Envision Your Future.

Southern Maine Community College is the institution of choice for innovative and high-quality technical, transferable, cultural and community-based education.

SOUTHERN MAINE COMMUNITY COLLEGE

envision a future

College Catalog 09-10

SMCC CATALOG 2009-2010

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Course Descriptions

- ACCT Accounting
- ACSS Academic Success
- AEDD Architectural & Engineering Design
- AMAM Advanced Multi-Axis Machining
- ARTH Art History and Appreciation
- ARTS Studio Art
- AUTO Automotive
- BHHS Behavioral Health and Human Service
- BIOL Biology
- BIOM Marine Biology
- BUSN Business
- CARD Cardiovascular
- CHEM Chemistry
- CJUS Criminal Justice
- CMPT Computer Technology
- CNMS Communications and New Media
- CONS Construction
- CULA Culinary Arts
- DIET Dietetic Technology
- ECED Early Childhood Education
- ECON Economics
- EDUC Education
- ELEC Electrical
- EMSP Emergency Medical Services/Paramedicine
- EMST Emergency Medical Technician
- ENGL English
- ENVR Environmental Science
- ESOL English for Speakers of Other Languages
- FIRE Fire Science Technology
- FREN French
- GISS Geographic Information Systems
- GRMN German
- HEOP Heavy Equipment Operations
- HIST History
- HORT Horticulture
- HSPM Hospitality Management
- HVAC Heating, Air Conditioning, and Refrigeration
- HVPL Plumbing
- ICEX International Cultural Exchange
- IDST Interdisciplinary Studies
- LITR Literature
- MACH Machining

- MATH Mathematics
- MDAS Medical Assisting
- MGMT Management
- MKTG Marketing
- MUSI Music
- NURS Nursing
- NUTR Nutrition
- OCEA Oceanography and Marine Science
- PHIL Philosophy
- PHYS Physics
- POLS Political Science
- PSGY Polysomnography
- PSYC Psychology
- RADG Radiography
- RDTH Radiation Therapy
- RESP Respiratory Therapy
- SOCI Sociology
- SPAN Spanish
- SPTM Sport Management
- SURG Surgical Technology
- SWRK Social Work
- WELD Welding

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College Overview

Campus Locations

South Portland Campus

The main campus of Southern Maine Community College in South Portland is located close to Portland, the largest city in Maine, on a beautiful site overlooking Casco Bay. The College is one of the most picturesque points on the Maine coast, located on the site of the former Fort Preble. Many of the College buildings are historic structures that have been renovated to fulfill the educational mission of the College. The campus covers 80 acres and includes 45 buildings, including residence halls and dining accommodations, as well as an athletic field, a beach, a wharf, interesting military fortifications, and a lighthouse.

Bath Campus

Southern Maine Community College at Bath is located in the Midcoast Center for Higher Education, and shares facilities with the University College. This campus was opened in January 2003 and contains modern classrooms, computer laboratories, science laboratories, faculty and student areas, and administrative offices. The campus allows the College to better serve the mid-coast area, expanding educational opportunities to area residents and community businesses/agencies by offering a broad sequence of courses and programs. In 2007-2008 about 50 courses were offered each semester to serve the needs of approximately 650 students.

The Midcoast Center for Higher Education is located at 11 Park Street in Bath. Please stop by or call (207) 386 0013 for information about course offerings, admission and registration.

Satellite Locations

Students who wish to register for courses offered at the following sites should contact the SMCC Enrollment Services Department at (207) 741-5800 or toll free at 1-877-282-2182. Placement testing is normally required for new students prior to course registration, unless the student qualifies for an exemption. Testing is always available at the main Campus and may be available at some other sites.

Bridgton Site

The Southern Maine Community College site in Bridgton is located in the downtown area of Bridgton at 18A Depot Street at the Bridgton Memorial School building. Regular college courses as well as community education classes are offered, providing educational opportunities to the western part of the region. For more information you may call the Bridgton site toll free at 1-866-647-5054 or the SMCC main campus at 1-877-282-2182.

Bonny Eagle Site

The Bonny Eagle site, serving the towns of Buxton, Hollis, Standish, and Limington, was established in the fall of 2005 to bring higher education opportunities to the area. The development of this site can save local residents travel time and provides a range of general education classes close to home. MSAD #6 Adult and Community Education, at the Hollis Learning Center, will help serve as a local contact. Individuals with questions are welcome to call the Center at 929-9185 or 642-4132 or the SMCC Enrollment Services Office at 741-5800. Most classes are held at Bonny Eagle High School or Middle School.

Maine Advanced Technology Center (MATC)

The Maine Advanced Technology Center (MATC) in Brunswick was established in 2007 as the result of SMCC's USDOL Community-Based Job Training Grant. The mission of MATC is to develop and implement training that supports the workforce training needs of the advanced manufacturing and composites industries. Course offerings in 2009 include introductory and advanced level courses in composites and closed mold technology. The Certified Composite Technician classes prepare participants for certification by the American Composites

Manufactures Association (ACMA), the national standard in composites. In January 2009, the ACMA completed the curriculum for advanced technology known as vacuum infusion process. The MATC was the first in world to offer this CCT-VIP credential. In the spring of 2009 SMCC will receive equipment for advanced multi-axis machining, allowing MATC to expand its courses to support the precision manufacturing industry. General education courses are offered at the MATC as well as AutoCAD and photography. For more information or for course registration, please call 207-373-9288.

Professional Development Center (Maine Mall Site)

The Professional Development Center conveniently located in the Maine Mall area of South Portland at the UNUM Learning Center, 123 Darling Avenue, provides easy access for working students. We know how hard it can be to fit professional development into your busy work week. So now you can take classes at our new, convenient location before work, at lunch time and in the early evening. The Center offers students the opportunity to build skills or pursue a business degree through a useful range of introductory general education and business courses. Inquiries regarding course registrations should be directed to the SMCC Enrollment Services Office at 741-5800.

Portland Sites

The Southern Maine Community College site in Portland is located at Deering High School, a few minutes from downtown Portland. The site provides conveniently located higher education opportunities to local residents. Inquiries regarding course registrations should be directed to the SMCC Enrollment Services Office at 741-5800.

Windham Site

The Windham site is located at the Adult Education Office at Windham High School. Individuals with questions may contact the Adult Education Office at 892-1819 or the SMCC Enrollment Services Office at 741-5800. Registration for classes is through Enrollment Services.

Other Area Sites

Courses have been offered at various other schools or locations when there is a need. Recently, courses have been offered at Sacopee Valley High School, Gray/New Gloucester High School, and Casco Bay High School.

Accreditation

Southern Maine Community College is accredited by the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges (NEASC). SMCC was initially accredited by NEASC CIHE in 2003 and was reaccredited in 2008. From 1974-2003 SMCC was accredited by the NEASC Commission on Technical and Career Institutions (NEASC CTCI).

Founded in 1885, the New England Association of Schools & Colleges, Inc. (NEASC) is the nation's oldest regional accrediting association whose mission is the establishment and maintenance of high levels of education, from pre-kindergarten through the higher education doctoral level.

The NEASC Commission on Institutions of Higher Education (NEASC CIHE) is the regional accrediting agency for over 200 colleges and universities in the six New England states: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont.

Message From the President

At Southern Maine Community College you will find a vibrant campus that is home to a wide array of programs as well as to a faculty and staff committed to student success. Well-situated at the edge of Casco Bay and surrounded by extraordinary ocean views, SMCC is an attractive setting for learning and discovering. With nearly 40 areas of study

that include business, health, education, the arts, trades, and the natural and social sciences, your opportunities at SMCC are almost limitless.

At SMCC, we strive to be your first choice for a high quality and surprisingly affordable education. For example, our wonderful faculty includes nationally acclaimed stars. Just this year, Wilfred Beriau, chair of the Culinary Arts department, was chosen from candidates across the United States as the American Culinary Federation's Chef Educator of the Year and was just recognized for lifetime achievement by the Maine Restaurant Association. Bob Hawkes, chair of the Emergency Medical Services department, was chosen as Midcoast ESM Conference Educator of the Year. Dennis Leaver, professor and chairman of the Radiation Therapy department, co-authored the third edition of Principles and Practice of Radiation Therapy. It is the only book of its kind written for radiation therapy students by radiation therapists and has been adopted as the premier text by more than 95 percent of the radiation therapy programs in the United States.

Because of our commitment to student learning, you will find a collegial environment with small classes that allow students to work side-by-side with faculty. Faculty mentor and guide our students throughout their college career and in the important academic and career choices open to them. Their goal is to make your transition to college life and beyond both easy and enriching. Even if you are the first person in your family to go to college, you will feel at home at SMCC.

Our most impressive resource, however, is our students. They come from across the state and around the world, sharing both talent and an astonishing drive to succeed that has led to important recognition. For example, the SMCC SkillsUSA 2009 Team was the largest post-secondary team at the Maine State Skills championships and brought home three gold, three silver, and three bronze medals. Our students and graduates excel academically, transferring to universities and elite colleges throughout Maine and the United States, such as the University of Maine and Mt. Holyoke and Smith colleges.

Even in these difficult times, and perhaps because of them, SMCC refuses to rest on its laurels. We continuously endeavor to match our programs with evolving and expanding job opportunities to maximize the opportunities available to our students. Just this year, SMCC's Maine Advanced Technology Center presented the first composite industry recognized certification examination in the country.

This is only a small glimpse of Southern Maine Community College. As you browse our website, please take time to explore our rich history, our diverse programs of study, our wide variety of cultural and athletic opportunities, and our picturesque campus overlooking Casco Bay. Discover a community that is dedicated to expanding educational opportunities at an affordable price and promoting academic excellence, responsible citizenship, and personal growth.

James O. Ortiz, Ed.D.
President

Mission Statement, Beliefs, and Vision

SMCC MISSION STATEMENT

Southern Maine Community College empowers students to respond to a changing world and enhances economic and cultural development in Southern Maine by providing a variety of educational opportunities and partnerships.

BELIEFS

Access:

Southern Maine Community College believes that access to higher education is a fundamental value of democracy.

Responsiveness:

Southern Maine Community College believes that the College must be responsive to the changing world and to the educational, social, and cultural needs of our diverse student population and the State of Maine.

Collaboration:
Southern Maine Community College believes that collaboration within the College and with the broader community is essential in order to achieve the College's mission and goals.

Personal Connections:
Southern Maine Community College believes that each individual deserves respect and encouragement and that the interaction among students, faculty and staff is an important part of the total educational experience.

VISION
Southern Maine Community College: the institution of choice for innovative and high-quality technical, transferable, cultural and community-based education.

College History

Since its beginning in 1946 as the Maine Vocational Technical Institute in Augusta, Southern Maine Community College has had one basic guiding principle that to this day serves as the foundation of the College — to provide quality education and, consequently, to strengthen Maine's economy by providing a highly trained and educated work force.

Originally, the College served veterans returning from World War II through such programs as: automotive, construction, machine tool and marine science, serving the economy of the time that was based on agriculture, fishing, and heavy industry. As time passed and the needs of the population and the state economy changed, the College changed. The student body became more traditional with an increase in high school graduates enrolled; the College moved to Fort Preble in South Portland in 1952 and changed its name to Southern Maine Vocational Technical Institute. New programs were added such as nursing, expanding educational programs into the health field. In 1964, evening classes for adults were added for the first time, expanding education to working adults. The first associate of applied science degrees were awarded to graduates of the Electronics Technology and Electrical Technology Programs in 1968.

Over the years, health programs were expanded and new programs were added in public service and computer technologies: criminal justice, fire science, culinary arts, hospitality, computer technology and media. In 1989, the College became Southern Maine Technical College, continuing with its original mission of providing quality education that met the needs of students and the State of Maine.

In 1998, the College added the associate in arts degree, formalizing the trend for students to transfer to four-year colleges and universities to pursue a baccalaureate degree. The College now has five major academic divisions: Applied Technology; Arts and Science; Health Science; Information Technology, Mathematics and Business; and Public Service, which continue to provide quality education and training. In 2003, the College received accreditation from the Commission on Institutions of Higher Education (New England Association of Schools and Colleges), solidifying the strong foundation of the College as an institution of higher learning.

On March 30, 2003, the College name was changed to Southern Maine Community College, acknowledging the transformation to a comprehensive community college that meets the complex needs of the state and its population.

Student Profile

5,673 credit students attended Southern Maine Community College in the Fall 2008 semester. Six percent of the student body is from out-of-state, less than approximately one percent is from foreign countries. In addition, approximately 3,000 persons participated in non-credit courses, seminars, workshops and various types of short-term training.

- The ratio of full-time/part-time students is 48/52

- The ratio of male/female students is 51/49 and
- The average student age is 25

Directions

South Portland Main Campus

Southern Maine Community College
2 Fort Road
South Portland, ME 04106
(207) 741-5500

FROM I-95
Take Exit 45. Coming off the exit, proceed straight (1.7 miles) to Route 1 (Main Street) in South Portland. Turn left onto Route 1 North.
At 4th set of lights, bear right toward Route 77 South.
Proceed straight on Broadway (~2 miles) and take right at the 2nd light to continue on Broadway.
Proceed approximately 1 mile on Broadway.
At SMCC sign, turn right into parking lot.

FROM I-295
Take Exit 6a (Forest Avenue South).
Immediately bear to the right onto Route 77 South. Follow all the way through downtown Portland.
At bottom of large hill (State Street) road bears right over the Casco Bay Bridge.
After crossing the bridge proceed straight through the lights and follow road (Broadway) for approximately 1 mile.
At SMCC sign, turn right into parking lot.

Bath Campus

Southern Maine Community College
Bath Campus
11 Park Street
Bath, ME
(207) 386-0013

FROM I-295
Take Exit 31 (Topsham, Lisbon)
Travel East on Route 196 to Route 1.
Follow Route 1 to Bath and exit at Historic Bath.
At the traffic light, turn left on Washington Street.
Continue on Washington Street for about 1.5 miles and turn left on Park Street.
The SMCC facility is in the Midcoast Center for Higher Education at 11 Park Street.

Directions to the Satellite Sites

Bridgton Site

MSAD #60 Adult and Community Education • 18B Depot Street, Bridgton
Go west on route 302 to Bridgton. At the traffic light in Bridgton, turn left onto Main Street (a continuation of route 302). Proceed to the Reny's Department Store, which is on the left. Turn left onto Depot Street. The Learning Center is on the right.

Bonny Eagle Site
Bonny Eagle Middle School • At the intersection of routes #22 and #35 in Buxton.

Deering High School Sites (Portland)
Classes are held at Deering High School • 370 Stevens Avenue (Five minutes from downtown Portland.)

Professional Development Center (Maine Mall Site)
UNUM Learning Center • 123 Darling Avenue, Portland (Two minute drive from the Maine Mall.)

