENG101 are to be completed in the first semester or within the first 15 credits.

CRITERIA FOR GRADUATION

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

This program is accessible 100% online.

LIBERAL STUDIES

Associate of 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 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, Education, Behavioral Health & Human Services, Nursing, Psychology and Trades and Technology.

Students may also decide to transfer into a community college program offered at one of the seven community colleges in Maine.

By completing the Liberal Studies Associates of Arts program, students will also complete the Block transfer agreement established between the Maine Community College System and the University of Maine System. This block will satisfy the general education requirements at these Maine Community Colleges and Maine Universities and limits any additional general education classes to no more than 10 credits.

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 of Science or Associate of Applied Science degree in a community college program, or enter the workplace with knowledge and skills necessary for a variety of career choices.

EDUCATIONAL OUTCOMES

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

1. Prepare and orally deliver a presentation designed to increase knowledge, to foster understanding, or to promote change in the listeners' attitudes, emotions, values, beliefs, or behaviors.
2. 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.
3. Demonstrate knowledge of cultural differences and knowledge of multiple cultures.
4. Analyze or interpret significant texts or other cultural artifacts; understand or think critically about meaning (significance) and value, from either an aesthetic, philosophical, literary or multidisciplinary perspective.
5. Participate in, identify or evaluate artistic and creative forms of expression.
6. Analyze or explain causal forces which shape social structures, institutions, or behavior.
7. 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.
8. 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.
9. Demonstrate ethical reasoning by doing one or more of the following: understand social and cultural value systems; 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.

COLLEGE ADMISSION

General admission guidelines can be found on page 34 in the catalog.

MEDICAL ASSISTING

CERTIFICATE PROGRAMS AND ASSOCIATE OF APPLIED SCIENCE DEGREE

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) upon the recommendation of Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 9355 113th Street N, #7709, Seminole FL 33775
Phone: 727-210-2350 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."



The front line of medical care



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:

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

For further questions about this program, please contact: kvccadmissions@mainecc.edu

MEDICAL ASSISTING

Medical Assisting Certificate

First Semester

BIO119	Survey of Anatomy and Physiology	4
MAS101	Introduction to Medical Assisting	3
MAS102	Medical Terminology	3
MAS110	Medical Documentation	3
MAS115	Medical Assisting Clinical Theory	3
MAS117	Medical Assisting Clinical Lab	1

Second Semester

MAS114	Medical Office Law and Ethics	3
MAS211	Insurance Coding for Medical Office	3
MAS215	Advanced Medical Assisting Clinical Theory	3
MAS217	Advanced Medical Assisting Clinical Lab	2
MAS220	Pathophysiology/Pharmacology for the Medical Office	3

Summer Semester

MAS234	Clinical/Administrative Office Practicum	5

Total Credits **36**

Associate of Applied Science Degree

Certificate required for admission to Associate Degree.

First Semester

BIO214	Anatomy and Physiology II	4
COM105	Interpersonal Communication	3
ENG101	College Composition	3
PSY101	Introduction to Psychology	3

Second Semester

ENG219	Business and Professional Writing	3
MAT111	Quantitative Reasoning	3
PHI110	Intro to Contemp Ethics (H)	3
PSY215	Developmental Psychology (GE)	3

Total Credits **61**

CRITERIA FOR GRADUATION

Students must complete 36 credits in the Medical Assisting Certificate program, 61 credits in the Associate of 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. GE,H Suggested Electives. Please contact your advisor for more information.

MEDICAL ASSISTING

Certificates, Associate of 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 a medical practice performing clinical and administrative tasks. A Medical Assistant will have direct patient care, provide patient education, obtain, and test biological specimens, perform EKG'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.

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

To prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

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.

COLLEGE ADMISSION

General admission guidelines can be found on page 34 in the catalog.

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 fingerprints.

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.

The **Medical Assisting** program technical standards have been developed to inform students of the nonacademic essential functions of the program and profession. Examples are not all inclusive.

Standard	Essential Function	Examples
Communication Oral / Written	• Skills sufficient to communicate information and ideas so others will understand • Skills sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds • Ability to interpret nonverbal communication	• Legibly document relevant patient information (manual or via computer) using correct terminology and spelling • Interpret doctor's orders • Record patient responses to treatments • Establish rapport with patients, families, and other health care providers
Mobility / Motor Skills	• Motor skills sufficient to move the hands and use hands to grasp or manipulate objects, pinch with thumb or forefinger • Mobility sufficient to perform physical activities that require considerable use of arms and legs and moving the whole body • Mobility sufficient to reach above shoulder height • Mobility sufficient to bend and retrieve items below waist level • Ability to perform repetitive tasks	• Utilize delicate instruments with patients • Maneuver in confined spaces • Twist body to adjust equipment and obtain supplies in various positions • Physical activities may include: • Bending • Stooping • Lifting • Reaching • Kneeling • Crouching • Squatting
Physical Strength and Stamina	• Ability to stand for extended periods of time • Ability sufficient to lift and carry up to 50 pounds • Ability to support and assist patients • Ability to push 200 pounds	• Stand and walk up to 12-hour shifts • Lift and carry equipment • Assist patient in and out of a wheelchair and on/off an examination table • Push a patient weighing 200 pounds in a wheelchair
Sensory **• Sight** **• Sound** **• Taste** **• Touch** **• Smell**	• Visual skills sufficient to see details at close range and manipulate equipment • Visual skills sufficient to discriminate shapes and colors • Listening skills sufficient to communicate with others • Identify various sounds • Ability to touch and locate anatomy on patients to perform physical assessments • Ability to tolerate various odors • Visual ability for central and peripheral observation as necessary in operation of equipment and patient care	• Read accurately numbers, letters, and cursive writing on instruments, equipment, computer screens, and paper • Identify reagents and other materials such as laboratory media and the physical properties of various body fluids • Observe patient responses to treatment • Hear verbal communication from patients and other health care team members • Hear equipment/emergency alarms, call bell, or call for help • Listen to heart, lung, and blood pressure sounds • Feel for pulse • Differentiate between temperature and pressure variations • Work with patients with poor hygiene

Standard	Essential Function	Examples
Environmental / Occupational Exposure	• Exposure to communicable and infectious diseases, secretions, blood, and bodily fluids • Exposure to environmental hazards • Possible exposure to X-ray radiation • Ability to work under high stress situations and respond promptly • Ability to use personal protective equipment correctly	• Possible exposure to HIV, hepatitis, etc. • Exposure to X-ray radiation, medicinal preparations, latex, and toxic substances • Respond appropriately in emergency to maintain patient safety and care
Field or Industry Professional Standards	• Criminal background check • CPR certification • Adhere and follow the Medical Assisting Education Review Board technical standards	

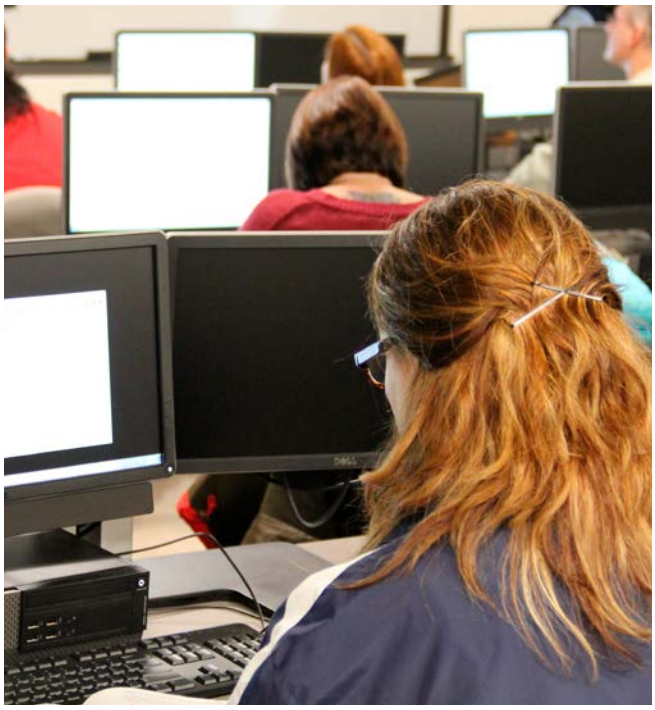
MEDICAL CODING

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."

Pursue a great career in medical coding and billing





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: kvccadmissions@mainecc.edu

MEDICAL CODING

Medical Coding Certificate

First Semester

BIO213	Anatomy and Physiology I	4
MAS102	Medical Terminology	3

Second Semester

HIT132	Legal, Ethical, and Regulatory Issues	3
BIO214	Anatomy and Physiology II	4
HIT136	Introduction to Coding & Classification	3

Third Semester

BIO216	Pathophysiology	3
HIT201	ICD-1 0-CM/PCS Coding & Classification Systems	4
CPT115	Technology for Business	3

Fourth Semester

MAT111	Quantitative Reasoning	3
HIT222	CPT-4 Coding	4

Total Credits **34**

Criteria for Graduation

Students must complete 34 credits in the Medical Coding certificate, 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 Certified Coding Associate (CCA) credentialing examination administered by the American Health Information Management Association (AHIMA).

This program is accessible 100% online.

MEDICAL CODING
Certificate

DESCRIPTION

Medical Coding is a 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 workforce 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

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.

COLLEGE ADMISSION

General admission guidelines can be found on page 34 in the catalog.

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.

The **Health Information Management** and **Medical Coding** programs technical standards have been developed to inform students of the nonacademic essential functions of the program and profession. Examples are not all inclusive.

Standard	Essential Function	Examples
Communication Oral / Written	• Communicate effectively with instructors, peers, healthcare professionals, and others through oral and written methods.	• Accurately interpret and document patient records. • Ask and respond to questions during class or practicum. • Write clear coding reports.- addressing digital communication skills for email etiquette and emphasizing respectful communication
Mobility / Motor Skills	• Move within a classroom, lab, or office setting to access resources or perform tasks.	• Navigate classrooms, computer labs, or offices safely. • Use computer hardware and office equipment (keyboard, mouse, scanner).
Physical Strength and Stamina	• Maintain physical and mental endurance to meet academic and clinical demands.	• Sit and focus for extended periods during classes or coding assignments. • Attend full-day externship shifts. • Ability to adapt to varying workloads and deadlines in academic and clinical settings.
Sensory **• Sight** **• Sound** **• Taste** **• Touch** **• Smell**	• Use sensory skills to process information accurately.	• Read fine print on patient charts or electronic records. • Hear instructions or discussions in class. • Touch keyboard for extended periods.
Environmental / Occupational Exposure	• Function safely in typical healthcare, office, or educational settings.	• Tolerate exposure to cleaning products, paper dust, or printer toner. • Operate in shared spaces with common environmental stimuli. • Ensure ergonomic work station to avoid/ prevent risks associated with prolong sitting, poor monitor placement, repetitive motion injuries, eye strain, lock or movement, improper chair or desk setup
Field or Industry Professional Standards	• Meet the ethical and professional standards expected in the healthcare industry.	• Maintain patient confidentiality in compliance with HIPAA. • Demonstrate integrity and accuracy in assigning medical codes. • Adhering to HIPAA, CMS guidelines, and AHIMA/AAPC standards.



NURSING ADN PROGRAM

ASSOCIATE OF SCIENCE DEGREE PROGRAM

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

The Associate Degree Nursing Program, both generic and LPN to ADN at Kennebec Valley Community College located in Fairfield, Maine is accredited by the: Accreditation Commission for Education in Nursing (ACEN).

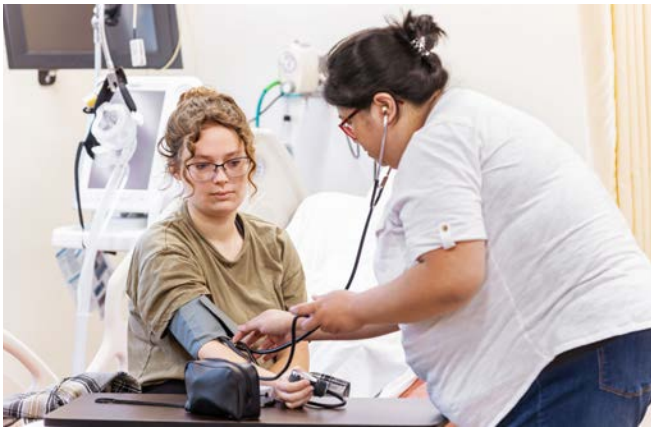
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree nursing programs is continued accreditation.

View the public information disclosed by the ACEN regarding this program on the ACEN website.

The KVCC Nursing Programs have full approval from the Maine State Board of Nursing.

Maine State Board of Nursing
161 Capitol Street, 158 State House Station Augusta, Maine 04333-0158
(207) 287-1133
www.maine.gov/boardofnursing/index.html



Become a registered nurse and make a difference



What Nursing graduates do:

- Provide direct care to patients
- Conduct physical examinations
- Perform diagnostic testing
- Analyze results, tests, and interventions
- Utilize monitoring equipment
- Administer treatment/medications
- Provide emotional support to patients and their families

Career Opportunities:

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

For further questions about this program, please contact: kvccadmissions@mainecc.edu

NURSING ADN PROGRAM

Associate of Science Degree

Prerequisites*

First Semester

BIO213	Anatomy and Physiology I*	4
ENG101	College Composition*	3
MAT111	Quantitative Reasoning*	3
NUR118	Foundations of Nursing	8
NUR119	Transition to ADN Education	1

Second Semester

BIO214	Anatomy and Physiology II	4
NUR122	Nursing Across the Lifespan I	9
PSY101	Introduction to Psychology	3

Third Semester

BIO219	Microbiology	4
NUR224	Nursing Across the Lifespan II	9
PSY215	Developmental Psychology	3

Fourth Semester

COM104	Introduction to Communication	3
NUR227	Nursing Across the Lifespan III	7
NUR229	Transition into Nursing Practice for the ADN	2
PHI101	Introduction to Philosophy (H)	3
SOC101	Introduction to Sociology	3

Total Credits **69**

NUR126	LPN Transition to the ADN Role**	1

*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 LPN applications. Must be taken concurrently with NUR122 in the second semester.

(H) Suggested Elective. Please contact your advisor for more information.

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 of Science Degree

DESCRIPTION

The Nursing Program prepares graduates for entry-level positions in the nursing profession. Successful completion of the ADN program of study qualifies graduates to receive an Associate of 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 KVCC Nursing programs are 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.

Nursing courses require students to participate in approximately 18 to 24 hours per week of classroom and clinical activities. Attendance is essential.

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. 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 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 Brightspace 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 at KVCC believes that competent nursing practice is based on patient-centered care and professional behaviors within the healthcare domain. Patient-centered care is compassionate, respectful, and responsive to individual patient preferences and needs. The patient's values guide clinical decisions. The Nursing Process, a systematic method that uses critical thinking to provide structure to nursing practice, promotes patient centered care. Professional behaviors arise from valuing accountability, truthfulness, and integrity. These values are demonstrated by the provision of safe, ethical, and evidenced- based nursing care in collaboration with other healthcare providers, resulting in optimal patient outcomes. The healthcare domain focuses on the prevention, treatment, and management of illness and the preservation of mental and physical well-being through services offered by medical, nursing, and allied health professions.

Nurse educators face many challenges as they prepare graduates to provide safe, and effective nursing care in increasingly complex healthcare environments. Consequently, nursing faculty evaluate the Nursing Program on an on-going, systematic basis to ensure the curriculum is current and meets state and national standards for quality patient care.

EDUCATIONAL 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 guidelines in the Course Catalog at KVCC Admissions. Additional admission requirements are as follows:

Immunization and CPR Requirements

1. Current CPR Certification - Basic Life Support (BLS) from the American Heart Association (AHA).
2. Proof of immunization against TDAP within the last ten years.
3. Proof of immunization against Measles, Mumps, and Rubella (MMR). If non-immune, two doses MMR vaccine is required for persons born after 1957.
4. Proof of immunization against Hepatitis Series B and Titre (6+ month process). If non-immune, a waiver is required.
5. Proof of immunization against chicken pox with a Varicella Titre. If non-immune, two doses of Varicella virus vaccine is required.
6. An influenza vaccine is required annually in the fall by health care facilities.
7. Optional: COVID-19 vaccine is recommended, but not required. Clinical placements may be impacted as some clinical agencies require proof of vaccination.

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. MAT111 Quantitative Reasoning - "B" (3.0) grade or better

Required Academic Standing

Cumulative grade point average of 3.0 is required. Students are academically evaluated on a case-by-case basis using multiple measures.

Test of Essential Academic Skills (TEAS)

1. The TEAS exam is taken remotely and video monitored by ATI (the company that owns the TEAS). You must have access to a computer with video capability to take the TEAS.
2. Students register and pay for the test by setting up an account with ATI at www.atitesting.com and choosing a test date.

3. Students are responsible for having the results of their TEAS exam sent to kvccadmissions@mainecc.edu
4. The TEAS may only be taken three (3) times in total. In addition, the TEAS may only be taken twice in the same academic year (September 1 to August 31) with a minimum of 45 days between exam sessions.
5. Applicants who have not taken college courses before are strongly encouraged to reach out to the Admissions Office at 453-5822 or kvccadmissions@mainecc.edu before registering for the TEAS to determine the best time to take the TEAS.

Minimum composite score 70th percentile rank.

Nursing Program Orientation
Upon successful completion of the above entrance requirements, students will receive an acceptance letter. Students must attend a required Accepted Student event scheduled in June and Program Orientation in August. Students will be notified of the dates for these sessions by the College and/or the Department Chair. Failure to attend these required accepted student events can jeopardize admission status to the program.

Transfer Applicants
Transfer applicants must meet the current Nursing Program admission requirements. Additionally, they must submit a letter of reference from the Chairperson of their former nursing program. Clinical nursing credits must be approved by the Chairperson of the KVCC Nursing Program and cannot be more than one (1) year old. Once transfer students are admitted to the Nursing Program, they have one (1) opportunity to complete the Nursing curriculum. Transfer students are required to complete a minimum of two (2) academic semesters in order to meet graduation and residency requirements.

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 screenings, 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 expenses 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.

The **Nursing** program technical standards have been developed to inform students of the nonacademic essential functions of the program and profession. Examples are not all inclusive.

Standard	Essential Function	Examples
Communication Oral / Written	• Students must use effective spoken and written English to clearly communicate with patients, families, peers, faculty, and healthcare team members across diverse social, emotional, cultural, and intellectual backgrounds.	• Accurately document patient information manually and electronically using appropriate medical terminology • Read, interpret, and follow provider orders • Communicate patient responses to interventions and treatments • Establish and maintain professional therapeutic relationships with patients and families • Collaborate effectively with healthcare team members
Mobility / Motor Skills	• Students must possess sufficient motor coordination, manual dexterity, and physical mobility to safely perform nursing skills and clinical tasks in a variety of healthcare environments.	• Safely handle and operate medical instruments and equipment using fine motor grasp to manipulate objects. • Perform cardiopulmonary resuscitation (CPR) • Prepare and administer medications via oral, intramuscular, and intravenous routes • Use computers and electronic health record systems • Mobility sufficient to perform physical activities that require dexterity and flexibility to move body in a variety of positions in order to navigate patient rooms, treatment areas, and confined clinical spaces • Perform physical activities including standing, pushing, pulling, bending, stooping, lifting, reaching, and rapid movements when required
Physical Strength and Stamina	• Students must maintain adequate physical endurance and strength to meet the demands of classroom, laboratory, and clinical settings.	• Stand and walk up to 12-hour shifts • Walk significant distances per day • Lift, carry and move equipment weighing 10+ lbs • Assist in lifting and/or maneuver clients 50+ lbs.
Sensory **• Sight** **• Sound** **• Taste** **• Touch** **• Smell**	• Students must demonstrate sufficient sensory abilities to perform accurate patient assessments and respond appropriately to clinical situations.	• Visually observe patients, equipment, and environmental conditions • Hear verbal communication, alarms, call bells, and emergency signals • Auscultate heart, lung, and blood pressure sounds • Detect changes in patient condition through touch, such as palpating pulses • Tolerate and respond appropriately to various clinical odors

Standard	Essential Function	Examples
Emotional Regulation	• Students must demonstrate the ability to regulate emotions and respond appropriately in stressful, unpredictable, or emotionally charged situations commonly encountered in nursing education and clinical practice.	• Maintain composure during high-stress clinical situations • Respond constructively to feedback, instruction, and evaluation from faculty and clinical supervisors • Demonstrate emotional composure when caring for patients experiencing pain, distress, or crisis • Adapt behavior appropriately when confronted with unexpected changes in patient condition or clinical environment • Manage personal stress in a manner that does not interfere with patient safety, learning, or professional responsibilities • Interact respectfully with patients, families, peers, and healthcare team members despite emotional or environmental challenges
Environmental / Occupational Exposure	• Students must be able to function safely in healthcare environments that may involve physical, emotional, and environmental stressors.	• Exposure to communicable diseases, blood, bodily fluids, and secretions • Potential exposure to hazardous materials, medications, latex, and radiation • Work effectively under time pressure and in high-stress situations • Respond promptly and appropriately during emergencies to ensure patient safety • Use required personal protective equipment, including face masks

Field or Industry Professional Standards	• Students must meet all professional, ethical, and regulatory requirements necessary for participation in the nursing program and clinical experiences.	• Successful completion of a criminal background check
		• Maintenance of current CPR certification
		• Completion of required health screenings and testing
		• Successful completion of admission and program requirements, which may include:
		  • TEAS examination
		  • Drug screening
		• Required immunizations and testing which may include but are not limited to: flu, MMR, varicella, tuberculosis, TDap

OCCUPATIONAL THERAPY ASSISTANT

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

Occupational Therapy is a dynamic and essential healthcare profession dedicated to empowering individuals to live life to its fullest. Whether recovering from injury, managing chronic conditions, maximizing wellness, or navigating developmental challenges, (just to name a few), Occupational Therapy Practitioners help people of all ages engage in the activities that matter most to them.

As an Occupational Therapy Assistant (OTA), you'll play a vital role in helping individuals build or regain the skills they need to thrive at home, at work, in school, and in their communities. OTAs work alongside Occupational Therapists(OTs) to deliver hands-on, personalized care that promotes independence, dignity, and quality of life.

KVCC has Maine's only Associate-level OTA program, preparing students to enter a high-demand field where compassion meets clinical expertise. Our graduates are equipped to make a meaningful difference—providing "skills for the job of living" and helping people overcome barriers to participation in everyday life

Accredited by the Accreditation Council for Occupational Therapy Education (ACOTE), 7501 Wisconsin Avenue, ST 510E, Bethesda, MD 20814 Telephone: 301-652-AOTA, Website: 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 OTA."

Help people regain function and independence



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 pediatric 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
- And many more

For further questions about this program, please contact: kvccadmissions@mainecc.edu

OCCUPATIONAL THERAPY ASSISTANT

Associate of Applied Science Degree

First Semester

BIO213	Anatomy and Physiology I	4
ENG101	College Composition	3
OTS101	Introduction to Occupational Therapy and Human Occupation	7
PSY101	Introduction to Psychology	3

Second Semester

BIO214	Anatomy and Physiology II	4
OTS103	Functional Kinesiology	3
OTS104	Interpersonal Skills for the Practicing	1
OTS110	Occupational Therapy for Adults with Physical Disabilities I	3
OTS122	Occupational Therapy for Children and Youth	4
PSY215	Developmental Psychology	3

Summer Session (5 Weeks)

COM104	Introduction to Communication	3
OTS105	Fieldwork Education I	2
OTS107	Technology in OT Practice	1
OTS109	Group Process	1

Third Semester

OTS201	Practice Environments Seminar	2
OTS210	Occupational Therapy for Adults with Physical Disabilities II	3
OTS216	Occupational Therapy with Special Populations	2
OTS222	Psychosocial Aspects of Occupational Therapy Across the Life Span	5
SOC101	Introduction to Sociology	3

Fourth Semester

OTS206	OTA Fieldwork Education II, A	6
OTS208	OTA Fieldwork Education II, B	6
OTS223	OT Senior Seminar	1

Total Credits **70**

CRITERIA FOR GRADUATION

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

OCCUPATIONAL THERAPY ASSISTANT

Associate of Applied Science Degree

DESCRIPTION

The Occupational Therapy Assistant program at KVCC is a two-year program designed to prepare students for entry-level practice in a high-demand healthcare field. KVCC proudly offers Maine's only Associate-level OTA program, with a flexible hybrid delivery model that supports diverse learning needs. Students may choose to attend lectures in person on campus or virtually through live online sessions. Regardless of lecture format, all students are required to participate in in-person lab experiences to develop and refine hands-on clinical skills essential for practice.

To support accessibility across the state, students may complete lab experiences at one of three locations:

- Kennebec Valley Community College (KVCC)
- Eastern Maine Community College (EMCC)
- York County Community College (YCCC)

Students will additionally engage in Level I and Level II fieldwork placements, which provide supervised, real-world opportunities to apply classroom learning, gain clinical experience, and develop professional competencies.

Students participating virtually must have access to a reliable internet connection and a computer or device capable of video conferencing. All learning environments—both physical and virtual—are designed to be accessible and inclusive, supporting student success across locations.

Occupational Therapy Assistants are essential members of the healthcare team who deliver client-centered care under the supervision of licensed Occupational Therapists. They play a critical role in helping individuals of all ages-from infants to older adults- overcome physical, emotional, and cognitive challenges that interfere with daily life.

OTAs use meaningful activities, or "occupations," to support clients in achieving greater independence and satisfaction in everyday tasks such as self-care, work, education, and leisure. Whether assisting someone in recovering from injury, adapting to disability, or developing life skills, OTAs help maximize engagement and participation in the routines and roles that matter most.

