College Catalog

2011/2012

yccc.edu

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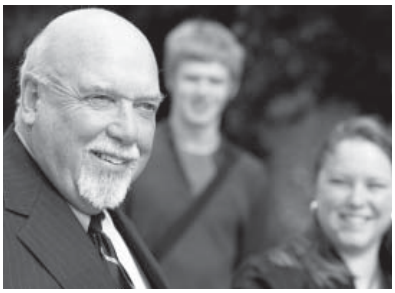
welcome



Welcome to York County Community College. I believe I speak for the faculty, staff, students, and alumni when I say that YCCC is one of the most progressive, innovative and student centered community colleges in New England. We are all very proud of our facility in Wells, which was specifically designed to meet the needs of students and businesses in our region.

People go to college for a variety of reasons--to complete a degree, to enhance their skills, to gain a wider perspective of the world in which they live, or for self-fulfillment. We are certainly able to meet the wide variety of educational needs of York County and the surrounding area. As we continue to add breadth and depth to our various programs of study and add new programs we will continue to serve the comprehensive educational needs of the county.

I invite you to visit the college and explore the many possibilities we offer.

Sincerely,

Dr. Charles M. Lyons, ***President***

YORK COUNTY COMMUNITY COLLEGE is accredited by the New England Association of Schools and Colleges, a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction. Accreditation by the New England Association indicates that the college meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation. Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution. Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the college. Individuals may also contact the New England Association of Schools and Colleges, 209 Burlington Road, Bedford, Massachusetts 01730-1433, Tel: (781) 271-0022, Fax: (781) 271-0950.

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

calendar

Fall Semester 2011

September 6, 2011	Classes begin for full semester/mini term
September 12, 2011	Last day to add/drop classes
October 8, 2010	Last day to withdraw from mini term classes
October 10, 2011	Columbus Day, no classes
November 10, 2011	Last day to withdraw from full semester classes
November 11, 2011	Veteran's Day, no classes
November 15, 2010	Intent to Graduate Forms due to Student Affairs for 2010 graduates
November 23, 2011	Thanksgiving recess begins 5:30pm, no classes
November 28, 2011	Thanksgiving recess ends, classes resume
December 16, 2011	All classes end

Spring Semester 2012

January 17, 2012	Classes begin for full semester /mini term
January 23, 2012	Last day to add/drop classes
February 19, 2012	Winter break, no classes
February 27, 2012	Winter break ends, classes resume
March 30, 2012	Last day to withdraw from full semester classes
April 15, 2012	Spring break begins, no classes
April 23, 2012	Spring break ends, classes resume
May 11, 2012	All classes end
May 12, 2012	Commencement, 10:00am

Summer Session 2012

May 29, 2012	Classes begin for summer session
June 4, 2012	Last day to add/drop classes
June 29, 2012	Last day to withdraw from 8-week classes
July 4, 2012	Independence Day holiday, no classes
July 20, 2012	Last day to withdraw from 12-week classes 8-week classes end
August 17, 2012	12-week classes end

general information

Our Mission

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

Our Vision

As a young, energetic, open access institution with just over a decade of history, YCCC will provide an active and engaging learning environment that transforms lives.

History

1991 In 1991, the 115th Maine Legislature established a commission to study the need for a technical college in York County. Subsequent studies, including one conducted in 1994 by the Department of Labor, of 4,300 employers, confirmed that industries needed a better-trained workforce. Studies also revealed that Wells was the most central location for the main campus.

1994 Established in 1994 by the 116th Maine Legislature, York County Community College (originally known as York County Technical College) was a grassroots initiative by a group of business leaders who identified a need for a technical college in York County, one of Maine's fastest-growing counties.

1995 On September 5, 1995, YCTC opened its doors in a leased facility in Wells with 156 students and three associate degrees and two certificate programs. Today, the college has grown to an annual enrollment of 1080 students and serves an additional 1,500 students annually through continuing education and workshops.

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

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

In May 1996, YCTC graduated its first class with seven students receiving certificates. Now, the college has graduated over 700 individuals in degree and certificate programs.

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

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

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

The Campus

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

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

A comprehensive community college system:

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

Non-Discrimination, Equal Opportunity and Affirmative Action Statement

The Maine Community College System provides equal opportunity regardless of race, creed, color, national origin, religion, sex, sexual orientation and/or preference, age or veteran status pursuant to Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Executive Order 11246 as amended by Executive Order 11375; the Age Discrimination in Employment Act of 1975; the Vietnam Era Veterans Readjustment Assistance Act of 1974; the Immigration Reform and Control Act of 1986; and the Maine Human Rights Act (5 M.R.S.A., §4551, et. seq.). In addition, pursuant to the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the Maine Human Rights Act, the Maine Community College System does not discriminate on the basis of disability in its programs and activities. This policy affects employment policies and actions, as well as the delivery of educational services, at all levels and facilities of the Maine Community College System.

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

Sexual Harassment

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

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

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

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

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

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

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

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

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

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

HOW TO REPORT A complaint may be made orally or in writing, and it must be particular. It must disclose the identity of the person(s) alleged to have engaged in discrimination or harassment ("respondent"), and the location(s), date(s) and description of the alleged acts. If a complainant discusses a complaint with an employee of the College, that employee should promptly refer the complainant to the ND/AA Officer and inform that Officer of that employee's knowledge of that complaint.

The College cannot take complaints "off the record." Once the College receives such information, it has a duty to investigate and possibly take action even if, at the time of the complaint, the complainant does not want the College to do either. Unless the complainant signs a written statement specifying withdrawal of the complaint, the complainant may not be deemed to have withdrawn her or his complaint.

A report filed under this Procedure will not be deemed to be a "grievance" under any applicable collective bargaining agreement. If a complainant seeks to file a collective bargaining-based grievance, the complainant must do so in addition to complying with this Procedure.

DISABILITY ACCOMMODATION COMPLAINTS A person whose discrimination complaint relates to a disability accommodation must first comply with the College's ADA or Disability

Services policy and procedure, and present any such concerns to the College's ADA or Disability Coordinator prior to reporting a complaint to the ND/AA Officer.

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

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

If either the complainant or respondent declines to use the Informal Procedure, or such Informal Procedure is not otherwise successful, the ND/AA Officer will use the following Formal Procedure.

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

Within 10 working days of receiving the complaint, the ND/AA Officer will:

a. meet with the complainant to discuss the complaint;
b. provide to the respondent that notice of the complaint as may be required by either the Student Code of Conduct or the collective bargaining agreement;
c. begin to collect evidence and arrange interviews of witnesses; and
d. interview the respondent.

Within 5 working days of completing the investigation:

An investigation is complete when the pertinent supervisor (e.g., Dean of Students, College President) and ND/AA Officer determine that no additional fact finding is required. Within 5 working days of completing the investigation, the College will decide upon its response to the complaint and so inform the complainant and respondent of the nature of that response. Personnel privacy obligations may prevent the College from disclosing to the complainant the details of the specific action that the College will take.

Extension and Coordination of Above Timeframes:

The timeframes specified above may be extended by the ND/AA Officer as the Officer deems reasonably necessary, provided that any such extension does not impose undue delay, and provided further that the ND/AA Officer documents the dates of, and reasons for, each delay.

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

Interim Steps

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

LIMIT ON CONFIDENTIALITY The College may need, as part of its investigation, to disclose the complainant's name, statements and allegations to certain relevant other persons, including the alleged discriminator or harasser.

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

- **Action Against a Student** To implement discipline or other action in response to complaints against a student, the college will use the MCCS Student Code of Conduct.
- **Action Against an Employee** To implement discipline or other action in response to complaints against an employee, the College will use the applicable collective bargaining agreement or other pertinent employment policy.
- **Action Against Others** To implement discipline or other action in response to complaints against a contractor or other party, the College will consult with the College President.
- **Action to Address Disability** Accommodations To address the College's provision of disability accommodation, the College will follow its pertinent ADA or Disability Services protocol.

APPEALS OF COLLEGE RESPONSE TO COMPLAINT Any appeals from action taken under Section V above shall be taken pursuant to the applicable Code, collective bargaining agreement or employment policy. Only if those sources do not provide an appeal process to an affected party, then the following appeal process shall apply.

Within 10 working days of receiving the report of the investigation, a party to the complaint who is aggrieved by the decision may appeal ("appellant") to the College President (or to the MCCS Director of Human Resources if the College President is the respondent to the complaint). Within 10 working days of receipt of the appeal, the College President will meet with the appellant to discuss the appeal. Within 10 working days after the meeting, the College President will inform the appellant and other party(s) to the complaint of the College President's decision on the appeal. Such timeframes may be extended by the College President as the President deems reasonably necessary, provided any such extension does not impose undue delay, and provided further that the College President documents the dates of, and reasons for, each delay.

EXTERNAL COMPLAINT PROCEDURES In addition to, or in place of, filing a complaint through this Procedure, a complainant has the right to file a private lawsuit or a complaint with outside agencies. For example, a complaint alleging discrimination in the College's education programs and/or activities under Title VI of the Civil Rights Act of 1964 (race, color, national origin), the Age Discrimination Act of 1975 (age), Title IX of the Education Amendments of 1972 (sex), Section 504 of the Rehabilitation Act of 1973 (disability), and/or Title II of the Americans with Disabilities Act of 1990 (disability) may be filed with the United States Department of Education, Office for Civil Rights, 33 Arch Street, Suite 900, Boston, MA 02110, telephone 617.289.0111, TTY/TDD 617.289.0063, fax 617.289.0150, e-mail OCR.Boston@ed.gov, internet http://www.ed.gov/about/offices/list/ocr/index.html?src=oc. The Federal government agency that has the responsibility for enforcing anti-discrimination laws in regard to employment is the United States

Equal Employment Opportunity Commission, which may be contacted at 475 Government Center, Boston, MA 02203, telephone 617.565.3200 or 1.800.669.4000, TTY 617.565.3204 or 1.800.669.6820, fax 617.565.3196, internet http://www.eeoc.gov/.

The State agency in Maine that has the responsibility for enforcing anti-discrimination laws is the Maine Human Rights Commission, which may be contacted at 51 State House Station, Augusta, ME 04333-0051, telephone 207.624.6050, TTY/TDD 207.624.6064, fax 207.624.6063, internet http://www.state.me.us/mhrc/index.shtml.

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

OTHER PROVISIONS

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

REFERENCES: MCCS Policies 201 and 202

LIST OF RESPONSIBLE INDIVIDUALS FOR ACADEMIC YEAR 2011-2012

- **College President** Charles Lyons, President, 207-216-4310, clyons@yccc.edu
- **Affirmative Action Officer** Ellen R. Harford, Human Resource & Benefits Manager, 207-216-4435, eharford@yccc.edu
- **Gender Equity Coordinator** Ellen R. Harford, Human Resource & Benefits Manager, 207-216-4435, eharford@yccc.edu
- **Student Disciplinary Officer** Corinne Kowpak, Dean of Students, 207-216-4399, ckowpak@yccc.edu
- **ADA Compliance Coordinators** EMPLOYEES Paula Gagnon, Vice-President/Academic Dean, 207-216-4318, pgagnon@yccc.edu; and STUDENTS Corinne Kowpak, Dean of Students, 207-216-4399, ckowpak@yccc.edu
- **Affirmative Action Committee Members** Corinne Kowpak, Dean of Students, 207-216-4399, ckowpak@yccc.edu; Ellen R. Harford, Human Resource & Benefits Manager, 207-216-4399, eharford@yccc.edu; Nancy A. Drouin, Dean of Finance & Administration, 207-216-4434, ndrouin@yccc.edu
- **MCCS Human Resources Director** Kimberly Ehrlich, Director of Human Resources, 207-629-4009, kehrlich@mccs.me.edu
- **MCCS General Counsel** Derek Langhauser, MCCS Legal Council, 207-767-0116, dlanghauser@mccs.me.edu

admissions

Admissions Policy

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

Degree Study

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

Non-Degree Study

Individuals interested in pursuing a credit course(s) without formal acceptance to the College may register without application, as long as they can provide evidence of their ability to perform work at the level required for the course. This proof may be in the form of (1) a high school diploma, (2) a high school equivalency diploma (GED), (3) previous college credit that shows proof of prerequisite for the course, or (4) other evidence determined to be acceptable by a Department Chair or Assistant Academic Dean. Note: The maximum number of credits taken as a non-degree student that will be transferable into a credit program of study is limited to twelve (12) credits.

Application Procedures

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

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

Transfer Students

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

In-State/Out-of-State Residency

At the time of their admission to YCCC, students receive either resident or non-resident status. There are several factors that will be considered in determining residency for in-state tuition purposes. Students without Maine residency status will be charged out-of-state tuition. No one factor can be used to establish domicile; rather, all factors and circumstances must be considered on a case-by-case basis.

No students, once having registered as non-resident students, are eligible for resident classification unless they have been living in the state for at least one year immediately prior to registration. If students are enrolled full-time, the College will assume that they are in Maine for educational purposes and that they are not in Maine as permanent residents. The burden of proof thus remains with students. The domicile of students who are claimed as dependents for tax purposes follows that of the parents or legal guardians. Non-resident students who marry residents and claim the establishment of a permanent residence in Maine will be considered residents for the next registration period. In general, members of the Armed Forces and their dependents are considered residents during their period of active duty, if residing in Maine.

Home-Schooled Students

YCCC welcomes applications from students who have been schooled in the home. All applications from home-schooled students will be evaluated as soon as possible after the Admissions Office has received the following:

- Completed free online application.
- A certified transcript documenting the completion of the student's home-schooled program, provided by one of Maine's certifying organizations:
- North Atlantic Regional School, 800-869-2051, www.narsonline.com
  -Royal Academy, 207-657-2800, www.homeeducator.com/HEFS/royalacademy.htm
  -The New School, 207-985-3745, Kennebunk, ME, OR
  Official GED scores sent directly to the Admissions Office from the awarding institution, OR a parental home-school transcript accompanied by SAT or ACT test scores.
- Official transcript(s) from any college attended, sent directly to the Admissions Office.

NOTE: Students who provide a certified transcript vs. a high school diploma or GED must also meet federal Ability to Benefit standards on the college's placement assessment test in order to receive federal financial aid. Please contact the College's Director of Admissions or Director of Financial Aid for more details.

International Students

YCCC welcomes applications from students who have citizenship outside the United States. Accepted students will attend YCCC on a F-1 student visa and must study full-time in their degree program. All applications from international students will be evaluated as soon as possible after the Admissions Office has received the following:

- Completed free online application form.
- An official, (certified English translation, if applicable) transcript documenting the completion of the student's secondary level education program.
- For prospective students with a native language other than English: results of the Test of English as a Foreign Language (TOEFL) which are not more than two years old, administered by the Educational Testing Service. Necessary scores for admission are 173 or more on the computer-

based TOEFL exam, or 500 or more on the paper-based TOEFL exam. For information on dates and locations for the test, call/write/visit TOEFL at: Box 899, Princeton, NJ 08540, online at www.toefl.org, or call: 609-921-9000.

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

International students use the I-20 form to apply to Immigration and Naturalization Services (INS) for a F-1 student visa. Verification of financial ability to cover the student's educational/living/travel expenses for the 2011-2012 academic year will be a minimum of $14,000 U.S. dollars. International students who need to have a foreign high school or college transcript translated and certified may contact World Education Services at www.wes.org or Center for Educational Documentation at www.cedevaluations.com.

Upon Acceptance

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

- YCCC Placement Assessment results (applicants will contact the Admissions office to schedule an assessment date to take the Accuplacer upon acceptance), OR
- Scholastic Aptitude Test (SAT) scores or American College Testing(ACT) scores, not more than five years old for English or three years old for Math, sent directly from Educational Testing Service or the high school to the Admissions Office. SATs or ACTs are not required, but applicants are encouraged to submit them, especially if their educational goals may include transferring to a four-year institution after YCCC. (SAT, ACT or Accuplacer scores will be used for appropriate course placement in a student's first semester schedule.) SAT Math score of 525 and SAT Reading score of 550 will waive the placement test requirement. ACT scores of 22 in Math and English will also waive the placement test. The first Accuplacer placement test is free. A 2nd placement test is allowed for a $10 fee.

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

- Documentation of prior success (grade of C or better) in a college-level English or math course at a 100 level or higher, taken at an accredited institution. -AND-
- Students must complete a YCCC Health History Form to provide appropriate documentation of immunization history. Maine State Law requires YCCC to certify that all formally accepted students, born after 1956 have been immunized against measles, mumps, rubella, and diphtheria/tetanus. Additionally, a purified protein derivative (PPD) vaccine is required for students enrolled in the Culinary Arts and Food Service Specialist programs. Students with questions about their immunization history should contact the Dean of Students.
- Final acceptance for high school seniors is contingent upon satisfactory completion of high school courses or any other current program of study. Students must submit a final high school transcript with date of graduation to the Admissions Office as soon as possible after graduation from high school.
- If applicable, students with a documented learning or physical disability must register with the College's Disabilities Coordinator in the Student Services Office, in order to discuss potential accommodations.

Categories of Acceptance

- ***Acceptance:*** Applicant has met the entrance requirements and has been approved for acceptance into a program of study.
- ***Pending:*** Applicant is admitted pending the receipt of official documentation (i.e. final high school transcript, GED, documentation of registered apprenticeship, etc.).

Associate in Arts Advantage U Program

Advantage U is available for students admitted into the Liberal Studies program. Once a student completes the Associate Degree in Liberal Studies, he or she is guaranteed admission as a junior at the Maine public University of their choice. (The University of Maine at Orono requires a 2.5 GPA for guaranteed admission. The University of Maine at Farmington requires a 2.5 GPA minimum for some programs and is subject to an enrollment cap). Since some University programs have specific criteria and/or grade point average(GPA) requirements for admission, you should work closely with your advisor to make sure you are meeting the requirements for the baccalaureate degree program you choose. In most cases, a baccalaureate degree can be completed in two academic years. No University application fee will be charged to Advantage U students. Once a student has completed 45 credits at YCCC, it is recommended that he or she fill out an "Intent to Enroll" form to apply to the University as early as possible. This form is available online at the Advantage U website, or at YCCC Enrollment Services. The student will request that YCCC forward the "Intent to Enroll" form and other essential academic information to the Admissions Office at their University of choice.

Dual Enrollment Program

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

New England Regional Student Program

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

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

Nearer-to-Legal Residence Option

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

Servicemembers Opportunity Colleges (SOC)

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

ConAP

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

Re-Admission after Leave of Absence

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

Students seeking readmission must:

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

financial aid

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

Eligibility for Financial Aid

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

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

Determination of Financial Need

Most financial aid is awarded to students on the basis of demonstrated need. Financial need is equal to the Cost of Attendance (Student's financial aid budget) minus the Expected Family Contribution (EFC). The Cost of Attendance at YCCC is comprised of the following estimated student expenses based on full-time attendance of a dependent student living off campus (full time students average 13 credits per semester), during fall/spring 2011-2012:

	In-state	***Out of State***
Tuition	$ 2,200	$ 4,400 *(rounded to nearest 100th)*
Course Fees	$ 780	$ 780
Room and Board	$ 6,400	$ 6,400
Books and Supplies	$ 1,150	$ 1,150
Travel	$ 2,500	$ 2,500
Personal/Medical	$ 3,100	$ 4,600
TOTAL	**$16,130**	**$19,830**

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

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

Required Forms and Documents

Free Application for Federal Student Aid (FAFSA): For priority consideration, the 2011-12 FAFSA should be submitted so that it is received by the Central Processing System (CPS) for processing by May 1, 2012. A student will need to indicate in the Releases and Signatures Section of the FAFSA the Federal School code number for YCCC. The Federal School Code number for York County Community College is 031229. Students are encouraged to complete the web FAFSA by going to www.fafsa.ed.gov. and selecting the 2011-12 Form. Questions about FAFSA on the Web may be directed to (800) 433-3243.

Once a student has filed a FAFSA, he/she may inquire about the status of their YCCC financial aid record via the Financial Aid web page. First-time matriculated students will be mailed a YCCC personal identification number and other useful information. *Students are also encouraged to access their YCCC e-mail account on a weekly basis regarding future notification of changes made to their individual financial aid record.*

Verification

YCCC is required to review selected students' Financial Aid Applications and generally verifies 30 percent of enrolled students who have submitted a FAFSA. This process is called Verification. Verification requires the student to prove the information reported on the FAFSA to be correct. The selection is made by the Federal Government Central Processing Center that administers the FAFSA. The selection is random.

The YCCC Financial Aid Office will notify the student if the application has been selected for Verification. YCCC will send a letter that lists all documents required for Verification (for example, all tax returns as listed below) and the Verification Worksheet. All requested documents and the completed Verification Worksheet should be returned to the YCCC Financial Aid Office within 14 days of the date of the letter UNLESS other arrangements have been made with the YCCC Financial Aid Office. Financial Aid applications will not be reviewed until the Verification process is completed. Corrections made to a student's FAFSA information as a result of Verification will be made electronically with the United States Department of Education by the YCCC Financial Aid Office. Notification of corrections resulting in an adjustment to a student's financial aid award will be made through the student's YCCC e-mail account. Students will be directed to the YCCC Financial Aid page where they may view changes to their financial aid record. Students selected for Verification must submit the following: Federal Tax Return for Students/Spouses: The student must provide signed and complete copies of the student's and their spouse's (if applicable) 2010 federal tax return. Federal Tax Return for Parents: If the student is dependent on the parents for support (as defined in step three of the FAFSA), the student must provide signed and complete copies of their parents' 2010 federal tax return for the 2011-2012 academic year. Verification Worksheet: This and other required forms are available on the YCCC web site at www.YCCC.edu on the Financial Aid page.

Award Notification

New students will be mailed one paper award notification once the Financial Aid Office has determined eligibility during the award year. Students are asked to read its contents carefully and follow any special instructions provided on the forms. *Students will be notified via the student's YCCC student e-mail account of any subsequent changes or updates made to their financial aid status/award during the award year.*

Types of Financial Aid

Listed below are the various federal, state and institutional programs from which an eligible student may receive assistance. For further information about the federal financial aid programs

published by the United States Department of Education or visit www.studentaid.ed.gov. Copies of this publication are available on the Financial Aid page of our website.

Federal Pell Grant
The Federal Pell Grant does not require repayment. Students with prior baccalaureate degrees are ineligible. The Federal Pell Grant is based on financial need. The maximum Fall/Spring grant for 2011-12 is $5,500.00. NEW: Year-round Pell grant will not be available for the 2011-12 year. Visit the above mentioned web site for more information. The amount awarded is credited directly to the student's tuition account (after the final "drop" period) in the Business Office each semester.

Federal Supplemental Educational Opportunity Grant (Federal SEOG)
The Federal SEOG is for students without a prior baccalaureate degree and requires no repayment. This grant is for students with exceptional financial need and priority consideration is given to Federal Pell Grant recipients. Awards generally range from $100 to $500. The amount awarded is credited directly to the student's tuition account (after the final "drop" period) in the Business Office each semester.

Federal Work Study (FWS)
The FWS Program provides on-campus and community service employment opportunities for students who qualify based on need. Wages are paid directly to the student. The FWS Program is a unique employment opportunity in that wages are considered financial aid and do NOT count as income when applying for financial assistance for the next academic year. Generally, awards range from $600.00 to $1,200.00 in any award year. As part of the FWS program, the America Reads program allows YCCC students to add to their professional growth and personal fulfillment by possibly reading to children in a classroom setting. Information is available in the Financial Aid Office or by visiting www.ed.gov/americareads.

NEW: Federal Student/PLUS Loans
York County Community College is changing its process of obtaining Federal Stafford and Federal PLUS loans YCCC will participate exclusively in the William D. Ford Federal Direct Loan program, in which new borrowers obtain loan funds directly from the US Department of Education. We believe that the Direct Loan program will offer our students and parents a more stable, streamlined, and predictable borrowing experience. We are no longer participating in the FFEL (Federal Family Education Loan) program, in which students and parents borrow from private banks and lenders.

Federal Subsidized Stafford Loan
Federal Subsidized Stafford Loans are loans for which the federal government subsidizes the interest while the student is in school, in grace period or in certain types of deferment contact hours. These loans are available through your local participating lenders. Federal Subsidized Stafford Loans are insured by the guaranty agency in each state and reinsured by the federal government. There is a .5% processing fee for these loans. Students must demonstrate financial need in order to qualify.

Federal Unsubsidized Stafford/Loans
Federal Unsubsidized Stafford Loans are available to students without regard to financial need. These loans are made through banks, credit unions and/or savings and loan institutions. A student interested in borrowing from this program needs to complete the FAFSA first and then obtain an application from one of the previously mentioned lending organizations or the YCCC Financial Aid Office or web site. The student submitting a paper application should complete the borrower section of the loan application, and forward it to the YCCC Financial Aid Office for certification. There is a .5% processing fee for these loans. Eligible students may borrow up

to a combined subsidized/unsubsidized maximum amount as determined by YCCC based on their year in school and financial need. Possible maximum amounts are: $5,500 for eligible dependent freshmen (of which $3,500 may be subsidized, an up to $2,000 unsubsidized) and $6,500 for eligible dependent sophomores (of which $4,500 may be subsidized, and up to $2,000 unsubsidized). Independent students are possibly eligible for up to $9,500 as a freshman (of which $3,500 may be subsidized, an up to $6,000 unsubsidized), and an additional $10,500 as a sophomore (of which $4,500 may be subsidized, an up to $6,000 unsubsidized). REGARDLESS OF WHETHER A STUDENT IS DEPENDENT OR INDEPENDENT, STUDENTS MAY NOT BORROW MORE THAN THE COST OF ATTENDANCE LESS FINANCIAL AID.