Windham Site
Windham Adult Education, Windham High School • Route 202 (Just south of the route 302/202 rotary)

2009-2010 Academic Calendar

Fall Semester 2009

August	27-28	Thu-Fri	Faculty Professional Days
August	31	Mon	Classes Begin
September	7	Mon	Labor Day – No Classes
September	8	Tue	Drop/Add Period Ends at 5:00 PM
October	6	Tue	Early Alert Grades for FA '09 Due at 5:00 PM
October	12	Mon	Columbus Day – No Classes
October	17	Sat	SMCC Fall Open House
October	26	Mon	Grade Changes for SP/SU '09 Incomplete Grades Due at 5:00 PM
November	11-13	Mon-Fri	Advising Week
November	11	Wed	Veteran's Day – No Classes
November	16	Mon	Continuing Student Registration for SP '10 Begins at 8:00 AM
November	17	Tue	College Forum*
November	26-28	Wed-Sat	Thanksgiving Recess – No Classes after 3:00 PM on WED
November	30	Mon	New Student Registration for SP '10 Begins
November	30	Mon	Withdrawal Period Ends for FA '09 Classes at 5:00 PM
December	14	Mon	Open Registration for SP '10 Begins
December	19	Sat	FA '09 Classes End

Spring Semester 2010

January	8	Fri	Faculty Professional Day
January	11	Mon	Spring Classes Begin
January	11	Mon	Drop/Add Period Ends
January	18	Mon	Martin Luther King Day – No Classes
January	21	Thu	College Forum*
February	15	Mon	Presidents Day – No Classes
February	16	Tue	Early Alert Grades for SP '10 Due
March	8	Mon	Grade Changes for FA '09 Incomplete Grades Due
March	15-20	Mon-Sat	Spring Break – No Classes
March	29- Apr 2	Mon-Fri	Advising Week
April	5	Mon	Continuing Student Registration for FA '10 Begins at 8:00 AM
April	8	Thu	College Forum*
April	10	Sat	SMCC Spring Open House
April	12	Mon	Withdrawal Period Ends for SP '10 Classes at 5:00 PM
April	19	Mon	Patriots Day – No Classes
May	8	Sat	SP '10 Classes End
May	15	Sat	Commencement

Summer Semester 2010

May	17	Mon	New Student Registration for FA '10 Begins
May	31	Mon	Memorial Day – No Classes
June	1	Tue	Summer Classes Begin
June	3	Thu	Drop/Add Period Ends at 5:00 PM
June	28	Mon	Open Registration for FA '10 Begins at 8:00 AM
July	5	Mon	Independence Day (Observed) – No Classes
July	26	Mon	Withdrawal Period Ends for SU '10 Classes at 5:00 PM
August	19	Thu	Summer Classes End

Institutional Policies

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act, FERPA, (Section 438 of the General Education Provisions Act 20 USC § 1232g) affords students certain rights with respect to educational records. Students are informed of this right through the College catalog and Student Handbook. These are:

Disclosure of Information from Records-Directory Information

The College, unless requested not to do so by the student, will release directory information about individual students to anyone who inquires. "Directory Information" is limited to name, address, date of enrollment, date of graduation, degree received, curriculum in which the student is enrolled, date of birth, participation in officially recognized activities and sports, weight and height of athletic team members, and official college honors such as Dean's Lists. Students who do not wish to have directory information released must complete a Request to Prevent Disclosure of Directory Information form in the Enrollment Services Center.

Non-Directory Information

No information, other than that contained in the directory, will be released without a student's written consent except when prior written consent is not required by FERPA. The College must disclose educational records without written consent of students to those federal and state government agencies and officials as provided by law. The College must also provide access to educational records to personnel within the College determined by the College to have legitimate educational interest; officials of other institutions in which a student seeks to enroll on condition that the issuing institution attempts to inform students of the disclosure, or makes such a transfer of information a stated institutional policy (this notification is to be considered such); organizations contributing to a student's financial aid or determining financial aid decisions concerning eligibility, amount, condition, and enforcement of the terms of such aid; organizations conducting studies to develop, validate, and administer predictive tests, to administer student aid programs or to improve instruction; accrediting organizations carrying out their function; parents of a student who have established that the student is a dependent based upon IRS code and provide a certified copy of the appropriate federal tax form; persons in compliance with a judicial order or lawfully issued subpoena provided that the College makes an attempt to notify the student; appropriate persons in an emergency to protect the health and safety of students or other persons.

Inspection and Review of Records

Students may inspect and review their education records within 45 days of the day the College receives a request for access. Students should submit the request in writing that identifies the record(s) the student wishes to inspect to the Registrar. The College will make arrangements for access and notify the student of the time and place where the records may be inspected. The College reserves the right to deny access to confidential letters and recommendations associated with admission, employment/job placement, or honors, to other records to which the student has waived the rights of inspection and to records containing information about more than one student.

Challenge of Records

Students have the right to challenge records they believe to be inaccurate, incomplete, or incorrectly disseminated. If the outcome of the challenge is unsatisfactory, the student has the right to a hearing. If the outcome of the hearing is unsatisfactory, the student may submit an explanatory statement for inclusion in the educational record. Such a statement shall become part of the information contained in the educational record and disclosed with it.

Records of Requests and Disclosures

The College will maintain a record of requests and disclosures of non-directory information. Records of requests shall include the names and addresses of the persons who requested the information and their legitimate interests in the information. Records of requests will not be maintained for those requests made by students for their own use; those disclosures made in response to written requests from the student; those made by school officials; and those specified in Directory Information.

Right of Complaint

Students who believe that the College is not complying with the requirements of the Family Educational Rights and Privacy Act or regulations issued by the Department of Education to implement the Act may file complaints in writing to: The FERPA Office, U.S. Department of Education, 4000 Maryland Avenue, SW, Washington, DC 20202.

Harassment, Sexual Harassment, Discrimination, and Affirmative Action

Harassment Prohibited

The College recognizes the dignity and right of individuals to work, learn, play and live in an environment, which is free of substantial unlawful interference. Consequently, the College is committed to preventing and responding promptly and effectively to harassment of College students, employees, volunteers or visitors.

Sexual Harassment Prohibited

Sexual harassment is prohibited at the College under both state and federal laws and College and MCCS policies. Sexual harassment includes sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational benefits;
- submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
- 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
- such conduct or behavior was known by the actor to be unwelcome, harmful or offensive; or
- a person of reasonable sensibilities would clearly have understood that the behavior or conduct was unwelcome, harmful or offensive.

College Commitment to Non-Discrimination

The College respects the legal rights of each person to work and learn in an environment that is free from unlawful discrimination. The College is committed to complying with all federal and state laws, rules, and regulations which exist regarding these civil rights, specifically those regarding the treatment of persons on the basis of race, color, national origin, age, ancestry, sex, religion, veteran status, sexual orientation, familial status and physical or mental disability. This commitment is monitored regularly for compliance with, for example, Title VI of The Civil Rights Act of 1964; Age Discrimination Act of 1975; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Title II of The Americans with Disabilities Act of 1990; and the Maine Human Rights Act.

Affirmative Action

It is a goal of the College to act affirmatively to admit and serve students from traditionally under-represented groups. The College embraces the educational values served by a diverse student body. All applicants are evaluated for admission based on the criteria and standards established for College programs.

Report of Complaint

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 Non-Discrimination/Affirmative Action (ND/AA) Officer as set forth herein. The ND/AA Officer may be contacted at the Cates Building, Southern Maine Community College, 2 Fort Road, South Portland, ME 04106, telephone 207.741.5798, fax 207.741.5751, e-mail dvickrey@smccme.edu, internet http://www.smccme.edu.

If the ND/AA Officer is the person alleged to have discriminated against or sexually 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. The College President may be contacted at the Cates Building, Southern Maine Community College, 2 Fort Road, South Portland, ME 04106, telephone 207.741.5501, fax 207.741.5751.

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; telephone 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. The College's ADA or Disability Coordinator may be contacted at the Campus Center, 2 Fort Road, South Portland, ME 04106, telephone 207.741.5923 or 207.741.5629, fax 207.741.5653.

Non-Discrimination Notice

Southern Maine Community College (College) does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation and/or preference, disability, or age or marital, parental or veteran's status in its programs and activities. Inquiries about the College's compliance with, and policies that prohibit discrimination on, these bases may be directed to:

Affirmative Action Officer
Cates Building
2 Fort Road, South Portland, ME 04106
Telephone: 207-741-5798
Maine Relay Service: 800-457-1220
Fax: 207-741-5751
E-mail: dvickrey@smccme.edu
Internet: www.smccme.edu

and/or

United States Department of Education
Office for Civil Rights
33 Arch Street, Suite 900
Boston, MA 02110
Telephone: 617-289-0111
TTY/TDD: 617-289-0063
Fax: 617-289-0150
E-mail: OCR.Boston@ed.gov
Internet: http://www.ed.gov/about/offices/list/ocr/index.html?src=oc

and/or

Maine Human Rights Commission (MHRC)
51 State House Station
Augusta, ME 04333-0051
Telephone: 207-624-6050
TTY/TDD: 207-624-6064
Fax: 207-624-6063
Internet: http://www.state.me.us/mhrc/index.shtml

and/or

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

Plagiarism

Adherence to ethical academic standards is obligatory. Cheating is a serious offense, whether it consists of taking credit for work done by another person or doing work for which another person will receive credit. Taking and using the ideas or writings of another person without clearly and fully crediting the source is plagiarism and violates the academic code as well as the Student Code of Conduct. If it is suspected that a student in any course in which s/he is enrolled has knowingly committed such a violation, the faculty member should refer the matter to the College's Disciplinary Officer and appropriate action will be taken under the Student Code of Conduct. Sanctions may include suspension from the course and a failing grade in the course. Students have the right to appeal these actions to the Disciplinary Committee under the terms outlined in the Student Code of Conduct. For more information, consult the Student Handbook.

Smoking Policy

Southern Maine Community College is a campus that cares about the health and safety of its students, faculty, staff, and visitors. All buildings, including faculty, staff, and administrative offices; including classrooms, residence halls, restrooms, entryways, and public access ways; including the Culinary Arts Dining Room, the McKernan Hospitality Center, the All Faith Chapel, and the Cafeteria are smoke free. All state vehicles are smoke free. All building exits and walkways, within thirty feet of any building entrance, are smoke free.

Smoking and the use of all tobacco products, including chewing tobacco, are prohibited in the smoke free areas. Receptacles for tobacco waste are available outside

Student Right to Know

As mandated by the Public Law 101-542, the Student Right-to-Know and Campus Security Act, as amended by Public Law 102-26, the Higher Education Technical Amendments of 1991, SMCC student completion information may be obtained in the Enrollment Services Center. Information concerning crimes on campus is available in the Security Office or the Dean of Students Office.

Admissions

Admissions Overview

Southern Maine Community College is committed to providing access to higher education for the people of Maine. Those who have earned a high school diploma, GED, associate degree or higher from a regionally accredited institution have the opportunity to enroll. To enroll in a degree or certificate program, a student must apply to the College and be accepted. Students who apply and are accepted to degree programs are referred to as degree seeking students. Students who do not choose to formally apply are referred to as non-degree seeking students.

It is expected that applicants have the ability to perform college-level work as demonstrated by Accuplacer test scores or other indicators and to conduct themselves in an appropriate manner. In cases where tests or other indicators suggest the contrary, the College reserves the right to deny admission. All documents submitted as a part of applying to the College become the property of SMCC and will not be returned. The College reserves the right to cancel courses or programs as deemed necessary.

Degree and Certificate Seeking Students

All students admitted to degree or certificate programs are required to take the Accuplacer placement tests in reading, writing, and mathematics unless otherwise exempt. For a current list of exemptions visit our website at www.smccme.edu/admissions/.

The purpose of the Accuplacer is to determine ability to perform college-level work and assess the levels at which students will begin their study. Based upon test results, the College may prescribe developmental courses or limit a student's enrollment in an effort to enhance that student's ability to succeed. Applicants to health and technical programs must comply with program-specific entrance requirements and application deadlines.

SMCC maintains a rolling admissions policy for most programs allowing candidates to apply and be considered for acceptance throughout the year. Due to competition for acceptance to some programs, particularly health programs, early application (at least 6 months prior to the fall) is encouraged.

Non-Degree Seeking Students

To enroll in classes as a non-degree student, students should refer to the Academic Calendar for open registration dates. If looking to take an English or math course or a course with an English or math prerequisite, students must take the Accuplacer placement test unless otherwise exempt. For a current list of exemptions visit our website at www.smccme.edu/admissions/.

International Student Admissions

International students planning to attend SMCC on an F-1 student visa must submit documented proof of completion of their secondary education and must demonstrate proficiency in English if English is not their first language. Students attending on an F-1 visa must enroll in a degree program and attend full-time fall and spring semesters. International applicants must submit all required application materials to Enrollment Services by July 1 for the next September semester, November 20 for the next January semester.

Students whose first language is not English must take the Test of English as a Foreign Language (TOEFL) at least six months prior to the intended term of enrollment. Test scores more than two years old will not be accepted. Information and application forms may be obtained by writing to TOEFL, P.O. Box 899, Princeton, New Jersey 08541 or by visiting the TOEFL website at http://www.toefl.org.

If applying from within the U.S., the applicant who is unable to provide TOEFL scores must have language ability assessed through the Accuplacer placement test administered at SMCC. Arrangements to take the Accuplacer placement test on-line may be made through SMCC Enrollment Services.

SMCC is authorized to provide international students admitted to the College with the I-20 form needed to apply to the U.S. Customs and Immigration for an F-1 student visa. Before the College can create an I-20, the student must satisfy the following admission requirements:

- Complete an application and pay a non-refundable $20.00 application fee
- Submit official high school transcripts for all years attended, and proof of completion of secondary school
- Provide a Declaration of Finance form with supporting materials, which includes an affidavit of support or notarized letter from a sponsor documenting that he/she will be responsible for the student's educational and living expenses for one year and/or an official bank statement showing sufficient funds in a bank account to cover total education and living expenses for one year. This amount must be a minimum of $19,043.00 in U.S. dollars
- Submit TOEFL with a score of 500 or better in paper version, 173 or better in computerized version, or 61 or better in the internet-based version, or take the Accuplacer placement exam to demonstrate English language proficiency.

All documents submitted must be original. If documents are not in English, an official translation must be attached. Please have all documents, such as high school transcripts, TOEFL scores, Declaration of Finance forms, and other related documents sent to the Enrollment Services Center at Southern Maine Community College. Procedures and regulations of the U.S. Department of Homeland Security that pertain to international student and visitors visas are also available in the Enrollment Services Office.

Readmission

Students in good standing who have withdrawn from Southern Maine Community College voluntarily and who wish to return must submit a written request. If the period of absence is less than five academic years, withdrawn students in good standing may complete a request for readmission form available in Enrollment Services. If a student wishes to return after an absence of more than 5 years, he/she must reapply to the college.

Students are expected to complete program requirements listed in the catalog in effect for the year they are officially admitted to the college. If readmitted after more than one year, students must meet the academic degree requirements listed in the catalog under which they are readmitted. In the case of readmission, there is no guarantee that the student's desired program will be available.

Students who have been dismissed from the college for academic or disciplinary reasons and who wish to return must should refer to the section in the catalog titled "Reinstatement from Suspension"

Immunization Requirements

All matriculated students at SMCC must comply with all applicable immunization requirements as determined by Maine State Law. All students must have proof of diphtheria/tetanus every ten years. In addition, all non health science programs require proof of one (1) dose of the Measles and Rubella vaccine and two (2) doses of the Mumps vaccine OR proof of immunity by a blood titer. Selected programs have additional requirements specified by the College and the major. Students who do not meet the requirements may not attend classes.