KVCC offers Maine's only Associate Degree OTA program, providing students with a unique opportunity to enter this rewarding profession. Graduates of the program are eligible to sit for the National Board for Certification in Occupational Therapy (NBCOT) exam. Upon successful completion, they can apply for licensure to practice as an OTA in the state of Maine. Licensed OTAs must maintain their credentials and adhere to professional standards, ensuring safe, effective, and ethical care. Their work makes a lasting impact on the lives of individuals, families, and communities—bringing purpose and possibility to everyday living.

PROGRAM MISSION

The mission of the OTA program is to prepare competent, culturally responsive, skilled Occupational Therapy Assistants who will empower Maine's citizens to achieve independence, wellness, and quality of life, while honoring lived experience, individual choice, dignity, and personal satisfaction.

EDUCATIONAL OUTCOMES

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

1. Be prepared to successfully pass the National Board for Certification in Occupational Therapy (NBCOT) exam.
2. Use professional values consistent with the American Occupational Therapy Association Core Values and Ethics Statements, that allow them to function ethically and responsibly by demonstrating tolerance and respect for diversity of culture, age, gender, and ability.
3. Effectively communicate with clients, families, supervisors, and other members of their work environment using cultural competence.
4. Employ critical thinking, logic, critical analysis, problem solving, and creativity within their scope of professional practice.
5. Identify and explore opportunities for lifelong learning through continuing education and professional competency as they relate to evidence-based practice and licensure requirements.
6. Engage in OT practice with entry level competence as a licensed Occupational Therapy Assistant.

ADMISSION REQUIREMENTS

Applicants must demonstrate academic readiness for the OTA program through taking of the TEAS exam or through multiple measures Please refer to the General admission guidelines which can be found on page 33 in the catalog. Additional admission requirements are as follows:

1. Test of Essential Academic Skills (TEAS)
   - Cumulative Grade Point Average (GPA) of 2.5 or higher (high school or college) AND
   - Minimum TEAS Scores of:
     • Composite - 61
     • Reading - 71
     • Math - 65
     • Science - 51
     • English – 63

   The TEAS may be taken a total of three (3) times—original test plus two (2) re-takes. Each re-take includes all subtest scores and attempts must be a 45-days apart. In addition the TEAS may only be taken twice in the same academic year (September 1 to August 31)

OR

2. Multiple Measures
   - Cumulative Grade Point Average (GPA) of 3.0 or higher (high school or college)
   - AND ONE OF THE FOLLOWING:
     A Grade of B or Better in these Core Classes: • BIO 213 – Anatomy & Physiology I • ENG 101 – College Composition • MAT 111 – Quantitative Reasoning
     OR
     Completion of the Health Science Certificate with a GPA of 3.0 or higher.
     OR
     For High School Seniors - a grade of B or higher in Junior & Senior English, Algebra 1, Geometry, and an Anatomy & Physiology course (minimum College Prep or AP Level).

POST ACCEPTANCE

OTA Program Orientation
Accepted students are required to attend (either in person or virtually) an accepted student event scheduled in June. You will be notified of the date by the Department Chair

Pre-OTA Program Orientation
Upon Acceptance into OTA program students will be enrolled in a non-credit, online course for the summer preceding their first semester in the program. This course will require students to complete a Job Shadow, and essay based on their shadow.

OTA Program Orientation
Accepted students are required to attend (either in person or virtually) an accepted student event scheduled in June. You will be notified of the date by the Department Chair

Technology Requirements
All students are required to have their own laptop computers or similar device with the capability to access Brightspace or similar online learning resources. Students must also have access to high-speed internet service.

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. All students are required to complete finger prints. 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/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,

2. Complete BLS/CPR, healthcare background checks, and fingerprinting) as required by the OTA program. Each student is responsible for the cost of this service.
3. 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.
4. Meet the OTA program's deadlines for developing and maintaining a current personal healthcare information portfolio.
5. Have professional liability insurance and healthcare insurance. See page 38 for costs.
6. Purchase required books.
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 completion of the OTA program, graduates are:

- Eligible to sit for the National Certification Examination of the Occupational Therapy Assistant, administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the graduate will be a certified occupational therapy assistant (COTA).
- 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}

A felony conviction may affect a graduates ability to sit for the NBCOT Certification Examination or attain state licensure.




KENNEBEC VALLEY COMMUNITY COLLEGE
11.0 lb

PHYSICAL THERAPIST ASSISTANT

ASSOCIATE OF APPLIED SCIENCE DEGREE

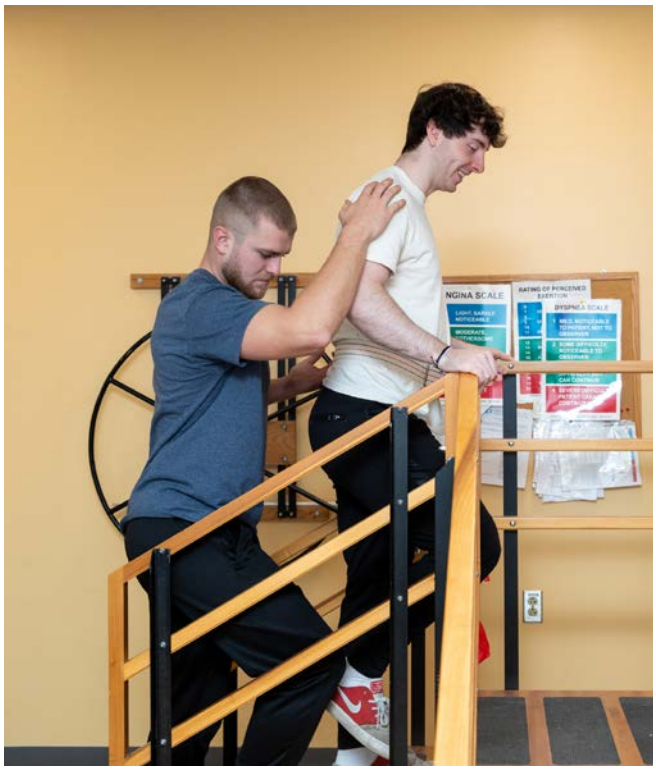
Physical Therapist Assistants (PTA) work as part of a team to provide physical therapy services under the direction and supervision of the physical therapist. PTAs help patients regain movement as they recover from conditions that limit their mobility and ability to perform daily functional activities.

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
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 Licensed 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: kvccadmissions@mainecc.edu

PHYSICAL THERAPIST ASSISTANT

Associate of Applied Science Degree

First Semester

BIO213	Anatomy and Physiology I	4
ENG101	College Composition	3
PSY101	Introduction to Psychology	3
PTS106	Physical Therapy Applications	1
PTS107	Introduction to Kinesiology for the PTA	2
PTS111	Physical Therapy I	6

Second Semester

BIO214	Anatomy and Physiology II	4
COM104	Introduction to Communication **OR**	
COM105	Interpersonal Communication	3
PTS112	Physical Therapy II	6
PTS116	Pathology	3
PTS117	Kinesiology for the PTA	3

Summer Session

PTS120	PTA Clinical Education I	5

Third Semester

MAT111	Quantitative Reasoning	3
PSY215	Developmental Psychology	3
PTS211	Physical Therapy III	6
PTS215	Neuroscience	3

Fourth Semester

PHI110	Intro to Contemporary Ethics (H)	3
PTS216	Clinical Application	1
PTS218	PTA Clinical Education II	8

Total Credits **70**

CRITERIA FOR GRADUATION

Students must complete 70 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. (H) Suggested Elective. Please contact your advisor for more information.

PHYSICAL THERAPIST ASSISTANT

Associate of 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 bio-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:

- The physical ability to lift, move, and reposition patients; safely guard patients when standing and ambulating patients on level surfaces and stairs.
- A visual acuity with corrective lenses to identify equipment calibrations, distinguish color changes of a patient's skin, and collect patient data.

- The manual dexterity to manipulate instrument dials and perform various therapeutic interventions.
- The tactile ability to palpate pulses and palpate specific components of the musculoskeletal system.
- 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.
- 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.
- 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.

PROGRAM GOALS

1. Graduates will be competent physical therapist assistants who work under the direction and supervision of physical therapists.
2. Graduates will engage in lifelong learning activities.
3. Graduates and the program will meet the human resource needs of the community.

STUDENT LEARNING OUTCOMES

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

1. Communicate effectively with the diverse groups of people a physical therapist assistant has routine contact with to promote achievement of therapeutic and organizational goals.
2. Demonstrate behaviors that indicate consideration for individual and cultural differences and their impact on health care delivery, as well as the ability to alter actions appropriately to promote the achievement of therapeutic and organizational goals.
3. Demonstrate behaviors that indicate a commitment to ethics, values, and responsibilities of the physical therapist assistant in the profession of physical therapy.
4. Competently (safely, effectively, and efficiently) provide delegated physical therapy plan of care elements under the direction and supervision of a licensed physical therapist.
5. Competently (safely, effectively, and efficiently) implement programs of instruction intended to accomplish pre-established goals for patients, caregivers, and other healthcare personnel or members of the public.
6. Competently (safely, effectively, and efficiently) participate in the regular administrate functions of a healthcare organization.
7. Demonstrate the capabilities necessary to engage in career development and life-long learning to maintain continuing competence as a physical therapist assistant.

ADMISSION REQUIREMENTS

Please refer to the General admission guidelines which can be found on page 34 in the catalog. Additional admission requirements are as follows:

1. Clinical Job Shadows and Admission Essay
   - Completion of two job shadows.
2. Test of Essential Academic Skills (TEAS)
   - The TEAS exam is taken remotely and video monitored by ATI (the company that owns the TEAS). You must have access to a computer with video capability to take the TEAS.
   - Students register and pay for the test by setting up an account with ATI at www.atitesting.com and choosing a test date.
   - Students are responsible for having the results of their TEAS exam sent to kvccadmissions@mainecc.edu
   - The TEAS may only be taken three (3) times in total. In addition, the TEAS may only be taken twice in the same academic year (September 1 to August 31) with a minimum of 45 days between exam sessions.
   - Applicants who have not taken college courses before are strongly encouraged to reach out to the Admissions Office at 453-5822 or kvccadmissions@mainecc.edu before registering for the TEAS to determine the best time to take the TEAS.
   - Required Minimum composite score 61st percentile rank.

- Minimum reading 71st percentile rank.
- Minimum math 65th percentile rank.
- Minimum science 51st percentile rank.
- Minimum English 62nd percentile rank.

3. 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 an official PTA program polo shirt with a KVCC/SPTA name pin, stethoscope, sphygmomanometer, watch with a digital or 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 36).
- Have Internet access for online/Brightspace 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 associate with securing fingerprints.

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.

The **Physical Therapist Assistant** program technical standards have been developed to inform students of the nonacademic essential functions of the program and profession. Examples are not all inclusive.

Standard	Essential Function	Examples
Communication Oral / Written	• Skills sufficient to communicate information and ideas so others will understand • Skills sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds	• Offer support to patients, ask direct questions and answer questions, demonstrate active listening skills, recognize and respond to non-verbal communication • Document relevant patient information (manual or via computer) using correct terminology and spelling • Interpret PT's orders • Record patient responses to treatments

Mobility / Motor Skills	• Gross and fine motor skills sufficient to manipulate equipment
	• Motor skills sufficient to move the hands and use hands to grasp or manipulate objects
	• Mobility sufficient to perform physical activities that require dexterity and flexibility to move body in a variety of positions
	• Sufficient strength to assist patient(s) who may have physical strength deficits
		• Utilize instruments with patients
		• Move around in patients' rooms and treatment areas
		• Maneuver in confined spaces
		• Able to use equipment as indicated, i.e. wheelchairs, lifts, stretchers, bathing chairs, walking implements
		• Properly position and transfer patients
		• Physical activities may include:
		  • Running
		  • Bending
		  • Stooping
		  • Lifting
		  • Reaching

Physical Strength and Stamina	• Ability to stand for extended periods of time • Ability sufficient to maneuver/ move an average of 40-50 pounds or more	• Stand and walk up to 24-hour shifts • Transfer of patients as noted under mobility • Positioning of patients • Movement of patients and/or equipment
Sensory **• Sight** **• Sound** **• Taste** **• Touch** **• Smell**	• Ability to visually observed patients, read records and patient charts and read equipment • Able to visually monitor patients during day and evening lighting • Ability to hear electronic equipment to monitor and maintain safety of the patient • Ability to communicate with patients and healthcare team members and be able to understand what is being communicated • Ability to touch and locate anatomy on patients to perform physical assessments • Ability to tolerate various odors	• Able to observe and report patent changes in skin color, breathing, chewing, mobility, dressing, communication • Able to accurately record patient data/activities • Able to read/interpret a variety of equipment, i.e. thermometer, sphygmomanometers, weight/ height/container measurements • Able to hear monitor alarms, call bells, safety alarms, fire, evacuation, emergency, overhead alarms, announcements, heart and breath sounds and blood pressure sounds • Feel for pulse • Work with patients with poor hygiene

Standard	Essential Function	Examples
Environmental / Occupational Exposure	• Frequent exposure to communicable and infectious diseases, secretions, blood, and bodily fluids • Exposure to environmental hazards • Ability to work under high stress situations and respond promptly • Work in confined spaces	• Possible exposure to HIV, hepatitis, etc. • Exposure to medicinal preparations, latex, and toxic substances • Respond appropriately in emergency to maintain patient safety and care
Field or Industry Professional Standards	• Criminal background check • CPR certification • Valid Driver's License	• Additional federal law requirements




ENERGYGUIDE

PLUMBING & HEATING TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE DEGREE AND CERTIFICATE PROGRAMS

The Plumbing and Heating Technology program is designed to prepare students for technician level positions in the rapidly growing field of installing, maintaining, and troubleshooting high efficiency plumbing, heating, and air conditioning. Graduates will work on systems that control water, temperature, and humidity of enclosed spaces.

"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."



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



What Plumbing & Heating Technology graduates do:

- JIT Plumber
- Resource conservation manager
- Energy management technician
- Journeyman oil burner technician
- HVAC 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: kvccadmissions@mainecc.edu

PLUMBING & HEATING TECHNOLOGY

Associate of Applied Science Degree

First Semester

BPT124*	Construction Print Reading for Plumbers	3
COM104	Introduction to Communication	3
MAT114	Technical Math	3
PLB101*	Plumbing Fundamentals	6

Second Semester

ENG108	Technical Writing	3
MAT214	Technical Math II	3
PLB201*	Advanced Plumbing Applications	6
PLB210*	Heating and Plumbing Codes	3

Third Semester

ETL107*	Electrical Principles for HVAC	4
HAC106*	Heat Pumps and Air Conditioning	3
HAC200*	Introduction to Natural Gas and Propane	1
HAC201*	Heating System Fundamentals	6
ECO132	Personal Finance and Investing (SS)	3

Fourth Semester

ETL108*	HVAC Electronics and Controls	3
HAC202*	Advanced Heating Applications	6
HAC205*	Propane and Natural Gas	3
HUM___	Humanities Elective (H)	3

Total Credits 62

Plumbing Certificate

First Semester

BPT124*	Construction Print Reading for Plumbers	3
MAT114	Technical Math	3
PLB101*	Plumbing Fundamentals	6

Second Semester

ENG108	Technical Writing	3
PLB201*	Advanced Plumbing Applications	6
PLB210*	Plumbing Codes	3

Total Credits 24

Heating Technology Certificate

First Semester

ETL107*	Electrical Principles for HVAC	4
HAC106*	Heat Pumps and Air Conditioning	3
HAC200*	Introduction to Natural Gas and Propane	1
HAC201*	Heating System Fundamentals	6
MAT114	Tech Math I	3

Second Semester

ETL108*	HVAC Electronics and Controls	3
HAC202*	Advanced Heating Applications	6
HAC205*	Propane and Natural Gas	3

Total Credits 29

CRITERIA FOR GRADUATION

Students must complete 62 credits in the Plumbing and Heating Technology program, 24 credits in the Plumbing certificate, or 29 credits in the Heating Technology 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. (H,SS) Suggested Electives. Please contact your advisor for more information

PLUMBING & HEATING TECHNOLOGY

Associate of Applied Science Degree, Certificates

DESCRIPTION

The Plumbing and Heating Technology program offers a two-year Associate of Applied Science degree, a Plumbing certificate, and a Heating 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, and cooling systems in buildings. Graduates will work on systems that control water, temperature, and humidity 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, propane and natural gas. Students can also pursue the EPA608 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 Heating Technology program provides graduates with the technical background and the manual skills necessary for careers in the installation and maintenance of modern, energy efficient, plumbing, heating, 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 Heating Technology program helps students achieve various professional and personal goals that may arise over a lifetime, including the opportunity to transfer to other college and university technical programs. The program strives to maintain a high academic standard for teaching and learning through a continuous process of self-assessment and improvement.

Students are exposed to a learning environment that is safe and supportive of student growth and achievement. Using modern training equipment, innovative teaching methods and highly trained faculty members, the Plumbing and Heating Technology program endeavors to fully prepare students for a variety of building energy system occupations.

EDUCATIONAL OUTCOMES

Upon successful completion of the Plumbing and Heating Technology program, graduates are expected to:

1. Practice the skills of the profession in a conscientious, responsible, and accountable manner while recognizing the need to continue to expand their technical knowledge and skills.
2. Communicate effectively and listen and respond appropriately to a variety of residential, commercial and industrial applications.
3. Think critically and use their acquired analytical skills to solve problems encountered in a residential, commercial or industrial environment.

COLLEGE ADMISSION

General admission guidelines can be found on page 34 in the catalog.

The **Plumbing** program technical standards have been developed to inform students of the nonacademic essential functions of the program and profession. Examples are not all inclusive.

Standard	Essential Function	Examples
Communication Oral / Written	• Ability to understand verbal and written instructional approaches and apply this understanding to maintenance projects in a manner that produces quality outcomes and safe work practices.	• Communicate with coworkers and customers • Be able to clearly and effectively communicate with others, at moderate distances and without line of sight. • Be able to understand orders, instructions and descriptions and be able to read and comprehend technical manuals, manufacturer's specifications and instructions, and warning labels in English.
Mobility / Motor Skills	• Possess sufficient physical strength, flexibility, and dexterity to safely handle electrical and mechanical parts. • Motor skills sufficient to move the hands and use hands to grasp or manipulate objects • Ability to safely move around the jobsite • Ability to work in varied spaces	• Use hand tools and power tools • Operate necessary tools, equipment, and machinery. • Remove and replace failed components. • Physical activities may include: • Stooping • Crawling • Reaching • Squatting • Lifting • Bending • Balancing • Climbing and working on a ladder • Position and maneuver in confined spaces to do repairs. • Work at varying heights. • Lift and transport equipment and materials as necessary.
Physical Strength and Stamina	• Ability to participate in an activity for long periods of time • Ability to safely lift/carry a minimum of 50 lbs.	• Carry supplies. • Installing/repairing various components in multiple positions. • Use sensory cues to conduct inspections and tests to determine causes of failures, and respond properly.
Sensory **• Sight** **• Sound** **• Taste** **• Touch** **• Smell**	• Visual skills sufficient to see details at close range • Be able to distinguish between tones of various pitches and differentiate between the primary colors • Listening skills sufficient to communicate with others • Ability to use sensory (hearing, visual, and smell) skills to be able to detect danger from various equipment found in maintenance facilities. understand what is being communicated	• Have sufficient visual capacity to interpret read-outs on meters, gauges, and other measuring devices. • Distinguish identifying colors of wires, knobs, and other objects. • Recognize and compare shapes and forms of objects. • Have sufficient visual capacity to read blueprints, sketches, schematic diagrams and other printed documents including but not limited to tape measures, architect and engineer scales, meters and testers. • Detect and respond to indicators of malfunctions.

Standard	Essential Function	Examples
Environmental / Occupational Exposure	• Ability to tolerate and adequately function in hot and cold work conditions • Possible exposure to extreme noise levels • Possible exposure to extreme weather • Possible exposure to dust, chemicals, and fumes • Must not have a debilitating fear of insects, spiders, snakes or lizards.	• Work for 6 hours in indoor and outdoor areas without heating or air conditioning. • Work outdoors • Work with construction materials and tools • Work with various chemicals and toxins
Field or Industry Professional Standards	• Safely operate tools and equipment • Wear safety equipment • Must be able to wear a tool pouch for up to 10 hours per day.	• PPE includes but not limited to safety glasses, closed-toe shoes, hard-hats.

PRECISION MACHINING TECHNOLOGY

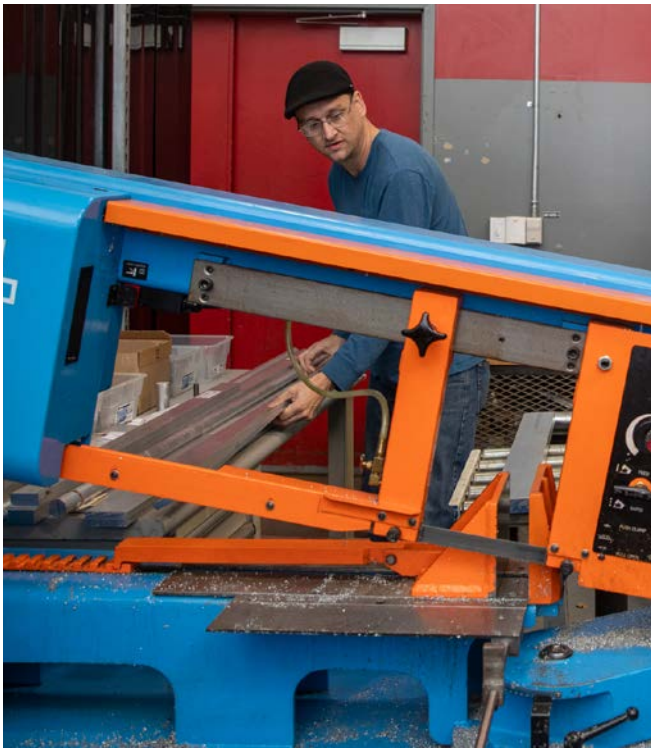
CERTIFICATE PROGRAMS

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."

What Precision Machining Technology graduates do:

- Remove metal with lathes, mills, and drills



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



- 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: kvccadmissions@mainecc.edu

PRECISION MACHINING TECHNOLOGY

Precision Machining Technology Operator Certificate

First Semester

BPT126*	Technical Print Reading & Sketching	3
PMT101*	Precision Machining I	7
PMT111*	Precision Machining II	7

Total Credits **17**

Precision Machining Technology Machinist Certificate

First Semester

BPT126*	Technical Print Reading & Sketching	3
MAT114*	Technical Math	3
PMT101*	Precision Machining I	7
PMT111*	Precision Machining II	7

Second Semester

ENG108	Technical Writing	3
PMT110*	Introduction to Master Cam	3
PMT125*	Geometric Dimensioning & Tolerancing	3
PMT201*	Precision Machining III	7

Total Credits **36**

CRITERIA FOR GRADUATION

Students in the Precision Machining Technology program must complete 36 credits for a Certificate, or 17 credits for an Machinist Certificate, and achieve a minimum grade of “C” in all core courses (*), and attain a final GPA of 2.0 or higher.



PRECISION MACHINING TECHNOLOGY

Certificate

DESCRIPTION

The Precision Machining Technology program offers a one-year Machinist Certificate, and a CNC Operator Certificate. Both offerings are stackable to allow a pace convenient to students. The program is designed to prepare traditional and non-traditional students for entry level positions.

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. The curriculum will include both technical and general courses necessary for students to successfully compete in the work environment. A laptop computer with detailed specifications (other than a Mac) is required. Students will be using Mastercam CAD/CAM software extensively for creating CNC programs. 3D modeling software is used to design and build working models of projects. Class schedules are designed for students to earn while they learn. A combination of hands on, Hybrid, and online classes create an opportunity for tremendous earning potential while working within the industry. 100% job placement is normally obtained within the industry after successful completion.

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. Advanced fields such as programming, engineering, and management are all possible in this field.

The program provides communication skills and the ability to recognize the need for lifelong learning. Using high academic standards in a learning environment that is safe and supportive, the participant is expected to develop the necessary skills for a variety of occupations in the metal trades industry.

EDUCATIONAL OUTCOMES

Upon successful completion of the Precision Machining Technology program, a graduate is expected to:

1. Practice the skills needed to be successful in the metal working industry and to be safety conscious and accountable to himself/herself and the safety of others while expanding his/her knowledge in his/her chosen profession.
2. Communicate clearly and effectively while responding appropriately to a variety of processes common to the precision machining industry.
3. Be able to work with others and think as a team member to solve problems that could affect long- range outcomes of specific projects.

COLLEGE ADMISSION

General admission guidelines can be found on page 34 in the catalog.

The **Precision Machining** program technical standards have been developed to inform students of the nonacademic essential functions of the program and profession. Examples are not all inclusive.