Once deemed eligible by the YCCC Financial Aid Office (FAO), instructions on (1) conducting an online Student Loan Entrance Interview, (2) and how to sign your Direct Loan Master Promissory Note (MPN) will be provide, if required. (3) A short paper Stafford Loan application, that is part of your award notification packet, must be submitted to the FAO for processing. An FAO staff person will notify you in writing once your application has been processed and you will be provided with general information in regards to anticipated disbursement dates and amounts, cancellation procedures. Normally, your loan funds will be received by the school via Electronic Funds Transfer (EFT) and credited to your student account in the Business Office after the "drop" period of each semester. Any remaining credit balances will be mailed to the student borrower. The interest rate for the subsidized Stafford Loans disbursed on or after July 1,2011, is variable and will never exceed 4.5% and unsubsidized Stafford Loans is a variable rate not to exceed 6.8%. (Interest rates on loans borrowed are adjusted yearly by July 1st.) Students generally have up to ten years to repay these loans and begin making payments 6 months after they cease to be enrolled at half-time (6 credits). Monthly payment amounts are based on the total amount borrowed, interest rate, and the borrower's past history with the program. However, the minimum monthly payment amount is $50. *NOTE: As a reminder to graduating seniors, if you received Stafford loan funds while attending YCCC, you will be required to attend a mandatory Exit Loan Counseling session with the Financial Aid Office prior to picking up your regalia. As part of its student loan default prevention program, see the FAO recommends that monthly student loan payments not exceed 8% of anticipated monthly gross income and further recommends student loan borrowing maximums depending on the student's academic program. See the FAO for more information.*

Federal Parent Loan for Undergraduate Students (Federal Direct PLUS Loan)
This loan enables parents who have a good credit rating to borrow on behalf of their dependent student who is enrolled in a degree or certificate program. The student must be enrolled on a half time basis (or more). A parent may borrow an amount equal to the student's cost of education minus any financial aid received by the student. The interest rate on Federal PLUS Loans made after July 1, 2011, is variable, set annually, not to exceed 7.9%. Repayment begins after the last disbursement of the loan. Borrowers have up to ten years to repay. Borrowers have an option to defer payment while their child is enrolled at least half time. Interest will continue to accrue during that time. Anyone wishing to take advantage of this option, must notify the lender. Applications for the Federal PLUS Loan may be obtained by a participating lender and must be submitted to the YCCC Financial Aid Office for further processing. Federal PLUS proceeds will be received at the College half each semester, via check or EFT. The College will notify the borrower of the loan's receipt. Since Federal PLUS checks are made co-payable to the parent borrower and the College, they will be mailed to the parent for the first endorsement. Once the signed check is returned to the College, it will be credited to the student's account in the Business Office. If the Federal PLUS loan causes a credit balance on the student's account, a check will be issued to the parent borrower.

State Grants

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

The Bernard Osher Scholarship (Osher I & III)

ADMINISTERED BY THE FINANCIAL AID OFFICE

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

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

ADMINISTERED BY THE ADMISSIONS OFFICE

Osher II

Sponsored by the Bernard Osher Foundation, The Osher II Scholarships to matriculated students who have earned less than 24 credits, either full-time or part-time, in the Associate in Arts in Liberal Studies degree program. Applicants must meet the following eligibility requirements:

- Must not be concurrently matriculated at any higher education institution(s);
- Must be residents of Maine, for at least one year immediately prior to registration for the term for which resident status is claimed.

This scholarship offers eligible students two core courses tuition-free. For the '11 -'12 school year, this is a $616 value. Students are responsible for fees and books associated with these courses. Students eligible for this scholarship will be identified during their admissions process, and awarded the scholarship upon their formal acceptance. Please forward all inquiries about this scholarship to the Admissions Office.

Osher V

For the $1000 Osher V Scholarships, the student:

- Must be a Maine resident;
- Must be enrolled full or part-time in a degree program;
- Must be a resident of a community that meets the state definition of rural; and
- Must be in good academic standing.

YCCC Foundation

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

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

Child Care Financial Assistance
YCCC, through the Carl D. Perkins program and the Rural Initiative Childcare scholarship program, has limited funds available to students who have childcare needs and would like to apply for assistance under this program. Please visit the Financial Aid web page under the current year scholarships to print the application. (Assistance contingent on availability of funds). Rural initiative: Through the Maine Community College System, has funds available to students who have childcare needs and who are taking one or more "for credit" classes, and/or one or more "non credit" classes that lead to a credential. Please view the criteria on the financial aid scholarship section.

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

Veterans' Educational Assistance Benefits
Veterans and other eligible persons are able to use their educational benefits for degree and certificate programs that have been approved by the Maine State Approving Agency for Veterans Education Programs. Students who plan to receive veteran's benefits must see YCCC's Financial Aid Office in the Student Affairs Office to initiate paper work. THERE MAY BE CHANGES FOR 2011-12 AWARDING CYCLE. PLEASE VIEW THE FINANCIAL AID PAGE AND YOUR YCCC E-MAIL FOR CURRENT INFORMATION.

Native American Tuition Waiver
Native American tuition waivers are provided for Maine Native American students matriculated in a degree or certificate program. Waivers apply to the per-credit-hour tuition cost only and do not apply to course fees. Native American students are responsible for paying all other costs associated with attendance, including the tuition deposit, all fees, books, supplies and personal expenditures. It is the responsibility of the student to provide proper documentation of eligibility to the Business Office at the time of admissions application to the College. Eligibility is extended to:

- Those Native Americans whose names are included on the current Tribal census of either the Passamaquoddy or Penobscot Tribes;
- Those persons who have resided in Maine for at least one year prior to matriculation and at least one of whose parents or grandparents was either included on the census of a North American tribal census or who held a band number of the Maliseet or Micmac Tribes.

Satisfactory Academic Progress

In order to receive financial aid under Title IV of the Higher Education Act (HEA), as amended, a student must maintain satisfactory academic progress (SAP) in her or his course of study according to the standards and practices of the College described below. Student academic records will be reviewed at the end of each semester to determine that each student is making satisfactory academic progress. Two measures will be used, each bearing equal weight in determining the student's status. LOOK FOR 2011-12 CHANGES ONLINE.

1. ***Qualitative Measure:*** This is a measure of the student's grade point average and is reviewed at the conclusion of each semester. The qualitative measure is not affected by full or part-time enrollment status. Students will be placed on financial aid probation for one semester

if they do not meet the following cumulative GPA requirements. Students who fail to regain satisfactory academic status for a subsequent semester will be placed on financial aid suspension and lose their financial aid.

Financial Aid Probation Cumulative GPA of:

- No probationary status assigned for 1-11 attempted credit hours;
- GPA 1.74 or less for 12 to 23 attempted credit hours,
- GPA 1.90 or less for 24 to 35 attempted credit hours, and
- GPA 1.99 or less for 36 or more attempted credit hours

Financial Aid Suspension Cumulative GPA of:

- 1.50 or less for 12 to 23 attempted credit hours,
- 1.74 or less for 24 to 35 attempted credit hours,
- 1.90 or less for 36 to 47 attempted credit hours, and
- 1.99 or less for 48 attempted credit hours to end of program

2. Quantitative Measure: The maximum time for matriculated students to complete a program and receive financial aid must be no more than 150% of the length of their academic program. Students who continually withdraw from classes after the drop period may be negatively impacted by this measure. In order to meet this measure, the student should successfully complete 66% of the "Attempted Credits" in each semester. For example: if you attempt 15 credits in the Fall semester and receive aid, you should pass 10 of the 15 credits.

Financial Aid Eligibility

Students must complete the required number of credits in the appropriate semester of the time frame, with corresponding grade point average, in order to be in good standing for financial aid purposes. If a student has been placed on Financial Aid Suspension, he/she must meet these minimum standards before financial aid can be reinstated.

If you plan to withdraw from any classes, do so before the end of the drop period (as published on the Academic Calendar).

Students will be evaluated at the end of each semester to determine if they are making Satisfactory Academic Progress (SAP). SAP will be applied to all students, regardless of full-time or part-time status. A credit is defined as attempted when it is on the student's enrollment schedule at the end of the official Add/Drop period.

Transfer Credits, Advanced Placement Credits and Credit by Examination will be included in the cumulative quantitative total calculations when the credits are officially transferred to fulfill YCCC requirements. These credits do not carry quality points and are not included in the qualitative analysis of satisfactory academic progress.

An "Incomplete" may be awarded by an instructor under extreme circumstances to a student who fails to complete coursework within the prescribed time period. The incomplete will default to "F" if the completed coursework is not submitted within 30 calendar days from the end of the course. Remedial work in developmental courses may qualify for financial aid if the courses are measured in credit hours and are required as part of the student's planned program.

Repeated courses due to failure, or having obtained a grade lower than that required for a particular subject affect satisfactory academic progress in the following manner: the course is included in both qualitative and quantitative evaluation in the academic year in which it was

taken. The subsequent grade, credit earned and removal of the original grade are evaluated qualitatively at the completion of the repeated course. The original credits attempted remain in the quantitative evaluation. In other words, a repeated course may improve the student's grade point average, but it does not extend the allowable attempted credits toward degree completion Appeals for reinstatement of financial aid eligibility lost by students not meeting satisfactory academic progress requirements may be made. Appeals must be received, in writing, by the Dean of Students within fifteen working days of the date of written notification to the student. The Director of Financial Aid and the Dean of Students will evaluate appeals. Mitigating circumstances, which a student believes to have affected his or her ability to maintain satisfactory academic progress, should be documented to the Dean of Students as part of the student's appeal. Mitigating circumstances that will be considered will include, but are not limited to:

- Illness or injury to the student or close relative
- Death of a relative or associate
- Family emergency.

Please visit YCCC's Financial Aid page for more details on the most currently revised SAP policy.
NOTE: If a student withdraws from the College in an academic term during which they are ineligible for financial aid due to not maintaining satisfactory academic progress, they remain ineligible for financial aid until such time that the student once again makes satisfactory academic progress. In other words, you may not re-enter the College with new financial aid eligibility if at the time you withdrew you were not meeting the satisfactory academic progress requirements.

Financial Aid Refund Policy (Return of Title IV Funds)

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

- The term "Title IV Funds" refers to the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs that are available at YCCC: Direct Unsubsidized Federal Stafford Loans, Direct Subsidized Federal Stafford Loans, Federal Parent Direct (Plus) Loans, Federal Pell Grants, Federal Student Supprt Services Grants (SSSG), and Federal Supplemental Equal Opportunity Grants (FSEOG).
- A student's withdrawal date is:

  The date the student began the institution's withdrawal process or officially notifies the institution of intent to withdraw. This is accomplished by notifying the Enrollment Services Office and completing the "Registration (Add/ Drop/Withdraw) Form,"-OR-
  - The midpoint of the period for a student who leaves without notifying the institution,-OR-
  - The student's last date of attendance at a documented academically related activity.
    The Financial Aid Office will consider the last date of attending classes, taking an exam, completing tutorial, computer assisted instruction, academic counseling or advisement, or turning in an assignment.

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

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

Number of days completed by student = Percent of term completed
Total number of days in term*
The percent of term completed shall be the percentage of Title IV aid earned by the student.
**The total number of calendar days in a term of enrollment shall exclude any scheduled breaks of more than five days.*

- The percentage of Title IV aid unearned (i.e., to be returned to the appropriate Title IV program) shall be 100% minus the percent earned.
- Unearned aid shall be returned by YCCC from the student's account calculated as follows:

-Total institutional charges times percent of unearned aid = amount returned to program(s)
-Unearned Title IV aid shall be returned to the following programs in the following order:

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

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

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

** Loan amounts are returned with the terms of the promissory note. No further action is required other than notification to the holder of the loan of the student's withdrawal date.*
***Amounts to be returned on the student's behalf to federal grant programs will receive a 50% discount.*

Refunds and adjusted bills will be sent to the student's home address (PLUS refunds will be returned to the parent's address on file) on file in the Business Office following withdrawal. Students are responsible for making arrangements with the Business Office on any portion of their institutional charges that are left outstanding after the Title IV funds are returned. If a student has extenuating circumstances in regards to their withdrawal, and it relates to the student's outstanding institutional charges, the student may address those issues by meeting with the Dean of Students.

Institutional and student responsibilities in regard to the return of Title IV funds:

- YCCC's responsibilities in regard to the Title IV funds include:
  -providing each student with the information given in this policy
  -identifying students who are affected by this policy and completing the Return of Title IV Funds calculation for those students;
  -returning any Title IV funds that are due the Title IV programs.
- The student's responsibilities in regard to the return of Title IV funds include:
  -becoming familiar with the Return of Title IV policy
  -knowledge of how complete withdrawal affects eligibility for Title IV aid.

The procedures, and policies listed above superseded those published previously and are subject to change. Any notification of a withdrawal or cancellation of classes should be in writing and addressed to the Director of Enrollment Services in Student Affairs. Once the coordinator has established a student's withdrawal date, that date will be forwarded and utilized by the Financial Aid Office for all Title IV recalculations.

Hope Scholarship/Lifetime Learning Credit/Other Education Credits

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

Hope Scholarship

$1,500 HOPE Scholarship to make the first two years of college universally available. For students in the first two years of college (or other eligible post-secondary training), taxpayers will be eligible for a tax credit equal to 100% of the first $1,000 of tuition and fees and 50% of the second $1,000 (the amounts are indexed for inflation after 2001). The credit will be available on a per-student basis for net tuition and fees (less grant aid) paid for college enrollment after December 31, 1997.

1098-T

For the 2011 tax year, YCCC will provide every student, who attended credit courses during the year, with an IRS Form 1098-T by February 1, 2012 reflecting the following information, if his/her eligible charges exceeded grants/scholarships received:

- Name, Address, and Social Security Number of the student
- Name, Address, Contact Name and Telephone Number, and Employer ID of the College
- Indication whether the student attended more or less than half time during the year the same information will also be provided to the IRS by March 1, 2012.

Lifetime Learning Credit

Lifetime Learning Credit for College Juniors, Seniors, Graduate Students and working Americans pursuing lifelong learning to upgrade their skills. For those beyond the first two years of college, or taking classes part-time to improve or upgrade their job skills, the family will receive a 20% tax credit for first $5,000 of tuition and fees through 2002, and for the first 10,000 thereafter. The credit is available for net tuition and fees (less grant aid) paid for post-secondary enrollment after June 30, 1998. The credit is available on a per-taxpayer (family) basis, and is phased out at the same income levels as the HOPE Scholarship.

For more information about these and other education credits, see IRS Publication 970, Tax Benefits for Higher Education, which is also available at: www.irs.treas.gov .

Rules that apply to employees and students under the Drug Free Workplace Act

In November of 1998, the United States Congress enacted the Anti-Drug Abuse Act which contains a section called “Drug Free Workplace Act of 1988.” The law requires employers who receive federal funds to notify employees that drug abuse is prohibited in the workplace; establish a drug free awareness program; require each employee to notify the college of any criminal conviction for violations occurring in the work place; and impose sanctions or remedial actions for convicted employees.

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

Please refer to the college’s Alcohol and Drug brochure for more information, and visit the FAFSA website “drug question” at www.fafsa.gov.

tuition and fees

Students incur an obligation to pay at the time of registration. The charges include, but are not limited to tuition, lab or lecture fees, comprehensive fees, activity fees, application fee, registration fee, insurance fee, and student ID fee. All financial obligations for matriculated students should be satisfied twenty (20) business days prior to the start date of the semester or term. All non-matriculated students must pay all financial obligations at the time of registration. Failure to make full payment to the Business Office for any and all charges may result in grades and academic transcripts being withheld, removal from a course, or possible dismissal from the college. Students who have any outstanding obligations for a prior period at the time of registration will be required to make payment in full prior to the new registration being accepted or processed.

Credit Course Tuition

Tuition is assessed at a rate of $86* per credit hour for in-state students and $172* per credit hour for out-of state students. Persons applying under the New England Regional Student Program (APPLE BOOK) will be assessed a tuition rate of $129* per credit hour. **Rate is subject to change.*

Fees

Students are assessed fees for various services.

Application Fee A prepaid fee of $20 must accompany a paper application for admission. The application fee is waived for those applying on line. This fee applies to matriculating students only and is non-refundable.

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

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

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

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

Installment Payment Plan Fee A $50 installment payment plan fee must be paid each semester at the time a plan is activated. This fee will accompany payment of the first installment due.

Insurance Fee All full-time students (12 credits/semester or more) and students participating in internships are required to carry accident and illness insurance. The fee for students enrolling in the fall semester is $384. This provides coverage through the end of August of the following year. For students enrolling in the spring semester the cost is $258. Students who have active health insurance already in effect and who do not want the extra coverage may waive the coverage by filling out a waiver form in the Business Office and providing proof of insurance. **Rate is subject to change.*

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

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

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

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

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

Supply Cost Supplies may be required for classes in specialized courses. The cost of these supplies is the responsibility of the student and must be purchased by the student. The cost of these supplies is not included in the tuition or course fee.

Transcript Fee Academic transcripts are available upon receipt of a written request. Charges are as follows:

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

Student Responsibilities

The College expects students to be financially responsible. All accounts are carried in the names of students and all bills and statements are mailed to students. Students must recognize that an obligation to pay is made at the time a registration is processed and that refunds for all courses will be based on either the Refund Policy mandated by the Federal Government for Title IV Aid Recipients, and/or the MCCS Accounting Policy No. 402 and YCCC Faculty & Staff Handbook Policy No. 6.21 and 6.22. Students accept responsibility for completing official documents when adding or dropping a course and when officially withdrawing from the college.

Billing

Students incur a financial obligation at the time of registration. Matriculated students who pre-register may receive a bill through the mail after registration. However, payment is due whether or not a bill is received. Full payment of the charges within the time prescribed is a prerequisite to future registration and inclusion on the official class lists. Cash, Checks, Visa, MasterCard, and Discover are accepted.

Installment Payment Plan

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

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

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

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

Refund Policy for Credit Courses

Courses cancelled by YCCC 100% of tuition & all fees.

Student Withdrawals accompanied by a completed Registration – Add/Drop/Withdraw form will result in the following refunds:
- Before the start of the semester – 100% tuition and fees.

Semester courses (15 or more weeks)
- Within 1-5 working days after the start of the semester – 100% tuition and fees.*
- Within 6-10 working days after the start of the semester – 80% tuition and fees.*
- Within 11-20 working days after the start of the semester – 50% tuition and fees.*
- No refund after the 20th working day of the start of the semester.

Term courses (less than 15 weeks)
- Within 1-5 working days after the start of the term – 100% tuition and fees.*
- Within 6-10 working days after the start of the term – 50% tuition and fees.*
- No refund after the 10th working day of the start of the term.

* Registration and student ID fees are non-refundable. Activity fees are non-refundable after the 100% refund period.

Refunds for Non-Credit Courses

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

Student withdrawals in writing to the Continuing Education and Business Services Department
- At least three (3) business days prior to the start date of the course – 100% of course fee. Registration Fee is not refundable.
- No refunds after three (3) business days prior to the start date of the course.

Discounts for Non-Credit Courses

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

registration

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

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

Full-Time and Part-Time Student Status

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

Course Cancellation

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

Add/Drop Period

A student may add or drop a semester-long course during the first week of classes. Any changes to a matriculated student's schedule must be made online through the student's MyYCCC portal account. Any changes to a non-matriculated student's schedule must be made through Enrollment Services located in Student Affairs.

Withdrawal Period

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

Withdrawal Due to Military Activation

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

Appeals

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

Maximum Allowable Credits

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

Prerequisites

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

academic information

Grading System

Semester grades indicate levels of achievement and appear as letters with plus or minus options. Letter grades represent the following categories.

Letter Grade	***Grade Points***	***Grade Scale***
A	4.00	95-100
A-	3.67	90-94
B+	3.33	87-89
B	3.00	83-86
B-	2.67	80-82
C+	2.33	77-79
C	2.00	73-76
C-	1.67	70-72
D+	1.33	67-69
D	1.00	63-66
D-	0.67	60-62
F	0.00	Below 60

P (Pass) Used to signify that a student has successfully passed an "ungraded" course and may progress to the next course level. It is not calculated in grade point average (GPA), but credit hours may be applicable toward graduation requirements.

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

AU (Audit) Utilized when a student is permitted to attend class for audit purposes only.

W (Withdrawal) Assigned to students who officially withdraw from a course during the withdrawal period.

I (Incomplete) May be awarded by an instructor under extreme circumstances to a student who fails to complete coursework with in the prescribed time period. The incomplete will default to "F" if the completed coursework is not submitted within 30 calendar days from the end of the course.

TR (Transfer) Credits have been accepted from an institution other than YCCC.

AF (Administrative Failure) Assigned to students who never attended or stopped attending a course during the withdrawal period without officially dropping or withdrawing. The grade "AF" will be computed as "F".

Grade Point Average

The Grade Point Average (GPA) is determined by multiplying the grade point value (0.00 to 4.00) for each letter grade for YCCC courses by the number of credits earned in the course, totaling the grade points, and dividing the sum by the total number of credits attempted for the semester. The Cumulative Grade Point Average (CGPA) is determined by summing the grade points for all semesters and dividing by the total number of credit hours attempted in all semesters (total grade points divided by total credit hours = CGPA).

Note: Pass/No Pass courses and credits granted through examinations, work experiences, or transfer credits will not be considered when computing grade point averages. Only YCCC credit courses are used to determine grade point averages.

Grade Appeal/Academic Conflict Resolution

When a student believes there is a discrepancy between the grade earned and the grade received in a course, the student is encouraged to seek an acceptable resolution.

The steps for an appeal are the following:

- The student must contact the instructor of the course as soon as possible. If a satisfactory resolution is not reached, the student may initiate a formal appeal.
- A formal appeal requires the student to complete a Request for Review of Grade/Academic Resolution form, available in the Student Affairs Office. The form must be submitted to the Department Chair of the course with all supporting documentation, including assignments and other class materials, no later than 45 calendar days after the semester end date in which the course was taken.
- The Department Chair will discuss and/or forward the appeal to the faculty member for evaluation.
- After reviewing the student's material and the faculty member's evaluation, the Department Chair will make a decision regarding the appeal.
- The Department Chair will inform the student of the decision in writing. Copies of the Request for Review of Grade/Academic Resolution form and all supporting documentation will be forwarded to the office of the Academic Dean.
- If the student is not satisfied with the resolution, he or she may then appeal the decision to the Academic Dean by writing a short letter of appeal.
- The Academic Dean will review the student's original appeal and make a final binding decision.

Repeating a Course

Students may repeat a course to attempt to improve their grade point average. The grade received for the repeated course will replace the earlier grade in calculating the GPA. The initial grade remains on the transcript with a notation. Students forfeit any credit they may have received in the previous class; that is, they will receive credit for the class only once. Students must pay all associated tuition and fees to repeat a course. Students cannot receive veteran's benefits for retaking a passed course.

Audit

An audited course is one in which a student is enrolled, has paid all tuition and fees, but may not be obligated to prepare assignments or take examinations. Faculty are not obligated to grade work presented by students who are auditing. Audited courses yield no academic credit. A student enrolled in a course for credit may switch to "audit" status at any time before the end of the withdrawal period by completing a Registration Form and submitting the form to Enrollment Services in Student Affairs. Audited courses do not meet prerequisite requirements. Courses taken by Audit are noted on the transcript with a grade of AU and are not calculated in the GPA. Not all courses are appropriate or available for audit.

Pass/No Pass courses

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

course is not calculated in the grade point average. Only credit earned for courses 100 level and above count towards graduation requirements.

Attendance, Absences

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

English and Math Advisement

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

Recommended Course/Program Sequence

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

Academic Honesty

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

Instructor Absences

When an instructor will not be in class, notices will be posted on the classroom doors. Faculty may choose to arrange a makeup class at the next scheduled class.

Course Waivers

Students who already have mastered the skills and competencies outlined for a particular course in their program may request a course waiver from the appropriate department chair. The department chair conducts an assessment of the student's skills to decide if a course waiver is appropriate. If appropriate, the department chair recommends a course substitution. The student completes the substituted course in place of the waived course to enhance his/her academic program. Students do not receive credit for courses that are waived.

Transcripts

The transcript of the academic record is that document which, at the request of the student or former student, is forwarded to persons or agencies for their use in reviewing the academic performance of the student. The permanent academic records are maintained by the Enrollment Services Office. The college, in accordance with the Family Educational Rights and Privacy Act,

will release YCCC transcripts upon written request from the student.

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

Grade Reports

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

Grade Change Policy

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

Change of Major or Program

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

Multiple Degrees/Majors

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

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

Independent Study

An Independent Study may be used to explore a special topic that is not part of the current curriculum. An Independent Study is not allowed to replace a required course. Independent Study courses may vary from 1 – 3 credit hours per course. To be considered for an Independent Study, the student must write a letter of application to the Department Chair outlining their proposed project/research and identifying the individual with the expertise needed to assist the student in achieving the learning objectives. Independent Study courses must be arranged between the student and the faculty member/mentor, with approval from the student's advisor, the Department Chair housing the degree and the Academic Dean. Please note: Independent Study courses, in general, are not transferable to most colleges. Tuition and fees will be charged in accordance with YCCC policy, taking into account the number of credits being attempted.

(Course number and title on transcript to reflect IS i.e. MAT291)

Directed Study

Directed Study courses are used to replace a course not currently scheduled and not projected to be scheduled prior to the student's anticipated graduation. The Academic Dean must approve any exceptions. To be considered for Directed Study, the student must write a letter of application to the Department Chair. The letter should indicate why the Directed Study is needed and why the course was unable to be taken as part of the college's scheduled offering. Approval for a Directed Study must be obtained from the instructor, the appropriate Department Chair and the Academic Dean. The course outline on file for the replaced course will serve as the course guide. Tuition and fees will correlate with the corresponding course delivered on campus or online. Directed Study courses cannot be used to repeat a previously taken YCCC course. (The course number and title on transcript to reflect regular program offering, i.e. MAT 127)

Conditions for both Independent Study and Directed Study:

- A student must be matriculated in an Associate degree program.
- Student must have a minimum CGPA (Cumulative Grade Point Average) of 3.0 or the recommendation of the Department Chair, with a minimum of 12 credits earned at YCCC from regular offerings.
- A maximum of 3 credits can be earned per Independent or Directed Study per semester.
- A total of 6 credits combined can be attempted and applied per degree program.
- A written agreement is prepared between the student and the faculty member. The faculty member may suggest alternatives and/or additions to the proposed course of study.
- Deadline for submitting a letter of application for an Independent Study to the appropriate Department Chair is the end of the prior semester.
- An approved Independent Study or Directed Study form must be filed with the Student Affairs Office during the registration period and no later than the last day of the add period for the semester in which it will be taken.
- Completion of an Independent Study or a Directed Study must be within the normal semester schedule.
- Grading will be in accordance with YCCC credit course grading policy.