Health Science Immunization Requirements

All health science students (Nursing, Cardiovascular, Respiratory, Radiography, Radiation Therapy, Paramedicine, Dietetic Technology, and Medical Assisting) must provide evidence of required immunizations, and any other special certifications required by a program, prior to course registration.

Health Science Immunizations include:

1. Proof of immunity to Hepatitis B by blood titer.
2. Two doses of MMR vaccine OR proof of immunity by blood titer.
3. Proof of immunity by blood titer to Varicella (Chicken Pox) OR two doses of the Varicella Vaccine if non-immune.
4. Tetanus/Diphtheria immunization current within the past ten years.
5. Negative PPD result (Tuberculosis). Annually updated results are required.

It is the student's responsibility to provide evidence of immunizations to the Enrollment Services Center. Some of these immunizations have specific time frames for completion (e.g. the Hepatitis B series takes six months for completion) and may be expensive. It is best to begin as soon as possible.

Please note, upon entry of immunization information into your student record, the documentation you or your health care provider submits will be confidentially destroyed. Please keep a copy for your personal records.

Tuition & Fees

Cost of Attendance

Tuition and Fees
The Board of Trustees sets tuition annually for all Maine community colleges.

Tuition
Maine Residents $84.00/ per credit hour
Non-Residents $168.00/ per credit hour
Senior Citizens fees only

Application Fee (non-refundable, paid once with the initial application)
$20.00

Comprehensive, Course, & Tech Fees
$16.20 - $26.40/ per credit hour

Information Access Fee
$2.50/credit hour (supports the College's effort to continually improve information technology available to students)

Document Processing Fee
$3.00/per credit hour (includes transcripts and immunization records for registered students; rush transcript requests are not included)

Student Activity Fee
$25.00 per semester

Orientation/Graduation Fee (non-refundable, paid once upon initial matriculation)
$70.00 (includes, but is not limited to, services related to transfer credit evaluation, new student orientation, academic advising and counseling, degree audits, diploma/certificate production)

Parking Permit
Fall Parking Permit: $40.00 (covers 08/2009-08/20010)

Spring Parking Permit: $25.00 (covers 01/2010-08/2010)

Summer Parking Permit: $10.00 (covers 05/20010-08/2010)

(Students may waive parking charges by completing and submitting the online waiver form attesting that they do not bring a vehicle onto the South Portland campus)

Accident and Sickness Insurance Plan
$398/twelve-month plan; $276 nine-month plan beginning in spring semester
(Students who are enrolled in a comparable health insurance plan can waive the Student Accident and Sickness Insurance Plan by completing the on-line waiver form)

Liability Insurance
An annual charge to student in Health Sciences, Behavioral Health, Early Childhood, and Paramedicine programs for participation in clinical and practicum settings

Testing Fees
Charged for certain classes that have specific testing or certification requirements

Room and Board Charges:

Room Charges

Per Student $4,946/year; $2,473/term)

Cable/Internet Services Fee per Student $252/year; $126/term

Meals

$3,000/year

All on-campus residence hall students are required to purchase a meal plan. The Dining Hall serves three meals per day Monday through Friday and two meals per day on the weekend. Sandwiches, soups, salads, bottled drinks and coffee are also available in the Café located in the Campus Center, which is open most of the day Monday through Friday. Unused meals or flex dollars purchased as part of a meal plan are forfeited if not used in the semester in which they were purchased.

Beacon Bucks (for food purchases in the Dining Hall and Café)
All students may purchase declining balance/debit cards in any denomination, with a minimum initial payment of $50. Beacon Bucks remain active as long as the student remains continuously enrolled and then are forfeited.

Statement of Financial Responsibility:
By enrolling in classes at Southern Maine Community College, students agree to pay all charges incurred as a result of that enrollment including any late penalties assessed due to failure to pay. Students should also understand that they will be responsible for any collection costs assessed should the services of a collections agency be required.

Students are responsible for the status of their accounts. Please contact the Student Billing Office immediately if you have any questions or concerns about your account or if there have been any changes in any of your payment arrangements.

For further information on student billing procedures, please refer to the Paying for College section of our website.

Questions regarding college charges and the payment of all bills should be directed to the Student Billing Office, SMCC, 2 Fort Road, South Portland, ME 04106-1698.

Native American Waiver Policy
SMCC waives tuition for eligible Maine residents, either matriculated or non-matriculated, who provide documentation of Native American status. The student must provide a formal letter from the specific tribe explaining the participation in the tribe – whether it is for their inclusion on the tribal census or that of a parent or grandparent. Fees and room and board are not included in the Native American tuition waiver and are the responsibility of the student.

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

If the student is enrolled for a full academic program, as defined by the College, it will be presumed that the student is in Maine for educational purposes and that the student is not in Maine to establish a domicile as a permanent resident; thus, the burden will be on the student to prove that s/he has established a Maine domicile by the time of such registration. The domicile of a student who is claimed as a dependent for tax purposes follows that of the parents or legally appointed guardian of the student.

If a student classified as a non-resident marries a person who is domiciled in Maine and asserts the establishment of a domicile in Maine, the student shall be presumed to be eligible for resident status at such student's next registration. In general, members of the Armed Forces and their dependents are normally granted resident status during the period of active duty if Maine has been declared their legal state of residence for that period. [20-A MRSA _ 12706 (7)]

In-state tuition is not available to anyone who holds a non-immigrant U.S. visa. If an individual is not a domiciliary of the United States, they cannot be a domiciliary of the State of Maine.

New England Regional Student Program (NERSP)

Southern Maine Community College participates in the New England Regional Student Program (NERSP). This program allows a limited number of out-of-state students to attend SMCC at a rate of 150% of in-state tuition if they enter an approved course of study that is not available in their state of residence. Various restrictions and exceptions apply and students who wish to be considered must fill out an application with the Enrollment Services Center. High school students should first check with their guidance office to see if they are eligible.

FINANCIAL AID

Student financial aid is available on a first-come, first-served basis to all students who apply and demonstrate financial need, as defined by federal regulations. Students must file the Free Application for Federal Student Aid (FAFSA) to apply for federal, state and SMCC student assistance, including consideration for all grants, scholarships, Direct Loans and on-campus student employment. FAFSAs are completed on-line at www.fafsa.ed.gov

FAFSA priority filing dates for 2009- 2010 are as follows:

- The SMCC FAFSA priority filing date is March 1.
- The FAFSA filing deadline for Maine State Grant is May 1.

Students are encouraged to file by the priority date, however, FAFSAs can be filed at anytime during the academic year and students may file after the priority filing date. Entering students should file their FAFSA early and not wait until they are formally accepted into an SMCC program.

During the 2008-09 academic year, SMCC students received over $13 million dollars through federal, state, college, and private funding sources. Students with questions concerning any aspect of student financial assistance are strongly encouraged to contact the SMCC Student Financial Aid Office at 207-741-5518.

College Partnerships and Articulation Agreements

Many SMCC graduates wish to continue their education and have successfully transferred to a wide range of baccalaureate degree granting colleges. SMCC students frequently can transfer all or most of their credits from their associate degree programs, but ultimately the decision to accept or deny transfer credit lies solely with the transfer destination.

Partnerships with Secondary Schools

Southern Maine Community College works with high schools and regional centers of technology to provide college exploration experiences for students, improve career guidance, link secondary and post-secondary curricula, and help prepare students for college. Here's how those goals are addressed:

- College Exploration: Secondary educators plan a visit to the SMCC campus to expose students to college life. The experience is tailored to the grade level and needs of the visitors and may include sitting in on a class, observing college students in action, touring the campus, and eating in the Dining Hall.

- Career Guidance: Students from area high school experience a hands-on career exploration program when they attend *Careers of the 21st Century* hosted at SMCC each spring. This popular program serves over 1500 students annually. Through the welding partnership, another hands-on opportunity, students from area schools learn a skill and experience college life.

- Articulation Agreements: Secondary teachers in high schools and regional centers of technology discuss what they teach with Community College faculty. When the high school course mirrors the college course, the educators form an arrangement called an articulation agreement. This allows students to earn free college credit while in high school that can be applied toward a program of study at SMCC. Advanced placement credit is awarded to students who earn a B (85) or better, and meet admission standards for college level courses. These students can apply articulated credits from high school as if they were college credits. The credits appear on the SMCC transcript. Articulation agreements save students both money and time when attending college. Instead of repeating an entry-level course that the student mastered in high school, the student can waive that course and study at a more advanced level.

- College Readiness: SMCC personnel help inform students about the standards for college by administering the ACCUPLACER® to juniors at area high schools and regional centers of technology.

Secondary School Articulation

SMCC currently has over 80 articulation agreements with area high schools and regional centers of technology. The College continues to expand those agreements to include other schools and other programs of study. To take advantage of these:

- Schools must have a written, signed agreement with the College.
- Students must earn an 85 (B) in the articulated class.
- Students must enter SMCC within 15 months of high school graduation.
- Teachers must complete a recommendation (called a Competency Checklist).
- Students must, in some cases, pass SMCC's challenge examination usually administered at the high school or submit a portfolio of "best works".

Students must submit Technical Advanced Placement forms to request credit by July 1.

Bath Regional Vocational Center

AEDD-105	CAD Graphics
CMPT-101	Introduction to Microcomputers
MDAS-100	Medical Terminology

Biddeford Center of Technology

ACCT-105	Financial Accounting
AEDD-105	CAD Graphics
AUTO-105	Automotive Maintenance
AUTO-155	Electrical/Electronics I
AUTO-210	Engine Repair & Performance
CNMS-135	Desktop Publishing
WELD-100	Introduction to Welding

Capital Area Technical Center

AUTO-105	Automotive Maintenance
AUTO-155	Electrical/Electronics I
AUTO-210	Engine Repair & Performance
BIOL-110	Introduction to Biotechnology
MACH-105	Basic Machine Practice Theory

Falmouth High School

PHYS-150	College Physics I with Lab

Gray-New Gloucester Adult Education

CMPT-101	Introduction to Microcomputers
MDAS-100	Medical Terminology

Greely High School

PHYS-150	College Physics I with Lab

Hancock County Technical Center

AUTO-105	Automotive Maintenance
AUTO-155	Electrical/Electronics I
AUTO-210	Engine Repair & Performance

Lake Region Vocational Center

ACCT-105	Financial Accounting
AEDD-105	CAD Graphics
AUTO-105	Automotive Maintenance
CMPT-101	Introduction to Microcomputers
CNMS-135	Desktop Publishing
MDAS-100	Medical Terminology

Lewiston Regional Technical Center

CJUS-105	Introduction to Criminal Justice

Maine Vocational Region 10

AUTO-105	Automotive Maintenance
WELD-100	Introduction to Welding

Midcoast School of Technology – Region 8

MACH-105	Basic Machine Practice Theory

Mt. Ararat High School

PHYS-150	College Physics I

Mt. Blue High School

CMPT-101	Computer Applications

Mt. Washington Valley Career & Technical Center (NH)

CMPT-101	Computer Applications
MACH-105	Basic Machine Practice Theory

North Shore Technical High School (MA)

MACH-105	Basic Machine Practice Theory

Northern Penobscot Tech – Region 3

AUTO-105	Automotive Maintenance

Old Colony Regional Vocational Technical High School (MA)

AUTO-105	Automotive Maintenance
AUTO-155	Electrical/Electronics I
AUTO-210	Engine Repair & Performance

Oxford Hills Technical School

AEDD-105	CAD Graphics
AUTO-105	Automotive Maintenance
AUTO-155	Electrical/Electronics I
AUTO-210	Engine Repair and Performance
CJUS-105	Introduction to Criminal Justice
CNMS-135	Desktop Publishing
MDAS-100	Medical Terminology

Portland Arts & Technology High School

AUTO-105	Automotive Maintenance
AUTO-155	Electrical/Electronics I
AUTO-210	Engine Repair and Performance
MACH-105	Basic Machine Practice Theory
MDAS-100	Medical Terminology
WELD-100	Introduction to Welding

Presque Isle Regional Career and Technical Center

ACCT-105	Financial Accounting

R.W. Traip Academy

CMPT-101	Introduction to Microcomputers

Region 2 – Southern Aroostook

ACCT-105	Financial Accounting

Sacopee Valley High School

PHYS-150	College Physics I with Lab

Sanford Regional Vocational Center

AEDD-105	CAD Graphics
AUTO-105	Automotive Maintenance
CNMS-135	Desktop Publishing
MACH-105	Basic Machine Practice Theory
WELD-100	Introduction to Welding

Skowhegan Regional Vocational Center

CNMS-135	Desktop Publishing

South Portland High School

CMPT-101	Computer Applications

St. John Valley Technology Center

WELD-100	Introduction to Welding

Tri-County Technical Center

CNMS-135	Desktop Publishing

United Technologies Center

AUTO-105	Automotive Maintenance
AUTO-155	Electrical/Electronics I
AUTO-210	Introduction to Engine Repair
WELD-100	Introduction to Welding

Waldo County Technical Center

CJUS-105	Introduction to Criminal Justice
CNMS-135	Desktop Publishing

Westbrook Regional Vocational Center

AEDD-105	CAD Graphics
AUTO-105	Automotive Maintenance
AUTO-155	Electrical/Electronics I
AUTO-210	Introduction to Engine Repair
CJUS-105	Introduction to Criminal Justice
CNMS-135	Desktop Publishing

Whittier Regional Vocational Technical Center (MA)

AEDD-105	CAD Graphics
AUTO-105	Automotive Maintenance
AUTO-155	Electrical/Electronics I
AUTO-210	Engine Repair and Performance
CMPT-101	Computer Applications

CNMS-135	Desktop Publishing
MACH-105	Basic Machine Practice Theory
WELD-100	Introduction to Welding

Windham Adult Education

CMPT-101	Computer Applications
MACH-105	Basic Machine Practice Theory

ADVANTAGEU PROGRAM

The AdvantageU Program is a guaranteed admission program between Maine Community College students graduating with an associate in arts degree in liberal studies and the University of Maine System. The goals of this agreement are to provide qualified Maine Community College students, earning an associate in arts degree in liberal studies from SMCC at graduation, with the following:

- Guaranteed admission and registration at junior standing at a UMS University;
- Seamless transition from SMCC to an UMS University;
- Minimal paper flow; and
- Transfer of a minimum of 60 credits.

Under this agreement, SMCC students, upon their admission and prior to completion of 30 credits, may request to join the AdvantageU program with UMS. When participating in this program at SMCC, SMCC students are first admitted into the associate in arts degree program in liberal studies while guaranteed entrance to a future baccalaureate degree program at a UMS University. Students are assured a place in the junior class at a UMS University once they have graduated with an Associate of Arts degree in Liberal Studies and enter a UMS University in an appropriate parallel program.

Please note that under the terms of this agreement, students are guaranteed admission to a UMS University in over 50 university degree programs approved for the AdvantageU program. Certain UMS programs may have specific grade point average (GPA) requirements and program specific criteria for admission with junior standing. Information on these programs is available at the Enrollment Services Center. Students should consult the AdvantageU advisor at the transfer institution for information on any specific degree program requirements prior to their first semester at SMCC and during the first two semesters to minimize the number of additional credits needed to complete the university major.

Students will be required to meet UMS University catalog requirements for the academic year in which they matriculate and begin their UMS degree program.