Standard	Essential Function	Examples
Communication Oral / Written	• Skills sufficient to communicate information and ideas so others will understand	• Ability to convey information in a clear, professional, and timely manner • Listen and respond to others in an accepting and respectful manner
Mobility / Motor Skills	• Motor skills sufficient to n to set up and run manual and CNC machining equipment • Mobility sufficient to perform physical activities that require considerable use of arms and legs and moving the whole body • Ability to stand on hard or concrete floors for prolonged periods of time	• Move in confined spaces including walking, squatting, and lifting while maintaining balance • Maintain balance in standing position • Move body from one side to the other • Reach below the waist and to the front or the side of the body to the level of the top of head (i.e., adjust overhead lights, plug electrical appliance into wall outlet)
Physical Strength and Stamina	• Ability to participate in an activity for long periods of time • Ability sufficient to lift and carry at least 50 pounds	• Participate in project-related activity for up to six continuous hours • Lift and move building materials
Sensory **• Sight** **• Sound** **• Taste** **• Touch** **• Smell**	• Possess sufficient visual acuity to distinguish details from a distance and at a close proximity while wearing appropriate eye protection • Ability to access printed and electronic documents as well as reading gauges • Ability to tolerate loud noises • Ability to effectively hear sounds that indicate potential issues and problems in the machining environment. • Ability to effectively use a computer, keyboard/mouse, and a CNC controller • Ability to physically inspect parts for issues and quality • Ability to perform dexterous manipulative work • Ability to work with hands, being able to feel by touch, with finger dexterity • Ability to complete duties requiring stooping and bending.	• Ability to visually detect equipment displays • Ability to visually detect environmental hazards • Detect objects, symbols, and numbers both near and far • Detect and identify different colors • Detect audible sounds for equipment function and warning • Grasp, twist, squeeze, pinch, and manipulate equipment
Environmental / Occupational Exposure	• Possible exposure to extreme noise levels • Possible exposure to extreme weather • Possible exposure to dust, chemicals, and fumes	• Tolerate heat and humidity • Recognize and respond to hazardous conditions
Field or Industry Professional Standards	• Safely operate tools and equipment • Ability to maintain hygiene and dress requirements appropriate for a machining environment	• Wear personal protective equipment for safe practices (gloves, masks, eyewear) • Recognize and respond to hazardous conditions • Demonstrate impulse control and professional level of maturity. • Follow emergency procedures as needed

PROFESSIONAL STUDIES

ASSOCIATE OF APPLIED SCIENCE

The Professional Studies program provides a flexible alternative pathway for degree completion for students who have already earned a significant number of credits in a breadth of disciplines or at another institution or who wish to pivot from their current program of study and are seeking a new pathway toward completing their associate degree.



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



What Professional 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: kvccadmissions@mainecc.edu

Associate of Applied Science

General Education Courses

Arts/Humanities/Social Sciences	.6
Writing/Communications	.6
Professional Studies Electives	18
Open Electives**	21
General Education Elective	.3
Quantitative Literacy/Natural Science	6-7

Total Credits **60/61 c redits**

This program is accessible 100% online.

PROFESSIONAL STUDIES

Associate of Applied Science Degree

DESCRIPTION

The *Professional Studies* program provides a flexible alternative pathway for degree completion for students who have already earned a significant number of credits in a breadth of disciplines or at another institution or who wish to pivot from their current program of study and are seeking a new pathway toward completing their associate degree. The program requirements combine general education core requirements, career elective credits, and open electives that allow students to customize their degree based on their interests and professional objectives. Students can connect academic disciplines and apply a breadth of knowledge, skills, and experiences as they pursue a unique path to complete a credential and to advance their career. The Professional Studies program complements the TTO and Career Studies programs by adding an option that is focused on earned credits. Students will be required to meet the residency requirements at the college they attend.

EDUCATIONAL OUTCOMES

Students who successfully complete the A.A.S. degree will be able to:

4. Apply a breadth of knowledge, skills, and experiences in determining a career path;
5. describe ethical and responsible behavior relative to a professional environment;
6. recognize the value of diversity in opinions, values, abilities, and cultures of colleagues and customers in a professional workplace;
7. apply problem-solving skills and quantitative analyses using relevant technology;
8. utilize appropriate information resources to gather and disseminate technical information; and
9. demonstrate effective written and verbal communication skills in a variety of professional settings.

COLLEGE ADMISSION

To enroll in the Professional Studies program student must have earned 30 or more college credits. General admission guidelines can be found on page 34 in the catalog.

PSYCHOLOGY

ASSOCIATE OF 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 of 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.

"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

What Psychology graduates do:

- Predict and understand the behavior of individuals and groups



Engage in innovative and integrative thinking



- 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: kvccadmissions@mainecc.edu

PSYCHOLOGY

Associate of Science Degree

First Semester

COM104	Introduction to Communication **OR**	
COM105	Interpersonal Communication	3
ENG101	College Composition	3
MAT111	Quantitative Reasoning	3
PSY101*	Introduction to Psychology	3
SOC102	Social Sciences Seminar	3

Second Semester

ENG121	Introduction to Literature	3
PSY200*	History of Psychology	3
PSY204*	Abnormal Psychology	3
PSY215*	Developmental Psychology	3
SOC101*	Introduction to Sociology	3

Third Semester

ENG218	Advanced Academic Writing	3
BIO115	Human Biology	4
PSY234*	Research Methods	4
PSY230	Personality	3
PHI110	Introduction to Contemporary Ethics	3

Fourth Semester

MAT220	Statistics	4
SOC204	Social Problems	3
PSY245	Forensic Psychology	3
PSY213	Social Psychology	3

Total Credits **60**

CRITERIA FOR GRADUATION

Completion of 60 credits, and 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 of Science Degree

DESCRIPTION

The Associate of 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 of 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

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

- Demonstrate knowledge and application of psychological concepts.
- Demonstrate scientific inquiry and critical thinking.
- Apply ethical values associated with the field of Psychology.
- Demonstrate communication, psychological literacy, and technology skills.
- Demonstrate effective personal and professional development.

COLLEGE ADMISSION

General admission guidelines can be found on page 34 in the catalog.



RADIOLOGIC TECHNOLOGY

ASSOCIATE OF SCIENCE DEGREE PROGRAM

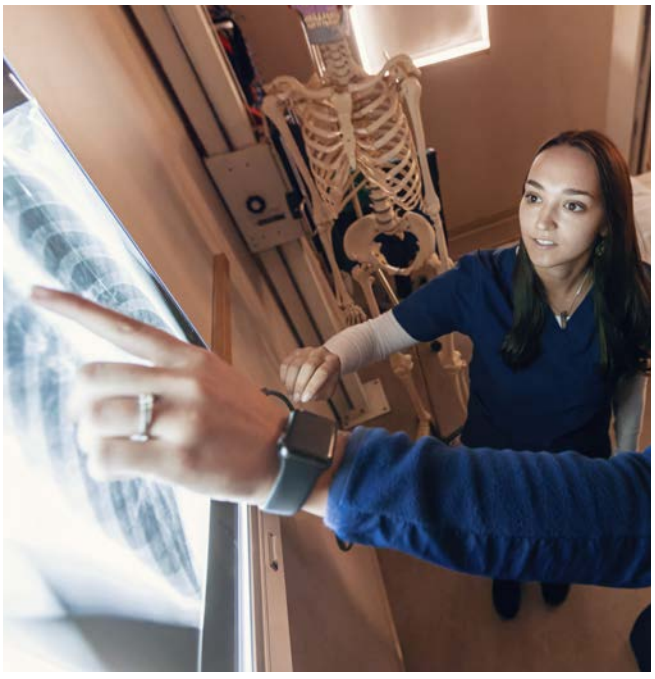
Radiologic Technologists produce images of the body using radiation and imaging technology. These x-ray images help physicians diagnose and treat a variety of medical conditions. The accurate production of such images is absolutely essential in modern medicine. Additional certifications for graduates may include: CT, Mammography, Ultrasound, MRI, Nuclear Medicine, Radiation Therapy, and Cardiovascular Procedures.

Accredited by the Joint Review 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

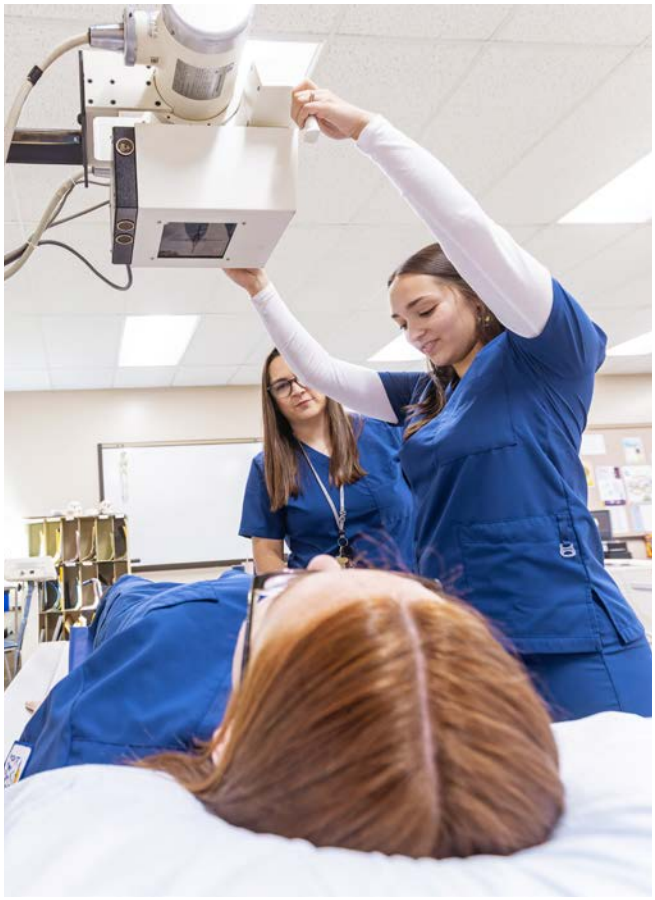
"I transferred into KVCC's Radiologic Technology program and have the unique experience of comparing two college's Radiology programs. I found KVCC's program (including the clinical sites) to be 100% more thorough, welcoming, and encouraging. The instructors were experienced, helpful, approachable, and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

What Radiologic Technology graduates do:

- Assist patients during imaging process



Create images essential to medical diagnoses



- 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: kvccadmissions@mainecc.edu

RADIOLOGIC TECHNOLOGY

Associate of Science Degree

First Semester

BIO213	Anatomy and Physiology I	4
MAT111	Quantitative Reasoning	3
RAD101	Radiographic Positioning I	3
RAD111	Clinical Practicum I	3
RAD121	Patient Care	3

Second Semester

BIO214	Anatomy and Physiology II	4
RAD102	Radiographic Positioning II	3
RAD112	Clinical Practicum II	4
RAD131	Radiographic Exposure I	3
RAD213	Radiographic Physics	3

Summer Session (8 Weeks)

ENG101	College Composition	3
RAD103	Radiographic Positioning III	2
RAD113	Clinical Practicum III	4

Third Semester

BIO216	Pathophysiology	3
COM104	Introduction to Communication	3
PSY101	Introduction to Psychology	3
RAD211	Clinical Practicum IV	5
RAD216	Introduction to Imaging	1
RAD220	Radiographic Exposure II	2

Fourth Semester

HUM___	Humanities Elective	3
RAD212	Clinical Practicum V	6
RAD214	Ethics and Quality Assurance	1
RAD218	Radiation Biology and Protection	2
RAD222	Senior Seminar for Radiologic	2

Total Credits **73**

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. (H) Suggested Elective. Please contact your advisor for more information.

RADIOLOGIC TECHNOLOGY

Associate of 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.

Successful completion of all academic and administrative requirements qualifies the student to receive an Associate of Science degree in Radiologic Technology. The radiologic technology degree qualifies the graduate for the American Registry of Radiologic Technologists (ARRT) registry exam and application for state licensure as a radiologic technologist in the state of Maine.

This academic program combines general education and radiologic technology studies in the classroom and clinical environment with simulation, laboratory, and clinical experiences in a variety of healthcare settings. Radiologic technology courses require students to participate in approximately 24 to 30 hours per week of classroom and clinical activities.

Radiologic technology courses are designed to be completed in a specific sequence which includes successful completion of prerequisites and corequisites each semester. Students must achieve a minimum grade of "C" before being permitted to progress through the curriculum. Students who are not successful in completing a radiologic technology course must withdraw from the radiologic technology program. A student who has been withdrawn may request to be considered for re-admission to the radiologic technology program one time only. Re-admission to the program is not guaranteed and will in part be determined by space availability.

For the most current program information, applicants can view the radiologic technology program handbook by visiting the program website at: https://www.kvcc.me.edu/academics/programs-of-study/radiologic-technology/

PROGRAM MISSION

The mission of the Radiologic Technology program at Kennebec Valley Community College is to educate and train competent entry-level Radiologic Technologists who will provide quality service for patients using safe radiation practices to produce the required images needed for medical diagnosis.

EDUCATIONAL OUTCOMES

- 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 utilize radiation safety.
- Goal: Students will demonstrate communication skills.
  - Student Learning Outcome: Students will demonstrate oral communication skills
  - Student Learning Outcome: Students will demonstrate written communication skills.
- Goal: Students will develop critical thinking skills.
  - Student Learning Outcome: Students will adapt procedures for non-routine patients.
  - Student Learning Outcome: Students will critique images to determine diagnostic quality.
- Goal: Students will model professionalism.
  - Student Learning Outcome: Students will consistently demonstrate professional behaviors.
  - Student Learning Outcome: Students will actively participate in learning experiences.

ADMISSION REQUIREMENTS

Please refer to the General admission guidelines which can be found on page 34 in the catalog. Additional admission requirements are as follows:

Immunization and CPR Requirements

1. Current CPR Certification - Basic Life Support (BLS) from the American Heart Association (AHA)
2. Proof of immunization against TDAP within the last ten years.
3. Proof of immunization against Measles, Mumps, and Rubella (MMR). If non-immune, two doses MMR vaccine is required for persons born after 1957.
4. Proof of immunization against Hepatitis Series B and Titre (6+ month process). If non-immune, a waiver is required.
5. Proof of immunization against chicken pox with a Varicella Titre. If non-immune, two doses of Varicella virus vaccine is required.
6. An influenza vaccine is required annually in the fall by health care facilities

Required 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

Test of Essential Academic Skills (TEAS)

1. The TEAS exam is taken remotely and video monitored by ATI (the company that owns the TEAS). You must have access to a computer with video capability to take the TEAS.
2. Students register and pay for the test by setting up an account with ATI at www.atitesting.com and choosing a test date.
3. Students are responsible for having the results of their TEAS exam sent to kvccadmissions@mainecc.edu
4. The TEAS may only be taken three (3) times in total. In addition, the TEAS may only be taken twice in the same academic year (September 1 to August 31) with a minimum of 45 days between exam sessions.
5. Applicants who have not taken college courses before are strongly encouraged to reach out to the Admissions Office at 453-5822 or kvccadmissions@mainecc.edu before registering for the TEAS to determine the best time to take the TEAS.
6. Required Minimum composite score 64 percentile rank.
   - Minimum reading 73rd percentile rank.
   - Minimum math 69th percentile rank.
   - Minimum science 54th percentile rank.
   - Minimum English 63rd percentile rank

7. Upon successful completion of the above entrance requirements, students will receive an acceptance letter. Students must attend a required accepted student event scheduled in June. Students will be notified of the date for this session by the Radiologic Technology Department Chair. Failure to attend this required accepted student event will jeopardize the student's 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 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 associate with securing fingerprints.

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.



The **Radiography** program technical standards have been developed to inform students of the nonacademic essential functions of the program and profession. Examples are not all inclusive.

Standard	Essential Function	Examples
Communication Oral / Written	• Skills sufficient to communicate information and ideas so others will understand • Skills sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds	• Document relevant patient information (manual or via computer) using correct terminology and spelling • Interpret doctor's orders • Record critical information regarding patients' care • Establish rapport with patients, families, and other health care providers
Mobility / Motor Skills	• Motor skills sufficient to move the hands and use hands to grasp or manipulate small and large objects • Mobility sufficient to perform physical activities that require coordinated use of arms and legs and moving the whole body	• Use instruments and operate equipment locks, dials, and buttons • Maneuver in confined spaces • Physical activities may include: • Bending • Stooping • Lifting • Reaching • Pushing
Physical Strength and Stamina	• Ability to stand for extended periods of time • Ability sufficient to lift and carry up to 30 pounds	• Stand and walk up to 12-hour shifts • Lift and/or maneuver patients • Lift and move equipment • Wear a lead apron (6-15 lbs.) for up to 4 hours
Sensory **• Sight** **• Sound** **• Taste** **• Touch** **• Smell**	• Visual skills sufficient to see details at close range, manipulate equipment, and operate a computer • Discern information from computers, electronic devices, patient charts and printed documents over extended periods • Listening skills sufficient to communicate with others • Identify various sounds • Ability to touch and locate anatomy on patients • Ability to tolerate various odors	• Observe patients' condition • Differentiate between black, white, and shades of gray on a computer screen • Communicate in darkened radiographic rooms and operating rooms while wearing a surgical mask at distances up to 30 feet • Hear equipment/emergency alarms, call bell, or call for help • Listen to heart, lung, and blood pressure sounds • Feel for pulse • Perform radiographic examinations and physical assessments • Work with patients with poor hygiene
Environmental / Occupational Exposure	• Exposure to communicable and infectious diseases, secretions, blood, and bodily fluids • Exposure to environmental hazards • Exposure to X-ray radiation • Ability to work under high stress situations and respond promptly	• Possible exposure to HIV, hepatitis, etc. • Exposure to X-ray radiation, medicinal preparations, latex, and toxic substances • Respond appropriately in emergency to maintain patient safety and care
Field or Industry Professional Standards	• Criminal background check • CPR certification • Pass drug screening • Comply with American Registry of Radiologic Technologists (ARRT) Standards of Ethics	• Perform CPR • Adhere to ARRT Standards of Ethics

RESPIRATORY THERAPY

ASSOCIATE OF SCIENCE DEGREE PROGRAM

A Respiratory Therapist (RT) treats people who have breathing or cardiopulmonary difficulties, such as premature infants or adults who have lung diseases such as asthma and COPD. They consult with doctors and develop a treatment plan. A Respiratory Therapist cares for patients in Intensive Care Units on life support.

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

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



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



What Respiratory Therapy graduates do:

- Analyze blood specimens
- Manage artificial airways/ventilators
- Diagnose lung/breathing disorders
- Recommend/administer treatments
- Educate patients and families to manage lung diseases

Career Opportunities:

- Hospitals
- Skilled Nursing Facilities
- Physicians' Offices
- Medical Centers
- Non-traditional Job Sites
- Home Care

For further questions about this program, please contact: kvccadmissions@mainecc.edu

RESPIRATORY THERAPY

Associate of Science Degree

First Semester

BIO213	Anatomy and Physiology I	4
MAT111	Quantitative Reasoning	3
RTS111	Introduction to Respiratory Care	5
RTS117	Cardiopulmonary Anatomy & Physiology	3

Second Semester

BIO214	Anatomy and Physiology II	4
ENG101	College Composition	3
RTS112	Therapeutic Modalities in Respiratory Care	5
RTS121	Cardiopulmonary Diagnostics	3

Summer Session (6 Weeks)

PSY101	Intro to Psych	3
RTS127	Resp Pharmacology (6 wks)	2
RTS120	Clinical I (6 wks)	3
RTS223	Mechanical Vent	3

Third Semester

RTS226	Cardiopulmonary Pathology	3
RTS229	Clinical Practicum II	5
RTS224	Concepts in Critical Care	3
SOC___	Social Science Elective	3

Fourth Semester

COM104	Introduction to Communication **OR**	
COM105	Interpersonal Communication	3
HUM___	Humanities Elective	3
RTS225	Perinatal and Pediatric Respiratory Care	3
RTS230	Clinical Practicum III	5
RTS231	Respiratory Care Senior Seminar	1

Total Credits **70**

CRITERIA FOR GRADUATION

Students must complete 70 credits in the Respiratory Therapy program, achieve a minimum grade of "C" in all courses, and attain a final GPA of 2.0 or higher. Upon successful completion of the program, graduates are eligible to sit for credentialing examinations administered by the National Board for Respiratory Care. Graduates are eligible to apply for a Maine license to practice Respiratory Care. (H,SS) Suggested Electives. Please contact your advisor for more information.

RESPIRATORY THERAPY

Associate of Science Degree

DESCRIPTION

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

The student will develop effective written and verbal communication skills with patients, families and various members of the healthcare team. Upon completion of the program the student will be able to apply evidence- based medicine to clinical practice and be a contributing member of the collaborative healthcare team.

The educational foundation provided will prepare the respiratory therapy graduate for new and emerging responsibilities in a changing healthcare environment.

ADMISSION REQUIREMENTS

Please refer to the General admission guidelines which can be found on page 34 in the catalog. Additional admission requirements are as follows:

1. Test of Essential Academic Skills (TEAS)
   - The TEAS exam is taken remotely and video monitored by ATI (the company that owns the TEAS). You must have access to a computer with video capability to take the TEAS.
   - Students register and pay for the test by setting up an account with ATI at www.atitesting.com and choosing a test date.
   - Students are responsible for having the results of their TEAS exam sent to kvccadmissions@mainecc.edu

- The TEAS may only be taken three (3) times in total. In addition, the TEAS may only be taken twice in the same academic year (September 1 to August 31) with a minimum of 45 days between exam sessions.
- Applicants who have not taken college courses before are strongly encouraged to reach out to the Admissions Office at 453-5822 or kvccadmissions@mainecc.edu before registering for the TEAS to determine the best time to take the TEAS.
- Required Minimum composite score 61st percentile rank.
  - Minimum reading 71st percentile rank.
  - Minimum math 65th percentile rank.
  - Minimum science 51st percentile rank.
  - Minimum English 62nd percentile rank.

PROGRAM MISSION

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

EDUCATIONAL OUTCOMES

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

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

ADDITIONAL INFORMATION AND PROGRAM REQUIREMENTS

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

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

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

Once accepted into the program, the student must:

1. Provide proof of immunization against tetanus, measles, mumps, rubella, varicella, Hepatitis B, and a negative test for tuberculosis (PPD). Students who do not furnish proof of adequate immunization will be administratively dismissed from the program.
2. Provide proof of annual PPD after the initial negative PPD.
3. Provide proof of flu immunization annually while participating in the clinical component of the program.
4. Hold current Basic Life Support certification (CPR for the Healthcare Provider from the American Heart Association or Professional Rescuer from the American Red Cross).
5. COVID-19 vaccine as required by the clinical agency.

The **Respiratory Therapy** program technical standards have been developed to inform students of the nonacademic essential functions of the program and profession. Examples are not all inclusive.

Standard	Essential Function	Examples
Communication Oral / Written	• Skills sufficient to communicate information and ideas so others will understand • Skills sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds	• Document relevant patient information (manual or via computer) using correct terminology and spelling • Interpret doctor's orders • Record patient responses to treatments • Establish rapport with patients, families, and other health care providers

Mobility / Motor Skills	• Motor skills sufficient to move the hands and use hands to grasp or manipulate objects
	• Mobility sufficient to perform physical activities that require considerable use of arms and legs and moving the whole body
	• Mobility sufficient to perform physical activities that require dexterity and flexibility to move body in a variety of positions
		• Utilize instruments with patients
		• Move around in patients' rooms and treatment areas
		• Maneuver in confined spaces
		• Physical activities may include:
		  • Bending
		  • Stooping
		  • Lifting
		  • Reaching

Physical Strength and Stamina	• Ability to stand for extended periods of time • Ability sufficient to lift and carry up to 30 pounds	• Stand and walk up to 12-hour shifts • Lift and/or maneuver patients • Lift and move equipment such as gas cylinders
Sensory **• Sight** **• Sound** **• Taste** **• Touch** **• Smell**	• Visual skills sufficient to see details at close range and manipulate equipment • Listening skills sufficient to communicate with others • Identify various sounds • Ability to touch and locate anatomy on patients to perform physical assessments • Ability to tolerate various odors	• Observe patient responses to treatment • Hear equipment/emergency alarms, call bell, or call for help • Listen to heart, lung, and blood pressure sounds • Feel for pulse • Work with patients with poor hygiene
Environmental / Occupational Exposure	• Frequent exposure to communicable and infectious diseases, secretions, blood, and bodily fluids • Exposure to environmental hazards • Ability to work under high stress situations and respond promptly	• Possible exposure to HIV, hepatitis, etc. • Exposure to X-ray radiation, medicinal preparations, latex, and toxic substances • Respond appropriately in emergency to maintain patient safety and care
Field or Industry Professional Standards	• Criminal background check • CPR certification • Pass drug screening	

SPORT MANAGEMENT

ASSOCIATE OF APPLIED SCIENCE DEGREE

The Sport Management program prepares students for entry-level careers in sport, fitness, and recreational organizations or for transfer to a bachelor's degree program in a related field. The program provides a foundation in sport management principles, including business operations, marketing, event management, communication, and legal and ethical considerations. Students develop practical skills through applied coursework and experiential learning opportunities that emphasize professionalism, teamwork, and workplace readiness in the sport industry.



Develop skills in sport management principles including business operations, marketing, event management, communication



Career Opportunities:

Sports management is a dynamic field that combines business knowledge and practices with a passion for sports. As the sports industry continues to grow, the demand for skilled professionals in various roles is increasing. Here are some key career opportunities in sports management:

- Sports Marketing Manager
- Sports Event Coordinator
- Public Relations

For further questions about this program, please contact: kvccadmissions@mainecc.edu



Sport Management

Associate of Applied Science Degree

Semester 1

BUS101*	Principles of Business	3
ENG101	English Composition	3
MAT111	Quantitative Reasoning	3
CPT115*	Technology for Business	3
SPT155*	Introduction to Sport Management	3

Semester 2

BUS113*	Principles of Marketing	3
BUS115*	Principles of Management	3
ENG219	Business & Professional Writing	3
BUS202	Spreadsheet Analysis	3
SPT205*	Sport Facilities & Event Management	3

Semester 3

ACC115	Accounting for Business	3
BIO119	Principles of Anatomy and Physiology	4
COM104	Introduction to Communications	3
SPT210*	Sports Marketing & PR	3
SPT220*	Sport & Society	3

Semester 4

BUS116	Business Law	3
ECO113	Principles of Macroeconomics	3
MAT220	Statistics	4
PHI110	Contemporary Ethics	3
SPT250*	Internship/Capstone	3

Total Credits 62

CRITERIA FOR GRADUATION

Students must complete 62 credits in the Sport Management program and achieve a minimum grade of "C" in designated common and program core courses (*). Students must attain a final GPA of 2.0 or higher.

SPORT MANAGEMENT

Associate of Applied Science Degree

DESCRIPTION

The Sport Management program prepares students for entry-level careers in sport, fitness, and recreational organizations or for transfer to a bachelor's degree program in a related field. The program provides a foundation in sport management principles, including business operations, marketing, event management, communication, and legal and ethical considerations. Students develop practical skills through applied coursework and experiential learning opportunities that emphasize professionalism, teamwork, and workplace readiness in the sport industry.