Effective Catalog for Graduation Requirements

A new student must satisfy the graduation requirements set out in the catalog in effect at the time of his/her matriculation (admittance) into a program. If a student has a twelve-month break in enrollment, a calendar year or an academic year, he/she is obligated to reapply to the College and meet any new course curriculum requirements in effect at that time. Students who pursue the Change of Major or Program option will need to meet the graduation requirements of the catalog Admissions has designated for their change, usually the current or upcoming catalog.

Curriculum Change Policy

When a student begins study at the College leading toward a degree or certificate, he or she must meet the curriculum requirements in effect at that time. All courses may not be offered during a given academic year. Without prior notice, the College may at any time replace or update curricula and courses. Students should meet with their advisors to discuss any changes in their course of study.

Course Substitutions

Specific requirements for each degree program are published in the Program Description section. Substitutions should be rare and must come from the same category and be documented in writing by your degree Advisor, Department Chair and approved by the Associate Academic Dean. A required course should only be substituted when the college cannot offer the course

core courses must be within the same core area; there are exclusions that limit substitutions within the general education core.

Commencement and Graduation Requirements

Candidates for graduation must file an Intent-to-Graduate form with fee with the Student Affairs 's Office by November 15th of the academic year they will complete during or be within 3 credits of completing by the end of the spring semester. A student submitting an Intent-to-Graduate form after March 1st will not be able to participate in commencement exercises. Commencement status will be based on credit standing as of April 15th, including any in process YCCC courses. While students may graduate in the fall or spring the college only holds one commencement ceremony each year, usually in May. All degree and certificate students who file an Intent-to-Graduate form by the deadline and whose degree audit shows that they will have met graduation requirements or, as of April 15th, will be within 3 credits of completing graduation requirements by the end of the spring semester may participate in the Commencement Ceremony. A student may not participate in more than one Commencement Ceremony for the same degree. Students should complete their final 3 credits within one calendar year.

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

1. Met all conditions of acceptance,
2. Courses counted towards graduation must be numbered as 100 or 200 level;
3. Passed all prescribed courses with a minimum cumulative G.P.A. of 2.00; and
4. Paid all outstanding bills to YCCC, including the graduation fee of $50 whether or not the candidate attends commencement exercises;
5. Returned all library materials and other YCCC property and paid any fines.

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

Academic Standing

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

Dean's List Dean's List status is awarded to full-time students who have earned term grade point averages of 3.5-3.99, with no course grade below a C (2.0). The Vice President/Academic Dean notifies those students who qualify and the college announces the list.

Academic Probation Academic probation is a means of alerting students who are in academic jeopardy and must show academic improvement in order to avoid academic dismissal. Students will be sent notification of probationary status. Students on academic probation for two (2) consecutive semesters may be dismissed. Probationary status is removed once students earn grades of good standing. Students are placed on academic probation if their cumulative grade point average falls into one of the following ranges:

Cumulative grade point averages of:

- No probationary status assigned for 1-11 credit hours;
- GPA of 1.51 to 1.74 for 12 to 23 attempted credit hours;
- GPA of 1.75 to 1.90 for 24 to 35 attempted credit hours; or
- GPA of 1.91 to 1.99 for 36 or more attempted credit hours.

Academic Dismissal

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

- 1.50 or less for 12 to 23 attempted credit hours,
- 1.74 or less for 24 to 35 attempted credit hours,
- 1.90 or less for 36 to 47 attempted credit hours, and
- 1.99 or less for 48 attempted credit hours to end of program.

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

Readmission After Dismissal or Withdrawal

Students who withdraw from YCCC for failing one or more courses, or who are dismissed for academic reasons, will not be readmitted any sooner than one academic semester from the date of withdrawal/dismissal. Students dismissed from YCCC for academic reasons may appeal the dismissal in writing to the Appeals Committee, at which time students may present evidence of their ability to satisfactorily continue their studies. The Appeals Committee may allow the dismissal decision to stand, reverse the decision, or readmit students under specific conditions.

Assessment of Prior Learning Options

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

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

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

Students who seek credit for prior learning must be formally admitted (matriculated) into a YCCC program. In addition, students must meet the minimum program residency requirement in order to be awarded a degree of the College. Students should also realize that college credit earned through these options may count toward Degree/Certificate requirements, but that the credit and grades will not be included in computing the grade point average. The final decision regarding the acceptance of all prior learning credit(s) rests with YCCC.

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

Note: Students requesting Veteran's Educational Assistance are required to have all previous

postsecondary educational experience evaluated for possible transfer credit in order to be eligible for benefits. Students transferring courses within YCCC may transfer any course applicable to the new program of study along with grades earned. Undergraduate coursework completed at other institutions of higher education will be evaluated for transfer credit on the basis of the following:

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

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

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

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

Challenge Examinations

Students at YCCC who believe they have mastered college-level course content may petition to satisfy course requirements through the Challenge Exam option for course with an approved YCCC Challenge Exam. Challenge Exams will not be offered for courses that have a national standardized exam that is accepted for YCCC prior learning credit. Challenge Exams will not be computed into the students' Grade Point Average. The following conditions apply:

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

- Challenge Exam credits will not count towards the residency requirement.
- Challenge Exams must be taken and results will be given before the end of the add period.

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

Advanced Placement (AP) YCCC participates in the Advanced Placement Program of the College Board. AP exams are given in secondary schools. For credit consideration an official AP transcript and a minimum score of 3 are required. Official AP transcripts should be sent directly to YCCC's Student Affairs Office.

Professional Certification Examinations Credits may be awarded to a student who receives a satisfactory score, per YCCC guidelines, on an approved Professional Certification Examination. The student must make their own arrangements to take the exam(s) and have an official copy of the scores and/or certification sent directly to YCCC's Student Affairs Office.

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

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

Based on content and presentation criteria being met at a C level, the credit awarded is transcripted as 'Pass'. Any student seeking to submit a portfolio must contact the Portfolio Advisor to file their intent to seek portfolio credit. Students will need to periodically consult with this advisor during portfolio development. Upon completion, portfolios must be submitted to the advisor to begin the process of portfolio review. Portfolios must be submitted for review within one year after intent is filed with the advisor. The following conditions apply:

- Students requesting portfolio credit must be matriculated into a degree program and have earned 6 YCCC credits, 3 of which must include ENG101 College Composition or the equivalency, prior to submission of Portfolio.
- Credits earned through portfolio assessment do not count towards residency requirement.
- Two copies of each portfolio must be submitted. The College will return one copy of the portfolio and keep the second on file.
- Each student may present only one Portfolio for review.
- Each portfolio will be reviewed only once and credit determination is final.
- Portfolios received by October 30 will be evaluated before the start of the January semester and those received by March 30 will be evaluated before the start of the September semester.

Note: Portfolio credits, in general, are not transferable to most colleges.

Academic Services

Articulation Agreements with Post Secondary Institutions A number of formal articulation agreements exist and are specific to particular majors. Students who plan to transfer to other colleges or universities should meet with their advisor for the most current agreement information.

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

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

For more information on online course offerings, visit the college website at www.yccc.edu

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

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

Institutional Learning Outcomes

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

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

General Education Core Areas and Outcomes

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

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

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

General Education Requirements Requirements for the number of General Education credits vary between the AAS, AS, and AA degrees.

Associate in Applied Science Degrees Students enrolled in an Associate of Applied Science (AAS) degree programs must complete a minimum of 20 credits in General Education, including:

- 12 credits in communication skills, the arts and humanities, and the social sciences;
- 8 credits in mathematics and/or science.

Associate in Science Degrees Students enrolled in Associate in Science (AS) degree programs must complete a minimum of 30 credits in General Education, including:

- 12-18 credits in communications, the arts and humanities, and the social sciences;
- 8-12 credits in mathematics and/or science.

The specific requirements are documented in the “Programs of Study” published for each degree.

General Education Core Areas

All degree programs at YCCC include a minimum of 15 credits common core in general education courses designed to assure that students have the opportunity to attain the skills, knowledge, qualities, and goals outlined in the four core areas of Communications, Humanities, Social Sciences, and Mathematics and Science. These credits are included in the minimum number of general education credits required for your degree program. Each academic degree program has been designed to include 15 credits from the following four Core categories.

Core I. Communications - 6 credits required in all programs

Courses in Core I: Communications focus on developing communication skills in writing and speaking. All courses include explicit instruction in writing and/or oral communication. Some courses provide instruction in research skills; all include activities or assignments that require research.

ENG 101	College Composition	3 credits
COM 201	Interpersonal Communications	3 credits
ENG 211	Technical Writing	3 credits
ENG 212	Business Communications	3 credits
SPE 101	Oral Communications	3 credits

Core II. Arts and Humanities - 3 credits required in all programs

Studying the arts and humanities helps students to develop critical and analytical skills. Core II courses also enable students to gain appreciation for aesthetics and the diversity of human experience. Courses in this category are intended to expose students to varied forms of expression in foreign languages and the humanities (fine arts, literature, philosophy). Core II courses also develop student skills in research, problem solving, and communication through a variety of writing, research and presentation activities, and assignments.

ART 110	Art Appreciation	3 credits
ART 120	Drawing	3 credits
ART 122	Drawing for Animation	3 credits
ART 123	Introduction to Painting	3 credits
ART 126	Foundations of Design	3 credits
ART 131	Introduction to Sculpture	3 credits
ART 132	Introduction to Illustration	3 credits
ART 134	Color Theory	3 credits
ART 136	Digital Photography	3 credits
ART 200	Topics in Studio Art	3 credits
ART 201	Advanced Drawing	3 credits
ASL 101	Beginning American Sign Language	4 credits
ASL 102	American Sign Language II	4 credits
COM 101	Introduction to Film	3 credits
COM 110	Introduction to Digital Filmmaking	3 credits
ENG 112	Introduction to Literature	3 credits
ENG 130	World Literature	3 credits
ENG 205	Creative Non-Fiction	3 credits
ENG 201	Creative Writing	3 credits
ENG 216	Nature Writing	3 credits
ENG 220	Topics in Literature	3 credits
ENG 222	Shakespeare	3 credits
ENG 224	American Literature I	3 credits
ENG 225	American Literature II	3 credits

ENG 230	Literature of Diversity	3 credits
FRE 101	Conversational French	4 credits
HUM 101	Introduction to the Humanities	3 credits
HUM 102	Humanities Seminar	3 credits
HUM 110	World Religions	3 credits
HUM 201	Multicultural America	3 credits
HUM 210	Historical & Literary Survey of the Bible	3 credits
MUS 101	Music Appreciation	3 credits
PHI 102	Ethics in Contemporary Society	3 credits
PHI 110	Introduction to Philosophy	3 credits
SPA 101	Conversational Spanish I	4 credits
SPA 102	Conversational Spanish II	4 credits
THE 123	Introduction to Theater	3 credits
THE 180	Stand-up Comedy	3 credits

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

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

ECO 110	Macroeconomics	3 credits
ECO 120	Microeconomics	3 credits
HIS 101	Western Civilization I	3 credits
HIS 102	Western Civilization II	3 credits
HIS 105	Topics in History	3 credits
HIS 110	United States History to 1877	3 credits
HIS 120	United States History 1877-present	3 credits
HIS 125	U.S. Civil Rights	3 credits
POS 101	American Government	3 credits
POS 125	Constitutional Law	3 credits
POS 290	Internship U.S. Government	3 credits
PSY 101	Introduction to Psychology	3 credits
PSY 200	Topics in Psychology	3 credits
PSY 202	Social Psychology	3 credits
PSY 210	Psychology Across the Lifespan	3 credits
PSY 214	Child Development	3 credits
PSY 224	Psychology of Learning	3 credits
PSY 230	Abnormal Psychology	3 credits
PSY 232	Introduction to Counseling	3 credits
PSY 280	Positive Psychology	3 credits
SOC 101	Introduction to Sociology	3 credits
SOC 200	Topics in Sociology	3 credits
SOC 201	Sociology of the Family	3 credits
SOC 210	Social Problems	3 credits
SOC 232	Death and Dying	3 credits

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

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

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

BIO 104	Overview of Anatomy and Physiology	3 credits
BIO 105	Marine Biology/Lab	4 credits
BIO 106 & BIO 107	General Biology I w/Lab	4 credits
BIO 116 & BIO 117	General Biology II w/Lab	4 credits
BIO 126 & BIO 127	Anatomy and Physiology I/Lab	4 credits
BIO 136 & BIO 137	Anatomy and Physiology II/Lab	4 credits
BIO 230 & BIO 231	Microbiology/Lab	4 credits
MAT 122	Finite Math	3 credits
MAT 127	College Algebra	3 credits
MAT 210	Statistics	3 credits
MAT 220	Trigonometry	3 credits
MAT 221	Descriptive Geometry	3 credits
MAT 227	Pre-Calculus	3 credits
PHY 151	General Physics I w/Lab	4 credits
PHY 250	Statics and Strength of Material	3 credits
SCI 101	Introduction to Environmental Science	3 credits
SCI 110	Introduction to Scientific Inquiry	4 credits

programs of study

Accounting
Associate in Applied Science

Program Description The Accounting Program leading to an Associate in Applied Science Degree is designed to provide students with a realistic and practical foundation in general accounting practices. Graduates will have mastered a wide variety of accounting functions essential to modern business and non-profit offices. The graduate will possess knowledge of accounting functions, automated systems, as well as an understanding of overall business processes. The skills gained in the program prepare individuals for initial entry into, and advancement within, the accounting departments of organizations of any size. Graduates are also prepared for transfer to 4-year colleges or universities should they seek a CPA career track. Areas of study in addition to the general education requirements include accounting practices, quality customer service, budgeting, fund accounting, human resource management and supervision, business finance, and computer applications.

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

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

Curriculum Requirements — *60 Credits*

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

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

Choose from Program Elective List — *3 Credits*

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

Career Opportunities Graduates from the program will be prepared to assume positions as (but are not limited to) management trainees, accounting clerks, assistant customer service representatives, documentation control clerks, accounts payable/receivable clerks, personnel coordinators, tellers, purchasing assistants, credit managers, warehouse managers, bookkeepers, and other positions requiring strong skills in accounting practices operations. Additionally, students from this program can transfer credits into a 4-year baccalaureate accounting or other business program.

Architectural Design
Associate in Applied Science

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

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

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

Curriculum Requirements ***61 credits***

Required Program Courses	Credits
CAD 102 Introduction to CAD	3
ARC 106 Architecture I	3
ARC 107 Intro Sustainable Design	3
CAD 110 Technical Graphics Standards	3
ARC 202 Architecture II	3
ARC 204 Integrated Energy Design	3
ARC 207 Construction Documents	3
CAD 210 Computer Aided Drafting II	3
CAD 217 3D CAD	3
CAD 251 3D Presentation	3
	30

Required General Education	Credits
ENG 101 College Composition	3
MAT 127 College Algebra	3
MAT 220 Trigonometry	3
PHY 151 General Physics	4
General Education Core I	3
General Education Core II	3
General Education Core III	3
	22

Open Electives:	**3**
Program Electives (any ARC or CAD prefix):	**6**

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

Business Administration
Associate in Applied Science

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

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

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

Curriculum Requirements ***63 credits***

Required Program Courses	Credits
ACC 111 Accounting I	3
ACC 112 Accounting II	3
BUS 110 Introduction to Business	3
BUS 115 Principles of Management I	3
BUS 205 International Business	3
BUS 215 Principles of Management II	3
BUS 230 Principles of Marketing	3
BUS 244 Business Law	3
BUS 250 Principles of Sales or BUS 260 Small Business Management	3
BUS 113 Introduction to Personal Finance or FIN110 Principles of Finance	3
CIS 115 Computer Applications	3
ECO 110 Macroeconomics or ECO 120 Microeconomics	3
	36

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

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

Career Opportunities Graduates with an A.A.S. in Business Administration expect to pursue opportunities in a variety of occupations in all sectors of the economy, business, government and nonprofits. Business administration is a generalist degree-preparing students to work in junior and mid-level management and supervisory jobs. Students with this degree work in a broad variety of industries from retailing to manufacturing to social services. Students considering more specific career goals in Office Management or Finance may wish to consider concentrations in those fields of study.

Business Administration
Associate in Applied Science - Finance Concentration

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

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

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

Curriculum Requirements ***60 credits***

Required Program Courses	Credits
ACC 111 Accounting I	3
BUS 110 Introduction to Business	3
BUS 115 Principles of Management I	3
BUS 205 International Business	3
BUS 215 Principles of Management II	3
CIS 115 Computer Applications	3
CIS 214 Spreadsheet Applications	3
ECO 110 Macroeconomics or ECO 120 Microeconomics	3
FIN 110 Principles of Finance	3
FIN 115 Introduction to Financial Markets	3
FIN 120 Introduction to Money and Markets	3
	33
Open Electives	**3**
Program Electives (choose from the Program Elective List)	**3**

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

Program Elective List:	
ACC 112 Accounting II	3
ACC 150 Income Tax Accounting	3
ACC 151 Accounting Software Applications	3
BUS 113 Personal Finance	3
BUS 215 Principles of Management II	3
BUS 230 Principles of Marketing	3
BUS 244 Business Law	3
BUS 250 Principles of Sales	3
BUS 260 Small Business Management	3
CIS 217 Database Management	3
ECO 110 Macroeconomics	3
ECO 120 Microeconomics	3

Career Opportunities Students with an A.A.S. in Business Administration; Finance Concentration, expect to work in the financial services industry. Representative jobs in that field include: loan officer, branch manager, customer relations representative, mortgage originator, insurance agent, stockbroker in smaller or regional brokerage firms and back-office administration and management for financial institutions. Students will graduate with more skills specifically related to the financial services industry, as well as the broader business skills offered by the more general Business Administration A.A.S. The objective of the program is to provide students with the knowledge, training, skills, and credentials, which will lead toward a career path in finance-related businesses.

Career Studies
Associate in Applied Science

Program Description This program provides highly individualized and flexible programming to meet the needs of students with significant work and learning experiences whose education and/or occupational goals cannot be met by the other technical programs of the college. Objectives of this program is to recognize significant work and/or learning experiences in a broad range of technical and specialized career fields; enhance education opportunities for those students who already possess significant bases of skill and/or learning; and assist individuals to advance in their chosen field. This program is designed to prepare students for various careers and is built on a foundation of general education courses.

Curriculum Requirements ***60 credits***

Required Program Courses	Credits	Required General Education	Credits
ENG 101 College Composition	3	Career Related Cluster*	24
ENG 211 Technical Writing			
Or ENG 212 Business Communications	3	**Open Electives**	**15**
General Education Core IV, Math	3		
General Education Core IV, Science	3		
General Education Core I - IV	3		
General Education Core II	3		
General Education Core III	3		
	21		

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

Career Opportunities Studies continue to show the value of post-secondary education to a person's career opportunities and earning potential. Many employers look upon the Associate Degree as a minimum requirement for skilled occupations. This degree can serve as a platform of accomplishment for pursuing additional education at a four-year institution; for exploring a field in an area of technology; or for attaining personal or career goals.

Computer Technology
Associate in Applied Science

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

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

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

Curriculum Requirements ***60 credits***

Required Program Courses	Credits
CIS 118 Introduction to Computer Technology	3
CIS 152 Computer Hardware	3
NET 110 Networking Essentials I	3
CS 131 Visual Programming I	3
or CIS 141 Object-Oriented Programming I	3
CIS 230 Desktop and Server Administration I	3
CIS 217 Database Management	3
CIS 220 Information Security	3
	21

Required General Education	Credits
ENG 101 College Composition	3
ENG 212 Business Communications or ENG 211 Technical Writing	3
SPE 101 Oral Communications	3
MAT 127 College Algebra or MAT 122 Finite Math	3
MAT 210 Statistics	3
PHI 102 Ethics & Contemporary Society	3
General Education Core III	3
General Education Core IV	3
	24

Program Electives

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

Open Electives: **3**

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

Criminal Justice
Associate in Applied Science

Program Description The Criminal Justice Associate Degree program focuses on the criminal justice system, its organizational components and processes and its legal and public policy contexts. The program includes instruction in criminal law and policy, police and correctional systems organization, the administration of justice and the judiciary, and public attitudes regarding criminal justice issues.

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

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

Curriculum Requirements ***61 credits***

Required Program Courses	Credits
CJS101 Introduction to Criminal Justice	3
CJS102 Ethics and Leadership in CJ	3
CJS120 Criminology	3
CJS125 Criminal Law	3
Computer Literacy	3
Program Electives	15
(9 credits must be in CJS courses)	
	30

Required General Education	Credits
ENG 101 College Composition	3
PHI 102 Ethics & Contemporary Society	3
SPE 101 Oral Communication	3
PSY101 Introduction to Psychology	3
SOC101 Introduction to Sociology	3
SOC210 Social Problems	3
General Education Core IV	6
(3 credits must be in math)	
Lab Science, General Education Core IV	4
	28

Program Elective List	
CJS105 Topics in Criminal Justice	3
CJS140 Criminalistics	3
CJS201 Contemporary Corrections	3
CJS205 Police Organizations	3
CJS210 Juvenile Justices	3
CJS290 Criminal Justice Internship	3
HUM201 Multicultural America	3
POS101 American Government	3
POS125Constitutional Law	3

Open Electives	3
PSY202 Social Psychology	3
PSY230 Abnormal Psychology	3
SOC201 Sociology of the Family	3
BUS115 Management I *or* BUS 116 Management II	3
ENG212/ENG211 Business Communication or Technical Writing	3

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

Culinary Arts
Associate in Applied Science

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

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

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

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

Curriculum Requirements ***66 credits***

Required Program Courses	Credits	Required General Education	Credits
CUL 102 Introduction to Culinary Arts	3	ENG 101 College Composition	3
CUL 104 Food Service Sanitation	3	ENG 212 Business Communications *or*	
CUL 108 Principles of Nutrition	3	ENG 211 Technical Writing	3
CUL 106 Foundational Culinary Techniques	4	MAT 122 Finite Math	3
CUL 156 Advanced Culinary Techniques	4	General Education Core II	3
CUL 256 International and American		General Education Core III	3
Regional Cuisine	4	General Education Core IV	6
21			
CUL 221 Baking, Pastry, and Deserts	4		
BUS 115 Management I *or*		**Open Elective**	**3**
BUS 116 Management II	3		
CUL 131 Culinary Operations I	3	**Computer Literacy Requirement**	**3**
CUL 231 Culinary Operations II	3		
	34		

Program Elective (choose 3 credits)
CUL 290 Culinary Internship
BUS 115 Management I or BUS 116 Management II
Any CUL course

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

Digital Media
Associate in Applied Science

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

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

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

Curriculum Requirements ***60 credits***

Required Program Courses	Credits	Required General Education	Credits
MUL 110 Digital Imaging	3	ART 120 Introduction to Drawing	3
MUL 125 Intermediate Graphic Design	3	ART 126 Foundations of Design	3
MUL 130 Motion Graphics	3	COM 110 Introduction to Digital Film	3
MUL 175 Texture & Lighting	3	ENG 101 College Composition	3
MUL 210 Advanced Digital Imaging	3	General Education Core I	3
MUL 225 3D Modeling & Character Animation	3	General Education Core III	3
WEB 131 Web Page Development	3	General Education Core IV	3
	21	Choose 3 credit Core IV – math	3
			24
200-level Program Elective	**3**	**Open Electives**	**3**
Program Electives	**9**		
BUS 110 Introduction to Business			
BUS 230 Principles of Marketing			
Any CAD, MUL or WEB prefix			
CIS 131 Visual Programming I			

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

Digital Media
Associate in Applied Science – Animation Concentration

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

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

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

Curriculum Requirements ***60 credits***

Required Program Courses	
MUL 110 Digital Imaging	3
MUL 130 Motion Graphics	3
MUL 175 Texture & Lighting	3
MUL 210 Advanced Digital Imaging	3
MUL 225 3D Modeling & Character Animation	3
MUL 265 Advanced Computer Animation	3
MUL230 Computer Animation	3
WEB 131 Web Page Development	3
	24

Credits Required General Education	Credits
ART 120 Introduction to Drawing	3
ART 122 Drawing for Animation	3
ART 126 Foundations of Design	3
COM 110 Introduction to Digital Film	3
ENG 101 College Composition	3
General Education Core I	3
General Education Core III	3
General Education Core IV	3
General Education Core IV - Math	3
	27

Program Electives	6
BUS 110 Introduction to Business	
BUS 230 Principles of Marketing	
Any CAD, MUL or WEB prefix	
CIS 131 Visual Programming I	

Open Elective	3

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

Digital Media
Associate in Applied Science - Graphic Design Concentration

Program Description The Associate of Applied Science Degree – Concentration in Graphic Design prepares individuals to apply technical knowledge and skills to the layout and design of electronic graphic and textual products. Students use computer applications and related visual techniques to manipulate images and information originating as artwork, digital photography, and digital copy in order to communicate messages simulating real-world Graphic Design. The program includes instruction in specialized computer software and applications to specific commercial, industrial, and entertainment needs of design. Students gain knowledge and develop skills to work in the areas of Graphic Design including web, print media, illustration, and managing resources for final outsourcing.

Program Learning Outcomes Successful graduates will be able to:

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

Curriculum Requirements ***60 credits***

Required Program Courses	Credits	Required General Education	Credits
CIS 251 3D Presentations	3	ART 120 Introduction to Drawing	3
MUL 110 Digital Imaging	3	ART 126 Foundations of Design	3
MUL 125 Intermediate Graphic Design	3	ART 132 Introduction to Illustration	3
MUL 126 Typography	3	COM 110 Introduction to Digital Film	3
MUL 130 Motion Graphics	3	ENG 101 College Composition	3
MUL 175 Texture and Lighting	3	General Education Core I	3
MUL 210 Advanced Digital Imaging	3	General Education Core III	3
WEB 131 Web Page Development	3	Choose 3 credit Core IV	3
	24	General Education Core IV - Math	3
			27
Program Electives:	**6**	**Open Electives**	**3**
BUS 110 Introduction to Business			
BUS 230 Principles of Marketing			
Any CAD, MUL or WEB prefix			
CIS 131 Visual Programming I			

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

Early Childhood Education
Associate in Applied Science

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

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

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

Curriculum Requirements ***64 credits***

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

Required General Education	Credits
ENG 101 College Composition	3
MAT 122 Finite Math	3
SCI 101 Introduction to Environmental Science	3
SPE 101 Oral Communications	3
General Education Core II	3
General Education Core III	3
General Education Core IV	3
	21
Open Electives	**3**

Early Childhood Education
Associate in Science

Program Description The Associate in Science Degree Program in Early Childhood Education provides students with a solid foundation in the social, biological, and psychological development of children. Students take a core of early childhood education courses as well as a variety of general education courses intended to develop competencies in critical and analytical thinking; verbal and written communication skills; problem solving and creative thinking; and mathematical knowledge, in order to better apply early childhood education pedagogy and to broaden their foundation for lifelong learning or continued educational specialization. This degree is designed for two groups of students: 1) entry-level students who wish to enter an early childhood program intending to transfer to a four-year institution, and 2) educational technicians who seek to broaden and deepen their understanding of child development and who want to obtain an academic credential. The number of transferring courses lies with the institution to which a student transfers and depends upon such factors as course grades and the student's chosen major.