To be eligible for the AdvantageU program, the student must follow these guidelines:

1. Complete the *AdvantageU Participation Form* as provided by Southern Maine Community College declaring intent to participate in the AdvantageU program prior to completion of 30 credits. It is recommended that students enter the program either during the preadmission phase or within their first two semesters at SMCC. This form will include a waiver for students to sign so that SMCC officials may share pertinent information with UMS officials.
2. Complete and submit an "Intent to Enroll" form to the Student Services Office at SMCC when s/he has successfully completed 45 degree credits. This should be done no later than February 1st for fall semester UMS enrollment, and September 15th for spring semester UMS enrollment.
3. Provide that an official transcript(s) be forwarded to the UMS University Office of Admission for any course work attempted/completed at college(s) other than SMCC. Only course work completed at regionally

accredited higher education institutions will be considered for transfer. No grade below C- will be accepted in transfer. GPA does not transfer to UMS.

Greater Portland Alliance of Colleges & Universities (GPACU)

Southern Maine Community College belongs to the Greater Portland Alliance of Colleges & Universities (GPACU), a higher education consortium that broadens learning opportunities. Through valuable services such as cross-registration, shared library borrowing, and student health care, GPACU benefits students, staff, and teachers; expands intercollegiate cooperation; and enhances the cultural, educational and economic quality of life in Greater Portland.

Cross registration allows you to take courses toward your degree from one of the other GPACU member colleges listed below. Registration forms are available in Enrollment Services.

GPACU Member Schools:

- Andover College
- Maine College of Art
- Saint Joseph's College
- Southern Maine Community College
- University of New England
- University of Southern Maine

GPACU Guidelines:

- First Semester freshmen are not eligible to take courses through GPACU at another institution.
- Students must meet all course prerequisites for the host institution.
- Only Fall and Spring semester courses are eligible for cross-registration. No cross-registration is allowed during the Summer Term.
- The intent of the Alliance is to expose you to learning opportunities that are not available at your home institution Courses equivalent to those offered by Southern Maine Community College are not eligible to be taken at other GPACU schools regardless of transferability, availability, or schedule conflicts.
- Selected courses must meet an outstanding requirement in the student's current program requirements at Southern Maine Community College. Courses toward a future major or interest only courses are not covered under GPACU.
- Students are limited to (3) external courses in a single academic year and five (5) total cross-registrations throughout the duration of their time at SMCC. Any graded course including No Show (NS), Withdrawal (W), or Failure (AF or F), will count as one cross-registration. A course with separate credit for a corresponding lab will count as one cross-registration
- Students must take the majority of credits at their home institution during any semester they are cross-registered.
- No GPACU requests will be accepted after SMCC's add/drop period, regardless of the add/drop deadline for the host institution, which must also be met.

Student Resources & Support

Advising & Counseling

Every incoming student is assigned an advisor from either the student's program of study or Student Services. A student may change advisors at any time by completing a "Change of Advisor" request form.

The advisor helps each student select and register for courses and can assist with add/drop changes and withdrawals. Additionally, an advisor helps students locate academic and personal resources on campus and helps the student determine program options, such as attending college part-time while working, career goals, or pursuing further education. The more clearly a student can articulate respective needs and goals, the more productive the advisor relationship will be.

SMCC recognizes the importance of personal counseling to assist students in balancing their academic needs with problems or concerns of an individual, family, or job-related nature. An on-campus licensed counselor provides short-term counseling services to students free of charge. Confidentiality is maintained throughout the process and referrals for other community services are provided as needed. The Counseling Office is open Monday through Friday from 8:30 a.m. to 4:30 p.m. Consultation and appointments are available by calling (207) 741-5629. The Counseling Office is located in the Student Services Office in the Campus Center.

Campus Center

The Campus Center, the focal point of the campus, contains the College's library furnished with internet searching computers and access to electronic databases. Adjacent to the library is the Learning Assistance Center, which also contains numerous PCs and a trained staff to assist users. The Campus Center is also the location of the offices of Enrollment Services, Student Services, Student Billing and Financial Aid, and the Center for Student Involvement and Leadership.

The College Store

The SMCC College Store is located in the Campus Center. A full service college store, it offers new and used textbooks, supplies, emblematic clothing, course packs, giftware and academic software, all at competitive prices. The staff also buys back textbooks throughout the year. For customer convenience, there is a coffee shop adjacent to the store. The professional staff is there to assist customers and make shopping at the store a pleasant experience.

Class Cancellations

Classes may occasionally be cancelled or postponed due to inclement weather. Announcements regarding closures or late openings will be made on the College's website (www.smccME.edu), the SMCC Storm Line (207-741-5800), main phone number (207.741.5500) and major local radio and television stations. Announcements for day classes will begin around 6am, evening classes by 3pm. All such missed classes may be rescheduled.

Entrepreneurial Center at SMCC

The Entrepreneurial Center at Southern Maine Community College is intended to help the next generation of entrepreneurs achieve their potential. The Center complements the economic development strategies pursued by the statewide university and community college systems. The Center is located at the corner of Broadway and Benjamin Pickett Streets as you enter the College campus.

The Center is part of a jointly operated, widespread entrepreneurial training program throughout the Greater Portland region that begins in the public schools and extends through higher education outward to existing small and mid-size firms. In addition to standard topics vital to a business owner's competitiveness, the training taps leading research on

the role that knowledge plays in cluster development and social capital plays in entrepreneurial success. The Center includes a student-operated business incubator on campus. The incubator uses a circle of advisors affiliated with the partnership who are ready to assist students wishing to establish their own business.

Information Technology

The college Help Desk is the central point of contact for all IT related problems and questions. Please call 207-741-5696 for assistance during business hours. The Help Desk is located in the Ross Technology Center and open from 8am until 5pm daily.

In addition, drop-in student labs are available days, evenings, and weekends. Overall the campus provides more than 500 PCs accessible to students and faculty.

All enrolled students, faculty, adjuncts, and staff have SMCC-assigned e-mail addresses at which they receive critical college information.

For more information on all SMCC Information Technology resources, please see the IT section of the website.

Computer and Network Usage Policy

Introduction

This policy governs all uses by students of the computing resources maintained by Southern Maine Community College and is designed to protect both the students and the College's computing resources which include, but are not limited to, computers, peripherals, network components, and the physical and logical data. Each student who uses College computer resources is responsible for reading, understanding and complying with this policy.

Guidelines

In making acceptable use of resources, students must:

- Use the College's website, server, and all other related computer equipment and services only for academic, educational, or professional purposes, which are directly related to official College business and in support of the College's mission.
- Be responsible for all activities conducted using SMCC user IDs.
- Not disclose SMCC user IDs or passwords to anyone.
- Access only SMCC files and data that are your own, that are publicly available, or to which you have authorized access.
- Be considerate in your use of shared resources and refrain from monopolizing systems, overloading networks with excessive data, or wasting computer time, disk space, printer paper, manuals or other resources.
- If it is necessary to allow an authorized third person to access a user's files or data, as in the case of illness, a formal request must be made in writing to the Dean of Students.
- Student user accounts and all data found in student user accounts may be removed at the end of each semester.
-
- The following are prohibited:
- Use of another person's user ID or password.
- Use of another person's files or data without permission.
- Unauthorized interception, reading, copying or modifying of private electronic data.
- Use of computer programs to decode passwords or access controlled information.
- To view, download, store, or transmit materials that, if viewed in public, may create a hostile environment and constitute sexual harassment under the SMCC policy or the law.

- To circumvent, subvert, or attempt to circumvent or subvert system or network security measures.
- To purposely engage in any activity that might be harmful to system/network or to any information stored thereon, such as creating or propagating viruses, disrupting services, or damaging files.
- To download any on-line software without authorization from the IT Staff.
- To use the network for purposes that place a heavy load on scarce resources.
- To use Southern Maine Community College's computers or networks to libel, slander, or harass any other person. The following shall constitute computer harassment: (1) Using the computer to annoy, harass, terrify, intimidate, threaten, offend or bother another person by conveying obscene language, pictures, or other materials or threats of bodily harm to the recipient or the recipient's immediate family; (2) Using the computer to contact another person repeatedly once the recipient has provided reasonable notice that he or she desires such communication to cease; (3) Using the computer to disrupt or damage the academic research, administrative, or related pursuits of another; (4) Using the computer to invade the privacy, academic or otherwise, of another or threatened invasion of privacy of another.
- To waste computer resources, for example, by intentionally placing a program in an endless loop or by printing excessive amounts of paper.
- To use the College's systems or networks for personal gain; for example, by selling access to your user ID or to College systems or networks, or by performing work for profit with College resources in a manner not authorized by the College.
- To use the College's systems or networks to transmit any material in violation of United States or Maine laws or regulations.
- To engage in any other activity that does not comply with these Guidelines presented above.

Privacy

Users of the College's Computer Network System should have no expectation of privacy over any content, communications, transmissions, or work performed thereon. Computers owned by the College are provided for college and educational use only. Note that the College retains ownership of all computer transactions as business records and these records may be subject to discovery in litigation. Any information on a College computer or storage media may be subject to the State's public record law and may therefore be subject to disclosure upon request.

The College does not routinely monitor students' computer activities unless it receives notice of possible misuse or violation of policy. However, should the College discover, as a result of routine maintenance, technical fault or investigation of criminal activity, misuse or violation of policy, it will not guarantee privacy. By using computers on campus, students are waiving their right to privacy and are consenting to College review and monitoring of their computer use. Further:

- The College endeavors to maintain the privacy of personal communications. Where necessary, the College will take action to protect the integrity and operation of its networks.
- In the course of routine system maintenance, technical problems, investigation of an alleged violation of policy, or criminal investigations, College employees will be permitted to intercept, read, copy or modify private electronic data, either in transit across a network or stored within a computer system.
- The College will collect utilization statistics based upon network protocol and application use.
- The College will progressively restrict non-essential users where network utilization results in performance degradation. Such restriction will be publicized to users through appropriate means.

Additional General Principles and Guidelines for Electronic Mail

General Principles

Students in the educational community should use electronic mail as a source of information and efficient communication. Use of electronic mail is to be consistent with the Student Computer and Network Usage Policy of

Southern Maine Community College. Use of College computers for electronic mail that is not consistent with the Policy may result in termination of electronic mail privileges, sanctions as noted in the Student Code of Conduct, including dismissal, and prosecution by state and/or federal authorities.

Users of the College's Computer Network System for electronic mail purposes have no expectation of privacy over any email communications or transmissions sent or received. Further, the College may access email communications or transmissions for routine system maintenance, technical problems or in the investigation of criminal investigations.

Guidelines

Student e-mail accounts will have limited storage for messages sent or received. If students' intend to save e-mail messages, they must remove messages from the system upon sending or receiving them (i.e. by print or archive). Sending messages:

- Create single subject messages whenever possible.
- Do not send or forward chain letters.
- Exercise caution. The confidentiality of your message cannot be guaranteed. Messages can be misdirected and/or be forwarded by recipients to other electronic mail addresses without your knowledge.
- Because messages can be saved on storage media or be forwarded to recipients at other electronic mail addresses, assume that any message you send is permanent.
- Before sending messages to list servers, interest groups, bulletin boards, etc., be sure the message is appropriate for the entire group.

Receiving Messages:

- If you receive a message intended for another person, notify sender.

Enforcement

All alleged breaches of the Student Computer and Network Use Policy will be referred to, reviewed, and addressed by the appropriate college official(s) and subject to provisions of the Student Code of Conduct.

Offenders may also be referred to state or local authorities for potential violation of the State and Federal laws.

Computer Labs

The Ross Technology Center, located on Slocum Drive, contains a large drop-in computing lab open days, evenings, and weekends. The building also contains five new instructional classrooms equipped with the latest hardware and software. Overall, the campus provides more than 500 PCs accessible to students and faculty.

E-mail Access

Actively enrolled students at SMCC are given a college e-mail address. Students can check their mail from any PC with an internet connection. Critical college communications are increasingly distributed via this e-mail address, and students are expected to read college e-mails on a regular basis. Students may forward e-mails from this account to a personal e-mail account if so desired.

Learning Assistance Center (LAC)

The Learning Assistance Center is a drop-in tutoring center that is open to all students. Faculty and staff provide professional tutoring in all writing, English as a second language, math, physics accounting, chemistry, and computer applications. The Center also offers personal assistance in study skills and time management, inventories of learning styles, academic advising and peer tutoring in technology courses. Accommodations, tutoring and advising are also available for students with diagnosed learning disabilities. Please go to the LAC Web page to learn more.

Students have access to study space and to computers for word processing and other computer applications and to Internet research. Also available are reference textbooks, study guides, and multimedia materials. The facility is open

from 8:00 a.m. – 8:00 p.m. Monday through Wednesday, Thursday 8:00 a.m. – 6:00 p.m., and Friday from 8:00 a.m. – 4:30 p.m. Summer hours are posted on the LAC web page.

Library

The Library is SMCC's student-friendly center for research, study, and casual reading resources. The Library is located in a beautiful setting on the second floor of the Campus Center, and through its growing Web services, the Library is also anywhere our students are. The SMCC Library provides its students and faculty with a strong and evolving collection of on-site books and periodicals, on-line access to the collections of libraries throughout the State of Maine, and a gateway to the ever-expanding world of web-based information resources. The library's holdings and its on-line databases are selected to support the full and varied range of programs of study offered by the College.

SMCC students have access to a wide variety of web-based reference and bibliographic databases provided by the Library. Students may access these resources by visiting the Library's web page from on-campus computer workstations or by logging onto the College Portal from off-campus internet connections. The Library is staffed by a team of knowledgeable professionals who are dedicated to empowering students to become independent researchers who are proficient and comfortable with the use of library tools and resources.

The physical layout of the Library is pleasant and varied and provides a choice of individual carrels, study tables, and internet workstations. Included within the library space is an enclosed group study/meeting room that is available for students to reserve. Students are welcome to browse through the Library's books and periodicals which are on open stacks and easily accessible. All students are encouraged to visit the Library and make its resources a part of their learning experience while attending the College.

Campus Safety & Security

Security

The Campus Safety and Security Department is open 24 hours a day. Business hours are from 7:00am-7pm. The office is located in the Fort Building (92 Campus Center Drive) across from Preble Hall.

The department provides assistance to the campus community through regular patrols and other services; such as, issuing parking permits and student ID cards, security escorts, lost and found repository, and emergency response services. Emergency messages for students are routed and delivered through this department.

Parking

Southern Maine Community College is a very busy campus. In order to assure the safety and welfare of all students, faculty, staff, and visitors who bring their cars to campus the following parking policy has been developed. These policies will help us keep our parking orderly so we may provide as many spaces as possible, assure emergency vehicle access, have handicapped parking available and properly used, and respect campus and private property.

Regulations:

All faculty, staff, and students must display a valid parking permit. Students attending classes at SMCC must purchase a permit in order to park their vehicles on campus. The permit may be used on only one vehicle, and it should be affixed to the lower passenger side corner of the front windshield. When changing vehicles during the year, bring in your old vehicle permit (even if scraped off) and your new vehicle registration for a replacement permit.

The SMCC Security Office will gladly issue temporary medical parking permits for valid medical reasons with appropriate documentation. These permits will allow students to park in faculty and staff spaces, as well as student spaces. These permits do NOT allow you to park in Handicapped parking. Non-registered vehicles need to have a temporary permit in order to park on campus. These permits are issued for a maximum of 10 days and are only valid for student lots. If an individual needs to use a car for longer than 2 weeks we recommend they obtain a

permit. Additional permits are $5.00 and are paid at billing. Please obtain a receipt and bring it to the security office along with the registration.