PROGRAM MISSION

The mission of the Sport Management program is to provide a business centered education that prepares students to manage and support operations across sport and recreation settings. Through applied learning and a focus on communication, leadership, and ethical decision making, the program develops the professional competencies needed for employment or further study in the sport and recreation industry.

PROGRAM LEARNING OUTCOMES

Upon completion of the Sport Management Associate of Applied Science degree, graduates will be able to:

1. Apply core sport management principles—including business operations, marketing, finance, and organizational behavior—to sport, fitness, and recreational settings.
2. Communicate professionally and ethically with diverse stakeholders using written, oral, and digital communication appropriate to sport organizations.
3. Analyze legal, ethical, and risk management issues relevant to sport and recreation organizations and apply appropriate professional standards.
4. Plan, implement, and evaluate sport-related programs or events, incorporating customer service, marketing strategies, and operational considerations.
5. Demonstrate workforce readiness through the effective use of technology, teamwork, problem-solving skills, and applied learning experiences.

COLLEGE ADMISSION

General admission guidelines can be found on page 34 in the catalog.

TRADE & TECHNICAL OCCUPATIONS

ASSOCIATE OF 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.

"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 apprentice 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: kvccadmissions@mainecc.edu

TRADE & TECHNICAL OCCUPATION

Associate of 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**

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**

TRADE & TECHNICAL OCCUPATIONS

Associate of Applied Science Degree

COLLEGE CREDITS FOR APPRENTICESHIP TRAINING

Kennebec Valley Community College offers an Associate of Applied Science degree for people in Trade and Technical Occupations. This program is designed to recognize the proficiency of people who are enrolled in, or have completed, a registered apprenticeship program (i.e. journeyperson status).

Women and men who have completed or are currently enrolled in a registered apprenticeship program or a formal program approved by the College may apply and simultaneously complete both their training program and degree requirements.

A registered apprenticeship program is approved by the Maine State Apprenticeship and Training Council or the U.S. Department of Labor, Bureau of Apprenticeship and Training.

COLLEGE ADMISSION

General admission guidelines can be found on page 34 in the catalog.


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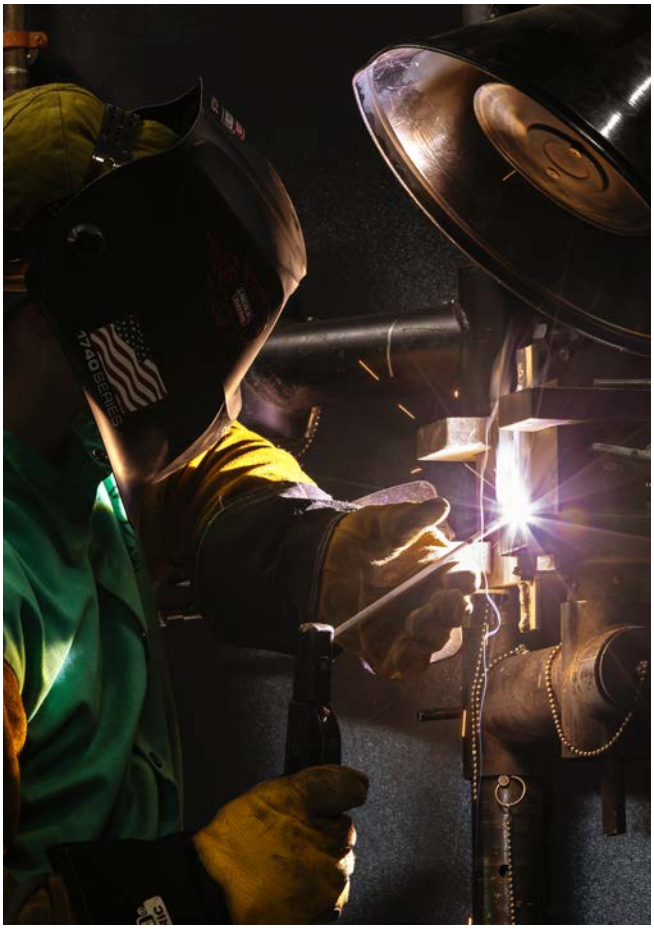
WELDING

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 & plasma cutting
- Safety
- Blueprint
- Fabrication
- Gouging
- OSHA30

Career Opportunities:

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

For further questions about this program, please contact: kvccadmissions@mainecc.edu

WELDING

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**

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.

WELDING
Certificate

DESCRIPTION

The Welding Certificate Program prepares the graduate for employment as a welder in industry. The graduate will be proficient in oxy-acetylene welding and plasma cutting, arc welding, MIG and fabrication. Students have the opportunity to become American Welding Society (AWS) certified when they successfully complete the tests to measure their welding skills.

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

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 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.

COLLEGE ADMISSION

General admission guidelines can be found on page 34 in the catalog.

The **Welding Technology** program technical standards have been developed to inform students of the nonacademic essential functions of the program and profession. Examples are not all inclusive.

Standard	Essential Function	Examples
Communication Oral / Written	• Skills sufficient to communicate information and ideas so others will understand	• Communicate with coworkers and customers

Mobility / Motor Skills	• Motor skills sufficient to move the hands and use hands to grasp or manipulate objects
	• Mobility sufficient to perform physical activities that require considerable use of arms and legs and moving the whole body
	• Ability to work in varied spaces
		• Use hand tools
		• Perform tasks in multiple positions (flat, horizontal, vertical, and overhead) at floor level and at heights over six feet
		• Work in confined spaces
		• Physical activities may include:
		  • Bending
		  • Stooping
		  • Lifting
		  • Reaching
		  • Squatting

Physical Strength and Stamina	• Ability sufficient to lift and carry	• Lift steel plates, parts, fixtures, etc.
Sensory **• Sight** **• Sound** **• Taste** **• Touch** **• Smell**	• Visual skills sufficient to see details at close range • Ability to take precise measurements • Ability to visualize two- and three-dimensional objects and spaces • Ability to distinguish colors, shades, and textures • Visual skills to inspect or assess for safety	• Understand and interpret information from books, handouts, diagrams, charts, and tables • Read a tape measure • View blueprints and sketches • Inspect an area or piece of equipment for potential failures or safety issues
Environmental / Occupational Exposure	• Possible exposure to extreme noise levels • Possible exposure to extreme weather • Possible exposure to dust, chemicals, and fumes • Ability to tolerate variations in lighting	
Field or Industry Professional Standards	• Ability to wear safety equipment	• Wear safety glasses


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COURSE DESCRIPTIONS

COURSE DESIGNATIONS

ACC	Accounting
AGR	Agriculture
ANT	Anthropology
ART	Art
ASL	American Sign Language
AST	Astronomy
BIO	Biology
BPT	Print Reading
BUS	Business Administration
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
FRE	French
FSN	Food Science
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	Behavioral Health & Human Services
MLT	Medical Lab Technician
MUS	Music
NUR	Nursing
OTS	Occupational Therapy
PHI	Philosophy
PHY	Physics
PLB	Plumbing
PMT	Precision Machining Technology
POL	Political Science
PSY	Psychology
PTS	Physical Therapist
RAD	Radiography
RTS	Respiratory Therapy
SAF	Safety
SC	Science Elective
SOC	Sociology
SPA	Spanish
SPT	Sport Management
SS	Social Science Elective
SWK	Social Work
WLD	Welding
(FA)	Fine Arts Elective
(H)	Humanities Elective
(SC)	Science Elective
(SS)	Social Science Elective

ACC111 Principles of Accounting I ..... 3 Credits
This introductory course in accounting covers the basics of the accounting process. Attention will be placed on proprietorships in a service business before introducing merchandising concerns. Use of spreadsheets in accounting will be introduced. *Co-rerequisite: MAT111, BUS101, CPT115 with a grade of "C" or better.*

ACC112 Principles of Accounting II ..... 3 Credits
This second course in accounting expands your accounting knowledge by analyzing each portion of the balance sheet, from cash to different types of equity based on the business formation. Financial analysis will also be considered. Students will expand their use of spreadsheets in this course. *Prerequisite: ACC111 with a grade of "C" or better.*

ACC115 Accounting for Business ..... 3 Credits
This survey of accounting course prepares the student to read and analyze financial statements to understand the financial health of a business. Students will learn to analyze transactions in a service business and in a merchandising business with respect to sales, accounts receivable and accounts payable, depreciation, and payroll. The focus of this course is to understand the numbers from a manager's perspective rather than the accountant's process. *Prerequisites: MAT111, BUS101 and CPT115.*

ACC212 Computerized Accounting ..... 3 Credits
This course continues to develop the student's understanding of accounting principles and operating a business through the use of current accounting software. Students will learn how to record purchases and sales, write checks, maintain inventory, and generate reports. Students will also learn to export reports to a spreadsheet to conduct financial analysis. *Prerequisite: ACC112 or ACC115 and CPT115, with a grade of "C" or better.*

ACC213 Federal Taxation ..... 3 Credits
This course is designed to introduce students to tax law and develop proficiency in tax preparation. Specific tax rules and forms for individuals and small businesses will be covered with regard to income, exclusions, deductions, and credits. Tax research will be introduced. *Prerequisite: ACC112 with a C or better.*

ACC215 Cost Accounting ..... 3 Credits
Cost accounting examines accounting primarily from the perspective of a manufacturing organization. Topics include allocation of overhead based on different costing methods, cost-volume-profit (breakeven) analysis, differential analysis, and budget variance analysis. Students will utilize manual and spreadsheet processes for analysis. *Prerequisite: ACC112 with grade of "C" or better.*

ACC217 Intermediate Accounting I ..... 3 Credits
This course is the first of a two-course sequence which expands the student's knowledge of financial accounting. Students will develop the tools necessary to understand and execute appropriate accounting procedures, and differentiate between U.S. Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS). Emphasis is placed upon critical thinking and application in the areas of financial reporting, cash, receivables, and inventories. Students will begin to develop data analytics skills and expand their use of spreadsheets in the accounting field. *Prerequisite: ACC112 with grade of "C" or better.*

ACC218 Intermediate Accounting II ..... 3 Credits
Intermediate Accounting II is the second of a two-course sequence expanding the student's knowledge of financial accounting. U.S. and International financial accounting standards and concepts are emphasized by using a practical approach to learning and application. This course covers the theory and practice of accounting for fixed assets, natural resources, intangible assets, current and long-term liabilities, long-term investments and stockholders' equity. Students will continue to develop data analytics skills and expand their use of spreadsheets in accounting. *Prerequisite: ACC112 with grade of "C" or better.*

ACC220 Principles of Payroll Administration 3 Credits
This course blends the history of payroll laws and practices with a practical knowledge of preparing and processing payroll. Using a blend of readings, problems, and research, students will gain an understanding of payroll from both a federal and state level. Students taking this course who also have three years' experience in the field may also sit for the Certified Payroll Professional exam. *Prerequisite: ACC112 with a grade of "C" or better.*

ACC250 Internship/Capstone ..... 3 Credits
This course bridges the student's academic program to the workforce or continued education, utilizing a variety of assessments, reflections, and practical applications of their prior training. Students will develop a professional portfolio, network in their local business community, and complete an internship in their chosen field. *Prerequisite: ACC215 with grade of "C" or better.*

ANT101 Introduction to Cultural Anthropology (SS) ..... 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.*

ART114 Drawing Techniques (FA) ..... 3 Credits
This studio arts course is an introduction to various drawing techniques. Subjects will include: still life, figure, and landscape. Slides, samples, or copies will be shown to provide students with examples of the various techniques including pencil, charcoal, pen, ink, wash, and pastel. Drawings will be made in class and a sketchbook of drawings made outside of class. "Learning to draw is really a matter of learning to see ... "-Kimon Nicoliades. The basic skill needed for drawing is coordination between the eye and the hand. Whether working from life or from the imagination, drawing involves both visual and motor skills. The appreciation of good drawing is seeing, seeing, seeing. The basis of good drawing is practice, practice, practice.

ART115 Introduction to Visual Book (FA) ..... 3 Credits
This course is an introduction to various techniques used in the art of making visual books. Students will develop the ability to use the visual book as a medium for personal artistic expression. Students will learn a variety of classic and modern book forms within the book arts genre in order to create a collection of unique books. Students will have the opportunity to learn and then incorporate 2D and decorative skills within their book forms by using a variety of techniques.

ART150 3D Design and Printing (H) ..... 3 Credits Combining art and technology, this course includes an overview of the history of 3D printing in the arts and teaches students a variety of techniques—including 2D-to-3D, 3D-to-2D, 3D scanning, parametric and free-form modeling, dual-material, articulation, printed fabric, etc.—with which they will create their own 3D dimension artwork. Students will express their personal ideas and styles, using a variety of design software applications—including Tinkercad, Meshmixer, and Shapr3D—and automated additive fabrication techniques.

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.*

AST111 Introductory Astronomy (SC) ..... 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.

BIO101 Biology I (SC) ..... 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) or permission of instructor.*

BIO102 Biology II (SC) ..... 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.*

BIO110 Scientific Inquiry ..... 4 Credits
Students will explore a variety of scientific topics to gain practical science knowledge and skills. Through participation in inquiry-based science activities, students will learn how to ask inquiry questions, plan investigations, and formulate explanations.

BIO115 Human Biology (SC) ..... 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 system.

BIO119 Principles of Anatomy and Physiology (SC) ..... 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 Introduction to Health Professionals ... 1 Credit
Students will explore educational and career opportunities. Through readings, discussions, program workshops 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 (SC) ..... 3 Credits
This course is designed to teach the student the practical knowledge and skills necessary for success as a laboratory technician. These skills will include laboratory techniques, laboratory management skills, and communication skills. *Prerequisite: BIO102, CHE112. Co-requisites: BIO234.*

BIO213 Anatomy & Physiology I (SC) ..... 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.

BIO214 Anatomy & Physiology II (SC) ..... 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 (SC) ..... 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 (SC) ..... 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 (SC) ..... 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: Minimum grade of "C" in BIO101, and CHE115 or equivalent.*

BIO239 Research Methods (SC) ..... 3 Credits
This course introduces the student to research methods and their application in the science field. Emphasis will be placed on quantitative research approaches, experimental design, sampling, measurement, analysis, ethics in research, and research communications. *Prerequisites: BIO 101, CHE112; Co-requisites: BIO234, ENG218*

BPT124 Construction Print Reading for Plumbers ..... 3 Credits
This course will develop construction print reading skills required by entry level employees across the construction industry. Emphasis will be placed on print reading fundamentals, construction materials, project specifications, material take off, cost estimating, and the calculations and concepts associated with these

tasks. Life of service, maintenance, structural ability, appearance, and cost will be covered using a range of materials, including four unique residential and commercial building plans. Students will ultimately use these skills and plans to create a complete bid proposal project to be shared with the class.

BPT125 Construction Print Reading ..... 3 Credits
This course will develop construction print reading skills required by entry level employees across the construction industry. Emphasis will be placed on print reading fundamentals, construction materials, project specifications, material take off, cost estimating, and the calculations and concepts associated with these tasks. Life of service, maintenance, structural ability, appearance, and cost will be covered using a range of materials, including four unique residential and commercial building plans. Students will ultimately use these skills and plans to create a complete bid proposal project to be shared with the class.

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 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.

BUS101 Principles of Business ..... 3 Credits
This course offers a broad overview of the various fields involved in owning and operating a business. Topics include entrepreneurship, ethics and social responsibility, basic economic principles, basic accounting and finance principles, management, marketing, and business-related technologies. Students will begin to develop a foundation for success in business.

BUS113 Principles of Marketing ..... 3 Credits
This course presents an overview of the complete range of marketing activities and the role of marketing in our economic and social structure. Topics will include the planning, pricing, distribution, and promotion of goods and services to consumer and industrial markets. Emphasis will be placed on targeting marketing activities to the correct customer base. *Prerequisite: BUS101 with a grade of "C" or better.*

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. *Prerequisite: BUS101 with a grade of "C" or better.*

BUS116 Business Law ..... 3 Credits
This course introduces points of law for contracts, commercial paper, sale of personal and real property, agency and employment, secured transactions, and business organization. Using practical examples and case analyses, this course provides students with the knowledge and skills necessary to navigate the legal landscape of business, fostering a solid foundation for decision-making and ethical business conduct.

BUS202 Spreadsheet Analysis ..... 3 credits
This course develops practical skills in building, analyzing, and communicating business models using spreadsheet applications. Students learn to structure spreadsheets for decision-making by applying formulas, functions, and analytical tools to quantitatively inform management decisions in various business scenarios. Through hands-on projects, students construct multi-sheet models, analyze real-world business problems, and present data-driven recommendations. *Prerequisites: BUS101, CPT115*

BUS213 Digital Marketing ..... 3 Credits
This course examines the principles of digital marketing and development of effective marketing tools for digital and social media. Topics include web design principles, web analytics, search engine optimization, social media marketing, mobile marketing, and reputation management. *Prerequisite: BUS113, CPT131 with a grade of "C" or better.*

BUS215 Human Resource Management ..... 3 Credits
This course presents a broad overview of human resource management, the ability to effectively manage employees, Topics covered include relevant laws impacting employer/employee relations, recruiting and hiring employees, assessing job performance, and compensation packages. A brief look at the labor movement and collective bargaining will be included. *Prerequisite: BUS115 with a grade of "C" or better.*

BUS218 Small Business Entrepreneurship ..... **3 Credits**
This course provides the student, whether a budding entrepreneur or potential employee of a small business, with the foundational concepts of entrepreneurship. Students will gain an understanding of the process for developing an idea into a viable business. Aspects will include, but not be limited to, business organization, marketing, economy, financial planning, human resources, legal and ethical components, and the refinement and finalization of a business plan along with the creation and pitch of the business idea. *Prerequisites: BUS113, BUS115 and ACC215 with a grade of "C" or better.*

BUS250 Internship/Capstone ..... **3 Credits**
This course bridges the student's academic program to the workforce or continued education, utilizing a variety of assessments, reflections, and practical applications of their prior training. Students will develop a professional portfolio, network in their local business community, and complete an internship in their chosen field *Co-requisite: BUS218*

CHE112 General Chemistry I (SC) ..... **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.*

CHE115 General Chemistry II (SC) ..... **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, 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 communication process through which people create and manage their personal and professional relationships. The focus of the course will be on intrapersonal and interpersonal communication concepts and skills across a variety of contexts. Students will examine scholarship surrounding interpersonal communication and relational dynamics and use a reflective process to further their awareness, understanding, and skills.

COM200 Professional Communications ..... **3 Credits**
This course focuses on communication within a professional context and career decision making. Students will learn and practice a variety of professional communication skills in and outside of the classroom. Students will also take a comprehensive approach to career decision making assessing personality and interests, identifying potential careers and fields, and planning for the future. Each student will complete the class with a personalized career and educational plan informed by their assessments and primary and secondary research. *Prerequisite: ENG108 or ENG101.*

CPT115 Technology for Business ..... **3 Credits**
This course focuses on a variety of current technological concepts, skills, and applications necessary in the business environment. Topics include a general overview of relevant computer terminology/hardware/operating systems, file management, email, and online/virtual collaboration tools as well as word processing, spreadsheet, database, and presentation software applications. Students will acquire knowledge and skills through hands-on and project-based learning activities. At least four (4) meetings will be conducted online via virtual conferencing technology regardless of in-person or online enrollment. Fifty percent attendance of virtual meetings are required for successful completion of the course.

CPT131 Foundations of Digital Design ..... **3 Credits**
This course is a survey of the design principles and software used to develop effective marketing materials. Students will learn to use a variety of software to develop static designs, well-developed audio and video content, and basic web sites.

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 Credits
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 – take out and add to different course. Upon successful completion 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.*

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 CUL111 and 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 CUL111 and CUL121; Co-requisites: CUL122 and CUL132.*

CUL131 Culinary Nutrition ..... 2 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.

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: CUL101, CUL121; Co-requisite: CUL122.*

CUL134 Coordinated Externship in Culinary Arts ..... 3 Credits
The Culinary externship is a learning experience designed to provide the student with goal-related, supervised, evaluated academic experiences in an approved food service establishment. The externship provides opportunities to apply culinary skills and knowledge in a practical context. The student, externship supervisor and course coordinator will develop an individualized externship plan that will include measurable learning objectives. *Prerequisites: CUL101, CUL111, CUL121.*

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. *Prerequisite: "C" or better in CUL111, CUL122 and CUL124, and MAT111.*

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. *Prerequisite: "C" or better in CUL231; Co-requisite: CUL242 and CUL252.*

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. Course includes a Hazard Analysis of Critical Control Points (HACCP) plan as a group project. *Prerequisite: "C" or better in CUL231.*

CUL252 - Advanced Pastry Skills ..... 5 Credits
Designed to build on the skills and knowledge gained in Baking and Pastry I, the course will emphasize advanced preparations including cakes and icings, chocolate work, specialty tortes and petit fours, and plated desserts. Students will practice presentation and decorating techniques that will include dessert sauces, decoration, plating and garnishment. *Prerequisites: C or better in CUL 124. Co-requisites: CUL232*

ECE131 Introduction to Early Childhood Education ..... 3 Credits
This course provides a comprehensive overview of the Early Childhood Education field from birth to age 8. Students will learn the influences of history and theory in early childhood education. Students will be introduced to The National Association for the Education of Young Children (NAEYC), State of Maine standards and guidelines, and the Code of Ethical Conduct. Additional introductory topics include curricula and environments for various ages, developmentally appropriate practice, cultural and linguistic responsiveness, mental health and Science, Technology, Engineering, Arts and Math (STEAM) in early childhood environments.

ECE132 Early Language and Literacy Development ..... 3 Credits
An introduction to language and literacy development in the young child, from birth to age 8. Utilizing the joint position written by the International Reading Association and the National Association for the Education of Young Children on Learning to Read and Write, this course will focus on the components of language knowledge and writing processes of young children. Students will gain knowledge of recommended teaching practices for specific age groups and the resources needed for planning developmentally appropriate literacy experiences They will also develop an understanding of how to differentiate and scaffold instruction to meet the needs of all children, as well as the various special services that are available to assist children and families when necessary. Students will discuss the importance of the home-school connection, and how to effectively partner with families.

ECE136 Program Foundations in ECE ..... 1 Credit
This course provides foundational information to be successful in the Early Childhood Education program, including field placement preparation. Students will receive an orientation to expectations within the ECE program, obtain required background checks, and explore components of professionalism. An in-depth review of the National Association for the Education of Young Children (NAEYC) Code of Ethical Conduct and NAEYC Professional Standards and Competencies will be emphasized in preparation for other early childhood coursework.

ECE138 Early Learning Environments ..... 3 Credits
This course focuses on early childhood learning environments for children ages birth to 8. Students will explore and evaluate indoor and outdoor learning environments for different age groups and developmental abilities as well as recognize appropriate materials and equipment. Students will explain how the environment intersects with classroom management and promotes child self-direction. Students will identify ways to design and plan for developmentally appropriate settings. This includes preparation of a developmentally appropriate schedule including routines and transitions as well as examining licensing requirements and best practice standard. An emphasis will be placed on nature-based environments and inclusivity for all age/grade levels up to age 8. *Prerequisite: ECE131, ECE136, or permission of the instructor.*

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 use the Infant and Toddler Maine Early Learning Development Standards (ITMELDS) to guide observations and planning for infants and toddlers. Other topics include adverse childhood experiences (ACEs) and resiliency, guidance strategies and incorporation of STEAM in early curricula.

ECE152 Children's Literature ..... 3 Credits
This course surveys literature for children from birth to age 8. Students will examine a wide variety of book genres and become familiar with the components of literature. There will be emphasis on standards for evaluating and selecting books for use with children in multiple settings and developmentally appropriate portrayal for the audience. Students will become familiar with award winning children's literature, its illustrators and authors, and the standards by which they were judged. Students will practice read aloud techniques and develop strategies for child and family engagement through the use of props, related activities,

and how each relates to the developmental domains. Each student will finish the class with a developmentally appropriate children's literature list for each age group and grade, and an understanding of how literary knowledge relates to school readiness.

ECE156 Field Experience I – The Use of Observation in the Field ..... 4 Credits
This 90-hour field placement provides students with an introductory experience in an early childhood setting, focusing on interactions with young children and classroom procedures. Students will utilize essential skills in an early childhood setting that align with state regulations, developmentally appropriate practice guidelines, and NAEYC Professional Standards and Competencies, with an emphasis on observation and documentation. Students will be placed in an approved early childhood setting and paired with a qualified mentor teacher to oversee the experience. Students must provide proof of background check clearance to participate in this course. *Prerequisites: ECE131, ECE136, and relevant background check.*

ECE158 Introduction to Exceptionalities in Early Childhood ..... 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: ECE131 and ECE136 or Permission of Instructor*

ECE200 Field Experience II – Partnerships in Early Childhood ..... 4 Credits
This 90-hour field placement provides collaborative opportunities for students to gain a better understanding of child development, strategies for connection, individualization, and professionalism in the workforce. In line with the NAEYC Code of Ethics for Early Childhood Educators and NAEYC Professional Standards and Competencies, students work with their cooperating mentors to refine child-centered skills and increase professionalism. Focus topics for this course include professional partnerships, reflective practice, intentional planning and implementation of curriculum, "powerful interactions" to connect with children, and career pathways. Students must provide proof of relevant background check clearance to participate in this course. *Prerequisite ECE131, ECE136, ECE156 and relevant background check.*

ECE210 Classroom Management ..... 3 Credits
This course provides a comprehensive overview of child behavior and the need for classroom management. Students will explore aggression theory and contributing factors to challenging behaviors. Students will discover and reflect on effective methods and strategies for classroom and behavior management as well as preventative measures to reduce the need for discipline. Resources, handouts and behavior plans will be researched and developed to assist in handling challenging behaviors and supporting fellow educators and families. *Prerequisites: ECE131 and ECE136 or permission of Instructor.*

ECE250 Field Experience III – A Focus on Families and Professional Development ..... 6 Credits
Building upon previous field work, this 180-hour field placement focuses on professional development topics critical for developmentally appropriate practice in early childhood settings. In line with the NAEYC Code of Ethics for Early Childhood Educators and NAEYC Professional Standards and Competencies, students work with their cooperating mentors to develop and refine responsive strategies to engage students and facilitate learning across domains. Focus topics for this course include family engagement, "powerful interactions" to extend learning, and development of a professional portfolio for use in the early childhood education workforce. *Prerequisites ECE131, ECE136, ECE156, ECE200 and relevant background check.*

ECO113 Principles of Macroeconomics (SS) .... 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 Microeconomics (SS) ..... 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. Application of microeconomic principles to personal investment socioeconomic impact in daily life, and how local and state service can impact public policy in relationship to investment and social problems.