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

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

Curriculum Requirements ***64 credits***

Required Program Courses	Credits
ECE 101 Introduction to ECE: The Child's Learning Environment	3
ECE 108 Health Safety & Nutrition	3
ECE 111 Child Growth & Development	3
ECE 170 Observation & Assessment	3
ECE 190 Guidance of Young Children	3
ECE 202 Language & Literacy	3
ECE 206 Education of Children w/ Special Needs	3
ECE 219 Curriculum – Preschool – Primary age	3
EDU 160 Technology in Education	3
	27

Required General Education	Credits
ENG 101 College Composition	3
MAT 122 Finite Math	3
MAT 127 College Algebra	3
PSY 101 Introduction to Psychology	3
SPE 101 Oral Communications	3
General Education Core II	3
General Education Core II or III	3
General Education Core IV, lab science	4
General Education Core IV	3
General Education Core I - IV	3
	31

Open Electives: **6**

Health Studies
Associate in Science

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

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

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

Curriculum Requirements ***60 credits***

Required Program Courses	Credits
ALH101 Dynamics of Health Care	3
MAS105 Medical Terminology	3
PHI102 Ethics in Contemporary Society or	
MAS120 Medical Law and Ethics	3
CIS115 Computer Applications or	
CIS118Introduction to Computer Technology	3
Program Electives	12
	24

Program Electives	
Any ALH, MAS, NUR prefix	
Any General Education, Core III or IV	3
BUS115 Management I	3
BUS 116 Management II	3
ACC111 Accounting I	3
ACC112 Accounting II	3

Required General Education	Credits
ENG101 College Composition	3
General Education, Core I	3
General Education, Core II	3
PSY101 Introduction to Psychology	3
PSY210 Psychology Across the	
Lifespan or SOC232 Death and Dying	3
Mathematics, General Education Core	
IV	3
General Education, Core IV	12
	30

Open Electives	6

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

SMCC Requirements	Course Advisement	Health Studies Curriculum
College Composition	ENG101 College Composition	ENG101 College Composition
Introduction to Psychology	PSY101 Introduction to Psychology	PSY101 Introduction to Psychology
Developmental Psychology	Psychology Across the Lifespan	PSY210 Psychology Across the Lifespan
Introduction to Literature	ENG112 Introduction to Literature	General Education. Core II
Anatomy & Physiology I & II	BIO106/107, BIO126/126, BIO136/137	General Education, Core IV
Dosage Calculations	NUR126 Dosage Calculations	Program Electives
Microbiology with Lab	BIO230/231 Microbiology	Program Electives
Social Science Elective	PSY or SOC (SOC232 Death and Dying)	Program Elective

Liberal Studies
Associate in Arts

Program Description The Liberal Studies degree is designed for students interested in pursuing an academic program focused on liberal studies and which will transfer to a four-year university.

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

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

Curriculum Requirements ***61 credits***

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

Required General Education	Credits
General Education Core I-IV	18-27
Open Electives**	**3-12**

** Students should plan on taking at least one math course after MAT122/MAT127 (e.g. MAT 210, 227, or 251) in order to satisfy the math requirements of many four-year colleges including the University of Southern Maine*

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

Medical Assisting
Associate in Applied Science

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

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

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

Curriculum Requirements ***60 Credits***

Required Program Courses:	**Credits**	**Required General Education**	**Credits**
MAS 105 Medical Terminology	3	ENG 101 College Composition	3
MAS 115 Medical Office Administration	3	Math, General Education Core IV	3
MAS 120 Medical Law and Ethics	3	BIO104 Overview of Anatomy	
MAS 150 Clinical Procedures I	3	& Physiology	3
MAS 151 Clinical Procedures I Lab	1		
		General Education Core IV	3
MAS 205 Medical Insurance and Coding	3	PHI 102 Ethics and Contemp. Society	3
MAS 225 Pharmacology	3	SPE 101 Oral Communication 3	
MAS 250 Clinical Procedures II	3		
MAS 251 Clinical Procedures II Lab	1		
		PSY101 Introduction to Psychology	3
MAS 290 Medical Assisting Practicum	4	PSY 210 Psychology Across the Lifespan	3
Computer Literacy	3	General Education Core I-IV	3
	30		**27**
		Open Electives:	**3**

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

Trade & Technical Occupations
Associate in Applied Science

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

Curriculum Requirements ***60 credits***

Required Program Courses	Credits
TTO 199 Apprenticeship (Documented apprenticeship experience 3 years = 18 credits, 4 years = 24 credits)	18 or 24
Elective Program Courses	
Career Related Electives - Student and advisor select career related electives that are specific to the apprenticeship focus or likely career path within the field	12 or 18
Open Electives	**3**

Required General Education	Credits
ENG101 College Composition	3
ENG 211 Technical Writing or ENG 212 Business Communications	3
General Education Core IV*	3
PSY 101 Introduction to Psychology or SOC 101 Introduction to Sociology	3
General Education Core II	3
General Education Core (Science)	3
General Education Core I - IV	3
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partnerships

A Partnership with Southern Maine Community College
Associate Degree in Nursing

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

The SMCC Nursing program prepares men and women to become registered nurses at the associate degree level. Upon completion of the program, graduates are eligible to take the NCLEX Registered Nurse (RN) licensure examination. The Nursing program is approved by the Maine State Board of Nursing, 161 Capitol Street, 158 State House Station, Augusta, Maine 04333-0158 (287-1133) and accredited by the National League for Nursing Accreditation Commission (NLNAC), 3343 Peachtree Road NE, Suite 500, Atlanta, Georgia 30326 (404-975-5000, www.nlnac.org). The curriculum blends nursing courses with general education courses to provide a sound theoretical base for nursing practice. Clinical experiences are concurrent with didactic experiences during the four semesters. If students are unable to meet clinical objectives or obtain a course grade of C (75) or better, they fail that nursing course. Students may apply for reinstatement/re-admission to the Nursing program once.

Admission Requirements (SMCC)

Students apply to the SMCC nursing program through SMCC Enrollment Services. It is advisable for applicants to submit applications as early as possible due to the large number of applicants. Because many applicants are Maine residents, SMCC cannot currently consider any out-of-state Nursing applicants, except for the LPN-Upgrade option. Applicants to the SMCC Nursing program must:

1. Attend a Mandatory Information Session (attendance is recommended early in the admissions process). Information about these sessions (dates and locations) can be found at http://www.smccme.edu/healthprograms.
2. Possess a high-school diploma or GED certificate.
3. Take the nursing entrance test (NLN PAX-RN) – Students must achieve a 60% Composite score, with 50% in Verbal. Students register for the test on-line at: https://www.nlnonlinetesting.org/pax/ Dates for the test are listed on this website. Review the NLN policies regarding refunds and rescheduling.
4. Take, or be exempt from the Accuplacer placement test.
5. Maintain a minimum GPA of 2.5 in pre-admission requirements: English Composition (C or better), Dosage Calculations (B- or better), and Anatomy and Physiology 1 with a lab (B- or better).
6. CPR certification – American Heart Association, Health Care Provider

PLEASE NOTE: SMCC Enrollment Services does not automatically receive grades and/or information about any completed admissions requirements to the Nursing program. It is the student's responsibility to submit completed prerequisites, CPR card, and all completed classes and grades.

Additional General Education Requirements

- Anatomy & Physiology II with lab
- Introduction to Psychology

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

Immunizations and Background Information

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

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

A Partnership with American Academy McAllister Institute of Funeral Service

Associate in Occupational Studies in Funeral Service (Online)

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

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

- Communications
- Humanities and Fine Arts
- Behavioral and Social Studies
- Mathematics and Science (online courses for math and science are in development)
- Students may also transfer 3 credits of Accounting I from YCCC allowing them to register for McAllister's second level accounting course.

For more information consult YCCC's website at www.yccc.edu.

certificate programs

Architectural Drafting & Design
Certificate Program

Program Description The Architectural Drafting and Design Certificate Program is designed to meet the needs of those who plan to seek employment in the area of architectural design and drafting. Students learn basic engineering principles and standards, and then apply them using CAD. The department routinely upgrades to the latest Autodesk software, allowing students to graduate with leading edge skills.

Curriculum Requirements	***27 credits***
Required Program Courses	**Credits**
CAD 102 Introduction to CAD	3
ARC 106 Architecture I	3
ARC 202 Architecture II	3
ARC 204 Integrated Energy Building Design	3
ARC 207 Construction Documents	3
CAD 210 Computer-Aided Drafting II	3
Program Elective	3
ENG 101 College Composition	3
MAT 127 College Algebra	3
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Food Service Specialist
Certificate Program

Program Description The Food Service Specialist Certificate Program prepares students for employment in the food service industry. Through a combination of classroom instruction and assigned experiences in the program's kitchen lab, students receive training in nutrition, menu planning, kitchen sanitation and safety, food preparation, food purchase and storage, and meal serving. *Note: This Certificate Program articulates with the Associate in Applied Science Degree Program in Culinary Arts.*

Curriculum Requirements	***29 credits***
Required Program Courses	**Credits**
ENG 101 College Composition	3
General Education Core I-IV	3
CUL 102 Introduction to Culinary Arts	3
CUL 104 Food Service Sanitation	3
CUL 106 Foundational Culinary Techniques	4
CUL 108 Principles of Nutrition	3
CUL 131 Culinary Operations I	3
CUL 156 Advanced Culinary techniques	4
BUS 115 or Bus 116 Principles of Management I or II	3
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Program Sequencing

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

Accounting Associate in Applied Science

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

Architectural Design Associate in Applied Science

Curriculum Requirements: 61 credits	Credits	Grade	Semester
First Year, Fall Semester (15 credits)			
ARC 106 Architecture I	3		
CAD 102 Intro to CAD	3		
CAD 110 Technical Graphics Standards	3		
ENG 101 College Composition	3		
MAT 127 College Algebra	3		
First Year, Spring Semester (15 credits)			
ARC 107 Intro Sustainable Design	3		
ARC 202 Architecture II	3		
CAD 210 Computer Aided Drafting II	3		
MAT 220 Trigonometry	3		
General Education Core I	3		
Second Year, Fall Semester (16 credits)			
ARC 204 Integrated Energy Building Design	3		
CAD 217 3D CAD	3		
PHY 151 General Physics	4		
General Education Core III	3		
ARC or CAD Elective	3		
Second Year, Spring Semester (15 credits)			
ARC 207 Construction Documents	3		
CAD 251 3D Presentation	3		
ARC or CAD Elective	3		
General Education Core II	3		
Open elective	3		

Business Administration Associate in Applied Science

Curriculum Requirements: 64 credits	Credits	Grade	Semester
First Year, Fall Semester (15 credits)			
ACC 111 Accounting I	3		
BUS 110 Introduction to Business	3		
BUS 115 Management I	3		
ENG 101 College Composition	3		
CIS 115 Computer Applications	3		
First Year, Spring Semester (15 credits)			
ACC 112 Accounting II	3		
BUS 116 Management II	3		
ECO 110 Macroeconomics or ECO 120 Micro-economics	3		
MAT 122 Finite Math	3		
PSY 101 Introduction to Psychology			
or SOC 101 Introduction to Sociology	3		
Second Year, Fall Semester (15 credits)			
BUS 205 International Business	3		
BUS 230 Principles of Marketing	3		
BUS 250 Principles of Sales or BUS260 Small Business Management	3		
MAT 210 Statistics	3		
PHI 102 Ethics and Contemporary Society	3		
Second Year, Spring Semester (18 credits)			
BUS 244 Business Law	3		
BUS 113 Personal Finance or FIN 110 Principles of Finance	3		
ENG 212 Business Communications or ENG 211 Technical Writing	3		
General Education Core IV	3		
Program Elective	3		
Open Elective	3		
Elective List:			
ACC 150 Income Tax Accounting	3		
ACC 151 Accounting Software Applications	3		
ACC 201 Intermediate Accounting	3		
ACC 204 Managerial Accounting	3		
ACC 205 Government Accounting	3		
BUS 113 Personal Finance	3		
BUS 250 Principles of Sales	3		
BUS 260 Small Business Management	3		
BUS 293 Business Administration Internship	3		
CIS 214 Spreadsheet Applications	3		
CIS 217 Database Management	3		
ECO 110 Macroeconomics	3		
ECO 120 Microeconomics	3		
FIN 110 Principles of Finance	3		
FIN 115 Introduction to Financial Markets	3		
FIN 120 Introduction to Money and Banking	3		

Business Administration Associate in Applied Science - Finance

Curriculum Requirements: 60 credits	Credits	Grade	Semester
First Year, Fall Semester (15 credits)			
ACC 111 Accounting I	3		
BUS 110 Introduction to Business	3		
BUS 115 Management I	3		
ENG 101 College Composition	3		
MAT 122 Finite Math	3		
First Year, Spring Semester (15 credits)			
FIN 110 Principles of Finance	3		
BUS 116 Management II	3		
CIS 115 Computer Applications	3		
ECO 110 Macroeconomics or ECO 120 Micro-economics	3		
General Education Core III	3		
Second Year, Fall Semester (15 credits)			
CIS 214 Spreadsheet Applications	3		
PHI 102 Ethics and Contemporary Society	3		
ENG 212 Business Communications or ENG 211 Technical Writing	3		
MAT 210 Statistics	3		
FIN115 Financial Markets	3		
Second Year, Spring Semester (15 credits)			
BUS 205 International Business	3		
FIN 120 Money and Banking	3		
General Education Core IV	3		
Program Elective	3		
Open Elective	3		
Program Elective List:			
ACC 112 Accounting II	3		
ACC 150 Income Tax Accounting	3		
ACC 151 Accounting Software Applications	3		
BUS 113 Personal Finance	3		
BUS 116 Management II	3		
BUS 230 Principles of Marketing	3		
BUS 244 Business Law	3		
BUS 250 Principles of Sales	3		
BUS 260 Small Business Management	3		
CIS 217 Database Management	3		
ECO 110 Macroeconomics	3		
ECO 120 Microeconomics	3		

Computer Technology Associate in Applied Science

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

Criminal Justice Associate in Applied Science

Curriculum Requirements: 61 Credits	Credits	Grade	Semester
First Year, Fall Semester (15 credits)			
CJS101 Introduction to Criminal Justice	3		
CJS102 Ethics and Leadership in CJ	3		
ENG 101 College Composition	3		
Math, General Education Core IV	3		
Computer Literacy (CIS115 or CIS118 recommended)	3		
First Year, Spring Semester (15 credits)			
CJS120 Criminology	3		
CJS125 Criminal Law	3		
PHI 102 Ethics and Contemporary Society	3		
General Education Core IV	3		
SOC101 Introduction to Sociology	3		
Second Year, Fall Semester (15 credits)			
SOC210 Social Problems	3		
PSY101 Introduction to Psychology	3		
SPE 101 Oral Communications	3		
Choose 6 credits from CJS courses in Program Elective list	6		
Second Year, Spring Semester (16 credits)			
Lab Science, General Education Core IV	4		
Open Elective	3		
Choose 6 credits from Program Elective list	9		
Elective List:			
CJS105 Topics in Criminal Justice	3		
CJS140 Criminalistics	3		
CJS201 Contemporary Corrections	3		
CJS205 Police Organizations	3		
CJS210 Juvenile Justice	3		
CJS290 Criminal Justice Internship	3		
HUM201 Multicultural America	3		
POS101 American Government	3		
POS125 Constitutional Law	3		
PSY202 Social Psychology	3		
PSY230 Abnormal Psychology	3		
SOC201 Sociology of the Family	3		
BUS114 Management I or	3		
BUS116 Management II	3		
ENG212 Business Communication or ENG211 Technical Writing	3		

Culinary Arts Associate in Applied Science

Curriculum Requirements: 66 credits	Credits	Grade	Semester
First Year, Fall Semester (16 credits)			
CUL 102 Introduction to Culinary Arts	3		
CUL 104 Food Safety and Sanitation	3		
CUL 106 Foundational Culinary Techniques	4		
ENG 101 College Composition	3		
MAT 122 Finite Math	3		
First Year, Spring Semester (16 credits)			
CUL 108 Principles of Nutrition	3		
CUL 156 Advanced Culinary Techniques	4		
CUL 131 Culinary Operations I	3		
Computer Literacy	3		
General Education Core II	3		
Second Year, Fall Semester (16 credits)			
CUL 221Baking, Pastry and Desserts	3		
CUL 231 Culinary Operations II	4		
BUS 115 Management I or BUS 116 Management II	3		
General Education Core I	3		
General Education Core IV	3		
Second Year, Spring Semester			
CUL 256 International and American Regional Cuisine	4		
Program Elective choose 3 credits	3		
General Education Core III	3		
General Education Core IV	3		
Open Elective	3		
Semester Total	16		

Digital Media Associate in Applied Science

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

Digital Media Associate in Applied Science – Animation

Curriculum Requirements: 60 credits	Credits	Grade	Semester
First Year, Fall Semester (15 credits)			
ART 120 Introduction to Drawing	3		
ART 126 Foundations of Design	3		
ENG 101 College Composition	3		
MUL 110 Digital Imaging	3		
General Education Core IV - Math	3		
First Year, Spring Semester (15 credits)			
ART 122 Drawing for Animation	3		
COM 110 Intro to Digital Film	3		
MUL 130 Motion Graphics	3		
Program Elective	3		
General Education Core IV	3		
Second Year, Fall Semester			
MUL 225 3D Modeling & Character Animation	3		
MUL230 Computer Animation	3		
WEB 131 Web Page Development	3		
Program Elective	3		
General Education Core I	3		
Second Year, Spring Semester (15 credits)			
MUL 175 Texture & Lighting	3		
MUL 210 Advanced Digital Imaging	3		
MUL 265 Advanced Computer Animation	3		
General Education Core III	3		
Open Elective	3		

Digital Media Associate in Applied Science – Graphic Design

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

Early Childhood Education Associate in Applied Science

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

Early Childhood Education Associate in Science

Curriculum Requirements: 64 credits	Credits	Grade	Semester
First Year, Fall Semester (15 credits)			
ECE 101 Introduction to ECE: The Child's			
Learning Environment	3		
ECE 108 Health Safety & Nutrition	3		
ECE 111 Child Growth & Development	3		
ENG 101 College Composition	3		
MAT 122 Finite Math	3		
First Year, Spring Semester (15 credits)			
ECE 202 Language & Literacy	3		
EDU 160 Technology in Education	3		
ECE 170 Observation & Assessment	3		
MAT 127 College Algebra	3		
PSY 101 Introduction to Psychology	3		
Second Year, Fall Semester (18 credits)			
ECE 190 Guidance of Young Children	3		
ECE 219 Curriculum Preschool + Primary-age	3		
SPE 101 Oral Communication	3		
General Education Core I-IV	3		
General Education Core II	3		
General Education Core IV	3		
Second Year, Spring Semester (16 credits)			
ECE 206 Education of Children w/Special Needs	3		
General Education Core IV, Lab Science	4		
Open Electives	6		
General Education Core II or III	3		

Health Studies Associate in Science

Curriculum Requirements: 60 credits	Credits	Grade	Semester
First Year, Fall Semester (15 credits)			
ALH 101 Dynamics of Health Care	3		
ENG 101 College Composition	3		
Mathematics course from Core IV	3		
MAS105 Medical Terminology	3		
CIS115 Computer Applications or CIS118 Introduction to Computer Technology	3		
First Year, Spring Semester (13 credits)			
Program Electives	3		
PSY 101 Introduction to Psychology	3		
General Education, Core I	3		
General Education, Core IV	4		
Second Year, Fall Semester (16 credits)			
PSY 210 Psychology Across the Lifespan or SOC232 Death and Dying	3		
General Education, Core II	3		
PHI 102 Ethics in Contemporary Society or MAS120 Medical Law and Ethics	3		
Open Elective	3		
General Education, Core IV	4		
Second Year, Spring Semester (13 credits)			
General Education Core IV	4		
Program Electives	9		
Open Elective	3		

Liberal Studies Associate in Arts

Curriculum Requirements: 61 Credits	Credits	Grade	Semester
First Year, Fall Semester (12 credits)			
ENG 101 College Composition	3		
Mathematics course from Core IV *	3		
General Education Core III	3		
Open elective	3		
First Year, Spring Semester (18 credits)			
Computer Literacy (CIS115 Computer Applications recommended)	3		
ENG 112 Introduction to Literature	3		
PHI 102 Ethics in Contemporary Society	3		
SPE 101 Oral Communications	3		
Choose a 3 credit course from Core I-IV	3		
General Education Core III **	3		
Second Year, Fall Semester (16 credits)			
Lab science course, General Education Core IV	4		
General Education Core III **	3		
General Education Core I-IV or Open			
Electives***	9		
Second Year, Spring Semester (14 credits)			
General Education Core I-IV	15		
Semester Total	15		

* Students should plan on taking at least one math course after MAT122/MAT127 (e.g. MAT 210, 227, or 251) in order to satisfy the math requirements of many four-year colleges including the University of Southern Maine.

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

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

Medical Assisting Associate in Applied Science

Curriculum Requirements: 60 credits	Credits	Grade	Semester
First Year, Fall Semester (15 credits)			
MAS 105 Medical Terminology	3		
MAS 115 Medical Office Administration	3		
ENG 101 College Composition	3		
Math, General Education Core IV	3		
Computer Literacy Requirement	3		
First Year, Spring Semester (16 credits)			
MAS 150 Clinical Procedures I	3		
MAS 151 Clinical Procedures I Lab	1		
BIO104 Overview of Anatomy and Physiology	3		
PHI 102 Ethics and Contemporary Society	3		
SPE101 Oral Communications	3		
PSY 101 Introduction to Psychology	3		
Second Year, Fall Semester (16 credits)			
MAS 120 Medical Law and Ethics	3		
MAS 205 Medical Insurance and Coding	3		
MAS 250 Clinical Procedures II	3		
MAS 252 Clinical Procedures II Lab	1		
PSY 210 Psychology Across the Lifespan	3		
General Education Core IV	3		
Second Year, Spring Semester (13 credits)			
MAS225 Pharmacology	3		
MAS 290 Practicum	4		
General Education Core I-IV	3		
Open Elective	3		

Trade & Technical Occupations Associate in Applied Science

Curriculum Requirements: 60 credits	Credits	Grade	Semester
First Year, Fall Semester (12 credits)			
ENG 101 College Composition	3		
Mathematics course from Core IV	3		
PSY 101 Introduction to Psychology			
or SOC 101 Introduction to Sociology	3		
General Education Core IV	3		
First Year, Spring Semester (12 credits)			
General Education Core II	3		
ENG 211 Technical Writing	3		
Or ENG 212 Business Communications			
General Education Core IV	3		
Open Elective	3		
Second Year, Fall Semester (12 to 18 credits)			
Career Related Electives: (12 or 18)	12 or 18		
Student and advisor select career related electives specific to the apprenticeship focus or likely career path within the field. 12 for 4 yr apprenticeship, 18 for 3 yr apprenticeship			
Second Year, Spring Semester (`8 to 24 credits)			
TTO 199 Apprenticeship	18 to 24		
(Documented apprenticeship experience) 18 for 3 yr apprenticeship or 24 for 4 yr apprenticeship)			

Architectural Drafting & Design Certificate Program

* INTENDED FOR PART-TIME STUDY

Curriculum Requirements: 27 credits	Credits	Grade	Semester
First Year, Fall Semester (6 credits)			
CAD 102 Introduction to CAD	3		
ENG 101 College Composition	3		
First Year, Spring Semester (6 credits)			
ARC 106 Architecture I	3		
CAD 210 Computer-Aided Drafting & Design II	3		
Second Year, Fall Semester (6 credits)			
ARC 202 Architecture II	3		
MAT 127 College Algebra	3		
Second Year, Spring Semester (9 credits)			
ARC 204 Integrated Energy Building Design	3		
ARC 207 Construction Documents	3		
Program Elective	3		
Elective List			
ARC 215 Land Development	3		
BUS 110 Introduction to Business	3		
CAD 107 Solid Modeling Design I	3		
CAD 217 3D CAD	3		
CIS 131 Visual Programming I	3		
CIS 214 Spreadsheet Applications	3		
ARC 105 Introduction to Interior Design	3		
MFT 101 QA, ISO9000, and TQM	3		
MFT 103 Manufacturing Processes	3		
MUL 110 Digital Imaging	3		

Food Service Specialist Certificate Program

Curriculum Requirements: 30 credits	Credits	Grade	Semester
First Year, Fall Semester (16 credits)			
CUL 104 Food Service Sanitation	3		
CUL 106 Foundational Culinary Techniques	4		
ENG 101 College Composition	3		
BUS 115 or BUS 116 Principl;es of Management I or II	3		
General Education Core I-IV	3		
Second Year, Spring Semester (14 credits)			
CUL 108 Principles of Nutrition	3		
CUL 109 Dining Room Operations	3		
CUL 156 Advanced Culinary Techniques	4		
GEN 100 College Success Management	1		
HOS 106 Purchasing for the Hospitality Industry	3		

course descriptions

ACC 111 - Accounting I
3 credits/3 contact hours
The course will focus on the basic financial accounting model step by-step, from the fundamental accounting equation through the accounting cycle. The course will explore bookkeeping techniques and practices, as well as covering the basic understanding of accounting practices and procedures. Prerequisite: MAT 092 or Math Placement Exam

ACC 112 - Accounting II
3 credits/3 contact hours
This course will be a continuation of ACC 111. Special journals, payroll systems, internal control and cash transactions, accounts receivable and accounts payable are a few of the topics to be covered. This course will expand partnership accounting as well as corporate accounting. Prerequisite: ACC 111

ACC 150 - Income Tax Accounting
3 credits/3 contact hours
An introduction to federal taxation of the income of individuals. Tax laws are examined by means of illustrative examples and problems. Prerequisite: ACC 111

ACC 151 - Accounting Software Applications
3 credits/3 contact hours
A hands-on introduction to accounting software; topics include payroll, inventory, accounts payable, accounts receivable, job cost and point-of-sale applications. Popular software packages in the areas of tax, audit and financial statement preparation are used. Prerequisite: ACC 112

ACC 201 - Intermediate Accounting I
3 credits/3 contact hours
A comprehensive review of financial accounting principles, concepts, and procedures. Accounting theory is emphasized in the analysis of alternatives, treatments, and procedures. Specific areas stressed are recognition of income and expense and disclosing current and future values. Prerequisite: ACC 112

ACC 202 - Intermediate Accounting II
3 credits/3 contact hours
A continuation of the principles, concepts, and procedures introduced in Intermediate Accounting I. Specific topics include valuation alternatives, depreciation, market values, leases, the time value of money, and stockholder's equity. Prerequisite: ACC 201

ACC 203 - Cost Accounting
3 credits/3 contact hours
The purpose of this class is to provide a broad background in cost accounting techniques that can be used as a basis for working as an accountant within a business. Cost accounting is the part of an organization's accounting system that accumulates costs and other accounting data for decision-making. The decision-making can be within or outside the organization. Prerequisite: ACC 112

ACC 204 - Managerial Accounting
3 credits/3 contact hours
The purpose of this class is to provide a broad background in cost and managerial accounting techniques that can be used as a basis for working as an accountant within a business. Cost and

management accounting are essential parts of an organization's information system that accumulate costs and other accounting data for decision-making. The course introduces students to basic cost and management accounting concepts such as: standard costing, job costing, capital budgeting, flexible budgeting, process costing, and activity-based costing. The course focuses on the use of internal accounting information in decision-making, planning and organizational control. Students will be able to explain basic terminology and analyze the issues underlying current practices in cost and management accounting. Prerequisites: ACC 112

ACC 205 - Governmental Accounting
3 credits/3 contact hours
An introduction to the fund-based theory and practice of accounting as applied to governmental entities and not-for profit organizations. Various techniques are used to study fund accounting concepts; these may include the use of problem sets, case studies, computer applications, and other materials. Prerequisite: ACC 112

ACC 290 - Accounting Internship
3 credits/7 contact hours
Students seeking a career in accounting, or those seeking to expand their individual skill base, can apply specific competencies in a real world environment. Skills learned in the core courses will be applied while performing fieldwork and seminar hours. The work experience must be approved in advance and a learning contract is established with the student, advisor, and the workplace supervisor. Prerequisite: Completion of core courses

ALH 101 - Dynamics of Health Care
3 credits/3 contact hours
This course is an overview of the rapidly changing United States health care system and its relationship with individuals, providers, insurers and society. A historical overview will lead to an exploration of how the health care system is being shaped by economic, legal, and political factors. Moral and ethical considerations will be examined at all levels.