Vehicles not parked in accordance with campus regulations will be issued a ticket, which carries a fine of $15.00 per violation. Fire lane violations carry a $25.00 fine and unauthorized parking in a handicapped parking space carries a fine of $50.00. In order to assist students, faculty, and staff in adjusting to the campus, the first ticket of the year is considered a warning and does not need to be paid unless the vehicle is parked in a fire lane or handicapped spot. Any ticket received may be contested within ten days from the date of issue.

South Portland Police Department will enforce local ordinances by issuing municipal tickets. The College will issue tickets for the following reasons:

- Anyone parking in a fire lane (within 20 feet of any fire hydrant or designated by signs)
- Anyone parked in a handicapped parking space without a State of Maine issued permit or placard
- Anyone blocking roadways or access to college facilities
- Parking the wrong way on a one way street
- Anyone parking on the grass or parking in areas not designated for parking
- Anyone with an altered, unauthorized, invalid, or absent permit
- Anyone with an improper display of a permit
- Students parking in a faculty lot
- Students parking in a visitor lot
- Parking a large vehicle in a Compact Lot
- Taking up multiple parking spots
- Reusing a ticket from a previous infraction
- Erratic driving and excessive speed
- Parking vehicle overnight without permission

Overnight Parking/School Trips Parking- All overnight parking and school trip parking must be approved by the Security Department. The Security Department will inform parties involved of the areas they may park during after hours or while on school trips. Security reserves the right to tow vehicles, from campus parking lots not designated for overnight or long-term parking.

Noncompliance with policy regulations may result in action beyond ticketing. Repeated violations may result in ticketing, booting, towing and storage, suspension and/or revocation of parking privileges, or other appropriate action. Unpaid parking tickets may result in a hold being placed on student records.

If you believe you have been ticketed in error, ticket dispute forms are available outside the Security Office. These must be filed within 10 days of receipt of the ticket to the Security Department. A committee of staff and students will review the dispute form and the registrant will be notified through the mail of the decision. If the appeal is found to be justified no fine will need to be paid. If issuance of the ticket is upheld the registrant will need to pay the fine(s) at the billing office. Handicap and fire lane violations are non-disputable.

Vehicle registrants who have unpaid fines in excess of $75.00 may be sent a notification through the mail and will be subject to having their vehicle immobilized by the use of a boot. Once the vehicle is booted, the registrant will be charged a $25.00 administrative fee. All fines must be paid before the boot is removed unless payment arrangements can be made with the Security Department. The registrant of a booted vehicle who does not take the appropriate action may be subject to having the vehicle towed from campus at their expense.

While SMCC will make its best effort to provide parking to all members of the SMCC campus community, please realize that possessing a permit does not guarantee you a parking space on campus.

Parking Permits

Fall Parking Permit:	$40.00 (covers 08/2009-08/2010)
Spring Parking Permit:	$25.00 (covers 01/2009-08/2010)
Summer Parking Permit:	$10.00 (covers 05/2009-08/2010)
Additional Permit:	$5.00 (maximum of three permits per person)
Replacement Permit:	$5.00 (If the permit from the previous vehicle is returned, the new permit is at no charge.)

Parking Fines

Altered Permit	$15.00
Blocking Access	$15.00
Compact only	$15.00
Expired 30 min.	$15.00
Fire Lane	$25.00
Handicap	$50.00
Invalid permit	$15.00
Littering	$15.00
Multiple Spaces	$15.00
No parking zone	$15.00
No permit	$15.00
Not a space	$15.00
Overnight parking	$15.00
Parked on grass	$15.00
Re-used ticket	$15.00
Reckless Driving	$15.00
S Curve	$15.00
Slocum- One-Way	$15.00
Visitor Lot or Spot	$15.00
Warning	$0

Services For Students With Disabilities

In accordance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, Southern Maine Community College is committed to helping qualified students with disabilities achieve their individual educational goals. Upon request and verification of the disability, SMCC will provide service coordination and reasonable accommodations to remediate the competitive disadvantage that a disability can create in the educational setting.

Students with disabilities who need services to access SMCC programs or who wish to seek academic accommodations based on their disability should contact the ADA Services Coordinators at (207) 741-5923 or 741-5629.

Student Code of Conduct

MCCS STUDENT CODE OF CONDUCT

I. Purpose of Code

The College requires students to conduct their affairs with proper regard and mutual respect for the College and the members of its community. In seeking to encourage responsible conduct, the College will rely upon counseling and admonition. When necessary, the College will use this Code to: 1) ensure the orderly administration of the College's academic, athletic and social offerings; 2) secure the opportunity of all students to pursue peacefully their educational objectives; 3) protect the health, safety and welfare of the College and the members of its community; and 4) maintain and protect the real and personal property of the College and the members of its community.

This Code applies in addition to other College and System policies and regulations, local ordinances, and state and federal laws. Students whose conduct violates those authorities may also be subject to their sanctions and penalties. Finally, the Residence Hall Agreement between a student and the College imposes similar but additional responsibilities and obligations, and students whose conduct violates both that Agreement and this Code may be disciplined by the College under either or both.

II. Persons Governed by Code

This Code applies to persons who are students and to organizations that are student organizations at the time of the alleged conduct. Students and student organizations are also responsible for the conduct of their guests, and this Code may be invoked against students and student organizations whose guests violate the Code. When a student is alleged to have violated the Code at a College other than the College in which the student is enrolled, the violation will be referred for disposition to the student's campus of enrollment.

III. Conduct Governed by Code

This Code applies to conduct, wherever it occurs, that: 1) involves the real property owned, occupied or otherwise used by the College; 2) involves the personal property owned, occupied or used by the College community; 3) involves a College or College-related activity, event or function; 4) poses an imminent or substantial threat to persons or property in the College community; and/or 5) otherwise interferes with the objectives or adversely affects the interests of the College or members of its community. Examples of violations of this Code include, but are not limited to:

A. Fraudulent conduct, which includes, but is not limited to: 1) plagiarism; 2) cheating; 3) supplying or assisting to supply false information to College personnel; 4) violating a professional code of conduct or ethics; 5) unauthorized representation of the College or its personnel; 6) failing to identify oneself to College personnel; and/or 7) tampering with or falsifying official documents or records.

B. Conduct that disregards the welfare, health or safety of the College community, which includes, but is not limited to: 1) assault, harassment or intimidation; 2) false reports of fire or other dangerous conditions; 3) unauthorized use or possession of weapons, explosive components or chemicals, including fireworks, firearms, explosives, gas or compressed air; 4) disturbing authorized activities or the peaceful operation of the College; 5) use, possession, sale or distribution of alcoholic beverages or drugs as prohibited by law or College policy; 6) being under the influence or knowingly in the presence of drugs or alcohol while on College property or at College related events; 7) action prohibited by health or safety regulations; 8) creation of a fire hazard or other dangerous condition; 9) restriction of vehicular or pedestrian traffic flow into or out of College property or facilities; 10) action that produces mental or physical discomfort,

embarrassment, harassment or ridicule to any member of the College community; 11) intentionally placing a person or persons in reasonable fear of physical harm; 12) lewd or indecent behavior; 13) tampering with fire or safety equipment; 14) parking violations; 15) disobeying the lawful order of College personnel; and/or 16) any other conduct that threatens or endangers the health or safety of any person in the College community.

C. Improper use of property, which includes but is not limited to 1) misuse, destruction, defacement or unauthorized requisition, removal or use of College or College community property; 2) unauthorized presence on College property; and/or 3) violation of College or System computer use policies

D. Other conduct that interferes with the orderly business of the College, which includes, but is not limited to 1) failure to comply with a sanction imposed by the College; 2) interference or refusal to cooperate with an inquiry under the Code; 3) continuous violations of the Code; 4) assistance in the violation of any of the provisions of the Code; 5) acts of discrimination in violation of College or System policy; and/or 6) conduct prohibited by law, College or System policy.

IV. Sanctions for Code Violations

Students who violate this Code may be subject to one or more sanctions which include, but are not limited to: 1) an apology; 2) reprimand; 3) probation; 4) work or service requirement; 5) restitution; 6) fine; 7) prohibition from College classes, functions or facilities; 8) forfeiture of room fee, room deposit and security deposit; 9) suspension or dismissal from a portion of the College; 10) suspension or dismissal from the whole of the College; 11) revocation of admission or a degree; 12) withholding a degree; and/or 13) any other action as the College deems appropriate. The Dean may suspend immediately a student if the Dean determines that the student's presence at the College poses an imminent threat of harm to a person or property in the College community. Such suspension shall take effect when so designated and may not be stayed pending appeal unless otherwise determined by the President.

V. Procedure

A. Investigator

The College Dean of Students ("Dean") and/or disciplinary officer ("Officer") (collectively "Investigators") shall investigate alleged violations of this Code. Such inquiries shall include notice to the student of the: 1) complaint; 2) Code sections that may have been violated; and 3) possible sanctions that may be imposed. The student shall be given an opportunity to be interviewed.

The Investigator may consider any information that the Investigator believes may be relevant and reliable information in determining whether it is more probable than not that the alleged conduct occurred, and that such conduct violated the Code. Upon concluding the inquiry, the Investigator shall notify the student in writing of the Investigator's findings of fact, Code provision(s) violated, if any, and sanction(s), if any. The Investigator's decision shall take effect when so noted. Sanctions, other than interim suspension, may, in the discretion of the Dean, be stayed during any appeal. The Dean, but not an Officer, may at this stage impose a sanction of dismissal or suspension.

B. Disciplinary Committee

The Disciplinary Committee ("Committee") shall consist of at least three and not more than five members, each appointed by the President. At least one member shall be a faculty member and one member may be a student. The President shall appoint a Chair.

1. Appeal The student may appeal to the Committee the findings or decisions of an Investigator. A written appeal must be submitted to the Dean within two (2) school days following the day when the student receives the Investigator's written decision, and must state specifically the grounds for appeal. A student who fails to file a proper and timely appeal may be deemed to have waived the right to appeal. The President may grant a request by a person materially affected by the alleged Code

violation to have the Disciplinary Committee review a decision of the Disciplinary Officer to dismiss a case or to impose a relatively low sanction.

2. Hearing After receiving the student's appeal, the Committee Chair shall notify the student, Dean and/or Officer of the time and location for the hearing. A hearing shall be held as soon as practical and shall proceed as follows: The Committee Chair shall preside; the Dean and/or Officer will present the charges, information and findings against the student; the student will respond to the case presented by the Dean and/or Officer; and the Dean and/or Officer and student may then each summarize orally their position.

All or a portion of the hearing may, in the discretion of the Committee, be closed to persons other than those recognized by the Chair. If a student does not attend the hearing, the Committee may commence the hearing or continue the hearing to a later time or date. The student may be assisted by a person during the hearing and attendant proceedings and that person may advise, but not speak on behalf of, the student. Only the members of the Committee may pose questions to the witnesses or parties. The Committee is not bound by court rules of evidence or procedure.

3. Decision The Committee will convene in closed session to find facts and determine any Code violation(s). The Committee may consider any relevant and reliable information in determining whether it is more probable than not that the alleged conduct occurred, and that such conduct violated the Code. The Committee is not bound by the Investigator's findings and sanctions. The Committee may impose any appropriate sanction up to and including dismissal. Disciplinary sanctions imposed by the Committee take effect immediately unless otherwise specified. A majority vote of Committee members present and voting will prevail.

After the hearing, the Committee shall notify the student in writing of the facts found to be true; the Code section(s) violated; the disciplinary sanction; and the student's limited opportunity to appeal to the College President.

C. College President

A student may appeal to the President only a Committee sanction of suspension or dismissal from the College. Such appeal must be submitted in writing to the President within two (2) school days following the day when the student receives the Committee's written decision, and must state specifically the grounds for appeal. Such appeals shall be limited to the Committee's procedures and the appropriateness of the sanction. A student who fails to file a proper and timely appeal may be deemed to have waived the right to appeal. The President may also grant a request by a person materially affected by the alleged Code violation to review a decision of the Disciplinary Committee to dismiss a case or to impose a relatively low sanction. In all cases, the President shall issue a written decision as soon as practical after the hearing. The President is not bound by the decisions of either the Investigator or Committee.

VI. Notice and Receipt of Notice

A College may provide a notice under this Code to a student either in person or to the student's most recent electronic, campus or U.S. mail address on file at the College. A student will be deemed to have received such notice immediately when informed in person; within 24 hours when notified by electronic or campus mail; and within 72 hours of the date of mailing when notified by U.S. mail. In all instances a student has an affirmative duty to remain in contact with the College while a matter is pending under this Code.

VII. Definitions

The following terms have the following meanings when used in this Student Code of Conduct, unless the context indicates otherwise:

"Code" means this Student Code of Conduct. "College" means a college of the Maine Community College System; "College Activity" means an activity under the auspices of the College, including activities of students and student

organizations; "College Community" means any person or organization that attends, performs services for, is employed by, visits or otherwise uses the College; "College Personnel" means any instructor, administrator, employee, committee or contractor of the College or System; "Course" means any class of instruction, regardless of credit, offered by the College; "President" means the College President or the President's designee; "Property" means the real and personal property controlled through ownership, rental, charter or other means by the System, College, State of Maine or a member of the College Community. "Property" includes written documents and computer programs, files and resources; "School Day" means a day that the College is open for instruction; "Student" means a person enrolled in a course of the College and includes, unless otherwise noted, student organizations; "Student Organization" means an organization that acts or purports to act for a student in matters regarding the College; and "System" means the Maine Community College System.

Student Course Evaluations

To assist the College in maintaining a high level of instructional quality, students are asked and strongly encouraged to submit course evaluations for each class that they are attending at SMCC. Evaluations are submitted online and can be accessed through each student's MySMCC site. Students can access the course evaluation report beginning two weeks before the end of classes. The deadline for submission of evaluations occurs 24 hours after the last day of classes each semester. Instructors will announce to their classes when the online course evaluation is available. PLEASE NOTE: Students choosing not to evaluate classes are not able to view final grades.

Veterans Affairs (VA)

For information concerning VA benefits, students should contact the Students Services office from which referrals will be made to the Veterans Administration in Togus, ME or Buffalo, NY. VA forms are available in Student Services. Once completed, a Certifying Official submits them to the Veterans Administration. Veterans should bring to Student Services their Member 4 Copy of their DD-214. For those who are in the Guard/Reserves, bring a copy of DD-2384 – Notice of Basic Eligibility (NOBE). Once receiving the Certificate of Eligibility from the VA, students must bring that to the Student Services Office for the Certifying Official.

Prior to each semester students must hand in to the Certifying Official in Student Services an official copy of the class schedule. No one will be certified to receive VA benefits unless a schedule is handed in and in the correct format for a VA audit. Instructions on how to do this are available in the Student Services Office, but will also be mailed and e-mailed to each student who receives benefits. Only courses required for the student's degree will be certified. New students will receive these instructions and other pertinent information when meeting with the Certifying Official.

Any type of change needs to be reported to the Certifying Official – such as dropping or adding a class, changing a major, withdrawing from a class, change of address, phone number, e-mail.