ECO132 Personal Finance & Investing..... 3 Credits
This course provides students with a practical foundation in personal financial planning and investing. Topics include budgeting, credit management, taxes, insurance, retirement planning, and investment strategies. Emphasizing real-world applications, students will learn to make informed financial decisions, set financial goals, and develop strategies for wealth accumulation and risk

management. The course integrates financial literacy concepts with critical thinking to enhance students' ability to navigate personal finance challenges and build long-term financial security.

EDU150 - The Teaching Profession ..... 3 Credits
This course is designed for students interested in entering the teaching profession (K-12). This course will examine historical, social, political, and philosophical dimensions of education, as well as current issues, learning standards, and principles of learning. This introductory experience will help students gain an appreciation for the multiple aspects of teaching and professionalism in the field of education.

EDU202 - Diversity and Cultural Responsiveness in Education ..... 3 Credits
In this course, participants will expand their cultural competence by learning about their cultural identities, exploring the visible and invisible differences among diverse populations of students, examining personal and institutional cultural beliefs and assumptions, and developing culturally responsive teaching practices. This course will address diversity issues of race, culture, gender, ethnicity, class, affection orientation, age, and ability. Students will critically examine learning environments, approaches, and content with consideration for cultural responsiveness and social justice. *Prerequisite: ENG101*

EDU203 - Including Students with Exceptionalities in General Education..... 3 Credits
This course is designed to promote an understanding of children and adolescents who are considered to be exceptional. The course explores a variety of effective teaching strategies, accommodations, modifications, interventions to individualize instruction and support student success in the general education environment, including universal design for learning (UDL). The course also includes an emphasis on the laws, regulations, and educational models related to exceptional learners. *Prerequisites: PSY 101 or permission of instructor.*

EDU217 Child and Adolescent Development .. 3 Credits
This course examines child development from conception through adolescence, focusing on genetic and environmental influences, key developmental theories, and sensitive periods. Students will explore the interconnected development across physical, cognitive, social, and emotional domains, as well as the effects of child maltreatment and social issues on learning. Students will consider effective teaching practices, the role of teacher-student interactions, and the educational context of home, school, and community where the child develops. *Prerequisite: ENG101*

ELW150 Lineworker Training I ..... 8 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 ..... 8 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.*

EMS101 Advanced EMT 1 ..... 9 Credits
This course is designed to give the student detailed knowledge of the fundamentals of pre-hospital emergency medical services and is the first of two courses that lead to eligibility for advanced EMT certificate Medical/Legal/Ethical considerations, and decision making. Students will be introduced to anatomy, physiology, and pathophysiology, as well as, concepts of airway management, shock and resuscitation, and medical and trauma assessments. This course is designed to expand on the knowledge of current emergency medical technicians.

EMS102 Advanced EMT 2 ..... 9 Credits
This is the second course of the advanced emergency medical technician program. This course will expand on the work done in EMS101 and will introduce topics of advanced life support (ALS), assessment and management of both medical and trauma patients. Students will complete the second half of their clinical requirements as well as complete their field internship capstone. Topics will also include OBGYN and pediatric emergencies. This is a required course for eligibility for AEMT certification.

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.

EMS200 Paramedic 1 ..... 7 Credits
This course combines classroom instruction with hands on laboratory experience to introduce the scope of practice and professional responsibilities of the paramedic in the prehospital setting. Students develop and demonstrate proficiency in essential clinical skills, including comprehensive patient assessment across the lifespan, spinal motion restriction, hemorrhage control, medication administration, intravenous (IV) and intraosseous (IO) access, and airway management.

The course provides an in depth study of the pathophysiology of respiratory and cardiovascular disorders. Topics include the anatomy and physiology of the cardiac and respiratory systems, as well as the assessment and management of associated emergencies. Students receive training in advanced airway procedures—such as endotracheal intubation, supraglottic airway placement, and surgical airway techniques—along with instruction in advanced ECG interpretation, hemodynamic monitoring, and both pharmacologic and electrical therapies, including medication administration, defibrillation, synchronized cardioversion, and transcutaneous pacing.

Throughout the course, emphasis is placed on developing strong critical thinking abilities and clinical decision making skills necessary for the effective management of respiratory and cardiovascular emergencies in the prehospital environment. *Prerequisites: currently licensed Advanced EMT, Co-requisites: EMS201*

EMS201 Paramedic Clinical 1 ..... 1 Credit
Students are required to complete clinical rotations across a range of healthcare specialties. During these rotations, students will be in diverse clinical environments where they will administer medications, perform airway management, initiate IV therapy, and participate in patient care and treatment. Under the supervision of a designated hospital preceptor, students apply and refine both cognitive knowledge and psychomotor skills in real-world settings. *Prerequisites: currently licensed Advanced EMT Co-requisites: EMS200*

EMS202 Paramedic II ..... 6 Credits
This course, delivered through classroom instruction and hands on laboratory practice, focuses on the assessment and management of medical emergencies encountered in the prehospital setting across adult, geriatric, and pediatric populations. Students study the pathophysiology, recognition, and treatment of neurological, gastrointestinal/genitourinary (GI/GU), and endocrine disorders. Key content areas include the management of stroke and seizures, acute and chronic GI/GU conditions, diabetic emergencies, and a range of metabolic disturbances. Students also examine the assessment and care of obstetric, pediatric, and neonatal patients. Instruction covers pregnancy related emergencies, labor and delivery complications, postpartum care, and neonatal stabilization. Pediatric topics include developmental physiology, airway management, trauma considerations, and medical conditions specific to infants and children. Emphasis is placed on age appropriate assessment, development of differential diagnoses, and implementation of evidence based treatment strategies. Throughout the course, students strengthen critical thinking abilities and clinical decision making skills essential for effective paramedic practice. *Prerequisites: Current Advanced EMT license, EMS200, EMS201 Co-requisites: EMS203*

EMS203 Paramedic Clinical 2 ..... 3 Credits
This course provides students with the opportunity to develop and demonstrate competency in clinical skills across both hospital and prehospital settings. Hospital based rotations may include the intensive care unit, labor and delivery, operating room, emergency department, pediatrics, and other specialized areas.

During the prehospital field rotation, students begin assuming a lead role in patient assessment, clinical decision making, and the provision of care. In all clinical environments, students gain experience under the supervision and guidance of an experienced preceptor. *Prerequisites: EMS200, EMS201, Co-requisites: EMS202*

EMS204 Paramedic III ..... 5 Credits
This course offers a comprehensive study of traumatic injuries and mass casualty management within the prehospital setting. Students explore the pathophysiology and management of blunt and penetrating trauma, including head, spinal, thoracic, abdominal, and musculoskeletal injuries. Instruction also emphasizes hemorrhage control, shock management, and established trauma triage principles.

The course further addresses key components of mass casualty response, including incident command systems, triage models, disaster preparedness, and coordinated multi agency operations. Students strengthen operational readiness through coursework in EMS operations, ambulance procedures, and specialized prehospital environments. Medical and trauma protocols, clinical decision making, and the professional expectations of paramedic practice are reinforced throughout. The course concludes with comprehensive summative assessments—written examinations, scenario based evaluations, and final skills validations—designed to ensure competency across all domains of paramedic care. Upon completion, students will demonstrate the knowledge, clinical proficiency, and confidence required to enter the field as capable and practice ready paramedics. *Prerequisites: Current Advanced EMT license, EMS200, EMS201, EMS202 and EMS203, Co-requisites: EMS205*

EMS205 Paramedic Clinical 3 ..... 3 Credits
This course provides advanced instruction in trauma management for the prehospital environment. Students develop proficiency in high level interventions such as chest decompression, surgical airway techniques, and spinal motion restriction. Emphasis is placed on rapid patient assessment, trauma triage, and evidence based strategies for managing life threatening injuries. The course also integrates **Capstone requirements**, students will demonstrate competency through high fidelity simulation, scenario based evaluations, and comprehensive psychomotor assessments. Students must complete a minimum of **120 hours of field experience**, during which they are expected to function as the lead paramedic under the supervision of an experienced preceptor. *Prerequisites: Current Advanced EMT license, EMS200, EMS201, EMS202 and EMS203, Co-requisites: EMS204*

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 in the revision process. Students may be required to work in a computerized writing lab; therefore, word processing and keyboarding skills are required. See page 35 for course placement information using multiple measures.

ENG101 Enhanced College Composition ..... 4 Credits
College Composition emphasizes critical reading and thinking as part of the process of clear and effective writing. This course includes an extra hour of time to provide support to strengthen a student's fundamental writing proficiency. 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.

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. See page 35 for course placement information using multiple measures.

ENG108 Enhanced Technical Writing ..... 4 Credits
This course supplements ENG108 with an additional hour of lab time. 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. See page 35 for course placement information using multiple measures. This course supplements ENG108 with an additional hour of lab time.

ENG121 Introduction to Literature (H) ..... 3 Credits
This course introduces students to the fundamentals of literature through an examination of poetry, fiction, and drama. The course will focus on literary elements and how those elements create meaning in specific genres. Further, students will examine how literature reflects and illuminates the human experience through close reading and analysis of texts within their historical and cultural contexts. *Prerequisite: ENG101, ENG108, or permission of instructor.*

ENG210 Introduction to Creative Writing (H, FA) ..... 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: ENG101, ENG108, or permission of instructor.*

ENG211 Creative Nonfiction Writing (H, FA) .. 3 Credits
Students will be introduced to the essential elements of creative nonfiction writing, focusing on the personal essay and memoir, profiles, nature and travel writing, narrative essays, and literary journalism. This course will define and illustrate, through analytical readings and discussion, the elements, forms and techniques of creative nonfiction writing. Students will practice these elements in their own writing, producing a final portfolio of revised, polished work Students will also be expected to read and critique each other's work. *Prerequisite: ENG101, or ENG108.*

ENG212 Reading Poetry (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: ENG101, ENG108.*

ENG213 Fiction Writing (H,FA) ..... 3 Credits
In this course, students will be introduced to the craft, cultural context, and creative practice of fiction writing. Focusing on contemporary character-driven stories, students will define and illustrate through analytical readings and discussion, the elements, forms and techniques of fiction writing. The course will specifically address the structures of short stories and novels, along with micro/flash fiction, and other experimental forms. Students will practice these elements in their own writing, producing a final portfolio of revised, polished work. This course will utilize the creative writing workshop model and students will be expected to read and critique each other's work. This course is appropriate for the student who already has a writing practice and the beginning writer who would like to learn about fiction writing and develop creativity. *Prerequisite: ENG101, ENG108.*

ENG214 Reading Short Fiction (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: ENG101, ENG108, or permission of the instructor.*

ENG215 Poetry Writing (H,FA) ..... 3 Credits
In this course, students will examine contemporary poetry and participate in writing exercises that develop writing skills and creativity. Students will participate in creative writing workshops and produce a final portfolio of revised, polished work. This course is appropriate for the student who already has a writing practice, and the beginning writer who would like to learn about poetry writing and be creative in a supportive environment. *Prerequisites: ENG101, ENG108 or permission of the instructor.*

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: ENG101, ENG108 or Permission of the instructor.*

ENG218 Advanced Academic Writing .(WI) ... 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: ENG101, 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. *Prerequisite: ENG101, ENG108.*

ENG220 American Literature I: Native American Story Traditions through the 18th Century (H) . ..... 3 Credits
This course provides an introduction to American literature from its earliest recorded origins to the end of the 18th century. Through close reading and analysis of selected texts from a diverse authorship, students will examine the ways in which these works reflect and shape the cultural, historical, and social contexts of their time. *Prerequisite: ENG101, ENG108.*

ENG222 American Literature II: 19th Century to Present (H) ..... 3 Credits
This course offers a survey of American literature from the beginning of the 19th century to the present day. Students will explore the ways in which American writers from diverse backgrounds have responded to and influenced the social, cultural, and political changes of the last two centuries. Through close reading and analysis of selected texts, students will examine the literary movements, themes, and styles that have shaped modern American literature and identity. *Prerequisite: ENG101*

ENG224 Literature, Culture and Diversity (H) 3 Credits
This course will provide students the opportunity to examine literature through the cultural lenses of gender, race/ ethnicity, class, and sexual identity. Through this method of inquiry, students will gain exposure to the diversity of voices that make up society, art, and culture, allowing a greater understanding of themselves and the larger world around them. Through the study of novels, short stories, poetry, nonfiction, and literary criticism, this course will challenge students to think deeply, to question, and to appreciate language, culture, and diversity through literature. Students should contact the instructor listed for the current semester to determine if this course will be offered in a Writing Intensive format. *Prerequisite: ENG101, ENG108.*

ENV101 Environmental Science (SC) ..... 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.*

ETC101 Managing Desktop Applications ..... 1 Credit
This online course is specifically designed to provide the needed skills to manage and support desktop applications in a professional office environment. Students will gain proficiency in the most popular productivity software titles such as Microsoft Word, Excel, PowerPoint and Outlook. By the end of the course, students will have created several communication projects designed to demonstrate an understanding on how to support, manage, and utilize the products. This prepares students for the following industry certifications: (1) CertMaster Office Pro. (2) Microsoft Office Specialist (MOS). Taking the Office Pro Certification exam is a required component of this course. *Co-requisite: ETC112.*

ETC110 Computer Technology Support I ..... 3 Credits
This theory/lab course is designed as a direct approach to understanding the fundamentals of personal computer (PC) hardware, operating systems, and network technology in preparation for the CompTIA A+ and Professional Certification Exams. Topics to be covered include PC hardware and peripherals, file systems management, 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 is designed to reinforce theory by providing laboratory simulations along with

performance-based testing and certification. Students will build, configure, and troubleshoot PC based systems using the Windows Operating systems. This course meets the specifications and prepares students for the CompTIA A+ Core 1 exam. *Prerequisite: ETC112.*

ETC112 Information Technology Fundamentals ..... 3 Credits
This theory/lab course is designed as an introductory hands-on approach to the fundamentals of informationtechnology (IT). The course presents a broad look at information technology, information systems, and computer science. Topics throughout the course aredesigned to develop the technical skills and knowledge needed to support modern information technology infrastructure, computing devices and informationsystems. Topics include Information Technology (IT) concepts and terminology, information system infrastructure, applications and software, software development, database fundamentals, and network security. Career paths in information technology will be researched and investigated. This course prepares students for the following nationally recognized professional certifications: CompTIA's ITF+ (IT Fundamentals+). *Prerequisite: ETC101.*

ETC113 Electrical Circuits I ..... 3 Credits
This lecture/lab course is designed to provide students with a foundation in electrical circuits using the steady state direct current (DC) voltage source. Topics 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 laboratory component of this course is designed to reinforce theory through a series of hands-on lab application projects. Students will build, calculate, test, and measure direct current circuits which include resistors, inductors, and capacitors. Electronic test and measurement equipment such as the digital multi-meters (DMM), variable DC power supply and resistor-inductor-capacitor analyzer. Printed circuit boards designed specifically for this course will be used throughout the semester. *Co-requisite: MAT114.*

ETC114 Electrical Circuits II ..... 3 Credits
This lecture/laboratory course is a continuation of Electrical Circuits I. The course provides students with a foundation in electrical circuits and systems using alternating current (AC) voltage sources. Topics include circuit analysis, AC sine-wave analysis, time-frequency waveform analysis, inductors, capacitors, transformers, resistive-capacitive-inductive (RLC) circuits, resonant RLC circuits, electronic filters, electrical power system analysis and high frequency signaling. Electronic test and measurement equipment such as the multi-trace digital storage oscilloscope, function generator, digital multi-meter (DMM), capacitor/inductor analyzer are used throughout the course. Printed circuit boards designed specifically for this course will be used throughout the semester. *Prerequisite: ETC113; Co-requisite: MAT214.*

ETC119 Digital Systems W/C Programming.... 3 Credits
This lecture/laboratory course will introduce students to digital concepts, numbering systems, digital circuits, and systems. The C programming language is developed as the coding platform for the microcontroller, combining both software and hardware of digital systems into the course.

The laboratory component of this course requires students to build, connect, control, and troubleshoot external digital circuits using the PIC microcontroller engineering platform combined with the C programming language in a variety of challenging applications.

Electronic test and measurement equipment such as the digital storage oscilloscope, logic analyzer, function generator, digital logic probe, digital multi-meter (DMM), and DC power supply. Printed circuit boards designed specifically for this course will be used throughout the semester. *Prerequisite: ETC112, ETC113, ETC114, and ETC125.*

ETC125 Semiconductor Devices ..... 3 Credits
This lecture/laboratory course introduces students to a variety of semiconductor devices, circuits, and applications. Topics include semiconductor theory, diode types, rectifier circuits, power supply design, optical diodes, BJT characteristics, transistor circuit biasing and configurations, transistor switching and amplification circuits, FETs, MOSFETs, SCRs, and Triacs.

The laboratory component of this course reinforces the topics by providing hands-on applications through a series of related projects. Students are required to calculate, test, measure, and troubleshoot circuits by employing a wide range of semiconductor devices.

Electronic test and measurement equipment such as the multi-trace digital storage oscilloscope, function generator, digital multi-meter (DMM), variable DC power supply. Printed circuit boards designed specifically for this course will be used throughout the semester. *Prerequisite: ETC113. Co-requisite: ETC114.*

ETC212 Network Operating Systems I ..... 3 Credits
This lecture/laboratory course provides an introduction to network operating systems, with an emphasis on the Linux operating system distributions. The course is focused on the knowledge and skills needed to effectively deploy and administer the Linux operating

system. The laboratory component of this course includes Linux installations and configuration, shell commands and scripts, Linux file system, processes management, applications, and basic system administration tasks. Students become familiar with the Linux command-line environment, utilities, and applications. The Python programming language will be developed throughout the course through a series of programming projects using the Raspberry Pi platform. A programming design project employing the Raspberry Pi with demonstration is required as part of the course. *Prerequisites ETC110 and ETC119.*

ETC213 Network Operating Systems II ..... 3 Credits
This lecture/laboratory course is a continuation of Network Operating Systems I. The course provides an introduction to network operating systems with an emphasis on the latest Windows Server platform. The course is designed develop the skills and network management tasks relevant to any modern network operating system. Topics include network planning and design, router and switch configuration, and network security. Students are required to participate in classroom labs and discussions. *Prerequisites: ETC113 Co-requisite: ETC114.*

ETC220 Microcontrollers W/C Programming 3 Credits
This lecture/lab applications course as a continuation of Digital Systems with C Programming is designed to develop advanced skills and concepts in the C programming language using the PIC microcontroller system engineering development board. Students will interface and control external digital/analog circuits using the PIC microcontroller engineering platform. Student programming skills will be developed as they progress through a series of mocrocontroller-based application labs. Printed circuit boards designed specifically for this course will be used throughout the semester. *Prerequisites: ETC119, ETC125.*

ETC225 Analog Circuits ..... 3 Credits
This theory/lab course is a continuation of Semiconductor Devices, with a focus on analog circuits configured as linear amplifiers. Topics include BJT and FET amplifier configurations, linear amplifier gain, multistage amplifiers, power amplifiers, amplifier frequency response, amplifier bandwidth, operational amplifiers, active filters, oscillators, and tuned amplifier circuits.

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 calculate, test, measure, and troubleshoot a number of complex analog amplifier circuits. Electronic test and measurement equipment such as the digital storage oscilloscope, spectrum analyzer, function 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: 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 an emphasis on high frequency (RF) signaling. Topics include RF spectrum analysis, signaling power levels, time and frequency domain analysis, RF filters and amplifiers, modulation technques, 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 lab projects. Students will build, test, measure, and troubleshoot several complex RF applications. Electronic test and measurement equipment such as the digital storage oscilloscope, spectrum analyzer, wave form function generator, digital multimeter (DMM), and variable DC power supply will be used extensively throughout the course.

Topics in this course will prepare students for the Electronics Technicians Association (ETA) Associate Electronics Technician (CET) Certification along with industry standard Anritsu RF Certification. *Prerequisite: ETC114, ETC119. Co-requisite: ETC225.*

ETC241 Computer Networking Systems ..... 3 Credits
This lecture/laboratory course is a detailed examination of the architecture and structure of computer network systems, with emphasis on configuration, management, and troubleshooting. The course is designed to prepare students with the knowledge, skills, and experience needed to enter the industry as a professionally certified Network Support Technician. Topics such as network transmission media, network devices, Ethernet standards, TCP/IP protocol suite, wireless networks, routing, wide area networks (WANs), network security, and network management are covered in detail. The course will challenge students through a series of comprehensive, performance-based network technology skills assessments. This course meets the specifications and prepares students for two professional industry certifications; (1) CompTIA Network+ Certification and (2) CISCO Certified Support Technician 100-150. *Prerequisite: ETC110 and ETC112.*

ETC244 Robotics Lab ..... 2 Credits
The Robotics Lab is an application course where students will develop knowledge and skills in robotic applications, automation, programming, and mechanical design. Projects will incorporate the use of sensors, servomotors, dc drive motors, switches, and analog-digital interface devices, supported by professionally prepared technical documentation. Programming skills with be developed and enhanced throughout the course.

Students will work alone, or in a team of two to develop a unique approach and solution to robotic and automation application challenges. Emphasis on creativity and innovation will be stressed throughout the course. The Cortex microcontroller will be used throughout the course. *Prerequisite: ETC119. Co-requisites: ETC220, ETC225*

ETC245 Networking Applications Lab..... 1 Credit
The Networking Applications Lab is a hands-on approach, where students develop the knowledge and skills necessary in termination, testing, and certification of twisted-pair cable, coax cable, and fiber optic cables. Each student is required to build and configure network premises wiring including running twisted pair cable, punch-down racks, data boxes, network switches and patch panels. The network backbone will be connected using full-duplex fiber-optic cable. 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 Support II ..... 3 Credits
This theory/lab course is designed as a hands-on approach to understanding the fundamentals of personal computer (PC) hardware, operating systems, and networking technology in preparation for the CompITA A+ Core 2 and Certification Exam. The lab component of this course is designed to reinforce theory by providing laboratory simulations along with performance-based testing and certification. Students will build, configure, and troubleshoot PC based systems using the Windows Operating systems. This course meets the specifications and prepares students for the CompTIA A+ Core 2 exam. *Prerequisite: ETC110.*

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. *Co-requisite: ETL113 or permission of instructor.*

ETL122 Electrical Wiring Practices II ..... 5 Credits
This course is designed to cover the common wiring practices and materials used in commercial and industrial applications. Reference to the latest edition of the National Electrical Code will be an ongoing part of the course. Students will work on lab exercises that will give them practical hands-on experience and the applicable trade information required to become proficient in the commercial and industrial electrical construction field. Particular emphasis will be placed on topics such as workplace safety, tools of the trade, wiring techniques, conduit bending, voice, video and data wiring, and electrical materials and nomenclature. *Prerequisite: ETL121 and ETL215.*

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 instructor permission.*

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, troubleshooting, 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, ETL124, 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: ETL113, ETL215, 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.

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 (SC) ..... 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.*

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 *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 Exam/ Certificate and it will satisfy the requirements to take the State of Maine Journeyman Oil Burner Technician License exam.

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.*

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.*

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.

HIS120 Art History Prehistoric to 16th Century (H,FA) ..... 3 Credits
This humanities/fine arts course examines art as an expression of experience in different periods and cultures, from prehistoric to contemporary. Specifically, this course focuses on Prehistoric, Egyptian, Greek, Mesopotamia and the Middle East, Roman, Medieval European, and the Renaissance and emergence of the modern world art and architecture. Students will choose an area of art that interests them and develop a specialized in-depth knowledge through research based on a period, a stylistic movement, a medium, a focus based on specific locations, or a combination. Visiting museums, galleries, and/or artists' studios are integrated into the course activities.

HIS121 Art History 16th Century to Present Day (H,FA) ..... 3 Credits
This humanities / fine arts survey course examines art as an expression of experience in different periods and cultures, from prehistoric to contemporary. Specifically, this course focuses on the art and architecture of the Reformation movement, Baroque style, Impressionism, Romanticism, the Industrial Age, and Modern Art. Additionally, Islamic, African, Asian, and Central and South America art and architecture will be covered. Students will choose an area of art that interests them and develop a specialized in-depth knowledge through research based on a period, a stylistic movement, a medium, a focus based on specific locations, or a combination. Visiting museums, galleries, and/or artists' studios are integrated into the course activities.

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.