ARC 105 – Interior Design I
3 credits/3 contact hours
This course is designed to provide students with an introduction to interior design and career options in the field. Topics to be covered include design elements and their application to residential and non-residential interiors; the needs survey of the user; choices of materials, furnishing and components used in interior design; and career options, including an overview of the professional preparation required for certification as an interior designer.

ARC 106 - Architecture I
3 credits/3 contact hours
This introductory course focuses on light frame construction techniques specifically related to residential dwellings. The course includes architectural styles, building materials and components, specifications, building codes, and the production of construction drawings. Students produce full sets of working drawings for two-story residential structures.

ARC 107 Introduction to Sustainable Building Design
3 credits/3 contact hours
This course is a study of sustainable design and green building. Students will learn about rating systems for sustainable buildings developed by the U.S. Green Building Council and other international organizations. Topics include existing and future green building standards and technology, environmental impacts, site analysis and building orientation, passive and active solar design elements, water conservation, day lighting, energy systems, and innovative design.Prerequisite: ARC 106 or SCI 101

ARC 200 Topics in Architecture
3 credits/3 contact hours
This course explores a specialized topic in the fields of architecture and construction. Students will learn the fundamentals of the topic, including general principles and concepts, the use and application of materials and tools, and relevant vocabulary. The goal is to increase the student's awareness of historical and/or current trends in architecture and construction. Prerequisite: ARC-106

ARC 202 - Architecture II
3 credits/3 contact hours
This course builds upon the architectural concepts of ARC 106 including space planning, design concepts, windows and doors, structural components, and construction documents. Students will utilize AutoCAD and Architectural Desktop software as tools to design and create technical drawings. Emphasis is on residential construction, with full compliance of industry standards and building codes. Students interact as a team to develop complete building projects. Prerequisite: CAD 102 and ARC 106

ARC 203 - Architecture III
3 credits/3 contact hours
This is the third in a series of three architectural design courses. The course will utilize 3-dimensional CAD models as an essential tool for architectural design, visualization, presentation, and construction documentation. The course culminates in a large-scale commercial project, where students work as team members responsible for all phases of the design process. Prerequisite: ARC 202 and MAT 127

ARC 204 – Integrated Energy Building Design
3 credits/3 contact hours
This course presents building and energy topics that influence the shape of buildings. Utilizing the latest CAD software, students incorporate efficient energy elements into the design and planning process. This class will concentrate on the electrical, plumbing, and heating requirements, and Residential-Check to produce functional drawings in compliance with the International Building Code. The course will integrate sustainable and affordable design concepts according to the U.S Green Building Council. Prerequisite: ARC 202

ARC 207 - Construction Documents
3 credits/3 contact hours
This course explores the various stages of the design/build process. Students will learn about requests for proposals, bids, estimating, contracts, specifications, building codes, and governmental regulations. Emphasis is placed on the use of accurate and complete drawing packages as contractual documents using industry standards such as CSI and AIA. Students work in teams to develop solutions to case studies. By the end of the course, each student will develop a portfolio for an entire design project. Prerequisite: ARC 202, and MAT 127.

ART 110 - Art Appreciation
3 credits/3 contact hours
In this course, students will study original art works, slides, films, and other materials to develop an appreciation for the visual arts. The course will emphasize students' direct experience with art and will include at least one museum field trip. Each student will complete and present a research project on a selected artist. Prerequisite: ENG101 recommended

ART 120 - Introduction to Drawing
3 credits/4 contact hours
This course is an introduction to the problems, techniques, and materials of drawing. Each class

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

ART 122 – Drawing for Animation
3 credits/4 contact hours
This course covers the foundational drawing skills used in animation historically and today by creating the visual guides used to create animation and traditional film, character sheets and storyboards. Students will learn to translate vision to paper, putting a concept into a format that others can understand and work from. Traditional drawing skills and their role in current animation is explored, as well as drawing skills and their role in gaming and traditional film. The primary focus of this course is to develop the skills used in today's computer animation. Prerequisite: ART 120

ART 123—Introduction to Painting
3 credits/4 contact hours
This hands-on course provides an introduction to the fundamental techniques of painting. The basis of the course is studio work, augmented by demonstrations and student-driven critique sessions. The course content will intersect with other arts-based fields of study, including drawing, color theory, and composition.

ART 126 – Foundations of Design
3 credits/3 contact hours
This fine arts course provides the fundamentals of artistic design including the concepts of color theory, balance, visual weight, and scale. As a result, it is a foundation course for a variety of design-related fields, including web design and other forms of digital media; and publication design. Students will complete hands-on art projects as they study and practice the elements of design.

ART 131—Introduction to Sculpture
3 credits/3 contact hours
This course provides an introduction to the basic elements, materials, and techniques of sculpture. Students will explore sculpture through various means, including modeling (clay), addition (assemblage), and subtraction (wood or stone). Students will also study the basic elements of design—form, scale, weight, color, movement, and space—as they apply to the art of sculpture.

ART 132- Introduction to Illustration
3 credits/3 contact hours
This course introduces the techniques of illustration required to produce a finished commercial artwork. Accuracy of rendering will be emphasized. The course will focus primarily on traditional illustration skills and media, and students will complete several projects that demonstrate foundational knowledge. Prerequisite: ART 120

ART 134 – Color Theory
3credits/3 contact hours
This course serves as an introduction to the characteristics and interactions of color. Students will practice the application of color theory in various media. Major color theorists will be presented, and students will study works by various painters who used color as primary elements or techniques. Prerequisite: ART 120

ART 136 – Digital Photography
3 credits/3 contact hours
This course serves as an introduction to digital photography as an art form. Emphasis is placed

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

ART 200 – Topics in Studio Art
3 credits/4 contact hours
This hands-on course explores a genre, method or specialized topic in studio art. Students will learn the fundamentals of the topic, including general principles and techniques, the use and application of materials and tools, and relevant vocabulary. Representative works and artists also will be explored.

ART 201 – Advanced Drawing
3 credits/4 contact hours
This course builds on the skills covered in Introduction to Drawing while introducing new materials, techniques, and challenges. Students will deepen their knowledge of the elements and principles of drawing while learning to put their drawing skills to use in specialized commercial and fine-arts applications. Students will also be encouraged to discover and hone their own style as artists. Prerequisite: ART 120

ASL 101 – Beginning American Sign Language
4 credits/4 contact hours
This course provides an introduction to American Sign Language, with an emphasis on basic ASL conversation skills. Students will study ASL vocabulary, finger spelling, and grammar, and learn to apply that knowledge in various conversational situations. Students will also learn about the history of ASL and Deaf culture, including specific issues and controversies as they relate to the Deaf community.

ASL 102 American Sign Language II
4 credits/4 contact hours
This course builds upon the skills and knowledge acquired in ASL I. Students will increase their ASL vocabulary, refine their fingerspelling skills, deepen their understanding of ASL grammar, and learn to apply their knowledge in advanced conversational situations. The course will also add to students' understanding of Deaf culture, as well as linguistic issues related to ASL. Prerequisite: ASL 101

BIO 104 Overview of Anatomy and Physiology
3 credits/3 contact hours
This one-semester introductory course presents an overview of human anatomy and physiology. The organization of the body is studied, starting with cells, tissues, and organs and continuing to cover the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, immune, digestive, respiratory, urinary and reproductive systems. Homeostasis and structure-function relationships are explored. Prerequisite: none.

BIO 105 - Marine Biology/Lab
4 credits/5 contact hours
This course is an introduction to marine plants and animals, especially those native to the area. Students will be introduced to the biological processes of all forms of life in the sea. This course employs YCCC's proximity to ocean and estuaries as a natural field laboratory. Prerequisite: Grade of C or better in MAT 098 or appropriate Mathematics Placement Exam score.

BIO 106 – General Biology I
4 credits/3 contact hours
Biology I provides a comprehensive examination of the fundamental concepts of biology, including the chemical properties of life, cellular biology and physiology, and genetics. Evolution will be utilized as the central theme in all discussions; providing a coherent view of life in the light of natural selection and the diversity of species. This class assumes previous experience with scientific laboratory course work. Must be taken concurrently with BIO107. Prerequisite: Grade of C or better in MAT 098 or appropriate Mathematics Placement Exam score.

BIO 107 - General Biology I Lab
0 credits/2 contact hours
This laboratory provides experience with the concepts and principles covered in Biology I (BIO106). Laboratory exercises relate to lecture topics and introduce students to the fundamentals of laboratory procedure, as well as providing an applied reinforcement of lecture topics. Must be taken concurrently with BIO106. Prerequisite: Grade of C or better in MAT 098 or appropriate Mathematics Placement Exam score.

BIO 116 - General Biology II
4 credits/3 contact hours
Biology II provides a rigorous examination of modern biological theory, as well as an introduction to the anatomy and physiology of animal systems. Topics include natural selection and the evolution of populations, phylogeny, plant and animal diversity, and animal form and function. Must be taken concurrently with BIO117. Prerequisite: BIO106/BIO107.

BIO 117 – General Biology II Lab
0 credits/2 contact hours
Biology II Lab presents exercises that relate to the Biology II lecture topics and introduce students to the fundamentals of laboratory procedure, as well as providing an applied reinforcement of lecture topics. Must be taken concurrently with BIO116. Prerequisite: BIO106/107.

BIO 126 - Anatomy and Physiology I
4 credits/3 contact hours
This course is the first of a two-semester sequence that examines the basic principles of human anatomy and physiology. Structure-function relationships are examined at all levels throughout the course. Topics include anatomical terminology, cell structure and function, tissue organization and the skeletal, muscular and nervous systems, including the special senses. Must be taken concurrently with BIO127. Prerequisite: BIO106/107.

BIO 127 – Anatomy and Physiology I Lab
0 credits/2 contact hours
Laboratory exercises relate to the lecture topics in Anatomy and Physiology I (BIO126) and focus on human histology and gross anatomy. Must be taken concurrently with BIO126. Prerequisite: BIO106/107.

BIO 136 - Anatomy and Physiology II
4 credits/3 contact hours
A continuation of BIO 126, this course focuses on the organ systems of the human body. The Anatomy and Physiology II is a continuation of Anatomy and Physiology I (BIO126/127). This course examines the structure/ function relationships of the endocrine, cardiovascular, lymphatic, immune, digestive, respiratory, urinary and reproductive systems. Additional topics include blood, cellular metabolism, and water, electrolyte and acid-base balance. Must be taken concurrently with BIO137. Prerequisite: BIO126/127.

BIO 137 – Anatomy and Physiology II Lab
0 credits/2 contact hours
Laboratory exercises relate to the lecture topics in Anatomy and Physiology II (BIO136) and focus on human histology, gross anatomy and physiology. Must be taken concurrently with BIO136.

BIO 230 - Microbiology
4 credits/3 contact hours
The biology of bacteria, fungi, protozoa, helminths and viruses will be presented, with an emphasis on those that impact humans. The structure, growth and metabolism of microbes will be examined in the context of their physical, chemical and biological environment. Mammalian immunity and antimicrobial methods will also be explored. Must be taken concurrently with BIO 231. Prerequisite: BIO 136 and BIO 137 (can be taken concurrently).

BIO 231 - Microbiology Laboratory
0 credits/2 contact hours
The laboratory will focus on the culturing and identification of microbes using differential growth, staining and biochemical methods. Aseptic technique will be emphasized. Must be taken concurrently with BIO230. Prerequisite: BIO136 and BIO137 (can be taken concurrently)

BUS 110 - Introduction to Business
3 credits/3 contact hours
This survey course covers the many facets of business and gives the student a general knowledge of the modern business environment. The economic, social, legal, ethical systems affecting US businesses are explored. The general concepts of business organization, management, "the people aspects" of business, together with the functions of production, marketing, accounting, and finance are investigated. Co-requisite: ENG-095 or appropriate Reading Placement Exam score.

BUS 113 - Introduction to Personal Finance
3 credits/3 contact hours
The skills you will develop in this class are applicable to personal financial management. Course material involves how people spend, save, protect and invest their financial resources. Topics include tax management, budgeting, cash management, credit card and debt management and basic introduction to insurance concepts. Prerequisite: MAT 092 or Math Placement Exam

BUS 115 - Management I
3 credits/3 contact hours
Introduces some of the basic concepts of supervising other employees including directing and delegating work, motivating employees, monitoring and evaluating work, and building a strong work unit. The evolving and changing trends of the supervisor's role as a member of the organization's management team, is also discussed. Co-requisite: ENG-095 or appropriate Reading Placement Exam score.

BUS 116 - Management II
3 credits/3 contact hours
This course explores the many functions involved in personnel administration, as performed by human resource department administrators and first-level managers. Multiple aspects of human resource management are explored including human resource planning, recruiting, interviewing, selecting, placing, training, motivating, evaluating, rewarding, and disciplining employees. Pay systems, job evaluations, and some labor - management issues are presented. Co-requisite: ENG-095 or appropriate Reading Placement Exam score

BUS 120 — Topics in Business
3 credits/3 contact hours
This course provides an exploration of a particular area of business, business issue, business related event, or time period as it relates to the study of business. The course may be repeated for credit when the topic varies.

BUS 205 - International Business
3 credits/3 contact hours
This course will provide students with an understanding of the interdisciplinary nature of international business and will explore the development of international business. Theories and methods of international trade; financing mechanism and terms used in export documentation and export finance; the effects of economics, political and cultural environment on international business and trade; impact of geography in business transactions; legal aspects of international business; and developing an effective international marketing strategy will be covered. Prerequisite: BUS 110

BUS 230 - Principles of Marketing
3 credits/3 contact hours
This course introduces the student to consumer and institutional behavior patterns and the overall role of marketing in the economy. Discussion includes the analysis of theoretical marketing processes and the strategies of product development, pricing, promotion and distribution, and their applications to business and the individual consumer. Prerequisite: BUS 110

BUS 244 - Business Law
3 credits/3 contact hours
The purpose of this course is to give the student a better understanding of the government regulation of business. The course describes the origins, development, and sources of law. The legal system is described, emphasizing the areas relating to the regulation of business. The major emphasis of the course corresponds to public law affecting business, not traditional private law. The law concerns matters with which a business manager must deal: government, stockholders, competitors, employees, and the public. The course will additionally include discussion of contract law. Prerequisite: BUS 110

BUS 250 - Principles of Sales
3 credits/3 contact hours
Introduces the student to the basics of personal selling and serves as a preparation for a successful sales career. The course explores social and ethical issues as well as psychology, communication, and persuasion. The dynamics of prospecting for new customers and closing the sale are considered. Special emphasis is placed on actual sales presentation through role-playing. Students also study the role of advertising in selling a product or service. Prerequisite: BUS 110

BUS 260 - Small Business Management
3 credits/3 contact hours
This course enables the students to review and apply managerial and organizational concepts studied in previous courses to small businesses. Topics include strategic planning and development, span of control, and operational practices, culminating in the development of a comprehensive business plan. Prerequisite: BUS-110 and ACC-111

BUS 293 - Business Administration Internship
3 credits/7 contact hours
Students seeking a career in business can apply specific competencies and skills learned in core courses in a real world business environment. An internship involves 135 hours of business field-

work in a pre-approved work site. The student, faculty advisor, and the workplace supervisor will develop a learning contract in advance. Students will keep a log of their work and submit a formal report at the conclusion of their internship. Prerequisites: Completion of all core courses

CAD 102 – Introduction to CAD
3 credits/3 contact hours
Students are introduced to CAD software to produce technical drawings. Students will learn the necessary commands and functions to create a variety of two-dimensional drawings. The course uses a hands-on approach, with all topics being directly applied in the CAD lab. Students should possess proficient computer skills.

CAD 107 - Solid Modeling I
3 credits/3 contact hours
This course introduces the design concepts of 3-D solid modeling using parametric CAD software. Students will create models with dimensional and geometric constraints, with parametric features. From the 3-D models, the student will create annotated 2-D engineering drawings. This is a hands-on course with all content directly applied in the lab. Prerequisite: CAD 102

CAD 108 - 3D Animation I
3 credits/4 contact hours
In this course, students will explore the power of 3-D animation. This course is designed to introduce a student to the intricacies of 3-D animation: selecting and transforming objects, modifying objects, creating shapes, lofting, operation modes, Boolean techniques, carving Booleans using tutorial based instruction.

CAD 110 – Technical Graphics Standards
3 credits/3 contact hours
This introductory course is designed to develop critical thinking, problem solving, and visual perception skills in the context of technical drawing. Emphasis is on sketching technique, size description, view location, dimensioning, and basic drawing practices to create a set of working drawings.

CAD 111 – Mechanical Design I
3 credits/3 contact hours
This course introduces concepts and methods for mechanical design, manufacturing and engineering. The course includes an exploration of manufacturing materials, fastener application and representation, dimensioning techniques, welding processes, and symbol application. Students will apply industry and engineering graphics standards to CAD models, annotated parts and assemblies, and engineering drawings. Design projects will be developed using a combination of 2-D CAD and 3-D solid models. Prerequisite: CAD-102 or CAD-110

CAD 204 - Solid Modeling II
3 credits/3 contact hours
The course focuses on advanced modeling techniques, sheet metal modeling, and engineering drafting. From the 3D models, students will analyze assemblies and develop documentation and presentations. The course is hands-on and project-based with all content directly applied in the lab. Prerequisite: CAD 107

CAD 210 - Computer-Aided Drafting and Design II
3 credits/3 contact hours
This course is designed to develop your critical thinking, problem solving skills, and visual perception with introductory techniques in the context of a technical drawing. This course is

designed as a continuation of CAD 102. Emphasis will be placed on dimensioning and tolerancing, groups and details, 3D drawing and modeling, surface modeling and rendering, and solid modeling. Prerequisite: CAD 102

CAD 214 – Geometric Dimensioning and Tolerancing
3 credits/3 contact hours
In this course the student will learn the technical language used to describe dimensional and positional information. This information is important to quality control and production. Students will utilize the internationally recognized symbols on technical drawings. Content is based on the ANSI Y14.5M standards. Prerequisite: CAD102 and CAD110.

CAD 217 – 3D CAD
3 credits/3 contact hours
This course teaches students how to create wireframe, surface, and solid models to represent three-dimensional objects utilizing the most current CAD software. Real life visualizations are produced using materials and rendering functions. A variety of methods are used to generate assemblies, technical drawings, and output files.
Prerequisite: CAD 102 or MUL 225

CAD 250 - Computer-Aided Drafting and Design III
3 credits/3 contact hours
This course is a continuation of CAD II. Topics covered include 3-D solid models, Boolean operations, and translating 3-D models into 2-D paper drawings. In addition, students will customize AutoCAD menus and toolbars, produce macros, and create basic AutoLISP programs. Students will create libraries, and transfer drawing files through a variety of formats and applications. Prerequisite: CAD 210

CAD 251 – 3-D Presentation
3 credits/3 contract hours
In this course students will experiment with different methods and techniques for the presentation of project proposals. The emphasis is on digital modeling as an essential tool for design, visualization, and presentation. The fundamental subject matter can be applied to a variety of applications such as consumer products or architectural design. Students will create displays using printed output, display boards, and physical models.
Prerequisite: CAD 210 or MUL 125 or WEB 133.

CAD 290 - CAD Internship
3 credits/3 contact hours
Students seeking a career in CAD can apply specific competencies and skills learned in core and restrictive elective course work to the real world environment. The student will find a location willing to host their 90-hour internship. The student, with the aid of a faculty advisor, will develop a resume, portfolio and cover letter prior to starting the internship. Upon completion of the internship the student will write an overview paper detailing their experiences while working at the internship site. Prerequisite: This course is open to students with more than 30 credits towards a CAD degree with a minimum GPA of 3.0. Permission of the Department Chair is also required.

CIS 115 – Software Applications
3 credits/3 contact hours
This hands-on course covers the use of various computer application programs in academic and professional settings. The student will enhance their computer literacy skills, focusing on the use of PC system and an industry leading office productivity software suite. Topics will include:

operating systems, file management, network and Internet use, word processing, spreadsheets, presentation tools, databases, and other practical applications. The class builds on the student's existing knowledge using a PC system.

CIS 118 – Introduction to Computer Technology
3 credits/3 contact hours
This course provides a general overview of the many areas of computer technology. Topics introduced include computer hardware, web design, programming, operating systems, application software, security, and the principles of networks. Hands-on exercises will allow the student to create small programs, explore the inner workings of personal computers, utilize and install application software packages, and build simple networks.

CIS 131 - Visual Programming I
3 credits/3 contact hours
This course covers the principles of effective program development using the event-driven programming language. Students create object-oriented programs with effective user interfaces and logically constructed code for event-driven applications. Students develop algorithms, apply Object Oriented Programming principles and gain an understanding of the process of writing good computer code. Students create their programs in the Visual Basic.NET programming environment.

CIS 132 - Visual Programming II
3 credits/3 contact hours
This course continuation develops more complex applications in the Microsoft .Net environment. Students use the principles of effective program development to develop event-driven applications. Students develop programs with effective user interfaces and logically constructed code to create advanced computer applications. Students develop algorithms to access and process data from various file types, work with classes and objects and explore ADO.Net and ASP.Net. Students use the Visual Basic.Net IDE to code their programs. Prerequisite: CIS 131.

CIS 141 – Object-Oriented Programming I
3 credits/3 contact hours
This course is an introduction to structured programming using an objects-first approach. Topics covered in this course include algorithms, functions, data structures, data types, objects, classes, abstraction, and inheritance. Students will be exposed to basic software development practices, including design, debugging and testing practices. Prerequisite: MAT098

CIS 152 – Computer Hardware
3 credits/3 contact hours
This course is an introduction to the installation, maintenance and repair of PCs and related equipment. The areas of study will include: troubleshooting desktop and laptop hardware and software, hardware identification and replacement, and an introduction to network hardware and software. This course includes both theory and hands on activities.

CIS 180 - Introduction to Telecommunications
3 credits/3 contact hours
Students explore the importance of voice and data telecommunications in the world around us. The course covers telecommunications terminology and applications. Additional topics include the communications environment, management and regulations, transmission concepts, network concepts and architectures.

CIS 190--Introduction to Local Area Networks
3 credits/3 contact hours
This course is an introduction to core network fundamentals. Students study the management of network objects e.g. users, groups, volumes, print servers and other shared network resources. Appropriate use of network protocols and network services will be introduced in this course. It will provide students with the ability to design, install, maintain and troubleshoot computer networks. Prerequisite: CIS 180.

CIS 214 - Spreadsheet Applications
3 credits/3 contact hours
This is an entry-level course using electronic spreadsheet software. Students produce professional reports that perform simple business or personal calculations, financial or scientific calculations, or database management and creating charts.
Prerequisite: CIS 115 or CIS118.