Important numbers and websites:

All Veterans except CH 31 (Voc Rehab) must check in with the VA on the last calendar day of each month while attending classes in order to receive benefits. To do that, students can call 1-877-823-2378 OR go to https://www.gibill.va.gov/wave

To inquire about when benefit checks will arrive or to ask about a change in credit load and how much the pay will be, call 1-888-442-4551 OR go to http://www.va.gov

STATE OF MAINE BENEFITS FOR VETERAN'S DEPENDENTS

Veteran's Dependent Children

- Waiver of tuition and mandatory fees only
- Student must maintain a 2.00 GPA to maintain eligibility
- Benefit eligibility is eight semesters within a six-year time period

Veteran's Dependent Spouse

- Waiver of tuition and mandatory fees only
- Benefit eligibility is eight semesters within a ten-year time period

Dependents are responsible for:

- Keeping personal contact information up-to-date
- All non-mandatory fees, such as health insurance, room and board, parking fee
- All textbooks and course materials

ELIGIBILITY FOR STATE OF MAINE BENEFITS FOR DEPENDENTS

"Child" means a child whose mother or father is or was a veteran and the child:

1. Is at least 16 years of age;
2. Has graduated from high school; and
   enrolled in a degree program prior to turning 22 years of age and is not over 25 years of age at the time of application for a benefit under this program. NOTE: If the child is unable to enroll in a degree program prior to turning 22 years of age due to service in the United States Armed Forces, then the child may apply to begin this benefit prior to reaching 26 years of age.

- "Child" also means a stepchild who is a member of a veteran's household either at the time of application or, in the event of the veteran's death, at the time of death, and who continues to be a member of the household after the death of the veteran. At least 5 years must have elapsed since the veteran married the parent of the stepchild before the stepchild is eligible for educational benefits, and the biological parent of the stepchild must reside in the veteran's household while the stepchild receives educational benefits.

- "Child" also means a legally adopted child whose natural parent is or was a veteran.

- "Spouse" means the person currently legally married to a living veteran or the widow or widower of a deceased veteran, not previously divorced from that veteran.

- "Veteran" means any person who served in the military or naval forces of the United States and entered the service from this State or resided in this State for 5 years immediately preceding application for aid and, if living, continues to reside in this State and who:

- Has a total permanent disability resulting from service-connected disability as a result of service;
- Was killed in action;
- Died from a service-connected disability as a result of service;
- At the time of death was totally and permanently disabled due to service-connected disability, but whose death was not related to the service-connected disability; or

- Is a member of the Armed Forces on active duty, who has been listed for more than 90 days as missing in action, captured or forcibly detained, or interned in the line of duty by a foreign government or power.

The continuous residency requirement of this program does not apply to a person who is receiving educational benefits under this chapter on or before January 1, 2006.

NOTE: If a veteran was a resident of Maine prior to his/her death for less than five years, and application is received subsequently after the five year period from the date he/she last established residency, the applicant will be considered eligible and the deceased veteran will have been considered to have met eligibility requirements for purposes of this benefit.

APPLICATION REQUIREMENTS

An applicant must submit with along with application the following documentation:

Child

- *Birth certificate with both parents' names printed on it.*
- *Proof of veteran's disability.*

Stepchild

- *Birth certificate with both names printed on it.*
- *Copy of the parent's marriage certificate showing marriage to the veteran.*
- *Proof of veteran's disability.*

Adopted child

- *Birth certificate with both parents' names printed on it.*
- *Copy of adoption certificate.*
- *Proof of veteran's disability.*

Adopted child whose natural parent is the disabled veteran

- *Birth certificate with both parents' names printed on it.*
- *Proof of paternity to natural parent (such as adoption papers, original birth certificate, or any legal document with such verification).*
- *Proof of veteran's disability.*

Spouse

- *Copy of marriage certificate.*
- *Proof of veteran's disability.*

Applications can be picked up in the Student Services Office in the Campus Center. These applications are included with the Application for VA Chapter 35 Benefits. State of Maine applications need to be sent by the student directly to the Maine Veteran's Services Office at the address provided on the application. The VA Benefits (CH 35) application needs to be returned to the Student Services Office. Dependents should apply for both benefits. It is strongly recommended that students keep copies of all applications for benefits for their own files.

STUDENT LIFE

RESIDENCE LIFE

There are two residence halls on SMCC's campus housing approximately 405 students.

The New Residence Hall, the larger of the two halls, houses about 310 students, including eight Resident Assistants and a professional Resident Director. The new hall opened in January 2008 and is located on the corner of Benjamin Pickett St. and Fort Rd., across the street from the Campus Center. There is a large laundry room and vending area, study areas on three floors and a beautiful common lobby that houses a 42" LCD HDTV, a pool table and a ping pong table. The new hall has sweeping views of the Portland skyline and Casco Bay from many windows.

Surfsite Hall, the smaller of the two halls, houses 93 students including three Resident Assistants and a professional Resident Director. Surfsite Hall is located diagonally up the hill from the H.U.B. Gymnasium on Surfsite Road. Surfsite Hall has a laundry room, large recreation room with a big screen TV, a pool table and a ping-pong table and a large study lounge.

The Residence Life Office includes the professional Residence Directors and the student staff listed above, as well as two security and administrative staff. The residence life staff team plans various educational and recreational activities for the residence hall students to enjoy. We expect residents to be serious about their academic work and to get involved in the residence life community. To reach staff, students should call (207) 799-5990 or 741-5505.

There is a strict policy concerning illegal drugs and alcohol on campus. SMCC prohibits use, sale, possession and/or distribution of alcoholic beverages anywhere on campus. It is a violation of the Student Code of Conduct for any student or guest to be under the influence of or knowingly in the presence of illegal drugs or alcohol while on campus or at school-sponsored events, regardless of age. Alcohol and drug paraphernalia are not permitted in any residence hall room or common areas and will be viewed as evidence of consumption. Disciplinary action, including possible residence hall agreement termination and eviction without refund, will take place for any student found in violation, regardless of whether or not the student is of legal drinking age.

For many students, residence life represents the first extended stay away from home. As such, it is a time of major adjustment, a time when self-reliance and self-discipline become more important than one's dependence upon one's family. All students who become residence hall students at SMCC are expected to conduct themselves with regard for the welfare and the reputation of the College, the property of College community members, and most importantly the welfare of all College Community members. They must refrain from any action that might injure the College or any of its members. The College reserves the right to require withdrawal, at any time, of a student whose conduct or academic standing is judged unsatisfactory.

Residence hall space is limited at SMCC; there are just 409 beds available for nearly 6,000 students. In addition, the College recognizes that a community living environment can sometimes provide a variety of temptations and distractions that can make it challenging for some students to focus on their primary goal—completing an academic program. Consequently, the College has created a housing application process that requires students to demonstrate their commitment to their educational goals in order to be assigned to housing.

Students who submit a complete application packet that includes the application, transcript and deposits are first assigned to a conditional waiting list while they complete the remainder of the process. Students who complete the entire process are assigned to the appropriate active waiting list (male or female) if housing is full or to a space in housing on a first come, first served basis.

Not every student is eligible to live on campus. Please check the Residence Life area of the website for eligibility

criteria. Students may occupy their rooms on the dates specified in the College's calendar; however, they are expected to vacate the halls during the Thanksgiving Break, Semester Break, and Spring Break. The College is unable to accept responsibility for personal belongings, and suggests that students consider insuring property against loss, damage, theft and fire.

Dining Services

Sodexho, a contract food service vendor, operates the SMCC Dining Hall and Campus Center Smart Market Café. The Dining Hall serves three all-you-care-to-eat meals per day Monday through Friday and two per day on the weekend for a reasonable, fixed price. Sandwiches, soups, salads, bottled drinks and coffee are available on an a la carte basis in the Café most of the day and evening.

Resident Students: All resident students are required to purchase a meal plan. Meal plan offerings vary from year to year in response to student needs and requests. Typically each meal plan offers a set number of all-you-care-to-eat meals in the dining hall and some "flex dollars" for use in the Smart Market Café. Students use their student ID card for payment at the register. The required meal plan cost per semester varies from year to year. Please check with the Housing and Residence Life Office for the most up- to-date rates. Whatever the cost, the price includes costs for overhead and is the same for the fall as it is for the spring, regardless of student usage. Unused meals or flex dollars purchased as part of a meal plan are forfeited if not used in the semester in which they were purchased.

Commuter Students: Commuter students are encouraged to eat in the dining hall and the Smart Market Café. Because the all-you-care-to-eat cash price remains reasonable, there is not currently a commuter meal plan offered.

Beacon Bucks: Commuter students who would prefer not to carry cash on campus may deposit funds into a Beacon Bucks account for use in the Dining Hall and the Smart Market Café. There is a minimum initial deposit of $50 and subsequent $10 deposit minimum. These funds are debited from the student's Beacon Bucks account on a dollar for dollar basis. For example, if a student purchases a $5 all-you-care-to-eat lunch meal, $5 is debited from the account. Beacon Bucks balances remain active until a student ceases to be enrolled and then is forfeited, so it is in the student's best interest to deposit only funds that he or she intends to use.

The Center for Student Involvement and Leadership

The Center for Student Involvement and Leadership (CeSIL), located on the first floor of the Campus Center, is a one-stop resource to learn about ways to become involved on campus. The center has information on the student clubs and organizations on campus, how to start a new student organization, community service opportunities and activities and events on campus. The center is a great place to learn about student leadership opportunities such as serving on the Student Senate, working as an Orientation and Welcome Leader and participating in various leadership education programs. The Center is also home to the offices of the Student Senate, The Alpha Chi Nu Chapter of Phi Theta Kappa and The Beacon student newspaper.

Student Activities and Athletics

SMCC strives to engage students both inside and outside of the classroom by complementing the enriching classroom experience with a variety of activities for students. Students who are active participants in the life of the college are more likely to persist and be successful in college. Getting involved provides an opportunity to build connections with fellow students and with faculty and staff and to develop lifelong friends and mentors. No matter what a student's interest, the college provides an opportunity to get involved; from student government, honors and community service societies, technical and trade organizations, the student newspaper and literary magazine, to intercollegiate athletics.

The Student Senate represents all students in organizing campus events and sponsoring student organizations and clubs. The Student Senate plans large campus wide events such as the Welcome Back BBQ, Winter Carnival and

Spring Fest. Student Senate has also presented comedians, singers, hypnotists and a variety of other entertainment on campus as well as trips to off-campus events such as hockey games and amusement parks. Senate sponsored programs have also included poetry readings, open microphone nights, and trips to theatrical productions. In addition to activities planning, the Student Senate represents the voice of the students to the administration of the college and advocates for the interests, ideas and welfare of the student body. The Phi Theta Kappa honor society is also a very active student organization on campus, sponsoring educational forums, community service projects, and other programs such as their weekly coffee and bagel sale. The Beacon is the official student newspaper of Southern Maine Community College and features college news as well as features and columns on topics of interest for the student body. The Writ literary magazine is a publication written and edited by SMCC students featuring works of fiction, non-fiction and poetry. The College also sponsors a chapter of Skills-USA, a national organization for students preparing for careers in technical, skilled and services occupations, including heath occupations. The SMCC chapter competes at the statewide level and has sent a number of students to the national competition in Kansas City, Missouri. The SMCC Chorus is open to singers of all abilities and performs a number of times each year, including SMCC's graduation ceremony. For more information on student organizations, or on how to start a new student organization, stop by the Center for Student Involvement and Leadership (CeSIL) in the Campus Center.

The College offers eight intercollegiate sports. They include men's and women's basketball, baseball, softball, men's and women's soccer, and men's and women's golf. In addition, a variety of intramural sports and recreational activities are offered. The athletic philosophy of the College is to be competitive with our peers in all areas, but to give primary emphasis to the academic and personal success of the students involved. The Director of Athletics, staff, and all coaches have put together an athletic program for both the serious athlete interested in varsity competition and the general student population seeking a recreational outlet.

Located at the front of our 80-acre oceanside campus, the Hutchinson Union Building, or "HUB", serves as the center of all athletic programs at the College. The large gymnasium, three locker rooms, weight room, and wellness center are all available to our general student population, as well as to faculty and staff. The HUB is complemented by our baseball diamond, softball and soccer fields.

Southern Maine Community College holds memberships in the Yankee Small College Conference (YSCC), which is a regional league and its parent, the United State College Athletic Association (USCAA), which is a national association of small colleges across the country. These memberships offer post-season play and recognition for student-athletes. Our teams have consistently been competitive and have won many championships during the past 30 years. A full complement of games is played in each of the intercollegiate activities during their respective seasons.

[Please note: Students must be carrying a minimum of 12 credit hours per semester to participate in Intercollegiate (varsity) activities]

Honor Society: Alpha Chi Nu Chapter, Phi Theta Kappa International Honor Society

Phi Theta Kappa is the honor society of the two-year college. All eligible students receive a letter of invitation from the College president to join Phi Theta Kappa. The purpose of Phi Theta Kappa is to recognize and encourage academic excellence and scholarship among students. The chapter also provides students with the opportunity to serve in the community and to develop leadership skills. Many students join not only to participate in service work and leadership opportunity, but also for the lively fellowship and stimulation of interest in continuing academic excellence. Chapter members are also eligible for transfer scholarships to four-year colleges and universities.

Membership Qualifications

Candidates:

1. Must be matriculated in an associate degree program.
2. Must have carried at least 6 credits hours in the semester prior to the current one.
3. Must carry a minimum of 6 credit hours per semester.
4. Must have earned a minimum of 12 credits at SMCC.
5. Must have a minimum cumulative GPA of 3.60.

To Maintain Membership:

1. Member must maintain a minimum cumulative GPA of 3.50.
2. Member must carry a minimum of 6 credit hours per semester.

ACADEMIC POLICIES

TRANSFER CREDIT AND ADVANCED STANDING

Courses in which a student has received a grade of "C" or better are accepted in transfer from regionally accredited institutions ("C-" grades are not acceptable). There is no limit on the age of courses accepted for transfer credit. Courses must be comparable to those offered at SMCC and meet the requirements of the student's program. Transfer is determined by the appropriate academic department and administered by the Enrollment Services Center. Students seeking an associate degree must complete at least 15 of their credit hours directly through the College. Students seeking a certificate must complete at least 9 of their credit hours directly through the College. A request for transfer credit requires submission of an official transcript from the other college. Transcripts for incoming freshmen should be on file in Enrollment Services 30 days prior to the semester for which consideration for transfer credit is to be given. Transcripts from other institutions submitted to SMCC 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 SMCC will not reflect grades in courses transferred from other institutions.

Students who wish to transfer credits from SMCC to other colleges should note that the decision to accept credits is determined entirely by the institution to which the student is transferring, although most area colleges readily accept most applicable SMCC credits.

Credit by Examination

Credit for College Level Examination Program (CLEP), General Exams and selected Subject Exams will be granted in applicable subject areas. No more than 30 credits may be granted. A minimum acceptable score of 50 is recognized as recommended by the American Council on Education (ACE) on all exams.

Students with documented skills and the permission of the Department Chair may qualify to sit for challenge exams in selected courses in their programs. Students must register and pay a challenge exam fee for the course. Challenge exam credits do not count toward full-time status for financial aid and the Veterans Administration. No grade is assigned and does not calculate into the grade point average

Credit may be granted for Advanced Placement (AP) courses/exams completed with scores of "3" or higher provided the subject matter is applicable to degree requirements.