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 simulation 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.*

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). 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 in the healthcare delivery systems. *Prerequisites: HIT101, HIT132, HIT136; Co-requisites: 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. 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: CPT115, HIT101, MAS102, and MAT111.*

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 ..... 4 Credits
This course provides practical experience with health information management 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. Students will spend one hundred and twenty (120) hours in an acute care setting and forty-eight (48) hours in an alternative health care setting. *Prerequisites: HIT201, HIT210, HIT211, and Senior status.*

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, HIT201, HIT210, and HIT211. Co-requisite: HIT243*

HUM101 Multi-Cultural Nature of American Society (H) ..... 3 Credits
This course will examine the experiences of several social groups in American society. Through selected interdisciplinary readings and cultural artifacts, students will explore the social, historical and cultural context of these artifacts and connect them to the human experience in American society. *Prerequisite: ENG101 or ENG108 or ENG112, or ENG109.*

HUM202 Honors Seminar (H) ..... 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.*

HUM215 Gender Studies (H) ..... 3 Credits
This introductory course will explore the history of gender studies through exploring feminism and the women's movement, the men's rights movement, gender theory, transgender and non-binary identities, gender-based violence, reproductive justice, and more. We will investigate what it is like to be a man, woman, intersex, or trans person in the United States. Students will be asked to reflect upon their own understanding of gender as well as their own personal beliefs, values, and opinions about gender. *Prerequisite: ENG101 and COM104 or COM105.*

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 to experience the basic workflow within a provider practice. The student will have a complete understanding of electronic health record (EHR) 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. *Prerequisites: Program enrolled student.*

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 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 procedures, 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. *Co-requisite: BIO119, MAS101, MAS102, MAS110, and MAS117 or permission of instructor.*

MAS117 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. *Co-requisite: BIO119, MAS101, MAS102, MAS110, and 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: BIO119, MAS101, MAS102, MAS110, MAS115, MAS117 Co-requisites: MAS114, MAS215, MAS217, MAS220, or permission of the instructor.*

MAS215 Advanced 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: BIO119, MAS101, MAS102, MAS110, MAS115, MAS117; Co-requisites: MAS114, MAS211, MAS217, MAS220.*

MAS217 Advanced 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: BIO119 or BIO213, MAS101, MAS102, MAS110, MAS115, MAS117; Co-requisites: MAS114, MAS211, MAS215, MAS220.*

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: BIO1 9 or BIO213, MAS101, MAS102, MAS110, MAS115, MAS117, or permission of instructor. Co-requisites: MAS114, MAS211, MAS215, MAS217.*

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. Three mock CMA (AAMA) credentialing examinations will be scheduled in preparation for the national CMA (AAMA) credentialing examination at the end of the semester. Students are required to pass these examinations with a 73 or higher, in order to pass this course. *Prerequisites: BIO119, MAS101, MAS102, MAS110, MAS114, MAS115, MAS117, MAS211, MAS215, MAS217, and MAS220.*

MAT111 Quantitative Reasoning ..... 3 Credits
Quantitative Reasoning provides a foundation in critical thinking, problem solving, and mathematical skills aligned with citizenship, workforce, and real-world applications. The goals of the course are to engage students in meaningful mathematical experiences that will increase their quantitative and logical reasoning abilities and to strengthen the mathematical abilities that they will encounter in other disciplines. Developing and supporting communication and collaboration skills when doing mathematics will be a focus of the course. This course is particularly designed as a gateway for students entering non-STEM degree programs. See page 35 for course placement information using multiple measures.

MAT112 Foundations of Math for Teachers .... 3 Credits
This course is designed for future or current early childhood educators to deepen conceptual understanding of the mathematics they teach. Topics of exploration include counting and cardinality, number and operations, place value, patterns, and their importance in developing algebraic thinking, shapes and spatial sense, and estimation and measurement. The following ideas will be integrated throughout the course: growth mindset, problem solving, the use of mathematical language, and the eight standards for mathematical practice. *See page 35 for course placement information using multiple measures.*

MAT114 Technical Math ..... 3 Credits
This course focuses on mathematics topics relevant to a variety of trades and technical disciplines. Topics include: proportions, percentages, measurement, algebra, geometry, and trigonometry. An emphasis is placed on practical, contextual applications.

MAT117 College Algebra ..... 3 Credits
This course covers variables and symbols; scientific notation; formulas and literal equations; slope, intercepts, and equations of lines; graphs of linear and quadratic functions; graphs of linear inequalities; and complex numbers; rational expressions; solving linear, quadratic, and higher order equations; solving linear inequalities; an introduction to exponential and logarithmic functions, and applied problem solving.

MAT214 Technical Mathematics II ..... 3 Credits
This course is a blend of Algebra and Trigonometry. Topics will include solving linear functions, right and oblique triangle theory, degree and radian measure of angles, trigonometric functions of any angle, circular functions, and vectors. Applications to various disciplines will be used with an emphasis being placed on topics generally associated with the electrical/electronic and machining fields. *Prerequisite: "C" or better in MAT114*

MAT220 Applied Statistics ..... 3 Credits
This course studies methods of collecting, organizing, summarizing, and presenting data, providing students the opportunity to develop skills using statistical techniques. Topics of study also include sampling methods, descriptive statistics, probability and probability distributions, normal distributions, confidence intervals, hypothesis testing, inferential statistics, regression, and correlation. Technology will be employed as appropriate. *Prerequisite: Minimum grade of "C" in MAT111 or MAT117.*

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 MAT111 or MAT117.*

MAT226 Precalculus ..... 4 Credits
This course will include function theory and graphs of polynomial, rational, exponential, and logarithmic functions; trigonometric functions and identities; an introduction to limits and calculating limits. Algebraic methods and graphing technology will be emphasized throughout the course. *Prerequisite: 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: Minimum grade of "C" in MAT226.*

MHT105 Mind-Body Connection ..... **3 Credits**
In this course, students will explore how the mind affects well-being and the physical body. History and current literature supporting the mind body connection, assessment, and intervention will be presented. Implications for understanding mind body health relative to quality of life will be emphasized. *Co-requisite: SOC 102 and ENG101.*

MHT130 Diversity and Culture ..... **3 Credits**
This course will examine both analytical and practical approaches to cultural competency as it relates to mental health. Students are introduced to relevant services that are respectful of the culture of the consumer, their family, and community. Cultural competency encompasses behaviors, attitudes, and policies that are integral in cross- cultural settings and situations, including race, ethnicity, language, thoughts, communications, actions, customs, beliefs, and values of any social group. *Prerequisites: SOC102 and ENG101.*

MHT135 Substance Abuse ..... **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. *Prerequisite: SOC1 02 and MHT105.*

MHT201 Policy Knowledge ..... **3 Credits**
This course will explore the awareness of relevant regulations and how to support a consumer in effective self- advocacy within the existing health and human services system. The course uses an interactive, seminar format to analyze major policy problems and opportunities related to mental health.

MHT204 Behavioral, Psychological and Rehabilitation Intervention Models ..... **3 Credits**
This course provides an overview of the history, philosophy, legislation, organizational structure, and trends in intervention models. Students will explore cultural, social, and environmental barriers to the inclusion of people with disabilities. Students will learn how to properly establish rapport, communicate effectively and respectfully, and work collaboratively with clients to support recovery. *Prerequisite: SOC 102 and COM104 or COM105, Co-requisite: MHT201.*

MHT205 Trauma and Resiliency ..... **3 Credits**
This course examines the impact of trauma on individuals, families, and communities. Students will explore the processes of resilience including grieving and growth. Cultural influences, ethical issues, social services, and theories of helping will be emphasized as students work towards becoming resources for survivors. *Prerequisite: PSY101, COM104 or COM105, Co-requisite: MHT204.*

MHT225 Community Integration and Inclusion ..... **3 Credits**
Building upon an understanding of the social systems model, this course examines the various approaches to case management in a range of settings. Students will learn to perform a thorough psychosocial assessment to inform a collaborative, person-centered and outcome-focused plan of care and use of systemic and natural supports to facilitate an individual's progress toward their goals. *Prerequisites: MHT201 and MHT130.*

MHT227 Vocational Supports ..... **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.

MHT230 Ethics & Professional Conduct ..... **3 Credits**
This course will introduce students to professional, ethical, and legal issues that affect mental health professionals. Ethical decision-making, understanding and applying ethical codes and laws, and opportunities to develop critical thinking skills will be emphasized and practiced throughout the course. We will explore the Maine MHRT Code of Ethics with a focus on real life dilemmas that will help students to improve ethical decision making and thus reduce potential professional transgressions. *Prerequisites: SOC 102 and MHT201.*

MHT232 Advanced Topics in Substance Abuse ..... 3 Credits
This course will build upon information presented in the MHT 135 Substance Abuse class. The goal of this class is to expand the student's knowledge of all aspects of substance abuse prevention and treatment. Furthermore, this course aims to increase a student's ability to critically think and debate various divergent theories and approaches to helping people struggling with substance abuse related issues. The course will explore various aspects of substance abuse including the etiology of addiction, physiological and psychological aspects, understanding factors that both encourage or discourage the abuse of substances, reviewing current substance abuse research and reducing the risks of substance abuse on the abuser and affected others. *Prerequisites: MHT135.*

MHT235 Mental Health Senior Seminar ..... 1 Credit
A weekly seminar to assist the senior student in transitioning from the student role to the professional role with an exploration of some of the possible difficulties. Issues such as obtaining employment, ethics, burnout, and establishing a support network will be covered.

MLT103 Phlebotomy ..... 6 Credits
This course is designed to prepare students to become certified phlebotomists. Included in the course are topics regarding the ethical and legal aspects of phlebotomy, medical terminology, anatomy and physiology, and safety/ basic precautions. Venipuncture technique is taught. Satisfactory completion of 100 hours of clinical rotation in a hospital lab is required. *Co-requisite: MAS102.*

MUS101 Listening to Music (H, FA) ..... 3 Credits
In this course, students will be introduced to diverse musical cultures. Students will study musical elements such as melody, harmony, and rhythm, while also closely studying the historical and cultural context for different music and musical styles. Musical selections will present a historically, culturally, and stylistically broad range.

MUS109 Studies in Experimental Music (FA) .. 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 (H, FA) ..... 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 ..... 8 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 and hospital settings which provide an opportunity for students to develop and practice basic nursing skills. *Prerequisite: Admission to the Nursing Program. Co-requisite: NUR119*

NUR119 Transition to ADN Education ..... 1 Credits
This course is designed to provide the concepts and theory necessary for the successful transition of the newly admitted student to the role of the KVCC Associate Degree Nursing student. An introduction to the philosophy and conceptual framework of the Nursing Program is presented. Student learning is also focused on the transition to the nursing student role, communication among healthcare professionals using approved medical terminology, and the application of mathematical principles to dosage calculations. Students will also have the opportunity to learn/refine writing skills using the APA format. *Prerequisites: Admission to the Nursing Program. Co-requisites: NUR118*

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: NUR118 and NUR119, BIO213, ENG101, MAT111, 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, and the application of the nursing process. *Prerequisite: admission to Nursing program, current LPN Licensure; 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, MAT111, 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, MAT111, NUR224, PSY215; Co-requisites: COM104, NUR229, SOC101, and a Humanities 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 current issues and trends in nursing and health care that impact ADN practice. Topics include health care financing, nursing education and professional image, legal and ethical issues, nursing management and leadership, employment considerations, and strategies for self-care. Emphasis will be placed on both the ADN management role and provision of patient care in the examination of various nursing roles. *Prerequisites: BIO214, NUR224, PSY215; Co-requisites: COM104, NUR227, SOC101 and a Humanities Elective. *Clock Hours: 30 classroom.*

OTS101 Introduction to Occupational Therapy and Human Occupation ..... **7 Credits**
OTS 101 serves as the foundational course of the Occupational Therapy Assistant program. It introduces students to the profession of occupational therapy and key principles, including occupation, engagement, participation, occupational performance, activity analysis, and evidence-based practice. Emphasis is placed on cultural humility, health literacy, diversity, individuality, equity, inclusion, wellness, and the dynamic relationship between the person, environment, and occupation within occupational therapy practice.

Students explore foundational health concepts along with the philosophy, history, terminology, and ethical standards of the profession. The course examines the therapeutic use of self and highlights the values, roles, and responsibilities of occupational therapy practitioners. Concepts supporting practitioner well-being—such as productivity, pleasure, self-care, and restoration—are introduced to promote professional balance and lay the foundation for professional identity. Additionally, students gain an understanding of professional competency requirements, state licensure, and national certification as essential components of professional practice.

OTS 101 includes both a learning lab and a skills competency demonstration lab, offering structured opportunities to develop, practice, and demonstrate foundational clinical skills and teaching-learning processes. A self-paced online medical terminology module is integrated to support the development of essential healthcare language and communication skills. *Prerequisite: Admission into the OTA program. Co-requisites: BIO213, ENG101, PSY101.*

OTS103 Functional Kinesiology ..... **3 Credits**
This course explores the biomechanics and kinesiology of human occupation, enabling students to apply these principles, along with neuroscience, in occupational therapy assessment and intervention. The course provides an in-depth review and examination of human anatomy and the nervous system, focusing on their relevance to human movement and occupation. Through case studies of clients with conditions that affect occupational performance, students will develop practical skills and techniques used by OTAs to promote and restore wellness. *Prerequisites: BIO213, ENG101, OTS101, PSY101. Co-requisites: BIO214, OTS104, OTS110, OTS122, PSY215.*

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 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 and OTS103.*

OTS105 Fieldwork Education I ..... 2 Credits
The 2023 Accreditation Council for Occupational Therapy Education (ACOTE) Standards describe the role of Level I fieldwork "to introduce students to fieldwork, apply knowledge to practice, and to develop understanding of the needs of clients." OTS 105 is designed to support Occupational Therapy Assistant (OTA) students in engaging in rotations through three (3) 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: OTS101, BIO213, PSY101, ENG101, BIO214, OTS104, OTS110, OTS122, PSY215. Co-requisites: COM104 or COM105, OTS107, and OTS109.*

OTS107 Technology in OT Practice ..... 1 Credit
OTS 107 examines the integration of technology within occupational therapy practice. Students explore the broad spectrum of technological applications, including enhancing participation, adapting environments for individuals with disabilities, supporting documentation processes, delivering interventions, and incorporating virtual platforms into therapeutic services.

The course provides hands-on experience with virtual environments, technological equipment, principles of universal design, environmental modifications, and a variety of devices and services essential to contemporary OT practice. Students develop practical skills in the use of physical agent modalities, safety technologies, virtual interventions, virtual reality applications, and telehealth service delivery.

Emphasis is placed on the role of technology in promoting health, wellness, accessibility, and occupational performance. By the conclusion of the course, students are prepared to implement evidence-based, client-centered interventions utilizing emerging technologies and innovative practice approaches. *Prerequisites: OTS101, BIO213, PSY101, ENG101, BIO214, OTS104, OTS122, OTS110, PSY215. Co-requisites: COM104, OTS105, OTS109.*

OTS109 Group Process ..... 1 Credit
OTS 109 examines the principles of group process, group dynamics, and group development across the lifespan, building upon foundational group techniques introduced in earlier coursework. (OTS 101, OTS 104, OTS 110, OTS 122) Students design and implement therapeutic group protocols and present case experiences from Level I Fieldwork to demonstrate effective group planning, facilitation strategies, and clinical reasoning.

The course emphasizes the further development of communication skills and structured group activities that foster logical thinking, creativity, and problem-solving. Through experiential learning and reflective practice, students deepen their therapeutic use of self, strengthen leadership abilities, and enhance peer collaboration.

Students also assess their personal leadership styles, examining how individual strengths and challenges influence team and group dynamics. Strategies to effectively support team processes and therapeutic group outcomes are explored and applied throughout the course. *Prerequisites: OTS101, BIO213, PSY101, ENG101, BIO214, OTS104, OTS110, OTS122, Co-requisites: COM104, OTS105, OTS107.*

OTS110 Occupational Therapy for Adults with Physical Disabilities I ..... 3 Credits
OTS 110 is the first course in a two-part series designed to provide students with foundational knowledge and applied skills in occupational therapy practice for adults with physical disabilities. Students explore common adult clinical conditions and examine the impact of health, disease, injury, and disability on occupational performance and participation. Emphasis is placed on adult roles and occupations, lifecycle considerations, intervention techniques, service delivery systems, and policies relevant to physical disability practice.

The concept of quality of life is integrated throughout the course, with focused attention on individuals as occupational beings, principles of occupational justice, and the lived experience of disability. Continued development and refinement of activity analysis skills are emphasized to support the design of client-centered, high-quality, evidence-based interventions aimed at remediation, compensation, adaptation, modification, and the creation of occupational opportunities.

The course has integrated labs, including a learning lab and a competency skills lab, supporting use of competency-based learning experiences. These structured opportunities allow students to develop, practice, and demonstrate clinical skills, including participation in simulated environments delivered through virtual and in-person formats. *Prerequisites: BIO213, OTS101. Co-requisites: BIO214, OTS103, PSY215*

OTS122 Occupational Therapy for Children and Youth ..... 4 Credits
OTS122 provides an in-depth exploration of occupational therapy practices specific to children and youth. The course examines developmental stages and the effects of health, disease, injury, and disability on occupational performance and participation. Students will learn to apply theoretical constructs from developmental and occupation-based models to create client-centered interventions.

Throughout the course, students gain familiarity with various assessment tools, treatment techniques, and outcome measures commonly used in pediatric practice. Emphasis is placed on the role of occupation in promoting health and preventing disease and disability at the individual, family, and societal levels. Course modules address life cycle issues, relevant occupations, intervention techniques, service delivery systems, and policies pertinent to youth and their families.

The concept of quality of life and the central role of occupation are woven throughout the curriculum. Integrated lab experiences provide structured opportunities for students to develop, practice, and demonstrate essential clinical skills. *Prerequisites: BIO213, ENG101, PSY101, OTS101. Co- requisites: BIO214, OTS103, OTS104, OTS110, PSY215*

OTS201 Practice Environments Seminar ..... 2 Credits
OTS 201 is a seminar-style course designed to support students in integrating the knowledge and skills acquired throughout the Occupational Therapy Assistant program. Students examine healthcare systems and practice environments to better understand how occupational therapy services are delivered across diverse settings.

The course explores traditional and emerging areas of OTA practice, with emphasis on professional roles and responsibilities. Topics include ethics, professional citizenship, leadership development, quality assurance, marketing techniques, business plan development, supervision, and the evolving role of the OTA within healthcare systems. Students analyze service delivery models and engage with professional literature to strengthen evidence-based practice, address current social issues, and support ongoing competency and professional development.

The impact of public policy, legislative action, advocacy efforts, fiscal and regulatory boards, and professional organizations is examined as it relates to OTA practice. Dialogue includes management principles, fieldwork considerations, professional participation, and future roles, including that of the fieldwork educator.

This course discusses the use of technology in OT practice including the use of electronic health records (EHRs), electronic documentation systems, and technology to support occupational performance. Students develop practical resources and professional strategies to support transition into Fieldwork Level II, licensure, certification, and entry-level practice. *Prerequisites: OTS101, BIO213, PSY101, ENG101, BIO214, OTS104, OTS110, PSY215, OTS105, OTS107, OTS109, COM204 or COM205 Co-requisites: OTS210, OTS216, OTS222, SOC101*

OTS206 Fieldwork Education II, A ..... 6 Credits
OTS 206 – Level II Fieldwork is designed to support the development of competent, entry-level, generalist Occupational Therapy Assistants. The goal of Level II Fieldwork, as described by the 2023 ACOTE Standards, is to "develop competent, entry level, generalist occupational therapy assistants". Level II Fieldwork is integral to the curriculum design. This eight (8) week

fieldwork experience provides in-depth, hands-on exposure to delivering occupational therapy services, emphasizing purposeful and meaningful occupation. It fulfills half of the ACOTE-required 16 weeks of full-time Level II Fieldwork.

Students are placed in diverse settings, gaining experience with varied clients while integrating psychosocial factors into interventions and outcomes. The level II Fieldwork enables students to apply classroom knowledge and skills in practical clinical situations. Level II Fieldwork (A) promotes the development of clinical reasoning appropriate to the OTA role, the application of professional values and ethical practice, and the cultivation of professionalism and career competence.

Throughout OTS 206, students demonstrate occupational therapy citizenship, entry-level competency, and professional behaviors. Students are assigned to a variety of practice environments. *Prerequisites: OTS101, BIO213, PSY101, ENG101, BIO214, OTS104, OTS110, PSY215, OTS105, OTS107, OTS109, COM204 or COM205, OTS201, OTS216, OTS210, OTS222, SOC101 Co-requisites: OTS208, OTS223*

OTS208 Fieldwork Education II, B ..... 6 Credits
OTS 208 – Level II Fieldwork is designed to support the development of competent, entry-level, generalist Occupational Therapy Assistants. The goal of Level II Fieldwork, as described by the 2023 ACOTE Standards, is to "develop competent, entry level, generalist occupational therapy assistants". Level II Fieldwork is integral to the curriculum design. This eight (8) week fieldwork experience provides in-depth, hands-on exposure to delivering occupational therapy services, emphasizing purposeful and meaningful occupation. It fulfills half of the ACOTE-required 16 weeks of full-time Level II Fieldwork.

Students are placed in diverse settings, gaining experience with varied clients while integrating psychosocial factors into interventions and outcomes. The level II Fieldwork enables students to apply classroom knowledge and skills in practical clinical situations. Level II Fieldwork (B) promotes the development of clinical reasoning appropriate to the OTA role, the application of professional values and ethical practice, and the cultivation of professionalism and career competence.

Throughout OTS 208, students demonstrate occupational therapy citizenship, entry-level competency, and professional behaviors. Students are assigned to a variety of practice environments. *Prerequisites: OTS101, BIO213, PSY101, ENG101, BIO214, OTS104, OTS110, PSY215, OTS105, OTS107, OTS109, COM04 or COM 205, OTS201, OTS216, OTS210, OTS222, SOC101 Co-requisites: OTS206, OTS223*

OTS210 Occupational Therapy for Adults with Physical Disabilities II ..... 4 Credits
OTS 210, Occupational Therapy for Adults with Physical Disabilities II, is the second course in a two-part series focused on occupational therapy practice with adults experiencing physical disabilities. This course provides an in-depth exploration of adult clinical conditions and examines the impact of health, disease, injury, and disability on occupational performance and participation.

Students continue to address lifecycle considerations, adult roles and occupations, intervention strategies, service delivery systems, and policies relevant to physical disability practice. Emphasis is placed on quality of life and occupational performance as central outcomes of effective, client-centered occupational therapy services.

Building upon the knowledge and skills developed in OTS 110, this course further advances clinical reasoning and intervention planning in preparation for Level II Fieldwork and entry-level practice. Integrated lab experiences—including a learning lab and a competency-based skills lab—provide structured opportunities for students to develop, practice, apply, and demonstrate clinical skills within simulated and competency-based environments aligned with professional practice standards. *Prerequisites: OTS101, BIO213, PSY101, ENG101, BIO214, OTS104, OTS 110, PSY215, OTS105, OTS107, OTS109, COM204 or COM205 Co-requisites: OTS201, OTS216, OTS222, SOC101*

OTS216 Occupational Therapy with Special Populations ..... 2 Credits
OTS 216 introduces emerging Occupational Therapy Assistants to effective interventions with adult special populations, focusing on those identified by Healthy People 2030 as living with chronic diseases and disabilities. Populations studied include individuals with Dementia and Alzheimer's disease, Parkinson's disease, Multiple Sclerosis, Intellectual and Developmental Disabilities (IDD), and well older adults, with particular emphasis on Alzheimer's disease and IDD.

Students examine the role of occupational therapy in promoting health, wellness, occupational performance, and quality of life. They develop skills to enhance quality of life, collaborate within multidisciplinary teams, and design innovative, client-centered interventions based on occupational therapy models and frames of reference. The course explores disease etiology and its impact on occupational functioning across the adult lifespan, as well as the student's role in the OT

process, including assessment, intervention planning, and application of strategies that support positive occupational outcomes. Topics include telehealth, assistive technology, wellness programs, continuum-of-care models, and aging in place.

Students also examine relevant policies, laws, and typical medical interventions, while exploring interprofessional roles within these frameworks. Emphasis is placed on health literacy, safety, and accurate documentation of OT services in alignment with professional standards and *Healthy People 2030* initiatives.

Cultural relevance and considerations of gender, race, and age inform all intervention strategies. Students practice age- and population-appropriate techniques, including therapeutic occupations, positioning, environmental adaptations, and therapeutic interactions designed to optimize occupational performance across the adult lifespan. *Prerequisites: OTS101, BIO213, PSY101, ENG101, BIO214, OTS104, OTS 110, PSY215, OTS105, OTS107, OTS109, COM204 or COM205 Co-requisites: OTS201, OTS210, OTS222, SOC101*

OTS222 Psychological Aspects of Occupational Therapy Across the Lifespan ... 5 Credits
OTS 222 provides students with an in-depth exploration of occupational therapy theory and practice in behavioral health, emphasizing the role of the Occupational Therapy Assistant. The course examines major mental health diagnoses and their impact on occupational performance across the lifespan.

Students explore healthcare systems and service delivery models, focusing on the OTA's role within contemporary behavioral health practice. Emphasis is placed on the OT process, including evaluation, activity analysis, critical thinking, and the development of evidence-based, occupation-centered interventions. Key topics include participation, engagement, and quality of life considerations for individuals with mental health challenges.

Students also investigate the diverse roles occupational therapy can assume in behavioral health, including advocacy, employment support, and case management. Integrated lab experiences provide opportunities to practice intervention skills, while community-based service-learning projects allow students to apply psychosocial OT principles in real-world settings. *Prerequisites: OTS101, BIO213, PSY101, ENG101, BIO214, OTS104, OTS 110, PSY215, OTS105, OTS107, OTS109, COM204 or COM205 Co-requisites: OTS201, OTS210, OTS216, SOC101*

OTS223 OTA Senior Seminar. . . . . 1 Credit
OTS 223 -OTA Senior Seminar is a capstone course designed to help students integrate and apply the knowledge and skills gained throughout the Occupational Therapy Assistant (OTA) program. Taken alongside Level II Fieldwork (OTS 206/208), this course bridges academic learning with real-world clinical practice, preparing students for professional entry into the field.

The course focuses on essential competencies for new OTA practitioners, including evidence-based practice, professional reasoning, advocacy, effective communication, and quality improvement. Students will refine their ability to engage in client-centered, occupation-based interventions and collaborate with clients, care partners, and interprofessional teams. Key areas of study include: Evaluation and assessment of occupational performance, development and implementation of client-centered intervention plans, use of therapeutic self in practice, referral/discharge planning/transition strategies, quality management, and business models in OT practice.