CIS 216 – Desktop Publishing
3 credits/3 contact hours
This course introduces students to the powerful capabilities of desktop publishing. Students learn the fundamentals of electronic publishing, including page planning, text editing, graphics manipulating, and printing. The course emphasizes the various levels of electronic publishing, implementation and problem solving. Prerequisite: CIS 115

CIS 217 - Database Management
3 credits/3 contact hours
This course covers the conceptual designs and practical management of database management systems (DBMS). Topics include relational databases, representing databases as files, sorting and searching, concurrency issues, client-server models, and protecting data security. Students learn how use, design, and manage databases in a network setting using a Structured Query Language (SQL) environment. Prerequisite: CIS 115 or CIS 118.

CIS 220 – Information Security
3 credits/3 contact hours
This course covers the principles of computer, network, and data security with an emphasis on defensive strategies to safeguard information. Topics covered in this course include protecting the applications and operating systems, limiting exposure to known risks, hardening networks, and use of guidelines to safeguard data. Prerequisites: PHI 102 and CIS 118.

CIS 230 – Desktop and Server Administration I
3 credits/3 contact hours
This course covers the basics of administering computers in a corporate environment, including end-user (desktop) systems and multi-user / back-end (server) systems. A combination of lectures, discussions, and hands-on assignments will provide the students with a broad exposure to the management of users, file systems, software, process, and system administration. Management of small network services will be introduced. Students will create small computer workgroups comprised of similar operating systems. Prerequisites: CIS 152.

CIS 255 - Operating Systems
3 credits/3 contact hours
This course is an introduction to the internals of an operating system. Students study how the operating system enables applications to seamlessly use and share the underlying computer hardware. Topics include processes and threads, memory management, file systems, deadlocks, and scheduling. Students will be exposed to how each area is implemented in both contempo-

rary operating systems as well as historically significant systems. Demonstrations and hands on labs will show the significance of various operating system tasks, how they occur, and how they relate to running of a complete system. Prerequisite: CIS 152.

CIS 280 - Information Systems Internship
3 credits/7 contact hours
Information Systems Fieldwork is designed for students seeking a career in computer technology. Students are placed as an intern in a business, not-for-profit organization or with YCCC's Computing Services totaling 135 hours. The fieldwork consists of students applying their computer and personal skills to accomplish various tasks. Prerequisite: The course is open to any third or fourth semester Computer Technology major with at least a GPA of 3.0 in CIS courses.

CIS 285 - Network Design & Management
3 credits/3 contact hours
Students examine networks from a management perspective first--then apply their knowledge to the computer and telecommunications components that make the system function. Real-world casework is utilized. Architectural considerations range from platform to media to topology to access. The solutions examined range from traditional to leading edge technologies. Real world tools such as project management software are introduced. The course emphasizes terminology of the networking world and the function of its hardware/software components. Prerequisites: CIS 180 or NET 110.

CIS 290 - Special Topics in Computer Technology
3 credits/3 contact hours
The topics covered in this course vary from semester to semester. The goal is to increase the student's awareness of the most current technology and the current issues in the field of information technology.

CJS 101 – Introduction to Criminal Justice
3 credits/3 contact hours
This course explores the historical development, current operation, and future trends of criminal justice. Emphasis will be placed on contemporary problems in the definition of law, the enforcement of law, strategies of policing, judicial systems, sentencing strategies and correctional practices. Content includes not only practices in the United States, but also other cultures and their systems of justice.

CJS 102- Ethics and Leadership in Criminal Justice
3 credits/3 contact hours
This course is an exploration of professionalism and decision making in criminal justice through the lens of ethics, codes of conduct and leadership in organizations. The course will survey various ethical dilemmas and leadership theories. With this foundation, the students will examine their own decision making process, apply these concepts to current problems and issues facing criminal justice professionals and understand that ethical leadership should exist at all levels of the profession. Prerequisites: None

CJS 105– Topics in Criminal Justice
3 credits/3 contact hours
This course investigates special topics and emerging issues within the criminal justice system. Topics discussed will be outside of those carried in the catalog on a regular basis. The course may be repeated for credit when the topic varies.

Prerequisites: None

CJS 120 – Criminology

3 credits/3 contact hours

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

CJS 125 – Criminal Law

3 credits/3 contact hours

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

CJS 140 – Criminalistics

3 credits/3 contact hours

This course provides the student with the entry level forensic skills instrumental in conducting a complete and thorough criminal or civil investigation. Students will study the principles of effective crime scene management as well as what types of information can be learned from physical evidence as a result of laboratory analysis. The course is designed to prepare students in legal and practical documentation, collection, preservation and laboratory analysis of physical evidence discovered during a criminal investigation. Actual criminal investigations will be presented and discussed. Prerequisites: none

CJS 201 – Contemporary Corrections

3 credits/3 contact hours

The focus of this course is to introduce the student to correctional systems in the USA. Emphasis is placed on the historical development of correctional systems and practices, treatment of offenders, goals of corrections, and special needs of offenders in today's systems. Prerequisites: CJS101

CJS 205– Police Organizations

3 credits/3 contact hours

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

CJS 210 Juvenile Justice

3 credits/3 contact hours

The course will examine the impact of family, school, community and abuse on the conduct of juveniles. Topics to be covered will include: the history of the juvenile justice system, including a review of the current status of the system and juvenile crime trend data; research examining the pathways that children and youth follow into delinquent behavior; theoretical approaches to delinquency, and the evolution of, and evidence behind, current policy and practice in the Juvenile Court System, juvenile corrections and probation. Gangs, delinquency, and violence in schools will also be studied. Prerequisites: CJS101 or CJS 120

CJS 290 – Criminal Justice Internship
3 credits/3 contact hours
This course provides the student an opportunity to integrate classroom theory and knowledge with the daily practices of a criminal justice or social service support agency. The course is designed to promote professional development by providing challenging and valuable work experience and prepare students for future careers in the criminal justice field. In addition to field work, students will also be required to submit written assignments on a regular basis. Students are expected to spend a minimum of 135 hours working in the field and complete written assignments related to the experience. Prerequisites: Students who have completed 45 credit hours, minimum curriculum GPA of 3.0, and consent of department chair.

COM 101 - Introduction to Film
3 credits/3 contact hours
Film techniques, terminology, and criticism, are studied, using a variety of recent popular films on television and videotape as the subjects for discussion and analysis. Prerequisite: ENG 101

COM 110 – Introduction to Digital Filmmaking
3 credits/3 contact hours
This hands-on course provides an introduction to the art of filmmaking in the medium of digital video. Students will write, shoot, and edit short films using the college's digital cameras and editing equipment. The course will cover the fundamentals of filmmaking, including basic scriptwriting, cinematography, lighting, editing, and sound recording, as well as some advanced concepts in visual storytelling and cinematic expression.

COM 201 – Interpersonal Communications
3 credits/3 contact hours
Provides students an overview of interpersonal communication theory pertaining to the self, family, and relationships. Students will explore how communication initiates, develops, and/or creates problems in interpersonal relationships and how it can repair them. The course also situates interpersonal communication in the field of communication studies. Pre-requisite: ENG 101.

CUL 102 – Introduction to Culinary Arts
3 credits/3 contact hours
This course will provide an overview of the culinary profession, its history and interaction with society and the aspects of presenting food. Topics discussed will be the food service industry and career paths within it, cuisine from a regional, historical and societal perspective, and the organization and terminology of the professional kitchen. Also students will become familiar with the aesthetic theories behind presentation including color theory, shape, texture, aroma and the physiology of taste

CUL 104 - Food Service Sanitation
3 credits/3 contact hours
Lectures on the causes of food borne illnesses and accident prevention practices in food service establishments are presented. A Hazard Analysis of Critical Control Point (HACCP) Management-oriented treatment for the prevention of food-borne illnesses, safe food handling, personal hygiene, sanitary design and care of facilities and equipment, pest control, and self-inspection. Students will review and interpret food service laws for consumer protection and standards for employee working conditions. Students are also introduced to the methodology of dishwashing systems for the best sanitation results. Utilization of materials, causes, and prevention of accidents, and discussion of elementary first aid including the Heimlich Maneuver are covered with emphasis on employee training. Upon successful completion of this course the student will

receive a certificate from the National Restaurant Association.

CUL 106 - Foundational Culinary Techniques

4 credit hours/8 contact hours

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

CUL 108 - Principles of Nutrition

3 credits/3 contact hours

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

CUL 131 – Culinary Operations I

3 credits/3 contact hours

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

CUL 156 - Advanced Culinary Techniques

4 credits/8 contact hours

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

CUL 221 – Baking, Pastry and Deserts

4 credits/8 contact hours

This course will entail the study of breads, doughs, custards, meringues, and candies in conjunction with the use of fruits and chocolate. These elements will be used to produce desserts as

well as savory applications. Students will learn presentation and decorating techniques that will include dessert sauces, decoration, chocolate and sugar work. Prerequisite: CUL 106

CUL 231 – Culinary Operations II

3 credits/3 contact hours

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

CUL 256 - International and American Regional Cuisine

4 credits/8 contact hours

A study of cooking techniques and preparations from across Europe, Asia and the New World. Cuisines covered will include Provencàle, Italian regional, Chinese, Southeast Asian, Cajun and Creole. Students will be exposed to the culinary traditions of the regions with particular focus

on the use of herbs, spices and ingredients that give the cuisines their distinct character. Prerequisite: CUL 156

CUL 290 – Culinary Internship
3 credits/7 contact hours
The culinary internship provides students with a "hands-on" learning experience in preparing and serving food and beverages at one of many of York County's food service operations. The internship will be under supervised conditions and students will be required to complete 135 hours of supervised work experience in the industry. Prerequisites: All core courses

ECE 101 - Introduction to Early Childhood Education – The Child's Learning Environment
3 credits/3 contact hours
The student explores theory and application of early childhood programs, past and present. The student examines the professional qualities and skills necessary for working with young children from six weeks to eight years using the National Association for the Education of Young Children guidelines. Based upon developmentally appropriate physical, cognitive, and social environments, the student studies appropriate materials and best practices - multicultural and inclusive, which meet the diverse needs of the child. Observation of learning environment components in existing programs, portfolio development, and expositions of acquired learning outcomes are integral parts of this course.

ECE 108 - Health, Safety, & Nutrition of Young Children
3 credits/3 contact hours
This course is designed to help students understand the correlation between health, safety, and nutrition and to explore ways in which children can become involved and responsible for their own well-being. Emphasis will be placed on adults assisting young children to develop good habits and attitudes regarding health, safety, and nutrition. Students research and present current safety and health, issues, policies, and procedures.

ECE 111 - Child Growth and Development
3 credits/3 contact hours
Development of the child from conception to preadolescence will be studied in this course. Topics include the physical, socio-emotional, psychological and cognitive development of young children. Students document and apply their research and learning pertaining to developmental theory in several formats including but not limited to observation, presentations, developmentally appropriate practices and portfolio development.

ECE 170 – Observation & Assessment
3 credits/3 contact hours
This course is designed to increase objectivity and detail when interpreting children's performance. Each student completes forty-five hours in the field. The student observes and records developmental characteristics and skills and patters of behavior. Students attend weekly seminars to explore, review and revise recorded forms of observation completed at an approved site. Students research various assessment measures used with young children. Each student uses the information observed at a site to create a teacher-made assessment activity and documentation tools. The student performs the assessment with children at the field site. The student documents, assesses, and reports the outcomes of the field application. Prerequisite: ENG101, ECE101, PSY180.

ECE 190 - Guidance of Young Children-Birth to Primary Age
3 credits/3 contact hours
The students examine the various theorists' philosophies to guiding young children's behavior and the application of techniques that will help each child learn to care about themselves and others. The students review the diverse needs of a young child's development - specifically detailing social/emotional growth. The course content addresses learning styles, personality types, parenting styles, adult/ child peer group interactions, and other criteria that influence behavior. The students develop and practice their own guidance philosophy and techniques based upon research and observation of best practices. Prerequisite: ECE 111

ECE 202 - Language and Literacy Curriculum Practices
3 credits/3 contact hours
This course reviews the development of language in infants, toddlers, and young children. Students will learn how to encourage and enhance verbal and nonverbal skills by creating an interactive and communication-rich environment filled with oral and written resources. Students will evaluate literature, poetry, and music for the enrichment of the child's natural learning environment. Students practice the appropriate methods for using stories, books, finger plays, poetry, puppetry, flannel boards, dramatic and thematic play with infants, toddlers, and preschoolers. Prerequisite: ECE 101, ECE 111

ECE 206 - Education of Children with Special Needs
3 credits/3 contact hours
This course is designed to introduce students to the field of special education. Students explore causes and characteristics of various disabilities. Students learn to identify special needs in children, to refer children to appropriate professional resource personnel and to collaborate with parents and with special education professionals. Students learn the appropriate methods to care for and to teach children with special needs in inclusive or special home and facility settings. Students explore appropriate early intervention and interaction strategies for young children with disabilities such as collaboratively developing an individual family serve plans (IFSP). Prerequisite: ECE 111

ECE 207 - Infant & Toddler Curriculum Development & Practices
3 credits/3 contact hours
The students review and re-examine the developmental areas of child growth from birth to age three years. This in depth study of social-emotion, cognitive, physical, and language development in the very young child provides a basis for implementing developmentally appropriate curriculum through the selection of materials, the modeling of language, and the creation of nurturing environments. Students explore concepts and methods dealing with inclusion programs for exceptional children. Students research and select pedagogy that encourages and enhances cognitive, physical and social/emotional growth through the role of play in the learning environment. Also, students explore the influence of various issues of development such as attachment and brain growth research to the selection of pedagogy and activities for the very young child. Students create a working professional curriculum portfolio. Prerequisite: ECE 101, ECE 111

ECE 210 - Management of Child Care Centers
3 credits/3 contact hours
The emphasis of this course is based upon the methods of organizing and operating childcare centers. Students explore legal regulations, equipment needs and selection, community relations, budgetary needs and resources, employment procedures and child placement in the program. The students evaluate all components of a successful program: development of ethical, appropriate program philosophy, placement and transition of children, hiring practices, sched-

ules, health and safety procedures, use of developmental domains, ages and stages of development and other aspects of program to meet children's individual needs. Prerequisite: ECE 101, ECE 111

ECE 219 – Curriculum Preschool through Primary-age
3 credits/3 contact hours
The course focus is upon major elements of curriculum planning in early childhood education. Students learn to use skill and developmental growth assessment of children to design daily, weekly and long-range instructional planning. They research various types of schedules to meet the individual learning needs of preschool to primary-age children. The students research learning styles and learning theories as well as the use of commercial curriculum materials. The students develop lesson plans and behavioral objectives for learning activities. The students explore and design instructional materials for use in child-centered developmentally appropriate activities with a community of young learners 3 years – 8 years of age. Prerequisite: ECE 101, ECE 202, ECE 111.

ECE 255 – Practicum I
3 credits/3 contact hours
In this course students perform a supervised teaching experience in an approved licensed early childhood program in the community. Each student will complete 135 hours during the 14 weeks of practicum in the placement site and attend weekly seminars on campus. Students research, design, perform and assess developmentally appropriate practices with a specified group of young children between the ages of six weeks and eight years. The students develop a professional teaching portfolio as a documentation tool including professional observation materials, lesson plans, curriculum design, facility information and reflective assessment through journal entries. The students are observed at least twice during the semester by a college supervisor. Prerequisite: ECE170 with a minimum grade of "C".

ECE 265 – Early Childhood Practicum II
4 credits/4 contact hours
This course provides students with supervised teaching experiences in licensed, approved, cooperating early childhood programs in the community. Each student attends weekly seminars and completes 180 hours of practicum. The student interacts with a specified group of children between the ages of six weeks and eight years over a 14-week period. The student develops and performs supervised an on-site developmentally appropriate curriculum plans weekly as an assistant in the classroom, as well as one weeklong unit as lead teacher. Also, the student develops a professional portfolio, practicum solo-week documentation board and a resume. Prerequisite: ECE 255 and CPR Certification

ECO 110 - Macroeconomics
3 credits/3 contact hours
This course is concerned with the behavior of economic aggregate, which include total output and income, the price levels and inflation, total employment and unemployment, economic growth, money, the banking system, and the formulation of fiscal and monetary policies in the pursuit of economic stabilization.

ECO 120 - Microeconomics
3 credits/3 contact hours
This course introduces the theory and practice of contemporary microeconomics. The primary focus of this course is on how individuals and societies deal with allocating scarce resources to satisfy the needs and wants of individual members of a society. Furthermore, the course provides better understanding of the various economic forces that affect daily decision-making.

EDU 102 - Introduction to Teaching
3 credits/3 contact hours
This course is designed for students who want to explore a career in K-12 teaching. The course includes a survey of historical trends and philosophical perspectives shaping education as well as discussion of major issues in today, including national and state frameworks for learning (Maine Learning Results). Students will review the varied roles of teachers as they work with students, parents and administrators as well as Maine's teacher certification requirements. Students also will acquire a general knowledge of learning theory and best practice models in the field today.

EDU 105 – Introduction to Exceptionality
3 credits/3 contact hours
The students examine the tenets of the special education law, Individuals with Disabilities Education Act, IDEA. The students study the categorical areas of special education, learning disabilities, emotional/behavioral impairment, attention deficit/hyperactive disorder, giftedness, mental retardation, severe/multiple disabilities, autism, other health impairment, physical disabilities, traumatic brain injury, communication impairments, hearing impairments, and visual impairments. Students explore etiology and diagnosis of the categorical areas and learn methods of educational intervention for each. Students connect the needs of the categorical areas to the mandate for instruction in the regular curriculum.

EDU 160 – Technology in Education
3 credits/4 contact hours
The students explore software and Web sites aimed at the learner and teacher with an emphasis on critically assessing computer activities for young learners. The students will research and assess appropriate teaching aids and resources. Students develop plans and strategies for using other types of technical media: teaching, learning and assessment tools. Students receive a basic introduction to the current PC operating system and to the Internet.

EDU 206 - Instructional Strategies
3 credits/3 contact hours
Throughout this course students develop an understanding of the value of serving all learners in a learning environment with emphasis upon learners with disabilities in the inclusive setting. Collaboration and co-teaching strategies in the classroom will be applied and the role that para educator/education technician serves. Students explore modifications, adaptations, motivational techniques and instructional strategies for special needs students as well as the rest of the learning community based upon individual learner's needs. Students investigate, design and practice a multitude of strategies for use in any classroom where one may encounter a wide spectrum of learners' needs and learning styles. Prerequisites: ECE 111, EDU 105

ENG 095 – Reading and Writing Workshop
3 credits/3 contact hours
This intensive course is designed to prepare students for college-level reading and writing assignments. Students will learn reading comprehension and critical reading strategies, as they work with articles, essays, and college textbooks. Short writing assignments will focus on basic writing skills, including paragraph development, sentence structure, and mechanics. Prerequisite: Reading Placement Exam

ENG 101 – College Composition
3 credits/3 contact hours
This course emphasizes the development of writing, analytical reading, and critical thinking skills so that students are able to use their own knowledge and that of experts to clearly communicate ideas and arguments. Students will draft, revise and edit short and long essays, including

a research paper, and submit a writing portfolio at the end of the semester. Prerequisite: C or better in ENG 095, or Reading Placement Exam.

ENG 112 - Introduction to Literature
3 credits/3 contact hours
This lecture/discussion course introduces students to varied forms of literature, including short stories, poetry, drama, novels and film, and focuses on developing students' abilities to respond to and interpret literary texts. Prerequisite: ENG 101

ENG 130 – World Literature
3 credits/3 contact hours
This course introduces students to contemporary world literature while emphasizing issues of multiculturalism and globalism. The course takes a regional approach to studying literature so that historical and contextual perspectives can inform the texts. Class readings will explore the effects of cross-cultural contact to show the inter-connectedness of cultures in an increasingly globalized world. Works to be covered include short story, drama, poetry, historical documents, and critical texts. Prerequisite: ENG 101

ENG 201 - Creative Writing
3 credits/3 contact hours
This course introduces students to elements of writing fiction, creative essays, and poetry. Students will complete exercises designed to develop techniques and craft; study literary texts; and develop a portfolio of writing. The course will include frequent workshops in which students read and discuss the writing of their peers. Prerequisite: ENG 101

ENG 205 – Creative Non-Fiction
3 credits/3 contact hours
This course explores the genre of creative non-fiction. Students will read and analyze various forms in this literary genre, including memoir, journalism, nature writing, and practice these forms in their own writing. Prerequisite: ENG 101 or permission of instructor.

ENG 211 - Technical Writing
3 credits/3 contact hours
Covers a variety of technical writing and workplace communication tasks, including technical and business correspondence, technical instructions and documentation, proposals, presentations, and technical graphics. Prerequisite: ENG 101

ENG 212 - Business Communications
3 credits/3 contact hours
Provides simulated experience with communications problems students may actually encounter in the business world. This problem-solving approach provides students with the theory, psychology, organization and mechanics of good business letters, memoranda, and reports. Prerequisite: ENG 101

ENG 216 – Nature Writing
3 credits/3 contact hours
This course explores the American tradition of nature writing. Students will read and discuss various forms in this literary genre, including poetry, essays, and environmental journalism, and will practice these forms in their own writing. The course will include several field trips to local nature preserves and sanctuaries. Prerequisite: ENG 101.

ENG 220 - Topics in Literature
3 credits/3 contact hours
This course centers on close reading of texts related by topic, theme, or historical period. The course may be repeated for credit when the topic varies. Prerequisite: ENG 101

ENG 222 – Shakespeare
3 credits/3 contact hours
This course introduces students to the works of William Shakespeare. Students will read and discuss a selection of Shakespeare's plays and poems and will learn about the historical context surrounding Shakespeare's work. Prerequisite: ENG 101

ENG 224 – American Literature I
3 credits/3 contact hours
This course is a survey of American literature from the Colonial era to the Civil War. Topics include indigenous origin and creation tales; Colonial-era poetry; captivity narratives; the development of short story; the Transcendentalist movement; and the American Gothic tradition. Prerequisite: ENG 101

ENG 225 – American Literature II
3 credits/3 contact hours
This course is a survey of American literature from end of the Civil War through World War II. Topics include the Realist and Naturalist Movements, the development of Modernism, the Harlem Renaissance and the emergence of new and diverse literary voices. Prerequisite: ENG 101

ENG 230 - Literature of Diversity
3 credits/3 contact hours
This course provides an in-depth literary and historical exploration of ideas and themes in literature written by Americans of diverse ethnic and racial backgrounds and by members of historically minority groups. Topics include pre and post-colonial literature by Native American writers; early and contemporary work by African-American writers; Hispanic writers; immigrant writers; multi-ethnic writers; women writers; and gay and lesbian writers.
Prerequisite: ENG 101

FIN 110 – Principles of Finance
3 credits/3 contact hours
This course is a basic introduction to the principles underlying financial institutions and financial analysis. Course material includes application of time value of money concepts to valuation of financial instruments, cost of capital concepts, capital structure, dividend policy and other issues in corporate finance. Prerequisite: MAT 092 or Math Placement Exam

FIN 115 - Introduction to Financial Markets
3 credits/3 contact hours
Course material involves a survey of how financial markets work, with a special emphasis on U.S. markets. The course is a survey of Wall Street finance, from the financier's point of view. Topics include: Understanding stocks, how Wall Street functions, basic concepts of trading and investing, and an overview of financial instruments: growth stocks, bonds, preferred stocks, money markets, mutual funds, gold, options and technical analysis. Prerequisite: MAT 092 or Mathematics Placement Exam

FIN 120 - Introduction to Money and Banking
3 credits/3 contact hours
Course material involves a survey of how the banking system works. The course is taught from the banker's point of view. Topics include: who obtains credit, how much credit is obtainable,

who is likely to be denied credit, credit reports, the financial structure of banks, the banking regulatory system, deposit insurance, checking, savings, commercial, residential and consumer lending. Prerequisite: MAT 091 or Mathematics Placement Exam

FRE 101 – Conversational French I
4 credits/4 contact hours
This course serves as an introduction to French, with attention to several essential skills: speaking and listening, reading and writing, grammar, and cultural awareness. The course will prepare students to hold conversations in formal and casual environments, to understand the basics of written French, and to appreciate cultural aspects of the Frenchspeaking world. The course will also provide the foundational knowledge that will allow students to continue their studies in more advanced courses.

HIS-101 – Western Civilization: From Antiquity to 1715
3 credits/3 contact hours
A basic survey and introduction to the heritage of Western society from the birth of Near Eastern civilization to European early-modern times. Particular attention is given to the ancient civilizations of ancient Greece and Rome. Medieval civilization is explored with a focus on the institutions it bequeathed to the modern world. The Renaissance and Reformation and the rise of the great nation-states are studied from social, cultural, political and economic perspectives. This course content covers Western Civilization to 1715. The course also introduces students to historical research methods.

HIS-102 – Western Civilization: From 1715 to the Present
3 credits/3 contact hours
This course is a continuation of HIS-101, Western Civilization to 1715. It is a basic survey and introduction to the heritage of Western society from early modern times to the present. Particular attention is given to the Enlightenment, the Age of Democratic Revolution, the Industrial Revolution, Victorian Europe and the World Wars.

HIS 105 — Topics in History
3 credits/3 contact hours
This course provides an exploration of a particular theme, issue, or time period as it relates to the study of history. The course may be repeated for credit when the topic varies.

HIS 110 - United States History to 1877
3 credits/3 contact hours
A survey of American history covering the political, social, and economic development of the United States through the period of the Civil War and Reconstruction. Students will also complete an independent research project on a specific topic in U.S. history. Prerequisite: ENG 101 recommended

HIS 120 - United States History 1877 to the Present
3 credits/3 contact hours
A survey course of American political, social, and economic development following Reconstruction. Examines the historical experience of the American people through the major ideas and forces that have shaped the nation. Focus is placed on the urban industrial age, liberal political reform, and American world leadership. Prerequisite: ENG 101 recommended

HIS 125 -- U.S. Civil Rights: The Struggle for Equality and Justice
3 credits/3 contact hours
This course surveys the journey of civil rights through the literary voices and social move-

ments that framed and fueled the quest for civic equality in U.S. history. Students will engage an overview of the U.S. struggle for equal rights by examining speeches, sermons, music, and movements. Through interaction with literary, audio, and video resources, students will increase not only their understanding of the issues but of the eloquence of public discourse and action required to produce social change. Students will thus enhance their critical thinking, reading, and writing skills in conjunction with gaining appreciation of the challenging nature of civil rights in both historical and contemporary terms.