Credit through Experience

Students can be exempted from selected courses or receive "work experience" credit based on documented work experience and approval of the Department Chair and the Registrar. Work experience can be used toward meeting graduation requirements.

Students must complete the Work Experience Credit Request form in cooperation with their department chair and an employer's signature must be obtained. In the event that work experience is the result of being self-employed, it is the responsibility of the Department Chair to evaluate the materials provided and make a judgment as to the extent to which the stated objectives have been met. Complete packages are to be presented to the Registrar for entry. Credits will be entered with grades and credit types of WE and are not likely to be transferable.

ACADEMIC STANDING

Academic Standing

To remain in good academic standing, students must complete 66 percent (66%) or more of the total number of credits attempted with a cumulative grade point average (Cum GPA) of at least 2.0 (see grading system) or higher. A course is not successfully completed with a grade of F, AF, I, W, or NS.

Academic Warning

Students whose cumulative grade point average falls below 2.00 will be placed in Academic Warning status. Students

in Academic Warning status may not enroll in more than 15 credits and are encouraged to address study issues and to seek tutoring from the Learning Assistance Center.

Academic Probation

Students who fail to meet the criterion of satisfactory academic progress by remaining in good standing will be placed on academic probation. Students placed on academic probation may enroll in no more than 12 credits each semester they are on probation.

Credits Attempted	Cumulative Grade Point Average
Below 14	no minimum
14-29	1.79
30 and above	2.00

Students who fail to attain both the required cumulative GPA and the appropriate completion rate remain on academic probation even if they achieve the appropriate semester GPA and complete 66 percent of the credits attempted in the probationary semester.

Students who remain on academic probation for three consecutive semesters will be automatically placed on academic suspension, although suspension can occur in any semester depending on performance.

Academic support is mandated for students on academic probation as defined by the College. Students must meet with their designated academic advisor to discuss the factors interfering with their academic progress, determine an appropriate course selection for the next semester, and develop an individual plan for academic success.

Academic Suspension

Students who have attempted 14 credits or more, regardless of whether that is in one semester or more than one, will be suspended if they fail to complete 66% of credits attempted and fail to maintain a minimum grade point average (1.79 for between 14-29 credits attempted; 2.00 for 30 or more credits attempted). There is no probationary period for students once the 14-credit threshold is reached if a student fails to maintain course completion and G.P.A. requirements.

In addition, students will be suspended if, during a probationary semester, they (a) fail to achieve a semester GPA of 1.79 for 14 to 30 credits, or (b) fail to achieve a semester GPA of 2.00 for 30 or more credits attempted.

Reinstatement from Suspension

Students who have been suspended from the College may be considered for readmission following a minimum of one semester of leave and after providing the College with evidence of increased potential for academic success. After one semester away, students may submit a Reinstatement Request to Student Services. Returning students will be placed on academic probation for the first semester after they are readmitted.

Students are expected to complete program requirements listed in the catalog in effect for the year they are officially admitted to the college. If reinstated after more than one year, students must meet the academic degree requirements listed in the catalog under which they are readmitted. In the case of readmission, there is no guarantee that the student's desired program will be available.

Suspension also means the loss of all student financial aid including all grant, loan (student and parent), and on-campus employment programs. A student who has been suspended from the College (and lost financial aid eligibility) will have his/her financial aid reinstated only after meeting satisfactory academic progress standards. Thus, it is possible that a student may be readmitted to the academic programs of SMCC but remain ineligible for student financial aid.

Dean's List
Students completing a minimum of 9 credit hours in courses graded A, B, or C, or P with a term grade point average (GPA) of at least 3.00 are named to the semester's Dean's List, provided that no grade lower than C was earned in any course that semester and the student is not on probation. Grades lower than C include C-, D+, D, F, W, AF, and I. Only courses numbered 100 or higher are considered for Dean's List. Students who have requested to be excluded from the directory information (Directory Exclusion request), by law, cannot be included on the Dean's List published in the local newspaper.

Academic Fresh Start
Academic Fresh Start is a one-time opportunity for qualifying students to have prior grades excluded from their grade point average (GPA) when the resume work toward a degree at SMCC after an extended absence. All prior grades will appear on official transcripts, but only grades earned after the Fresh Start is granted will be used in calculating a new GPA.

Conditions:

- A student can only be granted Fresh Start once.
- Fresh Start cannot be granted if a student has earned a degree, diploma, or certificate from SMCC.
- The student must not have been enrolled in credit-based course work at SMCC or any other college or university for a minimum of three consecutive years prior to readmission to SMCC.
- The student must have attempted fewer than 30 credits at SMCC prior to readmission to SMCC.
- After readmission, the student must complete 12 semester credits at SMCC with a minimum cumulative GPA of 2.0 and credit completion ration of at least 67%.
- Students who meet all conditions must contact their academic advisor and complete the Fresh Start application.
- Students must submit the application to Enrollment Services before earning 24 new credits.
- At least 50% of the degree or certificate requirements must be completed after readmission.

Appeal Process
Students placed on academic probation or suspended from the College have the right to appeal to have the sanction lifted. Appeals will be granted based upon computational error or for extraordinary documented personal circumstances. The decision of the Suspension and Probation Appeals Committee is final. Appeal forms can be found on the College's Website at the **Current Students-Downloads Section-Student Life**.

Enrollment Policies

Enrollment Status
Full-time status for financial aid, insurance discounts, etc., is defined as 12 or more credit hours. Anything less than 12 is considered part-time. Credits awarded for transfer coursework, work experience, exemptions, audited courses, and challenge exams (CLEP) the following are not considered when determining full-time status.

Maximum Credit Load
A student at Southern Maine Community College must request approval to take more than 18 credits in a single semester (12 credits in summer semester). A review panel will determine whether the student's past post-secondary academic record supports an increase in the maximum credits allowed for that semester.

Add/Drop
Students who drop a course during the one-week "add/drop" period in fall and spring semester and the first three days of summer sessions receive a 100% refund of the tuition and technology fee for that course. Please note any course that meets for less than the traditional semester length, i.e. 15 weeks, has a pro-rated drop/add period. There is no refund for non-attendance.

Attendance

Students are expected to attend all regularly scheduled classes and laboratory sessions. Students who are having difficulties with absenteeism must contact their instructor as soon as possible to discuss the steps they must take to succeed in the remaining weeks of the term.

Classroom Attendance

Faculty members have authority to establish attendance standards appropriate to their course. These standards will be clearly stated in the course syllabus.

Student-Faculty Communication

Three or more consecutive absences from regular class meetings with no communication between student and instructor must be reported to Enrollment Services and the student will be assigned a grade of "AF" (Administrative Failure).

A family emergency or personal illness may cause a student's extended absence. The student or a family member may call the Associate Dean of Students' office to request that all instructors be notified of the emergency or to request other assistance as needed. Upon return, the student is responsible for making arrangements with each instructor to complete all course requirements; however, in some cases it may not be possible to successfully complete the course.

SMCC recognizes that students from a variety of established religious traditions have special days of observance during the academic year. Faculty members, when notified by students at least two weeks prior to an intended absence for religious observance, are encouraged to consider such notice as it fits within the confines of their attendance policy stated on the course syllabus. Students who have notified their faculty members of intended absence for religious observation are expected to learn what assignments and/or tests are due or will be assigned during an absence and to arrange, whenever possible, alternate times for fulfilling these requirements.

Class Attendance – Extracurricular And College-Sanctioned Activities

The primary responsibility of students attending Southern Maine Community College is to meet their individual academic goals successfully. However, the administration, staff and faculty fully support and encourage student participation in those extracurricular activities that enhance the college experience. Such activities can include participation on athletic teams, course field trips, attendance at outstanding speaker series, participation in student government, participation in Phi Theta Kappa, involvement in service events, and other activities.

Students who engage in any college or course-sanctioned or extracurricular activity, must adhere to the following procedure:

1. Notify each faculty member affected at the beginning of the semester of the potential conflicts and the student's plan to make up the work.
2. Notify each faculty member again the week before the event that will result in an absence.
3. For scheduling changes beyond their control (weather, tournament schedules), notify faculty as soon as possible.
4. Arrange to hand work in, or take exams, before the absence occurs, if possible.
5. Attend a different section of the same course, if one exists, to take notes, or arrange with another student to share notes.

IF the students properly communicate the upcoming absences to the faculty, faculty members are asked not to penalize students in their classes for absences due to college-sanctioned or extracurricular activities. However, individual faculty members have final discretion concerning allowing class makeup.

Faculty advisors, professors, and coaches (or the athletic director) who sponsor such extra curricular activities shall, to the best of their abilities, send a list of participants to the community or the affected faculty in advance of the scheduled event.

Withdrawal from the College

A student withdrawing from the College must complete a withdrawal form and submit it to Student Services. Acceptance of the withdrawal requires sitting for an exit interview with the Assistant Dean of Student Affairs. The official date of withdrawal is the date the completed form is submitted to the Enrollment Services Center. If prior to the twelfth week of classes, grades of W will be assigned in all courses. If a student withdraws from school after the twelfth week, the student's instructors will assign letter grades.

A student who has discontinued his/her enrollment at the college for a total of one full calendar year will be officially withdrawn from the college. If the student wishes to return to the college after being withdrawn, he/she must reapply. Readmission is based on space availability, and the student will be expected to follow the program curriculum for the academic year in which the readmission becomes effective.

GRADES AND GRADING

Grading and Notation System

Grades at Southern Maine Community College are assigned by letters representing levels of achievement. The basis for determining a grade is the relative extent to which the student has met objectives of the course. Letter grades signify the following:

Grades	Quality Points Per Credit	Interpretation
A	4.00	93-100
A-	3.67	90-92
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
F	0.00	Failure
P	None	Equivalent to a "C" (2.0) or better
AF	0.00	Administrative failure assigned at the discretion of the College; official withdrawal after twelve weeks of classes; unofficial withdrawal (failure to continue attending class).
I	None	Incomplete
W	None	Official withdrawal from a course prior to the 13th week of classes; credit earned.
NS	None	Failure to appear for any session of a class for which you have registered.

Computing of Grade Point Average

To compute the grade point average for a semester, first multiply the grade points earned in each course by the number of credit hours assigned to that course. The resulting product is the number of quality points for that course. Then divide the total number of quality points earned during the semester by the total number of credits attempted in that semester.

Example for determining Grade Point Average:

Course	Credits Attempted	Grade	Grade Points	Quality Points Earned
MATH-140	3	B+	3.33	9.99
BIOL-100	4	C	2.00	8.00
ENGL-100	3	B-	2.67	8.01
SOCI-100	3	F	0.00	0.00
TOTAL	13			26.00
				GPA = 2.00

To compute the cumulative grade point average, divide the total quality points earned by the total credits attempted in all semesters. Note: Pass/Fail and Repeated courses and credits granted through CLEP or AP examinations, work experience, or transfer are not to be considered when computing grade point averages.

No Show Grade

A student who enrolls in a class, and pays any part of the tuition (even if through pending financial aid or another agency), but doesn't appear in class will receive a grade of NS (no show) on the faculty class list and their transcript. They will receive no reimbursement for the course or fees, the grade will be treated in the same manner as a withdrawal for the purpose of determining the number of credits attempted, and the grade will contribute to any determination of probation or suspension status.

Pass/Fail

Beginning in the 2009 Fall Semester, a Pass (P) grade earned in a course graded pass/fail is equivalent to a C (2.0) or better.

Course Withdrawal

A student may withdraw from a course only during the semester in which s/he is registered for that course. The withdrawal period is the second through twelfth week of the fall and spring semesters and the second through ninth week of twelve-week summer courses. This period is pro-rated for shorter length courses. To withdraw from a course, a student must complete and submit the appropriate course withdrawal form, available at the Enrollment Services Center (no phone calls, please). The designation "W" will appear on the transcript after a student has officially withdrawn. A course withdrawal is an uncompleted course and may adversely affect financial aid eligibility. Failure to attend or ceasing to attend class does not constitute withdrawal from the course. There is no refund associated with a withdrawal.

Auditing Courses

Students who wish to audit a course must register through the Enrollment Services Center. Students planning to audit a course are required to pay full tuition and fees. The request to audit may be made no later than add/drop week. Students auditing a course will not receive a letter grade or credit for the course and may not count course credits toward full-time status or graduation requirements.

Administrative Failure

Upon recommendation of an instructor or departmental chairperson, students who stop attending one or more courses and neglect to submit proper withdrawal forms to the Registrar may be administratively dismissed from the College. The Bursar may also petition the Dean of Student Affairs to dismiss students who fail to meet their financial obligations to the College. Dismissal does not diminish financial obligations or remove students from class lists. A grade of "AF" is assigned in all affected courses.

Incomplete Grades

A faculty member has the option of granting a grade of "incomplete" when an extraordinary event occurring late in the semester prevents a student from completing all required assignments. The purpose of an incomplete grade is to give

students an opportunity to earn the grade they would otherwise have received had the event not occurred. The purpose is NOT to give students more time to improve their grade.

Guidelines:

- Each instructor has full discretion in granting an incomplete grade, and the student cannot appeal the decision.
- A student can request an incomplete grade after the end of the 12-week withdrawal period.
- The student must be able to demonstrate substantial progress toward completing all required work at the time an incomplete grade is requested.
- The student must be earning at least a "C" average in the course at the end of the withdrawal period.
- The student must have met the attendance requirements for the course prior to the event that the request is based on.
- Work submitted to satisfy an incomplete grade must meet the same standards as other course work.

Repeating a Course

A course may be attempted a maximum of three times (initial enrollment and two repeat attempts). For credit courses, the last grade on any course repeated will be the grade used in computing the Grade Point Average (GPA) for graduation, and all grades will remain on the student's record. The repeated course will count only once toward graduation requirements.

Early Alerts/Scholastic Warnings

Warnings of unsatisfactory performance in individual courses are distributed after the fifth week of each semester for all students whose instructors indicate.

Distinctive Course Types

Distance Learning

The Distance Learning Program at Southern Maine Community College is an effort to broaden the scope of course content offered via the Internet and to create an environment of creativity and support for faculty members wishing to teach or enhance their courses by offering material online. The ultimate goal of this program is to offer a wide array of individual courses and programs to students enrolled at SMCC who are interested in interactive learning. Many courses use the Internet to enhance the traditional classroom education experience. A wide range of disciplines offer courses on-line, which allows both traditional and non-traditional students the opportunity to pursue a secondary education that may not have been available because of scheduling or distance related difficulties.

Writing Intensive Courses

A number of courses at Southern Maine Community College are designated as Writing-Intensive and designated with a "WI" credit type on the official transcript. Courses with this designation require ENGL-100 English Composition as a pre-requisite and include student writing and its improvement as primary course objectives.

Honors Program

The Honors program at SMCC offers students in every discipline the opportunity to study and learn in an academically challenging and enriching learning environment. Honors students receive special recognition at graduation, and "SMCC Honors Program Scholar" designation on official transcripts. The Honors program is affiliated with the National Collegiate Honors Council (NCHC) and the Northeast Regional NCHC.

Program Requirements:

- Maintain a 3.3 cumulative GPA. If cumulative GPA drops, honors students are allowed one probationary semester to continue in the program and raise their cumulative average.
- Maintain a minimum "B" in all designated Honors courses.
- Complete the Honors Seminar.
- Complete at least two courses that include an Honors Component.