Students will demonstrate their skills through journaling, case studies, discussions, and interactive projects that reinforce professional identity and preparation for OTA practice. Additionally, they will explore career advancement resources and learn to articulate the distinct value of occupational therapy in promoting participation, health, and well-being.

By the end of the course, students will be equipped to enter the workforce as competent, ethical, and responsive OTA professionals who contribute to the advancement of occupational therapy and meet the evolving needs of society. *Prerequisites: All courses with exception of OTS206 and OTS208 Co-requisites: OTS206, OTS208*

PHI101 Introduction to Philosophy (H) ..... 3 Credits
This course is designed to encourage the delightful art of wonder, while acquainting students with the meaning of "philosophy." In this exploration we will examine the thinking and contributions to human thought of Western philosophers from the earliest times to the present. This course is not a history of philosophy, but an introduction to, and an experience in, the adventure of wondering about the meaning of life! Our journey will permit us to examine such important human concepts as self, goodness, thinking, knowledge, freedom, change, growth, love, tomorrow, death, and ultimate concern.

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.

PHY100 Physical Science I (SC) ..... 4 Credits
Physical Science focuses on essential physics and chemistry concepts. The laboratory portion of this course introduces basic experimental techniques and measurement skills while homework activities reinforce the ideas and topics introduced in lecture.

PHY111 Elements of Physics (SC) ..... 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 MAT111.*

PHY211 Elements of Physics II (SC) ..... 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.*

PLB101 Plumbing Fundamentals ..... 6 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 ..... 6 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. *Prerequisites: PLB101.*

PLB210 Plumbing Codes ..... 3 Credits
This course offers an in-depth study of the 2021 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. *Prerequisite: PLB101.*

PMT101 Introduction to Precision Machining I 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 machine setups, tooling, and use. Students will develop an understanding of programming concepts and codes as they relate to CNC lathes and mills. Terminology as it relates to the machine industry will be used throughout the course. *Co-requisites: BPT126 and MAT114.*

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 and PMT101.*

PMT111 Fundamentals of Precision Machining Technology II ..... 7 Credits
Precision Machining Technology II 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: PMT101 and BPT126.*

PMT115 Intro to Solid Works ..... 3 Credits
This course introduces the design concepts of 3-D solid modeling using parametric CAD software. Students will create models with dimensional and geometric constraints, with parametric features. From the 3-D models, the student will create annotated 2-D engineering drawings. This is an online course with all content directly applied to a functioning 3-D model.

PMT125 Geometric Dimensioning & Tolerancing ..... 3 Credits
This course is an introduction to geometric dimensioning and tolerancing (GD&T) in accordance with ASME Y14.5 and as applied to engineering drawings. *Prerequisite: BPT126.*

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: PMT101, PMT111 and PMT126.*

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: PMT101, PMT111, PMT201, and BPT126.*

POL111 Current Issues in Political Science (SS) 3 Credits
This is a survey and analysis of leading ideologies of the modern world, including Communism, Socialism, Fascism, Nationalism, and Democracy. Emphasis will be placed on the study of contemporary issues involving local, national, and international affairs.

PSY101 Introduction to Psychology (SS) ..... 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 (SS) ..... 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 (SS) ..... 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.*

PSY208 Advanced Topics in Psychology (SS) . 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 (SS) ..... 3 Credits
Biopsychology is the study of the biological nature of psychological phenomena. The course explores the biological basis of basic nervous system structure and function, development and plasticity of the brain, sensory function, movement, consciousness, emotions, learning, cognition, and the varied mental disorders. Students will learn the association between neurological structure, chemistry, and function, and related behaviors and psychological experiences. Students will also conduct basic psychophysiological experiments. *Prerequisite: PSY101*

PSY213 Social Psychology (SS) ..... **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.*

PSY215 Developmental Psychology (SS) ..... **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.*

PSY218 Sensation and Perception (SS) ..... **3 Credits**
Sensation is the registration of physical stimuli on sensory receptors. Perception is the process of creating conscious experiences from sensory input. The study of Sensation and Perception examines the interaction between sense organs and nerves in our bodies and our brains. The course will review all the human senses and relate these to aspects of human perception such as expectations, personal history, and cultural norms. Students will engage in sensory simulations and reflect upon the applications of this knowledge to the world around them and the human experience. *Prerequisite: PSY101 or permission of instructor.*

PSY220 Behavior Management (SS) ..... **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.*

PSY221 Introduction to Disability Studies ..... **3 Credits**
Disability, as a construct, has been defined from multiple perspectives. How people with disability have been viewed and served throughout Maine and the United States has shifted and changed from living in institutions to living in the community. Through a multiple of perspectives such as individual, family, medical, ethical and social service providers, students will examine history of institutional and community living, civil rights, evolution of the professions that support people, and an overview of the federal and state laws, rules, and polies that support people with disabilities in Maine. *Prerequisite: PSY215.*

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, PSY234 and MAT111.*

PSY230 Personality (SS) ..... **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 ..... **3 Credits**
This course provides an introduction to psychological research techniques and methodology. Topics to be covered include the experimental and non-experimental approaches such as ex-post facto research, correlation research, survey research, and qualitative research. Ways for assessing threats to the internal and external validity of studies will be examined. These issues will be illustrated through reference to the examples of research on various topics in psychology. In addition, students will participate actively in the design and analysis of three research projects. Students will also learn to write research reports in the style used by research psychologists. *Prerequisite: PSY224 and ENG218*

PSY245 Forensic Psychology (SS) ..... **3 Credits**
This course is designed to be an introduction to the interaction between psychology and the legal system. The contribution of psychology to such legal areas as family law, juvenile delinquency, criminal investigation, law enforcement, and correctional psychology will be surveyed. Topics to be covered will include competency and insanity, assessing dangerousness, domestic violence, child abuse, sex offenders and psychopaths. Legal standards regarding insanity, civil commitment and expert testimony will be reviewed. *Prerequisite: PSY101 or permission of instructor.*

PTS106 Physical Therapy Applications ..... 1 Credit
This course introduces documentation of physical therapy treatment, data collection, range of motion and stretching principles for musculoskeletal impairments. It provides an opportunity for students to apply the principles of data collection, range of motion and stretching to demonstrate competency of skill. Documentation opportunities are integrated throughout the laboratory experiences to allow students to practice through case studies. *Co-requisites: PTS107, PTS111*

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. *Prerequisite: Admission into the Physical Therapy Assistant program.*

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, PTS107, and PTS111; Co-requisites: BIO214, PTS116, and 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, PTS107, PTS111, and MAT111; Co-requisites: BIO214, PTS112, and 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, 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. *Prerequisites: PTS111, PTS112, BIO214, PTS107, PTS116, and PTS117, Current CPR certification, background check, and all required immunizations and titers.*

PTS211 Physical Therapy III ..... 6 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, PTS107, PTS112, and PTS120; Co-requisite: PTS215.*

PTS215 Neuroscience ..... 3 Credits
This course introduces foundational neuroanatomy, common neurological diagnoses, and evidence-based neurorehabilitation strategies. Students will learn to assist in the implementation of patient-centered treatment plans under the supervision of a physical therapist, with emphasis on safety, clinical reasoning, and functional outcomes. *Prerequisites: BIO213, BIO214, PTS112, and PTS116, PTS120 Co-requisites: PTS211, MAT111, and PSY215.*

PTS216 Clinical Application ..... 1 Credit
This course prepares the student for the terminal clinical education experience by further developing clinical reasoning and clinical decision-making through case studies. Current trends in physical therapy will be presented. The process of preparing for licensure and employment after graduation will be explored. Two mock licensure exams are included in the course. *Prerequisites: PTS120, PTS211, PTS215, PSY215, and MAT111.*

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 and work on "Entry-Level" professional behaviors in physical therapy practice is provided under direct supervision from the clinical instructor(s). The student will work towards requiring a 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. The student must obtain a total of 520-620 cumulative clinical hours between clinical I and clinical II and obtain passing scores in both clinicals to graduate. *Prerequisites: PTS120, PTS211, PTS215, ENG101, PSY101, COM104, PSY215, MAT111, and PHI110. Co-requisites: Current CPR certification and all required immunizations, titers, and background check.*

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, image analysis, and related anatomy of chest, abdomen, upper and lower extremities, and shoulder and pelvic girdle. There are positioning practical workshop components for applying proper positioning of radiographic exams. *Prerequisite: Admission into the Radiographic Technology program. Co-requisites: RAD111, RAD121.*

RAD102 Radiographic Positioning II ..... **3 Credits**
This course is a study of the radiographic procedures as they relate to the skeletal system. Topics include bony thorax, sternum, sternoclavicular joints, vertebral column, radiographic special procedures including fluoroscopy and the use of contrast media. It includes discussion of correct positioning, exposure factors, and image analysis; medical indications and contraindications for special procedures pertaining to the anatomical region of interest. There will be positioning practical workshop components for applying proper positioning of radiographic exams. *Prerequisite: RAD101.*

RAD103 Radiographic Positioning III ..... **2 Credits**
This course is a study of the radiographic procedures as they relate to the skeletal system. Topics include skull, facial bones, and paranasal sinuses. It includes discussion of correct positioning, exposure factors, image analysis, and related anatomy and terminology of the cranial structures. Students will practice proper positioning for radiographic exams. *Prerequisites: RAD102, RAD112.*

RAD111 Clinical Practicum I ..... **3 Credits**
This course introduces Radiologic Technology as a science and will prepare students for clinical practicum through classroom activities, discussion, and simulation. Students will discuss principles, practices, and policies of health care organizations within the clinical setting. Through simulation and activities, students will practice patient care, exposure factors, radiation protection, and radiographic procedures. 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, RAD111, and RAD112. Co-requisite: RAD103.*

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 and RAD111.*

RAD131 Radiographic Exposure I ..... **3 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 digital imaging will be presented. The students will

learn the components of image quality and critique. Course topics include milliamperage, time, kilovoltage, distance, brightness, contrast, primary and secondary radiation, x-ray interactions, image distortion, grids, and automatic exposure control. Simplifying and standardizing technique will be presented. *Prerequisites: MAT111 and RAD101. Co-requisite: RAD112.*

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 radiographic and special procedures. Students will explore 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.*

RAD213 Radiographic Physics ..... 3 Credits
This course introduces the fundamental principles of physics and electronics involved in the production, use, and control of x-rays used in medical and diagnostic applications. Topics include electromagnetic waves, electricity and magnetism, electrical energy, and circuits as they relate to radiography. The course also includes basic mathematical concepts used in solving radiographical 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. *Prerequisites: RAD101, RAD121 and MAT111 Co requisite: RAD 131.*

RAD214 Ethics and Quality Assurance ..... 1 Credit
This course is designed to provide the student with an understanding of the critical elements of quality assurance and continuous quality improvement in the diagnostic imaging clinical practice. Students will explore quality control tests performed in imaging departments. Emphasis will be on the importance of optimal image standards, discussion of problem-solving techniques for image analysis, and the factors that can affect image quality. Radiographic images will be included for image analysis. Students will also analyze a variety of ethical and legal issues found in clinical practice. *Prerequisite: RAD220. Co-requisite: RAD222.*

RAD216 Introduction to Imaging Modalities .... 1 Credit
This course introduces students to the modalities of medical imaging. Course includes basic concepts and principles of computed tomography (CT), magnetic resonance imaging (MRI), mammography (M), sonography (US), nuclear medicine (NM) and bone density (BD). *Co-requisite: RAD220.*

RAD218 Radiation Biology & Protection ..... 2 Credits
This course describes the effects of radiation on the human body and the importance of radiation protection. Radiation units of measure and dose response relationships will be reviewed. Students will learn about the radio-sensitivity of the human body, methods of minimizing radiation exposure, and acute and chronic effects of radiation will be examined as well as laws governing occupational and public exposure. *Prerequisites PHY213, RAD131, and RAD220.*

RAD220 Radiographic Exposure II ..... 2 Credits
This course is a continuation of Radiographic Exposure I. The course will present the fundamentals of the radiographic image with a continuation of image quality and analysis. Various exposure factors, choices of equipment, and quality control will be discussed. Computed radiography, various digital radiographic modes, and fluoroscopy will be explored. Digital imaging characteristics will be presented. *Prerequisite: RAD131. Co-requisite: RAD211.*

RAD222 Senior Seminar for Radiologic Technology ..... 2 Credits
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*

RTS111 Introduction to Respiratory Care ..... 5 Credits
This course will provide students with a foundation for respiratory care practice. Students will be introduced to the basic philosophies and therapeutic modalities of respiratory care. Included in this course are units that provide an overview of microbiology and self-paced medical terminology. Other topics include the medical record and documentation, therapeutic communication, cardiopulmonary assessment, disaster preparedness and response, applied respiratory physics, infection control, production and storage of

medical gases, medical gas administration, humidity therapy and aerosol therapy, including aerosolized medications. Laboratory exercises are designed to allow students to become familiar with representative equipment discussed in lecture. In addition, students will become competent in the basic therapies and begin to apply entry-level critical thinking skills. Simulations of clinical scenarios will be presented so the student may begin to apply knowledge and skills and learn to work as a member of a collaborative healthcare team. *Prerequisite: Students must be enrolled in the Respiratory Therapy Program at Kennebec Valley Community College.*

RTS112 Therapeutic Modalities in Respiratory Care ..... 5 Credits
The following topics are covered in this course: resuscitation devices, lung expansion and bronchial hygiene modalities, airway management, cardiopulmonary rehabilitation, health promotion and disease prevention, and respiratory care in alternate sites. Investigation of these topics will include appropriate utilization of the modalities, determination of abnormal conditions that would necessitate modification of therapy, equipment use, assessment of need, and outcome of therapy. The use of clinical practice guidelines and Respiratory Care Protocols will be incorporated throughout the course. Students will begin to develop clinical decision-making skills necessary to deliver safe patient care. Laboratory exercises are designed to allow students to become familiar with representative equipment discussed in lecture. In addition, students will become competent in the modalities discussed in this course. Simulations of clinical scenarios will be presented so the student may apply knowledge and skills and learn to work as a member of a collaborative healthcare team. *Prerequisite: RTS111.*

RTS117 Cardiopulmonary/Renal Anatomy & Physiology ..... 3 Credits
This course is designed to present a comprehensive overview of the anatomy and physiology of the cardiopulmonary system. The material presented in this course will serve as the foundation that will allow the student to develop an in-depth understanding of the relationship between the respiratory, cardiovascular, and renal systems and the effects of aging on those systems.

RTS120 Clinical Practicum I ..... 3 Credits
During this first clinical practicum the respiratory therapy student will be introduced to the delivery of patient care in the healthcare continuum. The student will be applying concepts previously taught in the first and second semester didactic and lab courses. These activities will be performed under the direct supervision of KVCC faculty and clinical preceptors. Subsequent to the successful completion of the competency evaluations required in this course, the student will be able to provide care to patients receiving these types of therapies. Students will provide this care under the indirect supervision of KVCC faculty and clinical preceptors. *Prerequisite: RTS112, RTS117 and RTS121. Co-requisite: RTS127.*

RTS121 Cardiopulmonary Diagnostics ..... 3 Credits
This course is designed to provide the student with a sound foundation in cardiopulmonary diagnostic procedures. The topics to be covered will include tests for oxygenation, ventilation, acid-base balance, pulmonary function testing, cardiopulmonary stress testing, imaging techniques, metabolic and nutritional assessment, electrocardiography, polysomnography, echocardiography, and additional invasive diagnostic procedures. Interpretation of test results and use of the information obtained to formulate patient care plans will be stressed. *Prerequisite: CHE113, RTS111 and RTS117. Co-requisite: RTS112.*

RTS127 Respiratory Pharmacology ..... 2 Credits
This course is designed to provide the respiratory therapy student with a background in pharmacology as it relates to their role as a respiratory therapist. Covered in this course are the following topics: general pharmacologic principles, calculation of medication dosages, and autonomic nervous system response to various cardiopulmonary medications. Specific categories of respiratory drugs will be discussed. CNS depressants, skeletal muscle relaxants will be described as they relate to the care of the respiratory patient. Drugs used to aid in smoking cessation will be discussed. ACLS drugs will be identified. Pediatric and geriatric age specific concerns will be addressed. Simulations of clinical scenarios will be presented so the student may apply knowledge and skills and learn to work as a member of a collaborative healthcare team. *Prerequisite: BIO214, RTS112, RTS117 and RTS121. Co-requisite: RTS120.*

RTS223 Mechanical Ventilation ..... 3 Credits
This course will provide the student with the principles of mechanical ventilators and management of the mechanically-ventilated patient. The discussion will focus on establishing the need for, and the initiation and modification of, mechanical ventilation based on patient situation/disease, protocols, and evidence- based medicine. In addition, the student will develop protocols using current evidence-based research. Mechanical ventilators will be classified according to their capabilities and specifications. Specific ventilators and ventilatory techniques, both invasive and non-invasive,

will be presented. Simulations of clinical scenarios will be presented so the student may apply knowledge and skills and learn to work as a member of a collaborative healthcare team. *Prerequisite: RTS120 and RTS127. Co-requisite: RTS226 and RTS229.*

RTS224 Concepts in Critical Care ..... 3 Credits
This course will provide the student with an understanding of the principles of the cardio-pulmonary management of the critically ill patient. Topics will cover hemodynamic monitoring, ventilator management, basic ECG rhythm recognition, and the use of evidence-based protocols and clinical practice guidelines. Patient assessment will be reviewed with an emphasis on the special needs of the critically ill patient. The unique needs of transporting a critically ill patient will be identified, and ACLS protocols will be discussed and demonstrated. The student will participate in the development of critical care and mass casualty protocols based on current evidence- based research and clinical practice guidelines. Simulations of clinical scenarios will be presented so the student may apply knowledge and skills and learn to work as a member of a collaborative healthcare team. *Prerequisites: RTS223, RTS226 and RTS229. Co-requisite: RTS230.*

RTS225 Perinatal and Pediatric Respiratory Care ..... 3 Credits
This course will provide the student with a brief overview of fetal, neonatal, and pediatric growth and development. Assessment of the patient at each developmental stage will be used to determine the condition of the patient and appropriate intervention. The role of the respiratory therapist in the stabilization and resuscitation of the newborn will be explained. Pediatric resuscitation, appropriate respiratory care modalities with this patient population will be discussed. Various diseases and disorders germane to this patient population will be described. Mechanical ventilation and special procedures for this patient group will be investigated. Adapting care to diverse patient needs will be integrated throughout. Simulations of clinical scenarios will be presented so the student may apply knowledge and skills and learn to work as a member of a collaborative healthcare team. *Prerequisites: RTS112, RTS117, RTS121 and RTS127, Co-requisite: RTS223 and RTS229.*

RTS226 Cardiopulmonary Pathophysiology .. 3 Credits
This course will provide a foundation in the principles of cardiopulmonary pathophysiology by means of a problem-based case study format. The case studies will integrate evidence-based medicine, protocols, and clinical practice guidelines. Emphasis is placed on the etiology, pathophysiology, clinical manifestations, and treatment of the disorders which are discussed. Simulations of clinical scenarios will be presented so that the student may apply knowledge and skills and learn to work as a member of a collaborative healthcare team. *Prerequisites: BIO214, RTS121 and RTS127. Co-requisite: RTS223 and RTS225.*

RTS229 Clinical Practicum II ..... 5 Credits
During this second clinical practicum the respiratory therapy student will apply to practice, knowledge and understanding in the delivery of respiratory care to patients. Student experiences are structured to provide exposure to diverse patient populations and students are encouraged to begin to look at patient care with a holistic approach. The clinical activities are scheduled at various health care facilities. The student is required to successfully complete competency evaluations for additional procedures in the critical care and diagnostic areas. *Prerequisites: RTS120 and RTS127. Co-requisite: RTS223, RTS225 and RTS226.*

RTS230 Clinical Practicum III ..... 5 Credits
During this final clinical practicum, students will continue to be involved in all aspects of respiratory care. In addition, students will complete specialty rotations in the cardiology department and sleep lab. Students will be refining their patient care skills and defining their role as future respiratory therapists and members of the collaborative healthcare team. All clinical requirements for the program will be met by the end of this course. *Prerequisite: RTS229. Co-requisite: RTS224 and RTS231.*

RTS231 Respiratory Care Senior Seminar ..... 1 Credit
This capstone course will provide students with the opportunity to investigate pertinent professional issues. Topics will include reimbursement in the health care setting; medical ethics; licensure and credentialing; and the purpose of professional organizations. Principles of case management will be discussed as well as the emerging role of the Respiratory Therapist in acute and chronic disease management. *Prerequisite: RTS229. Co-requisite: RTS230.*

SAF101 OSHA 30 Standards ..... 2 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.

SOC101 Introduction to Sociology (SS) ..... 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.

SOC102 Social Sciences Seminar ..... 3 credits
This seminar introduces students to the social sciences as a field of study and professional practice. Learners will explore psychology, mental health, and sociology, while developing academic and professional skills essential for success in college and beyond. Emphasis is placed on self-reflection, ethical awareness, research literacy, and understanding the connections between education, community, and career pathways in Maine's human-services landscape. Through interactive modules, students will learn to navigate Brightspace and college resources effectively, complete state-recognized trainings (Maine Mandated Reporter Training and Maine's Mental Health System 101), explore transfer and employment options aligned with the KVCC MHT and PSY degrees, and develop an ePortfolio showcasing their academic growth and professional readiness. *Co-requisite: ENG101*

SOC108 Leadership Development (SS) ..... 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.

SOC109 Sociology and Technology (SS) ..... 3 Credits
In the field of sociology, technology is defined as the application of knowledge, techniques, and tools to adapt and control physical environments and material resources to satisfy wants and needs. This course introduces students to the basic tenets of the field of sociology by exploring the ways in which culture and social structures shape the design and use of technology, and how technology in turn influences cultural and social experiences.

SOC112 Civic Engagement Seminar (SS)..... 3 Credits
This course is designed to introduce students to the Civic Engagement and Service-Learning. The core elements of the course are (1) service activities that address identified social needs, and (2) structured educational components that challenge students to think critically about and reflect on their service-learning experiences as they apply to their other courses, their college career, and to their role as citizen. Through participation in this course, students will develop an awareness of different learning styles, practice effective interpersonal communication skills, and gain empathy for individuals with diverse background.

SOC203 Death & Dying (SS) ..... 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 (SS) ..... 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.*

SOC206 Advanced Topics in Sociology (SS) ... 3 Credits
These courses offer an in-depth exploration of specific issues and topics within the various subspecialties of sociology. These courses are intended for students who wish to pursue their studies in a particular field beyond the basic course offered in areas such as culture, socialization, inequality, economics, and social problems. Problems of academic and social significance are chosen for study. Topics will be changed each semester *Prerequisite: SOC101 or permission of the instructor.*

SOC209 Leadership for Changemakers (SS) . 3 Credits
This course is designed for students to explore their leadership potential and foster the personal growth necessary to make lasting impact. Over the course of the semester, students will study a blend of adaptive, servant, and transformational leadership principles and develop transformational leadership identities/ voices through creative interventions that are responsive to diverse cultural contexts. *Prerequisites: ENG101/ENG108 or PSY101/SOC101 or permission of the instructor.*

SOC215 Gender Studies (H) ..... 3 Credits
This introductory course will explore the history of gender studies through exploring feminism and the women's movement, the men's rights movement, gender theory, transgender and non-binary identities, gender-based violence, reproductive justice, and more.

We will investigate what it is like to be a man, woman, intersex, or trans person in the United States. Students will be asked to reflect upon their own understanding of gender as well as their own personal beliefs, values, and opinions about gender. *Prerequisite: ENG101 and COM104 or COM105.*

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 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 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.*

SPT155 - Intro to Sport Management..... 3 Credits
This course offers a broad overview of the major fields within sport management, including legal and ethical issues, marketing, management, finance and economics, facilities and event operations, and communication. Students will examine the structure of the sport industry at amateur and professional levels and explore the roles and responsibilities of sport organizations. The course provides a foundation in the business of sport while preparing students for further study in the field. *Co-Requisite: BUS101*

SPT205 Sport Facility & Event Management . 3 Credits
This course examines the planning, operation, and management of sport and recreation facilities and events. Students explore project management, event design, risk management, budgeting, marketing, and customer experience. Emphasis is placed on operational decision-making, staff and patron management, revenue generation, and the evaluation of event and facility performance. Through case studies and applied exercises, students learn how organizations plan, execute, and assess successful events within existing facility environments. *Co-Requisite: SPT155*

SPT210 Sport Marketing ..... 3 Credits
This course applies marketing principles to the sport and recreation industry. Students analyze market research, segmentation, and consumer behavior to develop targeted marketing approaches that support strong, engaging brand identities for products, events, and experiences. The course explores branding, sponsorship, digital and social media, promotions, and the delivery of sport experiences across a variety of organizational contexts. Students evaluate marketing performance and apply strategic planning concepts to create sport-specific marketing solutions. *Prerequisites: SPT155 BUS113*

SPT220 Sport & Society ..... 3 credits
This course examines sport as a social institution and explores how cultural values, social structures, and public discourse shape the role of sport in society. Students analyze issues related to identity, power, representation, and inequality across topics such as race, gender, sexuality, class, and community. The course considers how media and communication influence public understanding of sport and sport-related controversies, and how athletes, organizations, and fans engage with broader social issues. Through case studies and contemporary examples, students evaluate the ways sport reflects, reinforces, and challenges social norms.