HUM 101 – Introduction to the Humanities
3 credits/3 contact hours
This course serves as an introduction to the major arts that comprise the humanities: Literature, theater, music, fine arts, and film. The course seeks to increase students' appreciation for, and familiarity with, the humanities; provide students with the vocabulary and skills to pursue further investigations into the humanities; and help students use the humanities to deepen their critical thinking skills.

HUM 102 – Humanities Seminar
3 credits/3 contact hours
This seminar introduces students to the Humanities through exploration of a theme or topic as expressed in art, dance, drama, literature, music, and philosophy. The Seminar may be repeated for credit when the topic varies. Prerequisite: ENG 101, or co-registration in ENG101

HUM 110 – World Religions
3 credits/3 contact hours
This course provides a survey of the major religions that have had a worldwide impact on human history, culture, and civilization. Particular attention will be given to the religious traditions and beliefs of Judaism, Hinduism, Buddhism, Christianity, and Islam. Civil religion, universalism, and the influence of secular culture on religions will be discussed. The course also emphasizes critical thinking skills, interpretation, reasoning, and the expression of ideas in writing. Prerequisite: C or better in ENG 095, or appropriate Reading Placement Exam score.

HUM 201 – Multicultural America
3 credits/3 contact hours
This course takes an interdisciplinary approach to examining multicultural America. Students will study issues related to race relations, ethnicity, gender, and class conflict in contemporary and historical America. Questions to be studied include: What does it mean to be an American in a diverse society? How do we define and discuss ethnic, racial, and class differences? How have newcomers adjusted to, or resisted, the process of Americanization? Why have Americans either welcomed or excluded immigrants? Class resources will include literature, historical texts, film, and other materials. Students will complete an independent project in which they research a relevant, current, or historical issue. Prerequisite: ENG 101

HUM 210 —Historical and Literary Survey of the Bible
3 credits/3 contact hours
This course provides an overview of the historical background, cultural context, literary genre, and thematic content of the Judeo-Christian Bible. Attention will be given to textual understanding based on historical and literary interpretation. Correlations will be made to contemporary language, morality, religion, and culture. Prerequisite: ENG 101

MAS105 - Medical Terminology
3 credits/3 contact hours
This course is designed for the student to learn to build, analyze, spell and pronounce a medical

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

MAS 115 - Medical Office Administration
3 credits/3 contact hours
This course provides an understanding of the administrative functions of a medical office and builds upon the foundations of professionalism, communication skills and management. Students will learn the process of overseeing the physical office, policies and procedures, records and schedules, liability insurance, inventories, equipment, finances, software, file entries for patients, codes and claims, documentation and report generation, electronic medical records (EMR), and transcription.

MAS 120 – Medical Law and Ethics
3 credits/3 contact hours
This course examines medical-legal guidelines, requirements and ethics as related to the Medical Assistant. Students will learn about laws regulating their professional responsibilities, including the acquisition, storage and dissemination of confidential medical information. Topics include consent, the physician-patient relationship, responsibility and rights, guidelines for third party agreements, and professional liability. Health occupation licensure and accreditation of medical facilities will be examined at both the federal and state levels. Prerequisite: MAS 115

MAS 150 – Clinical Procedures I
4 credits/3 contact hours
This course develops and defines the student's theoretical knowledge encompassing the principles of infection control and aseptic technique in both medical and surgical asepsis. Taking an accurate medical history and charting/documenting are introduced, as well as standard safety precautions in the office and clinical settings. Vital signs and physical measurements are presented, and an understanding of assisting with physical examinations and minor office procedures are established. Must be taken concurrently with MAS 151. Prerequisite: MAS 105

MAS 151 – Clinical Procedures I Laboratory
0 credits/2 contact hours
Preparation and operation of medical equipment, including personal protective equipment (PPE), autoclave, sphygmomanometer, otoscope, ophthalmoscope, and anthropometric measuring equipment. Emphasis will be on proper clinical techniques and procedures, and patient safety. A mock clinic is included during the course that encompasses the entire skill set learned. Must be taken concurrently with MAS150. Prerequisite: MAS105

MAS 205 – Medical Insurance and Coding
3 credits/3 contact hours
This course focuses on the support of medical practice finances, third-party billing, processing of claims, and applying managed care policies, procedures and fee schedules. Three types of coding systems and the relationship between procedures and diagnostic codes will be covered. The coding systems include: Current Procedural Terminology (CPT), International Classification of Diseases- Clinical Modification (ICD-CM), and the Healthcare Financing Common Procedural Coding System (HCPCS). Prerequisites: MAS 105 and MAS 115

MAS 225 - Pharmacology
3 credits/3 contact hours
The focus of this course is on the ethical and legal preparation and administration of medication to include classes of drugs, drug forms, drug actions, side effects, emergency use, substance abuse, calculation of dose and immunizations. The preparation and administration of parenteral and non-parenteral medication is presented as well as prescriptions including prescription parts, safekeeping, recordkeeping, reordering and controlled substances. The maintenance of mmunization records, medication disposal and the principles of intravenous therapy in terms of terminology and theory are discussed. Prerequisites: MAS 105 and BIO 104

MAS 250 – Clinical Procedures II
4 credits/3 contact hours
This course teaches specimen collection methods and diagnostic testing techniques for Medical Assistants. Venipuncture and capillary puncture methods of blood collection are taught, as well as collecting specimens for urinalysis, microbial and immunological testing. Diagnostic methods include the electrocardiogram and urinalysis. Students are also introduced to the administration of oral and parenteral medications. Nutrition and health promotion are discussed, as well as orthopedic and pediatric techniques. Safety for health providers and patients is emphasized. Must be taken concurrently with MAS 251. Prerequisite: MAS 150/MAS 151

MAS 251 Clinical Procedures II Laboratory
0 credits/2 contact hours
This course is the laboratory component for Clinical Procedures II. The lab will reinforce the topics covered in the lecture component and will allow students to perform clinical procedures related to those topics. Must be taken concurrently with MAS 250. Prerequisite: MAS 150/ MAS 151

MAS 290 Medical Assisting Practicum
4 credits/4 contact hours
This 160 hour rotation to clinical affiliate sites is the culmination of didactic training. This supervised practicum is set in various ambulatory health care settings wherein the student will perform both administrative and clinical procedures. This is a mandatory practicum for graduation. Prerequisites: MAS 115, MAS 250/251, cumulative G.P.A. of 3.0.

MAT 092 - Introduction to Algebra
3 credits/3 contact hours
This course reviews the basic operations with whole numbers, fractions, decimals, per cents, ratios and proportions. The course covers an introduction to basic algebra including variables, algebraic expressions, writing and solving linear equations and inequalities, Cartesian coordinates, graphing linear equations and applied problem solving. This is a pre-college level course and credit does not count toward graduation in any degree program. Grading for this course is a Pass (P) or No Pass (NP). Prerequisite: Mathematics Placement Exam

MAT 098 - Intermediate Algebra
3 credits/3 contact hours
This course covers the fundamentals of algebra including solving equalities and inequalities in one variable, graphing linear functions and inequalities in two variables, working with polynomials, rational expressions, and quadratic equations. This is a pre-college level course and credit does not count toward graduation in any degree program. Prerequisite: P in MAT092 or Mathematics Placement Exam

MAT 122 – Finite Math
3 credits/3 contact hours
This course is a survey course of mathematical topics that are relevant to a contemporary society. useful in our contemporary world. Topics include, but are not limited to, logic, combinatorics, probability, statistics, finance, and geometry. Problem solving skills are emphasized in all topics. Use of a scientific calculator is required. Prerequisite: C or better in MAT 098 or appropriate Mathematics Placement Exam score

MAT 127 – College Algebra
3 credits/3 contact hours
This course covers solving and graphing linear equalities and inequalities, quadratic and polynomial functions, graphing linear, polynomial and rational functions, exponential and logarithmic functions, and systems of equalities and inequalities. A graphing calculator is required. Prerequisite: Grade of C or better in MAT 098 or mathematics placement exam.

MAT 210 - Statistics
3 credits/3 contact hours
This course studies methods of collecting, organizing, summarizing and presenting data. Students will develop skills in examining and interpreting data using statistical techniques. Topics include sampling theory, descriptive statistics, probability theory, normal distributions, hypothesis testing, inference, regression and correlation. A scientific calculator that handles statistics is highly recommended. Prerequisites: MAT 122 or Mat 127.

MAT 220 - Trigonometry
3 credits/3 contact hours
This course provides some of the more advanced tools necessary to continue on to Calculus for those students interested in mathematics, science, engineering, architecture, or manufacturing. Students will learn the basic geometry of angles, triangles, arcs, solid objects, three dimensional space, trigonometric functions, and vectors. Students are required to bring a scientific or graphing calculator to class. Prerequisite: MAT 127

MAT 221 - Descriptive Geometry
3 credits/3 contact hours
This course teaches fundamentals of graphic science. It is an analysis of basic shape descriptions using successive auxiliary views and rotations to determine true length, size, and shape and to find graphic solutions of coplanar and non-coplanar forces. Basic principles are presented by the instructor and discussed with the students. Example problems demonstrating the principles are worked out in the classroom, by hand and with AutoCAD. Critical-thinking skills will be developed to resolve real-world situations. Prerequisite: CAD 102 and (MAT 122 or MAT 127)

MAT 227 - Pre-Calculus
3 credits/3 contact hours
This is a function-based course focusing on polynomials, rational, exponential, and logarithmic and trigonometric functions. Students are required to bring a graphing calculator to class. Prerequisites: MAT 127 or Mathematics Placement Exam

MUL 110 - Digital Imaging
3 credits/3 contact hours
This course explores the fundamentals of image editing, object creation, and animation. Topics covered in this course include scripting and design methods, enhanced interactivity, and use of multimedia functions. Students use visual and object oriented techniques throughout the course using basic concepts of photo editing software.

MUL 122 –Digital Illustration
3 credits/3 contact hours
This course introduces students to the fundamentals of Digital Illustration. Students will explore the various features of vector based drawings using current vector based illustration software. Use of Bezier curves and control of vector based creation tools will be practiced, as well as the creation of quality digital illustrations.

MUL 125 - Intermediate Graphic Design
3 credits/3 contact hours
This course takes the fundamental concepts and practices of Introduction to Graphic Design and expands on their application in real world situations. Students use desktop publishing software to create graphics and documents to print media. An emphasis is placed on developing an understanding of publishing vocabulary and terminology. Prerequisite: ART120, ART 126, and MUL110

MUL 126 - Typography
3 credits/3 contact hours
This course provides an introduction to the art of typography with an emphasis placed on fundamental type design techniques including: type rendering, letter spacing, type and headline groupings, type relationships, type images and type applications. The course includes letter forms and their use in visual communications, image composition, portfolio development, and critical analysis. This course includes the use of computers and image editing software. Prerequisite: ART 126

MUL 130 - Motion Graphics
3 credits/3 contact hours
Students study storyboard layout and how it plays a role in animation. Students explore design and the design process, animation throughout history, and animation development from the flipbook to more modern day computer animation. This course covers the basics of animation concepts. Prerequisite: ART 120

MUL 170 – Introduction to Game Development
3 credits/3 contact hours
This course provides an introduction to 3D game design and level editing. Building a game level will show the student several concepts including: aesthetic and game flow considerations, controlling game environment, scripting, texture and model creation/ importing, and shader use. Students will be introduced to the construction and implementation of their own textures and game assets for use in the game, as well as game story development.

MUL 175 – Texturing & Lighting
3 credits/3 contact hours
This course focuses on the visual refinement of 3D lighting, texturing, and rendering. Artistic applications of the lighting and texturing and the difference in final output they create are explored. Students will enhance their knowledge of 3D modeling and animation through the use of realistic textures and the development of atmospheres using various lighting techniques. Prerequisite: MUL 110

MUL 180 –2D Game Design
3 credits/3 contact hours
This course is intended to describe the basics of 2D game design and level editing. Students will design and create 2D graphics, use specific styles and themes, create animated symbols, action scripting, and use common external code classes to control game play. Students will be

focused on the role that scripting plays in games, and adjusting existing code to create their own unique module from the provided code samples. Students will design the game environment and the success of the module to operate as designed.

MUL 185 –3D Game Design
3 credits/3 contact hours
This course will familiarize students with the creation and editing tools used in commercial 3D game design. Students will create graphical environments and models, program behavior and functionality, and work within a Quality Assurance environment. Prerequisite: MUL 170

MUL 200 – Topics in Digital Media
3 credits/3 contact hours
This hands-on course explores a specialized topic in Digital Media. Students will learn the fundamentals of the topic, including general principles and techniques, the use and application of materials and tools, and relevant vocabulary. The goal is to increase the student's awareness of the current techniques and trends in the field of Digital Media. Prerequisite: MUL-110

MUL 210 Advanced Digital Imaging
3 credits/3 contact hours
This course provides advanced techniques using pixel based and vector based image editing software, as well as instruction in computer graphics hardware usage, design and the professional environment. Student will receive training in generating vector graphics for illustrations and preparing work for professional printing. Prerequisite: MUL 110

MUL 225 – 3D Modeling and Character Animation
3 credits/3 contact hours
This course builds upon the concepts of 3D computer modeling and character creation. Students will explore animating characters and creating personality in those characters, with a focus on sketching and development of objects and characters through storyboarding to actual models. Animating through pivot points and the use of bones is practiced and compared. Prerequisite: MUL 110

MUL 230 - Computer Animation
3 credits/4 contact hours
The history of animation and the impact of computer animation on the making of film are explored. Students use drawing pads, pencils, and markers to begin the conceptual development of coherent, impactful animation. Storyboarding skills are refined and further enhanced. Students explore the process of developing a concept from sketch to screen. Students create a complete animation in this course. Building a scene, lighting and texturing, and integration of sound is explored. Critical analysis skills are learned and employed in the practice of the course. Prerequisite: MUL 130

MUL 265 - Advanced Computer Animation
3 credits/4 contact hours
This course is the culmination of the animation skills learned in the foundational courses. In addition to furthering the understanding of animation as a discipline, computer generated special effects are explored and used. Using skills recently gained in the previous courses, the class will create a project animation as a production team where cooperative and organizational skills are stressed and put into practice. The process of developing the skills and techniques to create rich, complete, well done animation is the primary focus. Student will refine animations from previous courses for inclusion in their portfolio. Prerequisite: MUL 225 and MUL 230

MUL 270 – Video Editing
3 credits/3 contact hours
This capstone course is intended to guide students into making their own demo reel, highlighting the skills they have learned, and demonstrating their expertise. Students will learn how to edit multi-track video and audio clips, cut separate pieces of footage, compression settings for optimal viewing, and design leading to a DVD demo reel. Students will experience and learn foundational skills in video and audio editing. Students will be introduced to audio recording and mixing, and mixing soundtracks with video segments. Prerequisite: MUL 130 or COM 110

MUL 290 - Digital Media Internship
3 credits/3contact hours
This course provides the student an opportunity to integrate classroom theory and knowledge with the daily practices of a firm or studio working in the field of Digital Media. The course is designed to promote professional development by providing challenging and valuable work experience and prepare students for future careers in the Digital Media field. In addition to field work, students will also be required to submit written assignments on a regular basis. Students are expected to spend a minimum of 135 hours working in the field and complete written assignments related to the experience. Prerequisite: Students who have completed 45 credit hours, minimum curriculum GPA of 3.0, and consent of department chair.

MUS 101 - Music Appreciation
3 credits/3 contact hours
This course guides students towards a deeper understanding of music by exposing them to many different kinds of music from around the world and by developing their knowledge of musical elements and their listening skills. Students will learn to identify their own emotional and thoughtful responses to music and to express those responses in spoken and written form. Coursework will include attendance to at least one live musical performance. Prerequisite: ENG 101 recommended

NET 110 – Networking Essentials I
3 credits/ 4 contact hours
This course introduces students to network terminology and protocols, safety, network content standards, LANs, WANs, OSI models, cabling, cabling tools, router, router programming, star topology, IP addressing, and network standards. In addition, instruction and training are provided in the proper care, maintenance, and use of networking software tools, and equipment and all local, state and federal safety, building, and environmental codes and regulations.

NET 120 – Networking Essentials II
3 credits/3 contact hours
This course introduces dynamic routing, routing, configuring, verifying and troubleshooting RIP, RIPV2, EIGRP, and OSPF as well as the network administrator's role and function. Particular emphasis is given to the use of decision-making and problem-solving techniques in applying science, mathematics, communications, and social studies concepts to solve networking problems. Prerequisite: NET 110

NET 230 – Switching Basics and Intermediate Routing
3 credits/3 contact hours
This course is designed to introduce new content and extend previously learned networking skills, which will empower the student to enter the workforce and/or further their education and training in the computer-networking field. Students design and implement a converged switched network. Instruction includes hierarchical network design model, selection of devices for each layer, and how to configure Virtual LANS, VTP, and inter-VLAN routing in a con-

verged network. Also included are the Spanning Tree Protocol and implementation of a WW-LAN in a small to medium network. Students develop practical experience in skills related to configuring LANs, WANs, and WWLANS. Prerequisites: NET 120

NET 240 – WAN Technologies
3 credits/3 contact hours
In this course, students develop practical experience in skills related to configuring WANs, ISDN, PPP and Frame Relay protocols and troubleshooting of Enterprise Networks. Instruction extends the student's knowledge and practical experience with Wide Area Networks (WANs), Point-to-Point Protocols (PPP) and Frame Rely design, Access Control Lists, NAT, DHCP and configuration and maintenance. Prerequisites: NET 230

NUR 126 – Dosage Calculations
2 credit/2 contact hours
This course is required for students interested in a nursing program. It focuses on mathematical calculations used by nurses in the clinical setting. Students must possess basic math skills (knowledge of decimals, fractions, metric system, conversion between systems of measurement, ratio-proportion, and ability to do basic algebraic equations) required for medication calculations. This course will emphasize safety and accuracy required for medication administration. It will include clinically based problems that provide students with the practice needed to master clinical calculations. A simple use calculator is permitted but not required. Prerequisite: Grade of C or better in MAT 098 or appropriate Mathematics Placement Exam score.

PHI 102 - Ethics and Contemporary Society
3 credits/3 contact hours
This course introduces students to classical, historical, and contemporary perspectives on the theory and practice of ethics. Students will apply this knowledge by examining a variety of contemporary personal, social, and professional ethical issues and problems, and by practicing methods for arriving at ethical solutions and decisions. The course emphasizes critical thinking skills and reasoning, and the expression of ideas in writing. Prerequisite: ENG 101

PHI 110 — Introduction to Philosophy
3 credits/3 contact hours
This course introduces students to classical and contemporary perspectives on the traditional inquiries of philosophy by exploring topics of logic, epistemology, metaphysics, theology, ethics, and justice. Students will be challenged to foster critical thinking skills of analysis, synthesis, and evaluation in examining philosophical subjects, interpreting philosophical texts, evaluating philosophical arguments, and articulating personal viewpoints. Prerequisite: ENG 101

PHY 151 - General Physics I
4 credits/5 contact hours
This course is a laboratory-based introduction to physics for college students. Topics covered include measurement, kinematics and force, dynamics, work and energy, impulse and momentum, motion, and fluids. Students are required to bring a scientific or graphing calculator to class. Prerequisite: MAT 220

PHY 250 – Statics and Strength of Materials
3 credits/4 contact hours
This course is an analytical study of the effects of forces acting on a body at rest. It involves the discussion of forces and rigid bodies in equilibrium, trusses and frames, centroids, area moment of inertia, centers of gravity, and properties of area and friction. Also included are principles of solid mechanics and their applications to practical problems; stresses and deflections in axial

loading; torsion, beams, columns and combined stresses. Prerequisites: PHY 151 and MAT220

POS 101 - American Government
3 credits/3 contact hours
This course examines the American system of government: its political institutions, as well as the processes and problems of government. Focus is on the federal government with special attention paid to the roots of the federal system and the development of the Constitution. Students will study the role of the three branches of government in the resolution of modern political issues.

POS 105 – Introduction to International Relations
3 credits/3contact hours
This course will examine the structures, processes, and issues that shape contemporary international relations. Topics include national and international security in the Post Cold War era; problems of the international political economy; the impact of terrorism; international conflict resolution, human rights, and global environmental politics.

POS 125 – Constitutional Law
3 credits/3 contact hours
This course is a survey of American constitutional law emphasizing civil rights and individual liberties, including an analysis of federal and state court decisions that interpret the United States Constitution as to the authority and process of criminal justice agencies. Students will develop an understanding of constitutional frameworks for criminal justice procedures and policies.

POS 290 -Government Internship
3 credits/3 contact hours
The purpose of this course is to assist students in developing basic skills, understanding, and applications related to the possibilities and problems of democracy in the tradition of U.S. government and citizenship. This internship experience is designed for placement in a local, state or federal level office. Combining real life experience with reading, research, and reflection, the internship endeavors to nurture both academic analyses and professional skills pertaining to the practice of public service in the elective political arena. Prerequisite: POS 101 or SOC 210.

PSY 101 - Introduction to Psychology
3 credits/3 contact hours
This course is an introduction to the study of human behavior and its application to everyday situations. Among the topics discussed are the biological foundations of behavior, altered states of consciousness, learning and thinking, human development, personality, behavior disorders and therapies, and social psychology.

PSY 200 – Topics in Psychology
3 credits/3 contact hours
This course focuses on special topics or emerging issues in the field of psychology. Topics discussed will be outside of those carried in the catalog on a regular basis. The course may be repeated for credit when the topic varies.
Prerequisite: PSY 101

PSY 202 – Social Psychology
3 credits/3 contact hours
This course focuses on the theories, research methods, and the status of scientific knowledge about social influences on human behavior. Topics include social psychological approaches to social influence, social perception and cognition, attitudes, group dynamics, prejudice, conformity,

obedience, aggression and prosocial behavior. Prerequisite: PSY101

PSY 210 – Psychology Across the Lifespan
3 credits/3 contact hours
This course focuses on the theories, research methods, and the status of scientific knowledge about human development across the lifespan. Topics include the interplay of psychological and environmental factors in physical, cognitive, social and personality development from birth through adulthood. Prerequisite: PSY 101

PSY 212 – Adolescent and Adult Development
3 credits/3 contact hours
Beginning with the transition to adulthood, the course will provide an overview of the major theories, issues and research in the scientific study of human development. The interplay of biological and cognitive factors, interpersonal relationships, social structure, and cultural values in shaping the individual's development through adulthood will be examined. Prerequisite: PSY 101

PSY 214 - Child Development
3 credits/3 contact hours
An introduction to the science of human development from infancy through childhood. The course will examine children's physical, cognitive, and emotional development, including the social and cultural contexts of development. Prerequisite: PSY101

PSY 224 – Psychology of Learning
3 credits/3 contact hours
This class is designed to provide students with an understanding of how behavior potentially is acquired and maintained. The focus will be on understanding the many approaches to the study of learning, including classical and operant conditioning, cognitive and social learning theories, and the implications of learning theory for research and for education. Prerequisite: PSY 101

PSY 230 – Abnormal Psychology
3 credits/3 contact hours
This course considers the major diagnostic, etiologic, and treatment issues for a variety of categories of abnormal behavior and psychological disorders. Specifically, the course will examine disorders related to anxiety, stress & trauma, mood, schizophrenia, eating and substance abuse, memory & organic dysfunctions, and personality. We will also examine the social, cultural, and legal issues related to psychopathology. Prerequisites: PSY 101

PSY 232 Introduction to Counseling
3 credits/3 contact hours
An introduction to various theories of behavior change, including dynamic, behavioral, cognitive, humanistic, and existential approaches to therapy. Individual, group, and family therapies will be discussed. Prerequisites: PSY 230 (can be taken concurrently)

PSY 280 - Positive Psychology
3 credits/3 contact hours
The course is an introduction to the theories, concepts and practice of positive psychology. Positive psychology is the scientific study of psychological strengths and optimal functioning, including (1) positive subjective states such as happiness, satisfaction, love and contentment; (2) positive individual traits such as courage, honesty, wisdom and resilience; and (3) positive institutions such as healthy families, work environments and communities. Prerequisite: PSY101

SCI 101 - Introduction to Environmental Science

3 credits/3 contact hours
This course is an introduction to the basic principles of environmental science. Topics including energy, resources, and waste management and air, water, and soil pollution are addressed within ecological and social contexts. Classroom discussions and projects will focus on current local, state, national, and international issues. The main purpose of the course is to engage students in a dialog that goes beyond superficial explanations of complex events. Over the course of the semester, students will develop skills in gathering and assessing information concerning specific environmental issues, identifying and evaluating options to deal with those issues, and appreciating the implications of selecting (or not selecting) any of those options.

SCI 110 – Introduction to Scientific Inquiry/lab
4 credits/5 contact hours
This course is an inquiry-based introduction to the scientific process as a way of understanding the world around us. Introduction to Scientific Inquiry utilizes some of the central themes of biology as a framework for the development of the critical thinking skills that form the intellectual core of science. Selected topics from molecular, cell, and organismal biology as well as topics from the fields of ecology and evolutionary biology are covered. During hands-on, minds-on laboratory exercises, students generate hypotheses based on observations of natural phenomena, then design and conduct experiments to test those hypotheses. Appropriate methods of collecting, analyzing, and representing empirical data are discussed and employed. Emphasis is placed on rational thought and the formation of valid conclusions. Prerequisite: Grade of C or better in MAT 098 or appropriate Mathematics Placement Exam score

SOC 101 - Introduction to Sociology
3 credits/3 contact hours
This course analyzes the social and cultural forces, which govern human behavior. Topics include social interaction and organization, socialization processes, primary groups and the family, collective behavior, population, and ecology

SOC 200 – Topics in Sociology
3 credits/3 contact hours
This course focuses on special topics or emerging issues in the field of sociology. Topics discussed will be outside of those carried in the catalog on a regular basis. The course may be repeated for credit when the topic varies. Prerequisite: SOC 101

SOC 201 - Sociology of the Family
3 credits/3 contact hours
Explores the family from historical, contemporary and cross-cultural perspectives. Familial relationships throughout the life span are explored within the context of the following topics: gender roles and power within the family, choice of partners, marriage, alternative life styles, parenting, domestic violence, divorce and remarriage. Prerequisite: SOC 101

SOC 210 – Social Problems
3 credits/3 contact hours
This course will develop students' skills of critical analysis through the application of sociological principles to current social issues. Examples of issues which may be examined are: stratification and inequality around the globe, poverty, health care, homelessness, aging, racial/ethnic conflict, gender roles and national and global conflict. Prerequisite: SOC101

SOC 232 - Death and Dying

3 credits/3 contact hours
This course provides a basic background on historical and contemporary perspectives on death and dying. Topics include attitudes toward death and preparation for death; the understanding of and care for the terminally ill; funeral rites; burial, mourning and grief practices; grief counseling; suicide and euthanasia. Attention will be given to American practices regarding death, as well as cross-cultural interpretation. Prerequisite: SOC101 or PSY101

SPA 101 – Conversational Spanish I
4 credits/4 contact hours
This course teaches Spanish conversation and grammar with practice in business situations, particularly those suitable for the hospitality and tourism industries. The course will use a variety of oral situations and scenarios to equip students to function in different situations within a Spanish-speaking context. This course offers interpersonal transactions and geographical and cultural awareness of the Hispanic world.