SPT250 Internship/Capstone..... 3 Credits
This course bridges the student's academic program to the workforce or continued education, utilizing a variety of assessments, reflections, and practical applications of their prior training. Students will develop a professional portfolio, network in their local business community, and complete an internship in their chosen field. *Co-requisites: SPT210, BUS202*

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 E70 18 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, and 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, and WLD101; Co-requisite: ENG108.*

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 advanced techniques in the oxy-fuel and plasma processes of cutting. *Prerequisites: BPT127, SAF101, and WLD101. Co-requisite: WLD102.*


KVCC
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Lee Philbrook, Calais Fire, KVCC Graduate

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Professional Studies
Health Information Management
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Samantha Ventresca, Steven's Memorial Hospital
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Cynthia Greathouse, Maine Health
Renee O'Neill, Ensemble Health Partners
Carmen Rogers, Maine Medical Association
Jacqueline Neas, Maine Cancer Registry

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Tricia Dyer, University of Maine at Augusta
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Courtney Daggett, Redington Fairview
Cindy Atwood, Healthreach
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Karen Normandin, President, Kennebec Valley Community College
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Sarah Lasselle, Student Representative
Kimberly Marr, Redington Fairview General Hospital
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John Krasnavage, KVCC Faculty

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Aidynn Woods, Maine Veteran's Home
Brenda Achorn, Augusta Rehab
Tiffany Owens, Margaret Murphy School
Erin Bennett-Wade, RSU #3
Melanie Turner, Genesis Erin Farrar, Northern Lights
Stephanie Erb
Katey Howland, Husson University
Alex Lyons, OTA 1st Year Student

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Chrystal Quillan, Middlesex Community College Professor
Karl Robinson, Tarrant County College Professor
Heather Schoenherr, College of Western Idaho Professor

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Kenneth Hagen, 1st Year Student Member
Karen Normandin, President, Kennebec Valley Community College
Natalie Ottman, 2nd Year Student Member
Jennifer Rines, Kennebec Valley Community College
Tracy Atwood, MaineGeneral Medical Center
Wanda Vigue, Waldo General Hospital
Michelle Longfellow, MaineGeneral Medical Center
Seth Hebert, Northern Light Inland Hospital
Amanda Rideout, Kennebec Valley Community College
Michelle Lowell, Central Maine Medical Center
Michelle Luciano-Torres, Kennebec Valley Community College

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Don Cotta, Regional Home Care
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Chris Keegan, Community Member
Kaileigh Wing, Student Member, KVCC
Chad Woodard, MaineHealth
Tina Reiff, Maine Coast Hospital
Kathy Englehart, Administrative Member, KVCC
Kelly Gallant, Student Member, KVCC
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Matt Martin, MaineGeneral Medical Center
David Inman, Eastern Maine Medical Center
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Welding
Kevin Bradstreet, Maine Oxy
Jim Carey, Matrix Power
Bill Cleaves, DuraMag Truck Bodies
Kevin Doyle, Maine Department of Transportation
Don Embry, Alcorn
Adam Guiggey, Newport Industrial Fabrication, Inc.

Sara Morin, Washburn & Doughty
Rodney Richer, Eastern Millwrights Regional Council
Tom Rumpf, Newport Industrial Fabrication, Inc.
Troy Spencer, K & M Power
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Specialist, Jobs for Maine's Graduates BS Business Administration; MBA Thomas College, Waterville, ME.

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BA Business/French, University of Maine at Farmington; MA Clinical Mental Health Counseling, Lesley University

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Dugheria, George, Custodian II
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Green, Thomas, Custodian II
Lacroix, Toby, Maintenance Mechanic
Ludden, Brandon, HVAC Technician
McCutcheon, Melodie, Administrative Specialist III, Academic Affairs, Faculty Support
Merrill, Justin, Custodian I
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Simpson, Patrick, MCCS Information Systems Specialist III
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BA, Anthropology, University of Illinois at Chicago; MA, Applied Linguistics, University of Illinois at Chicago

Nicole Holden
B.A. Mathematics and Economics, Bowdoin College, Brunswick, ME; M.A. Mathematics, University of Maine, Orono, Maine

Hood, Julie
AAS Business Administration, Kennebec Valley Community College; BS Computer Information Systems; MS Computer Technology, Thomas College, Waterville, ME; PhD Candidate, University of Nebraska, Lincoln; MCSE; Network+.

Jacobs, Miriam
BS Early Childhood, University of Maine, Farmington; MA Early Childhood (Organizational Leadership and Change), Pacific Oaks College, Pasadena, CA; LSW.

Jewell, Margaret
BS Mathematics, Secondary Education, University of Maine, Farmington.

Johnson, Jeremiah
AAS Applied Electronics and Computer Technology, Kennebec Valley Community College; BS Computer Forensics and Digital Investigation (Champlain College, Burlington, VT;

Johnson, Michael
BA Political Science; MA Communication, University of Maine, Orono.

Katz, Elaine
BS State University of New York at Buffalo; MS Medical Microbiology, University of Minnesota, Minneapolis.

Keaton, Jennifer
BA Psychology, University of Maine, Farmington; MSW University of Maine.

Kouletsis, Raya
BS Environmental Science/Chemistry, Purchase College, NY; MS Nutrition, Columbia University, Institute of Human Nutrition, NY.

Landry, Sarah
AS Medical Assisting, Eastern Maine Community College, Bangor, ME.

Libby, Laura
BA English; MA English, University of Maine, Orono.

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.

Martin, Rebecca
BS Social Science; BA English, University of Maine; MA Psychology and Counseling, Goddard College, VT; Licensed Clinical Professional Counselor (LCPC.

Martin, Tobby
MEd Higher Education, University of Maine, Orono.

Matthews, Araminta
BFA University of Maine Farmington; MFA National University

McCarthy, Therese
AS Nursing, KVCC; BS Nursing University of Maine, Fort Kent; MS Nursing Education, Purdue University Global; Psychiatric Mental Health Board Certified Nurse.

Meisner, Brandi
BS Business, MBA Thomas College

Michaud, Paula
BS Elementary Education, Speech, University of Maine, Farmington; MS Exceptionalities: Hearing Impaired, University of Southern Maine, Gorham.

Miller, Mary
AS OTA, Kennebec Valley Community College, Fairfield, ME

Moore, Patric
BS Business Administration, Southern New Hampshire University; MPS Food Business, Culinary Institute of America

Pare-Peters, Rita
Master Certificate in Public Health, University of New England, Portland, ME; MA, University of Southern Maine, Portland, ME

Patel, Nikham
BS Law and Public Policy, Syracuse University, NY; MS Natural Resources, University of New Hampshire, Durham.

Piehl, Tim
MD Dartmouth Medical School.

Pietroski, John
BS Forest Products, University of Maine; MS Wood Science & Technology.

Valenti Possamai, Fábio
BS Biological Sciences, BA Philosophy, Universidade Federal do Rio Grande Do Sul, Porto Alegre (Brazil); MA Philosophy, Pontifícia Universidade Católica do Rio Grande do Sul, Porto Alegre (Brazil); PhD Philosophy, University of North Texas, Denton, TX.

Radel, Brenda
MA University of Maine, Orono.

Ratte, Darlene
AS Secretarial Sciences, Husson College, Bangor, ME; BS Business Administration; MBA Thomas College, Waterville, ME.

Rideout, Amanda
AS Biology and Radiologic Technology, Kennebec Valley Community College, Fairfield, ME

Santilli, Roberta
AA Liberal Arts Studies, Kennebec Valley Community College; BA Psychology, University of Maine at Farmington; MSW University of New England.

Satnam, Jill
MEd Early Childhood, Northern Arizona University, Flagstaff, AZ. PhD Yoga Science, Paramanand Institute of Yoga Science & Research; PsyD Psychology, California Southern University.

Shaw, Liam
BSW; MBA University of Southern Maine; MSW Boston University.

Simpson, Patrick
AAS Computer Electronics; Northern Maine Community College, Presque Isle, ME; BS Information Technology, Western Governors University, Salt Lake City, UT; Certifications: CompTIA IT Fundamentals+ A +, Network+, Security+, Project+; CIW User Interface Designer; ITIL® IT Service Management certified.

St. Pierre, Anne
MS Counseling, University of Southern Maine.

Spaulding, Danielle
AAS Radiology, Maine Colelge of Health Professions, Lewiston, ME
BS Radiologic Sciences, Oregon Institute of Technology, Klamath FAlls, Oregon
MA Radiologic Sciences Education, Northwestern State University, Natchitoches, Louisiana

Stevens, Gary
BA Economics, West Virginia/Wesleyan; MS Virginia Polytechnical Institute and State University; Registered Investment Advisor.

Waite, Kimberly
AA Liberal Studies, Kennebec Valley Community College; BA English, University of Maine, 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.

Webster, Kurt
BSB-Retail Management; University of Phoenix, Phoenix AZ; MHRM, York University, Toront, Canada

Whitten, Mary
BS Education, University of Maine, Farmington; MEd University of Maine, Orono; Graduate Certificate in Educational Technology, Devry University.

CONCURRENT ENROLLMENT FACULTY

BREWER HIGH SCHOOL
Fraser, Jessica
Masters of Science in Curriculum & Instruction Western Governors University, Salt Lake City, Utah,

CAPITAL AREA TECHNICAL CENTER
Connor, Christopher
EMT-P I/C

CARRABEC HIGH SCHOOL
Berube, John
MA of Science in Education, Thomas College, Waterville, Maine.

Collard, Marc
Math Ed. Doctoral graduate courses, U. California-Davis; M.S. Statistics, UC Davis;

Creamer, Kelsey
MS in Biology, University of Nebraska at Kearney NE

CONY HIGH SCHOOL
Carey, Olga
MA - Leaming Design and Leadership Education, University of Illinois Urbana Champaign;

DeJongh, Jeffery
MEd University of Maine.

Livingston, Gretchen
BA Spanish, Tufts University, Medford, MA; MA Teaching Spanish, School for International Training, Brattleboro, VT.

Pease, Emily
MS, Walden University, online; University of Maine at Farmington, Maine

ERSKINE ACADEMY
Bailey, Mark
MS Educational Leadership, University of Southern Maine, Gorham, ME.

Chadwick, Lynn
BS Sports Medicine, West Virginia Wesleyan College; MS Sports Medicine, Georgia State University.

Dail, Deidre
BS Secondary Education Mathematics, University of Maine.

Farady, David
BFA University of Maine, Farmington; MA Teaching, Boston University.

GARDINER AREA HIGH SCHOOL
Dostie, Amber
BS Secondary Education, BS History, University of Maine, Farmington; MS Education, Walden University; CAGS in Educational Leadership, University of New England.

Gray, Micheal
M.S. ED Educational Leadership, University of Maine Farmington.

Sommer, Micheal
Ph.D., Physical Chemistry, Harvard University, Cambridge,

LAWRENCE HIGH SCHOOL
Andrews, Elizabeth
M.S. Molecular Biosciences and Bioengineering, University of Hawaii at Manoa.

Firmage, Elon
BA History and Spanish, Brigham Young University Provo, UT.

Hebert, Sarah
BA Liberal Studies; MA Teaching, University of Maine.

Malady, Kevin
BS Biology, University of Miami; BAE University of Miami.

Packard, Vicki
BS Secondary Education. University of Maine, Orono.

Stoutameyer, Mykayla
BS in Secondary Education, University of Maine at Farmington, Farmington, ME

MADISON JR/SR HIGH SCHOOL
Allen, Raelene
BS Business Education, University of Maine, Machias; MA Computer Technology, Thomas College, Waterville, ME.

Graves, Jason
MA of Science, Chemistry Lehigh, Bethleham PA.

Kehrli, Hailey
BA Creative Writing, minor in French, University of Maine, Farmington; MA Creative Writing, University of Southern Maine; Maine Certification for Secondary English.

Trahan, Amanda
BS Elementary Education, University of Maine, Orono; MEd Thomas College, Waterville, ME; Teaching Methods of Secondary Mathematics, University of Phoenix.

MAINE CENTRAL INSTITUTE
Hartford, Myla
BA - University Studies, University of Maine - Orono ME; Law and Political Science, Universidad Particular San Martin de Porres - Lima, Peru.

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
Bishop, Daniel
PhD in Anthropology, Texas A&M University, College Station, Texas;

DeRosby, Alan
BA Secondary Education in Social Science, University of Maine, Farmington; MA Techology in Education, Thomas College, Waterville, ME.

Fitcher, Tanya
Bachelor of Elementary and Special Education, Western Governors University, Salt Lake City, Utah

Pneuman, Jack
BS in Biology, SUNY Plattsburg, University of New York, Plattsburg

MID-COAST SCHOOL OF TECHNOLOGY
Sousa, Austin
B.A. Mathematics Salem State University, Salem. MA

Stewart, Suzanne
BA English, University of Southern Maine; MS Literacy, University of Southern Maine.

MID-MAINE TECHNICAL CENTER

Demers, Marsha
BS Early Childhood Education, MS Early Childhood Education, University of Maine, Farmington.

Jones, Drew
AA Culinary Arts, Southern Maine Community College.

Kent, Benjamin
M.S. Educational Leadership, Thomas College, Waterville ME.

McMahnon, Abigail
Paramedic, IC; AAS Paramedicine, Southern Maine Community College; AAS Fire Science, Southern Maine Community College

Ward, Jake
AAS Electrical Technology, KVCC, Fairfield Maine

MT ABRAM REGIONAL HIGH SCHOOL

Chase, John
Bachelor of Science: Secondary Education Social Studies, Univerity of Maine- Orono; Master of Science in Education in Educational Leadership, University of Southern Maine, Currently enrolled in the accelerated program.--24 of 36 Credits Taken

Demshar, Erin
B.S. Chemical Engineering, University of Maine Orono,

Dunham, Brittany
BA of Science in Education University of Maine, Farmington Maine.

Lent, Sarah
Certificate in Mathmatics, University of Maine, Farmington, Maine.

Milliken, Lucas
MA of Education in Literacy, University of Maine, Orono, Maine.

NORTHERN PENOBSCOT REGION 3

Smith, Laurie
Bachelor Degree in Early Care & Education Administration, University of Massachusetts Amherst

SKOWHEGAN AREA HIGH SCHOOL

Abbott, Jody
BS University of Maine, Farmington; MS Education, University of Maine, Orono.

Libby, Laura
BA English; MA English, University of Maine.

Merrill, Heather
CAS Educational Leadership, University of New England, Bldddefordd; BS Mechanical Engineering, Tufts University, Medford, MA.

Pillsbury, Scott
BS Science and Secondary Education, University of Maine; MS Education, Antioch University.

Ross, Heather
BA Advanced Degree in Political Science, Dalhousie University; BS Secondary Education in Social Science, University of Maine, Farmington; MS Educational Leadership, University of Maine, Farmington.

FOSTER TECHNICAL CENTER

Adams, Ellie
EMT-B Licensure, Kennebec Valley Community College, Fairfield, ME

SOMERSET CAREER AND TECH CENTER

France, Jennylyn
BS Early Childhood Education, MS Education, University of Maine, Farmington.

Hatch, Caroline
M Arts in Teaching, Secondary Education, English, University of Maine, Orono, ME

Toothaker, Tori
BA of Science in Hotel and Culinary Management, Newbury College, Brookline MA

WATERVILLE HIGH SCHOOL

Clement, Kristian
MS Education with specialization in mathematics grades 6-K, Walden University,

Dillaway, Dylan
Ph.D. in the department of forest and wildlife ecology University of Wisconsin-Madison

Forkey, Donna
MEd Education, Thomas College, Waterville, ME.

Shorey, Kim
M.Ed., Curriculum & Design, New England College, Henniker, NH

WESTBROOK REGIONAL VOCATIONAL CENTER

Bruns, Darlene
BS Early Childhood Education, University of Maine, Farmington, State of Maine Teacher Certification.

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, Farmington; MS Chemical and Life Science, University of Maryland, College Park.

Goldsmith, Jared
BA English, MEd Secondary Education, University of New Hampshire, Durham.

Pierce, Joan
MA - Science Education - Biology, Western Governors University, Salt Lake City, Utah; MS - Life Science Education, University of Maryland, College Park, Maryland

Turner, Melissa
BS Secondary Education, University of Maine, Farmington; MEd Saint Joseph's College of Maine, Standish; MS Special Education, New England College, NH.

WINTHROP HIGH SCHOOL
Armstrong, Rebecca
BA Anthropology / Religious Studies, Hartwick College, Oneonta NY

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



NOTICE OF NON-DISCRIMINATION

The Non-Discrimination policy is available on the KVCC website.

Kennebec Valley Community College does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation and/or preference, disability, 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:

Title IX Coordinator
Affirmative Action Officer
CJ McKenna, Dean of Students
Kennebec Valley Community College, 92 Western Avenue, Fairfield, ME 04937-1367
Telephone: 207-453-5019
Fax: 207-453-5010
Email: cmckenna@mainecc.edu
Internet: 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
Email: OCR.Boston@ed.gov
Internet: www.ed.gov/about/offices/list/ocr/index.html?src=oc

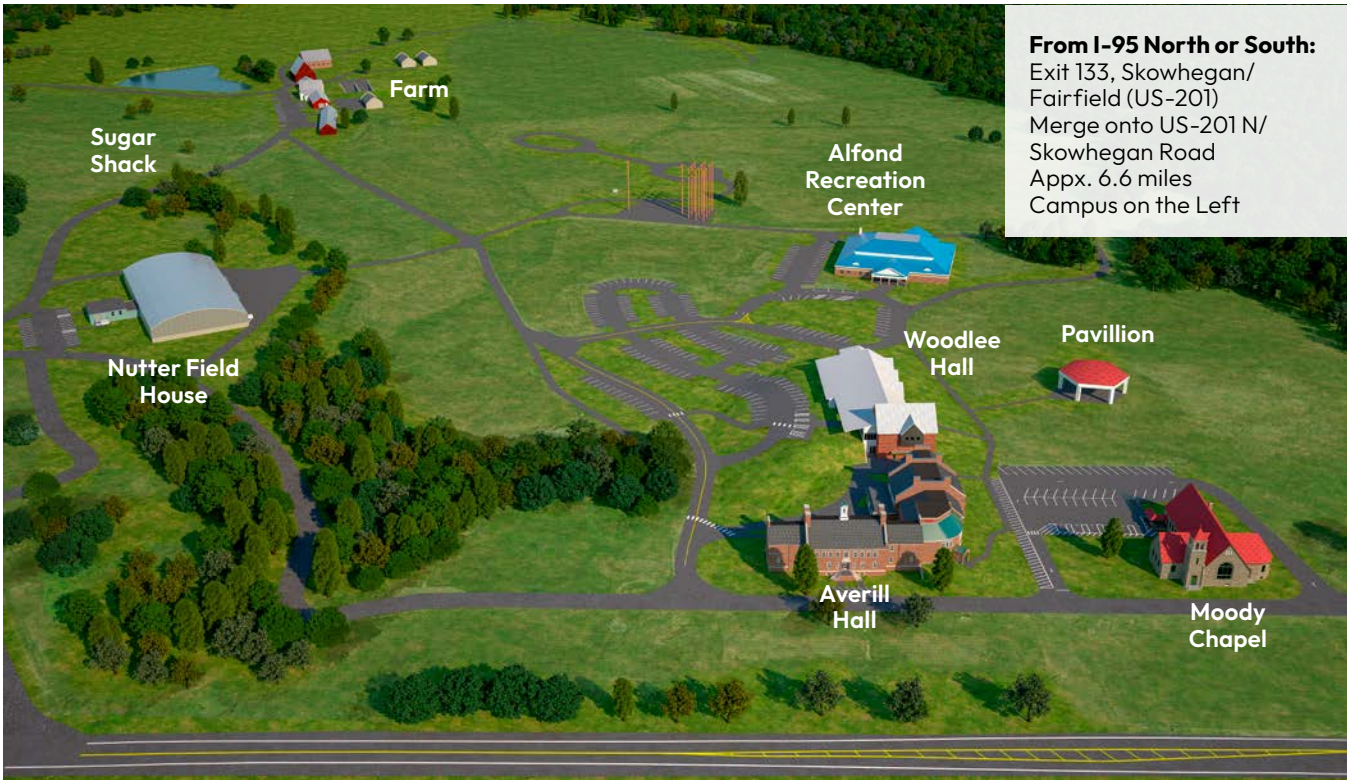
and/or

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: www.state.me.us/mhrc

and/ or

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

ALFOND CAMPUS MAP



From I-95 North or South:
Exit 133, Skowhegan/ Fairfield (US-201)
Merge onto US-201 N/ Skowhegan Road
Appx. 6.6 miles
Campus on the Left

AVERILL HALL

Academic Programs/Classrooms

- Culinary Arts
- English & Humanities
- Liberal Studies
- Behavioral Health & Human Services & Psychology
- Social Sciences

Campus Safety and Security

Computer Lab

Demo Kitchen

Faculty Offices

Food Cupboard

Student and Academic Services

Student Life Office

TRiO Program

WOODLEE HALL

Faculty Offices

Lecture Hall

Math & Science Labs/Classrooms

PAVILION

ALFOND RECREATION CENTER

Administrative Offices

Fitness Center

Gymnasium

Locker Rooms

Racquetball Court

Student Union

Veteran's Lounge

MOODY CHAPEL

Ceremonial Hall

Conference Room

NUTTER FIELD HOUSE

Electrical Lineworker Lab/Classroom

Faculty Offices

Maintenance Office

SUGAR SHACK

Maple Syrup Production Center

FARM

Education Center

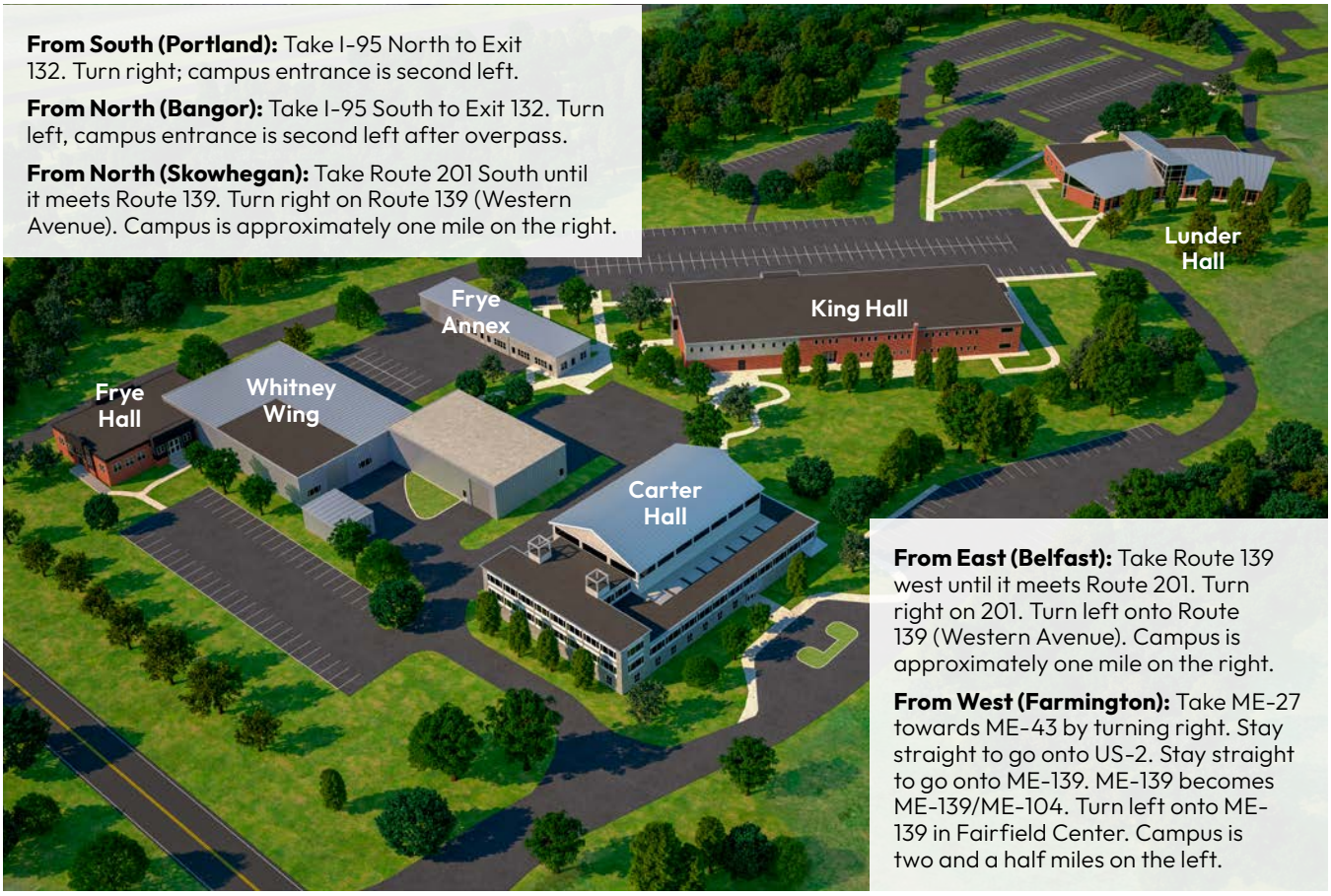
Heat Pump Lab

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.

FRYE HALL

Enrollment Services Center

- Academic Affairs
- Enrollment Services
- Financial Aid

Academic Dean

Dean of Student Affairs

Embark Program

Registrar

- Student Records/ Transcripts

CARTER HALL

Administrative Offices

Business Office/Cashier

Business/Marketing Classrooms

Computer Labs

Faculty Offices

Institutional Research

KVCC Foundation

Kennebec Room

President's Office

Workforce Training & Professional Development Offices

FRYE ANNEX – MAINTENANCE

Café

KING HALL

Allied Health & Nursing Labs/Classrooms

Campus Center

Campus Safety & Security

Faculty Offices

Food Pantry

Information Technology (IT)

Maintenance Office

TRiO Program

WHITNEY WING

Faculty Offices

Trades and Technology Labs/Classrooms

LUNDER HALL

Advising Center

Advising/Student Success Center

Classrooms/ Computer Lab

Faculty Offices

Jobs for Maine's Graduates

Library Services

KENNEBEC VALLEY
COMMUNITY COLLEGE

kvcc.me.edu • Admissions: 207.453.5822
Email: **kvccadmissions@mainecc.edu**

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