SPA 102 – Conversational Spanish II
4 credits/4 contact hours
This course further develops oral comprehension and fluency as well as written communication at an intermediate level in Spanish through culturally relevant materials. Students further increase vocabulary, dramatize everyday topics of conversation, interpret and describe materials, and compare and contrast Latin American and Spanish cultures with U. S. culture both oral and in writing. This course is intended for students who want to further enhance their conversational and reading skills. This course is quite useful for those students who may use the language in the business, hospitality and/or tourism fields. Prerequisite: C or better in SPA 101 or three years of high school Spanish.

SPE 101 - Oral Communications
3 credits/3 contact hours
Experiential learning is emphasized through a variety of life and career-oriented speaking situations, including relating personal experiences, giving directions, making announcements, using exhibits, reading from a manuscript, delivering informative talks and participating in a persuasive exercise. Also included are listening techniques and exercises, and the study of nonverbal communications, and interviewing. Prerequisite: ENG 101

THE 123: Introduction to Theater
3 credits/3 contact hours
This course serves as an introduction to theater from the actor's perspective. The course will explore several fundamental areas of theater, including improvisation, pantomime, voice, and method acting, and students will participate in performance exercises as a way to deepen their understanding of theatrical practices. The course will also examine historical theater movements to understand the origins of the theatrical conventions used today.

THE 180 – Stand-up Comedy
3 credits/3 contact hours
This performance course offers students the opportunity to develop, practice and perform a 5-minute stand-up comedy routine. The course will explore the craft of writing comedy, the history of stand-up comedy, and comedy performance elements. Students will analyze and critique contemporary comics, participate in a field trip to a comedy show, and perform their routines to a live audience at YCCC.

WEB 131- Web Page Development
3 credits/3 contact hours

This course explores the basics of developing a web site through all stages from planning through creation to implementation. Course topics include how to structure and design an effective web site: writing HyperText Markup Language to display content and allow interactivity; production and incorporation of graphics and multimedia elements; putting a site online; and ways to promote a web site.

WEB 133 - Web Page Programming
3 credits/3 contact hours
This course extends student knowledge of web site design using JavaScript. Students acquire a foundation in Java Scripting techniques and create useful scripts for customized and dynamic web pages. Working in a web-programming environment, students learn to write, compile and execute object-oriented JavaScript programs including both applets and stand-alone applications. Prerequisite: WEB 131

WEB 140 – Web Graphics
3 credits/3 contact hours
This course will teach students the design concepts and skills required to create and modify effective Web graphics using Photoshop, ImageReady, and Flash. Topics include: graphic formats, color palettes, compression, text as graphics, image slicing, image optimization, and animation. Course concepts and skills are learned through hands-on exercises and projects. Students will create original backgrounds, banners, navigation and other design elements, as well as advanced graphics such as rollovers, fly-out menus, gif animation, and Flash movies. Prerequisite: WEB 130 and MUL 110

WEB 211 – Web Site Programming
3 credits/3 contact hours
This course builds on the student's programming skills and background providing the student with an overview of web server management and functionality, and an exploration of server-side scripting. This course emphasizes the use of ASP (Active Server Pages) for web site management. Other topics include current technologies such as PERL, PHP, and JSP. Students explore new and emerging web technologies. Prerequisite: WEB 133 or CIS 131

WEB 220 – Professional Web Development
3 credits/3 contact hours
Students develop web sites by focusing on the tools and development processes used by professionals. Students complete advanced interactive web projects starting with client needs analysis, concept creation, and deployment of a full-function web site. Planning, documentation, aesthetic design, usability, and effective communication are emphasized through a series of projects. Prerequisites: WEB 211.

directories

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YCCC Foundation

The YCCC Foundation is a non-profit organization established in 1995 to raise funds for student scholarships and college priorities not funded by state appropriations. The Foundation Board of Directors is comprised of business and civic leaders committed to advancing the goals of the college community. The Board is responsible for securing and managing private contributions, planned gifts, and other donations from individuals and corporations. The YCCC Foundation is the preferred channel for private gifts to the College, through annual giving programs, planned gifts, and major or special gift campaigns. Gifts to the Foundation qualify for the maximum tax deduction allowed under the law.

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Wanda Ring, CPA - Cummings, Lamont & McNamee
James J. Shirley, Esq. - Roberts & Shirley

Dr. John J. Rainone, CFRE -Executive Director

Faculty and Staff

Robert David Agan, (2006) TRIO Program Project Director, B.A. Dartmouth College * B.S. St. Louis University * M.A. Reed College * M.S. University of Southern Maine

Cynthia Ambrogne-O'Toole, (2010) Coordinator of Student Disability Services * B.S. Fitchburg State College * M.A. Lesley University

Sandra L. Bartolome, (1997) Accountant I

Eric Bourque, (2000) MIS Administrator * A.A.S. York County Community College

Dannie Camire, (1999) Facilities Maintenance Specialist I

Marjorie Campbell, (2006) Accountant II/Payroll

Victoria Capen, (2006) Administrative Specialist I * A.S. York County Community College

Amanda Beth Cole-Dougherty, (2006) Financial Aid Counselor * B.S. William Woods University

Ernest Copley III, (2000) Faculty of the Business Department * A.S. College of Financial Planning * B.A. College of William and Mary * M.B.A. George Mason University

Tracey Cornell, (2009) Faculty of the Social Sciences Department * B.S. Northeastern University * M.A. University of Massachusetts Lowell

Sandra Cudmore, (2003) Administrative Specialist III * A.A.S. York County Community College

David P. Daigle, (2000) Financial Aid Director * B.A. University of Maine - Presque Isle

Geraldine H. Delaney, (2005) Receptionist

Barry Dense, (2000) Facilities Maintenance Specialist I

Deidre Dickerson, (2010) Admissions Representative * A.A.S. Central Maine Community College

Joanna Dolgov, (2011) Educational Assistant II * B.A. University of Maine – Orono * M.A. University of Maine - Orono

Nancy A. Drouin, (2003) Director of Finance and Administration * B.S. New Hampshire College

Debra D. Dumond, (2005) Assistant Dean of Students * A.A. Mt. Ida College * B.A. Notre Dame College * M.Ed. University of Maine

Monica L. Dumont, (1998) Administrative Assistant to the President * A.S. Casco Bay College

Timothy S. Dunne, (2005) Director of Information Technology * B.Ed. (Hons) University of Greenwich * M.Sc. University of Greenwich

Claudette Dupee, (2007) Dual Enrollment/Retention Coordinator * B.A. University of Connecticut

Samuel Ellis, (2011) Business Manager II * B.S. University of Maine – Machias * M.B.A. Thomas College

Dianne Fallon, (1996) Chair of the English Department/Faculty of the English/Humanities Department * B.A. Bowdoin College * M.A. State University of New York * Ph.D. State University of New York

Elizabeth D. Fitzgerald, (2008) Administrative Specialist IV

Stefanie Forster, (2007) Faculty Development Coordinator * B.A. Eugene Lang College/New School University * M.A. University of New Hampshire

Valerie S. Forsyth, (2005) Administrative Specialist III * A.S. Middlesex Community College * B.B.A. University of Massachusetts at Amherst

Paula S. Gagnon, (1997) Vice President/Academic Dean * B.A. University of Maine-Orono * M.Ed. University of Maine-Orono

Charles Galemmo, (2010) Faculty Culinary Arts Department * B.A. State University of New York at Potsdam * M.B.A. Whittemore School of Business and Economics at the University of New Hampshire

Tami W. Gower, (2004) Chair/Faculty of the Business Department * B.S. Husson College * M.B.A. Bentley College * M.Ed. Lesley College

Ellen R. Harford, (2006) Human Resource & Benefits Manager * A.S. McIntosh College

Erin Haye, (2008) Administrative Specialist I * B.A. University of New Hampshire

Angela Higgins, (2008) Facilities Maintenance Specialist I

Leon Kassler, (2008) Faculty of the Technology/Applied Science Department * A.S. Wentworth Institute of Technology * B.A. Northern Arizona University * M.A. Northern Arizona University

Matthew S. Kaszubinski, (2010) Faculty of the Science and Allied Health Department * B.S. Excelsior College

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

Jane Kimball-Foley, (2011) Accelerate ME College Coordinator * B.S. University of Maine – Orono * M.A. University of Southern Maine

Corinne Kowpak, (2007) Dean of Students * B.A. Hunter College/The City University of New York * M.A. University of Vermont * Ed.D. University of Vermont

Cindy Lahar, (2002) Chair/Faculty of the Social Sciences Department * A.A. Lyndon State College * B.A. University of North Carolina at Charlotte * M.A. Brandeis University * Ph.D. Brandeis University

Debra Lavoie, (2007) Director of Marketing and Public Relations * B.A. University of Southern Maine

Michael Lee, (2005) Faculty of the Technology/Applied Science Department * A.S. Johnson & Wales University * B.A. Notre Dame * M.A. Notre Dame College

Rachel Levasseur, (2004) Administrative Specialist III - Continuing Education & Business Services * A.A.S. York County Community College

Charles M. Lyons, (2006) President * B.A. St. Francis Xavier University * M.Ed. University of Hartford * Ed.D. Boston University

David Magee III, (2000) Chair/Faculty of the Mathematics/Physics Department * B.A. Salem State College * M.A. Worcester Polytechnic Institute

Stephen A. Mazurkiewicz, (2005) TRIO Student Development Coordinator * B.A. Brooklyn College * M.S. Ed Brooklyn College

Thomas McGinn, (2000) Chair/Faculty of the Technology/Applied Sciences Department * A.S. North Shore Community College * B.S. Fitchburg State College

Maureen Michaud, (1997) Accountant I

Paulette Millette, (2001) Director of Continuing Education * A.S. Mount Ida Junior College * Certificate, Trainer, Career Architect * Certificate, Trainer, Ken Blanchard * Certificate, Master Trainer, Development Dimensions International

Wesley Mills, (2007) Faculty of the English/Humanities Department * B.A. Gordon College * M.D.I.V. Fuller Seminary * D.M.I.N. Andover Newton

Mark Monnin, (2008) Faculty of the Technology/Applied Science Department * B.S. Rose-Hulman Institute of Technology * M.S. University of Illinois at Urbana-Champaign

Lisa Murphy, (2009) Faculty of the Social Sciences Department * B.A. Antioch University * M.A. University of Maryland, College Park * Ph.D. University of Maryland, College Park

Angela Nadeau, (2007) Coordinator, Academic Support Services/Learning Assistance Center * B.S. University of New Hampshire * M.A. Lesley University

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

Patricia O'Brien, (1995) Administrative Secretary to the Vice President/Academic Dean

Dana Petersen, (2011) Manager of Facilities * B.S. Maine Maritime Academy

Fred Quistgard, (2005) Director of Admissions * B.S. Southern New Hampshire University

John J. Rainone, (1995) Dean of Institutional Advancement/Executive Director of YCCC Foundation * B.S. New Hampshire College * M.S. New Hampshire College * Ed.D. Nova Southeastern University

Doreen Rogan, (1997) Associate Academic Dean * B.S. Granite State College * M.A. University of Southern Maine

Leila Roy, (2011) Librarian I * B.A. Brandeis University

Jane Scanlon (2007) Admissions Representative * B.A. University of Maine

Kathy Schettino, (1997) Receptionist

Jessica Shaffer, (2005) Director of Enrollment Services * B.A. University of Connecticut

Maureen Simmons, (2000) Coordinator of Continuing Education & Business Services

Ro-Jean Straw, (1998) Chair/Faculty of the Early Childhood Education Department * B.S. Northern Illinois University * M.Ed. Lesley College

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

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

Amber Tatnall, (2001) Director of Library and Learning Resources * B.A. Bates College * M.A. University of Washington

Kristina Wyatt, (2011) Institutional Research Coordinator * B.S. Boston University * M.A. The University of the Arts

Adjunct Faculty

York County Community College enjoys the support of a gifted and credentialed group of adjunct faculty each semester. The following list indicates those who taught at YCCC in Academic Year 2010-2011.

Cynthia Ambrogne-O'Toole, B.S. Fitchburg State, M.A. Lesley University

Jennifer Beach, A.A.S. Paul Smith College

Anthony Bean Burpee, B.S. Southern Vermont College, M.S. Suffolk University

Susan Bell, B.S. Salisbury State University

Vincent Bellina, Jr., B.A. Pace University

Karen Birch, B.A. Dartmouth College

Adam Birt, B.A. Colby College

Susan Blake, A.S. Andover College, B.S. St. Joseph's College

Terry Blanchard, B.S. Babson College

Wayne Boardman, B.A. Harvard College, M.S. University of Southern Maine

Eric Bourque, A.A.S. York County Community College, B.S. University of Phoenix

Arthur Brennan, B.A. Colby College, J.D. Suffolk University

Beverly Brennan, M.A. Northeastern University, M.A. University of New Hampshire

Samuel Brophy, R.N., A.A.S. University of New England

Dennis Camire, B.A. University of Maine, Farmington, M.F.A. Wichita State University

Sandra Carlin, B.S.N. St. Joseph's College

Russell Clark, B.S. Embry-Riddle Aeronautical University

Zelma Clarke, B.A. University of Lima Peru

Robert Conley, B.S. California Polytech University, M.S. California Polytech University, J.D. Northwestern School of Law

Thomas Connolly, Jr., B.S. American Intercontinental University, M.S. Walden University

Cheryl Coughlin, B.S. Salem State College, M.Ed. Suffolk University

Wayne Cronin, B.S. Unity College, M.A. University of Southern Maine

William Robert Cronin, B.S. Case Western University, M.S. Northeastern University, M.Ed University of Massachusetts, Lowell

Genie Demott, B. A. University of Southern Maine, M.S. University of New England

Anarita Droukas, B.S. Northeastern University

Jennifer Dufort, B.S. University of Maine, M.S. University of New England

Deb Dumond, A.A. Mt. Ida College, B.A. Notre Dame College, M.Ed. University of Maine

Roger Easley, A.A.S. York County Community College

Brian Erskine, B.E. Plymouth State College, M.Ed. Antioch College

Dierdre Estes, B.S. New England College, M.S. New England College

Christian Farnsworth, B.S. University of Arizona, M.S. Humboldt University, M.F.A. Maine College of Art

Mark Farrell, B.A. University of New Hampshire, M.A. Riviera College

James Ferreira, B.S.A. Bentley College, M.B.A. Suffolk University

Cathleen Ferrick, B.A. Gordon College, M.Ed. Cambridge College

Sean Ferrick, B.S. Salem State University, M.S. Salem State University

Stefanie Forster, B.A. Eugene Lang College, M.A. University of New Hampshire

Joseph Foster, B.S. University of Maine, M.A. University of Maine

George Fowler, B.S. Central Connecticut State College, M.B.A. University of Connecticut

Kristen Fuda, B.S. Roger Williams University, M.S. University of New Hampshire

Omer Gagnon, B.F.A. Montserrat School of Art, M.F.A. Tufts University

Charles Galemmo, B.A. State University of New York Potsdam, M.B.A. University of New Hampshire

George Geyerhahn, B.S. Rochester Institute of Technology, M.S. Rochester Institute of Technology

Carolyn Gosselin, B.A. University of Maine, M.A. University of Maine

Reginald Gracie, Jr., B.S. University of Rhode Island, M.S. Southern New Hampshire University, M.S. Southern New Hampshire University

Fredrick Graunke, B.A. University of Maine, M.A. University of Maine

Jean Graunke, B.A. University of Maine, M.B.A. Riviera College

Zoe Gregory, B.A. Rhode Island College, M.Ed. Rhode Island College

Natalie Hale, Certificate Early Childhood Education, Casco Bay College, B.A. Eastern College, M.S. Wheelock College

John Hall, B.A. University of Maine Farmington, M.A. University of Southern Maine

Betty Hallenbeck, B.A. Carleton College, MEd. University of Virginia, Ph.D. University of Virginia

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Kendall Harnett, B.A. Indiana University, M.F.A. Columbia College

Nancy Horton, A.S. Endicott College, B.S. Merrimack College, M.F.A. Lesley College

Aimee Huard, B.A. Elmira College, M.A. University of Arkansas, Ph.D.

Jennifer Healy, B.S. University of New Hampshire, M.B.A. Northeastern University

MaryEllen Humphrey, B.A. Union Institute & University, M.Ed. Plymouth State University

Bethany Hundt, B.A. Macallester College, M.A. University of New Hampshire

Lori Hutchins, B.A. University of Southern Maine, M.B.A. South University

Arlene Jackson, A.A. University of Southern Maine, B.S. University of New Hampshire, M.S. University of Southern Maine

John Kane, B.F.A. The Art Institute, MEd. Endicott College

Kevin Kervick, B.A. Widener University, M.S. University of W. Hartford

Cheryl Klein, B.A. California State University, M.Div. Harvard University

William Kramer, B.S. University of Massachusetts, M.S. University of Massachusetts, M.B.A. New Hampshire College

James Lajoie, B.A. Boston College

Lisa Lange, B.A. Portland State University, M.A. Portland State University

Robert Lansing, A.S. Schenectady County Community College, B.A. University of Southern Maine

Andrew Lederer, A.A.S. York County Community College

Lisa Legere, B.S. Husson College, M.P.T. University of New England

Pamela Levesque, B.S. Nursing, M.S. Northeastern University

Heather Lewis, B.A. Empire State College

Manuela Lorenzi-Kayser, B.A. Salem State, M.S. University of California Santa Barbara

Margaret Losee, B.A. Concordia College, M.Ed. Western Maryland College
Joan Ludwig, B.S. Syracuse University

Maida Magdon, B.A. East Stroudsburg University, M.A. University of New Hampshire

David Maloney, B.A. St. Anselm College, M.B.A. Riviera College

Marcus Mann, B.S. Pennsylvania University, M.B.A. Southern New Hampshire University

Megan Marshall, B.A. University of Maine, B.A. University of Wyoming, M.F.A. University of Wyoming

Kelly Matteson, A.A.S. Southern New Hampshire University, B.A.S. Southern New Hampshire University, M.L.A. Boston University

Stephen Mazurkiewicz, B.A. Brooklyn College, M.S. Brooklyn College

Kelly McArthur, A.A.S. Southern Maine Technical College, B.S. University of Southern Maine, D.O. University of New England College of Osteopathic Medicine

Angela McCormick, B.A. Purdue University, M.A.R. Westminster Theological Seminary, M.A. Columbia International University, M.A. George Fox University

Paul McDonough, B.A. St. Francis (UNE), MEd. University of Southern Maine, MEd. University of Southern Maine

Diane McFarland, B.S. University of Maryland, M.S. Walden University

Donise McGinn, B.A. Massachusetts College of Art, M.S. University of Southern Maine

Terra Merry, B.A. College of the Atlantic, M.S. University of Maryland

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Michelle Michaud, B.A. University of Maine, M.A. University of Maine

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Susan Pike, B.A. University of New Hampshire, Ph.D. University of Oregon

Marcia Pitcher, B.A. University of New Hampshire, M.A. Middlebury College

William Preis, B.S. University of Maine Orono

Elisa Queenan, B.S. California State College, M.B.A. North Central University

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Doreen Rogan, B.S. College for Lifelong Learning, M.A. University of Southern Maine

Shannon Rogers, B.A. Dartmouth College, M.S. University of New Hampshire, Ph.D. University of New Hampshire

Sharon Rogers, B.S. University of New Hampshire

Seth Rogoff, B.A. Washington University in St. Louis, M.A. Duke University

Janis Sacco, A.B. Washington University in St. Louis, Ph.D. University of Pittsburg

Melissa Sears, B.S. Nicholls State University, M.S. Nova Southeastern College

Megan Segalla, B.S. Averett University, M.S. University of New Hampshire

Ann Shultz, M.A. Vermont College

Scott Simmonds, B.S. Babson College

David Zachary Smith, B.A. Susquehanna University, M.A. University of North Colorado, Ph.D. Tufts University

Jack Smith, B.A. North Adams State College, M.S. University of New Hampshire

Jill Smith, B.A. North Adams State College

Penelope Snow, B.A. University of Southern Maine, M.S. University of New England

Paul Sokoloff, B.S. University of Rhode Island, M.S. University of New Hampshire

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Edward Stone, B.S. Kent State University, M.A. Kent State University

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Katherine Sullivan, B.S. University of New Hampshire, M.Ed. University of New Hampshire

Stephen Swecker, B.A. West Virginia University, M.A. Boston University, M.Div. Wesley Theological Seminary

Amber Tatnall, B.A. Bates College, M.A. University of Washington

Ellen Towne, B.S. University of New Hampshire, M.S. University of Southern Maine

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John Urquhart, B.A. Florida State University, M.A. Florida State University, Ph.D. Florida State University

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Darrin Weigle, B.A. University of Delaware, M.S. Rutgers University

Lawrence Wescott, B.S. University of Southern Maine

Thaddeus West, B.A. University of Kentucky, Juris Doctor, Stetson University

Jennifer Williams, B.A. University of Maine Orono, M.S. University of New Hampshire

Robert Williams, B.S. University of Maine, M.S. University of New Hampshire

glossary

A.A. (Associate in Arts) The associate in arts credential is awarded upon the completion of a program designed to prepare students to transfer to an upper division baccalaureate program. The curriculum is built on a foundation in liberal studies with considerable flexibility in selecting strands of electives to develop depth in the prerequisite knowledge required for further study at the baccalaureate level.

A.S. (Associate in Science) The associate in science credential is awarded upon the successful completion of a program designed primarily to prepare students to transfer to an upper division baccalaureate program while also providing employment skills. These curricula are approximately half general education and half occupational specific.

A.A.S. (Associate in Applied Science) The associate of applied science credential is awarded upon the successful completion of a program designed for employment in a specific occupational area or transfer into a baccalaureate program. These curricula are approximately two thirds occupational specific and one third general education.

Academic Advisor College faculty or staff member responsible for providing guidance in course and/or program-related issues.

Academic Term (Semester) Fall, spring and summer weeks when classes are in session. The fall and spring semesters are approximately fifteen weeks long. The summer semester usually has two sessions varying in length from eight to twelve weeks.

Academic Year (AY) Fall, spring and summer semesters, generally from early September to mid August.

Add a Course To enroll in additional courses after registration is complete, this is accomplished through the Student Affairs Office.

Administration College staff members responsible for management and supervision.

Alumnus/Alumni Graduate(s) of the college.

Articulation Agreement A formal agreement between York County Community College and a four year college or university or a secondary school, which eases transfer to or from that institution.

Audit To take a course under an agreement which does not result in a final grade of A, B, C, etc. Generally involves regular attendance and participation, but limits graded activities, such as exams; requires full payment of tuition.

Certificate Program An academic program of study in a specific field intended for occupational training, upgrading or retraining, generally 30 credits or less. A certificate is awarded upon successful completion of the program.

Commencement Graduation Ceremony.

Credit Course An academic course numbered 100 or above in the college catalog which may be applied toward completion of a degree or certificate.

Credit Hour The credit hour is the basic unit of measure for college credit. The measure represents the equivalent of an hour (50 minutes) of instruction per week over the semester/term.

Curriculum Set of courses focused in a particular field, e.g. accounting, computer applications technology, and early childhood education.

Dean Member of administrative staff responsible for supervision and management of a particular division of the college.

Degree Program An award conferred by the college as official recognition for the successful completion of a program of studies. At York County Community College, an associate of applied science, an associate in arts, or associate in science program of study requiring 60 credits or more for completion.

Developmental Course A basic skill development course numbered below 100 in the college catalog which carries college credit but does not count toward the requirements for graduation.

Drop a Course To cancel registration in a course. It may be accomplished only during the schedule adjustment period as specified on the academic calendar and processed through the Student Affairs Office.

Elective A course requirement in a program of study, which may be fulfilled with a variety of courses in the designated discipline area numbered above 100.

Faculty Members of college staff who teach.

Fees Charges to students by the college for specific services.

Financial Aid Funding provided to students from various sources to assist in defraying expenses of college (See Financial Aid section of this catalog).

Free Application for Federal Student Aid (FAFSA) A standardized application including detailed financial data which is required to determine eligibility for all financial aid programs

GED General Educational Development (high school equivalency diploma)

General Education A common core of courses that all students are required to take which provide for the acquisition of the core skills and knowledge of a literate citizen.

GPA (Cumulative GPA) Grade point average, used to compute student academic standing.

Matriculation Formal application to and acceptance in a degree or certificate program.

Part-Time (Student) Student enrolled for 11 credits or fewer in a semester.

Prerequisite Skill or course required for entry into a course or program of study.

Transfer Guidelines Informal documents which suggest courses to be taken at York County Community College for transfer to a four-year college

Full-Time (Student) Student registered for 12 or more credits in a semester.

Transfer Program A degree program designed for students who plan to continue their academic careers beyond the associate degree level through transfer to a four-year college or university.

Transcript Permanent record of student academic grades, available through the Student Affairs office.

Tuition Charges to a student by the college for registration in credit courses.

Withdrawal From College The formal process of notifying the college of the decision to discontinue attending all classes. To officially withdraw from the college, matriculated students must complete a withdrawal form in the Student Affairs Office.

Withdrawal From a Course The formal process of notifying the college of the decision to discontinue course attendance. A student may withdraw from a course following the add/drop period up to the two thirds mark and receive a grade of "W".

notes

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