- Complete an Honors Project and present at an appropriate seminar or conference, such as Thinking Matters.

Internships/Externships

An Internship places students with a mentor in an on the job learning experience. It is practice oriented and requires that students apply prior mastery of theoretical work and basic skills. An Internship should provide mentored apprenticeship experience in a broad range of functions of the career area and is not simply an entry-level job. An internship is usually the culminating experience in the students' program of study.

The supervising faculty member makes the Internship arrangements, apprises the mentor of his/her role and determines the appropriate of Internship experience and the readiness of students, provides consultation and oversight during the internship experience. Normally, close relative and acquaintances of students may not serve as mentors. The supervising faculty member maintains contact with the intern on a frequent basis during the internship experience, mediating any difficulties the intern is experiencing. Frequent mentor intern contacts are expected to be made during the internship in addition to contacts made before and after the experience to provide regular review of students' progress. Final evaluation is based on job performance and job related factors such as responsibility, punctuality, skill, and cooperation. A concise written evaluation is submitted by the mentor/professional to the supervising faculty member. The supervising faculty member submits the final grade based on the mentor's report.

Academic credit is based on the number of hours of job experience. Regular work hours are to be maintained. A minimum of 40 clock hours of directed on the job time is required for each semester hour of credit; often more time is devoted to the internship than that required for minimum credit. Regular tuition rates are charged based on the amount of credit.

Practicums

A Practicum places students in a practice learning situation. It provides students supervised observation of a relevant career or profession through exposure to the functioning of an organization as a participant in its operations. Students are encouraged to relate and interpret their experiences through frequent conferences with a faculty supervisor, projects, and assignments. A practicum is exploratory rather than culminating.

The supervising faculty members make the practicum arrangements in accordance with guidelines established for internship experiences. Final evaluation is based upon the quality of the completed assignments, the depth of students' understanding of the organization, and on performance standards such as punctuality, responsibility and cooperation. The faculty member submits a final grade based in part upon the written report of the mentor.

Academic credit is based on the number of hours of experience. A minimum of 40 clock hours of directed work is required for each semester hour credit.

Field Experience

Some courses provide students with the opportunity to participate in Field Experiences. Field Experiences place students in a learning environment in the field observing and assisting professionals at work with selected tasks as an introduction to the profession.

The instructor in a course that requires such an experience places students in field experiences. Assignments related to the field experience are part of the overall course evaluation.

Independent Study

A student may request an opportunity for independent study in an area not covered in normal course offerings. All requests must be in writing and have prior approval of the Instructor, Department Chair and Academic Dean. The student must indicate an independent study at the time of registration or during the Add/Drop period.

Graduation Requirements

Southern Maine Community College students must meet the following criteria in order to be eligible for graduate from a degree program:

- Students must successfully complete all courses in their associate degree or certificate program to graduate.
- All candidates for graduation must attain a 2.0 minimum cumulative grade point average (GPA).
- All associate degree students must complete at least 15 of their credit hours directly through the College. Certificate students must complete at least 9 of their credit hours directly through the College.
- The College will not award degrees and certificates until all financial obligations are met.

Graduation with Honors

Southern Maine Community College recognizes students who meet certain qualifications during the annual commencement ceremony. The following list of honor levels describes minimum criteria:

High honors: Students who have completed degree requirements with a Cumulative Grade Point Average of 3.75 or higher.

Honors: Students who have completed degree requirements with a Cumulative Grade Point Average of 3.50- 3.7499.

Highest GPA in Program: Students who have completed degree requirements with the highest Cumulative Grade Point Average of any student in their degree or certificate program, provided the GPA is 3.5 or higher.

Second and Subsequent Degrees

A student may apply to earn additional associate degrees. To qualify, a student must complete the required courses for each degree, resulting in a minimum of fifteen credits beyond the first degree. A student may not earn more than one associate in arts in Liberal Studies degree, regardless of the multiple available concentrations.

ACADEMIC PROGRAMS

The college offers programs awarding associate in applied science, associate in science, and associate in arts degrees; and certificate programs. The associate degrees require at least two academic years of study. The certificate option is offered in selected areas and normally requires one year or less of study. All options may be taken over extended times beyond one or two years and often through both day and evening courses.

Each program of study is made up of three groups of courses: general education courses that meet specific core curriculum requirements for that credential and develop communication, analytical and problem solving skills, increase awareness of the physical and social world and of other cultures; program requirements; and discipline related courses that support and reinforce the program requirements. Successful completion of all courses or equivalencies in a curriculum is required for the awarding of an associate degree or certificate from the College.

The Associate in Arts degree provides a solid foundation in traditional liberal arts education, and is designed for students who plan to continue their studies at a four-year college or university. The liberal arts develop critical and analytical skills demanded by constantly changing environments, and graduates of an A.A. degree will have completed coursework in arts and humanities, social science, communication, mathematics, and science. Students are encouraged to identify their intended major and transfer destination and to work with their academic advisor to choose appropriate elective options.

Associate in Applied Science programs are designed to provide students skills necessary to seek employment immediately upon graduation. Through articulation agreements, many A.A.S. degrees provide transfer opportunities for students who wish to continue their studies at an advanced or four-year institution.

Associate in Science degrees provide the basis for immediate employment or for advanced studies in the sciences and/or health sciences. Select A.S. degrees may transfer, in whole or in part, to a baccalaureate institution.

Curricula may be modified without notice as adjustments are made in response to occupational needs, industrial change, and Advisory Committee recommendations that provide the College with contacts in the various fields of technology to ensure up to date programs. Program availability is based upon adequate enrollment and resources.

GENERAL EDUCATION REQUIREMENTS

The general education requirements for Southern Maine Community College programs represent the College's definition of an educated student. The following table details the number of credits required in each category of the College's core curriculum:

Degree Title	ENGL-100	ENGL-115	English	Social Science	Humanities	Math/Science	Total
Associate in Arts (A.A.)	3	3	3	9	9	7	34
Associate in Applied Science (A.A.S.)	3	3		3-6	3	7-10	22
Associate in Science (A.S.)	3	3		3-6	3-6	12-18	30

General Education Learning Outcomes

Arts & Humanities:

SMCC students differentiate and evaluate various perspectives of the human intellect and imagination.

1. Study, create, or participate in a work that demonstrates artistic and/or aesthetic value.
2. Critique a work's artistic and/or aesthetic value.

3. Demonstrate an appreciation of the creative arts in personal, cultural and historical perspectives.
4. Analyze and interpret literature.
5. Articulate an understanding of major philosophical questions.
6. Demonstrate an understanding of the inter-relationship of arts and humanities to one's self, other disciplines, and the life of the community.

Communications:

SMCC students effectively communicate through writing, speaking and listening.

1. Show ability to communicate ideas clearly, with a specific purpose and to a specific audience, utilizing appropriate strategies for varying contexts and logical organization methods.
2. Demonstrate knowledge of several rhetorical modes (such as narrative, comparison and contrast, cause and effect, literary analysis, definition, division and classification, persuasion and argument, and/or process analysis) and identify appropriate uses for each.
3. Apply revision methods to achieve polished final draft/presentation, with eye to standard academic format and conventions of grammar.
4. Utilize information literacy skills, including evaluation of sources of information from a variety of media and proper MLA and/or APA documentation.
5. Use critical thinking and listening skills in written and oral communication as a tool for learning.

Critical Thinking:

SMCC students evaluate information to make educated decisions based on the fusion of experience, reason, and training.

(Level I, Introductory)

1. Read and demonstrate understanding of complex ideas by identifying key concepts.
2. Apply theory to practice using problem solving techniques and data analysis.

(Level II, Reinforce)

1. Analyze and evaluate research data to produce a well-reasoned argument or position on an issue.
2. Synthesize data from multiple sources to create and support a new solution that considers relevant ethical standards.

Citizenship in a Global Society:

SMCC students can articulate how their personal growth and development are shaped by their own value choices, cultural differences and global interconnectedness.

1. SMCC students can explain their culture within the context of global and cultural diversity.
2. (SMCC students will meet a minimum of at least three out of the following four competencies.)
3. SMCC students can demonstrate knowledge of cultures that are separated from their own by both time and space and demonstrate the significant connections between the contemporary world and past peoples, events and societies.
4. SMCC students can explain how the social sciences help us understand the interactions of societies - locally, regionally, nationally and globally.
5. SMCC students can recognize cultural and individual differences that underlie the complexities of human behavior.
6. SMCC students can demonstrate knowledge of political and/or economic systems.

Quantitative Methods:

SMCC students logically analyze and solve quantitative problems.

1. Solve problems using appropriate algebraic techniques.
2. Create an algebraic model to represent a given situation.
3. Interpret information presented in charts and graphs.
4. Create a graphical model to represent a given situation.

Science & Technology:
SMCC students apply the scientific method and employ the technological skills necessary to function effectively in an increasingly complex world.

1. Participate and apply scientific principles in a direct experience of scientific inquiry of the natural world using the scientific method.
2. Using scientific principles, concepts and knowledge find and evaluate credible sources of scientific information using a variety of media to support research.
3. Recognize interrelationships among concepts and use that information to make informed and ethical judgments about the impact of science and technology on the self, the environment and the practice of sustainability.

Degree Programs

Architectural & Engineering Design
- A.A.S. in Architectural & Engineering Design

Art
- A.A. in Liberal Studies
  - Art Concentration

Automotive Technology
- A.A.S. in Automotive Technology

Behavioral Health and Human Services
- A.A.S. in Behavioral Health and Human Services
- Certificate in Behavioral Health Science

Biology
- A.A. in Liberal Studies
  - Biological Science Concentration

Biotechnology
- A.S. in Biotechnology

Business Administration
- A.A.S. in Business Administration
- A.S. in Business Administration
- Certificate in Business Management
- Certificate in Entrepreneurship and Business Ownership
- Certificate in Business Start-Up

Cardiovascular Technology
- A.A.S. in Cardiovascular Technology
  - Invasive Option
  - Non-Invasive Option

Computer Technology
- A.A.S. in Computer Technology

Communications and New Media
- A.A.S. in Communications and New Media

- Animation and Gaming Option
- Digital Imaging and Design
- Video and Audio Production
- Website Development and Production

Construction

- A.A.S. in Construction Technology
- Certificate in Residential Framing

Criminal Justice

- A.A.S. in Criminal Justice

Culinary Arts

- A.A.S. in Culinary Arts

Dietetic Technology

- A.S. in Dietetic Technology
- Certified Dietary Manager

Early Childhood Education

- A.A.S. in Early Childhood Education
- Certificate in Early Childhood Education

Education

- A.A. in Liberal Studies
  - Education Concentration (K-8)
  - Education Concentration (7-12)

Electrical Engineering Technologies

- A.A.S. in Electrical Engineering Technologies
- Certificate in Electrician Technology

English

- A.A. in Liberal Studies
  - English Concentration

Emergency Medical Services/Paramedicine

- A.A.S. in Paramedicine

Fire Science

- A.A.S. in Fire Science Technology
- Certificate in Fire Science Technology

Heating, Air Conditioning, and Refrigeration

- A.A.S. in Heating, Air Conditioning, and Refrigeration
  - Heating, Air Conditioning, and Refrigeration Option
- Certificate in Heating
- Certificate in Refrigeration and Air Conditioning

Heavy Equipment Operations

- Certificate in Heavy Equipment Operations

History
- A.A. in Liberal Studies
    - History Concentration

Horticulture
- A.A.S. in Horticulture

Machining
- A.A.S. in Integrated Manufacturing
    - Machining Option
- Advanced Certificate in Multi-Axis Machining

Mathematics
- A.A. in Liberal Studies
    - Mathematics Concentration

Liberal Studies
- A.A. in Liberal Studies
    - Liberal Studies Concentration (Undeclared)

Lodging and Restaurant Management
- A.A.S. in Lodging and Restaurant Management

Marine Biology and Oceanography
- A.S. in Applied Marine Biology and Oceanography

Medical Assisting
- A.A.S. in Medical Assisting
    - Clinical Option
    - Clinical & Administrative Option

Nursing
- A.S. in Nursing
    - LPN Upgrade Option

Plumbing
- A.A.S. in Heating, Air Conditioning, and Refrigeration
    - Plumbing and Heating Option
- Certificate in Plumbing

Political Science
- A.A. in Liberal Studies
    - Political Science Concentration

Radiation Therapy
- A.S. in Radiation Therapy

Radiography
- A.S. in Radiography

Respiratory Therapy
- A.S. in Respiratory Therapy

Science
- A.A. in Liberal Studies
    - Science Concentration

Social Work
- A.A. in Liberal Studies
    - Social Work Concentration

Sport Management
- A.A.S. in Business Administration
    - Sport Management Option

Surgical Technology
- A.A.S. in Surgical Technology

Trade and Technical Occupations
- A.A.S. in Trade and Technical Occupations

Welding
- A.A.S. in Integrated Manufacturing
    - Welding Option
- Certificate in Welding Technology

Architectural & Engineering Design

The Architectural & Engineering Design program prepares students for technician level work assisting architects, engineers, and contractors who work in the diverse manufacturing industry. Offering a variety of drafting/design disciplines, the program provides students with individual choices of specialization including architectural, mechanical and electro-mechanical interests.

The Architectural and Engineering Design program provides a wide selection of courses, both specific and broad in scope, reinforced by established degree-level courses in general education and related technologies.

The program is accessible for the full- or part-time student. Some sequential scheduling of courses, however, is necessary to provide program continuity. All candidates are encouraged to contact the advisors in the Architectural and Engineering Design department regarding course and program selection.

Upon completion of the program, graduates will be able to:
- Understand and apply proper technical graphic standards and drawing techniques.
- Acquire and demonstrate knowledge of specific interests, including architectural, mechanical, electrical and civil engineering.
- Identify and solve design problems by working with recognized methods and material limits.
- Learn discipline specific design and develop solutions based upon the design criteria in a timely fashion.
- Understand and use Auto CAD effectively to general drawings and designs both in two and three-dimensional formats.
- Organize and present designs, drawings, and concepts clearly.
- Demonstrate acceptable work ethics.

Architectural & Engineering Design Admission Requirements

For information about Southern Maine Community College admission requirements, visit the Admissions Web site at www.smccme.edu/admissions. High School or post-secondary coursework in algebra, physics, and geometry is recommended.

Associate in Applied Science
Architectural & Engineering Design

Course #	GENERAL EDUCATION REQUIREMENTS	Crd
ENGL-100	English Composition	3
ENGL-110	Oral Communications	3
ENGL-115	Introduction to Literature	3
MATH-145	College Algebra and Trigonometry	4
	Arts and Humanities Elective	3
	Mathematics Elective	3
	Physics Elective with Lab	4
	Social Science Elective	3
Course #	**ACADEMIC MAJOR REQUIREMENTS**	**Crd**
AEDD-100	Print Reading	3
AEDD-105	CAD Graphics	3
AEDD-160	CAD Applications	3
AEDD-205	Technical Illustration	3
AEDD-210	CAD-3D	3
AEDD-255	Applied Engineering-Buildings	3
AEDD-260	CAD Management	3
	Architectural & Engineering Design Electives	12
	Technical Elective	3
TOTAL CREDITS REQUIRED FOR DEGREE:		62

Automotive Technology

The Automotive Technology program is designed to prepare skilled technicians to work in the automotive industry. The program involves general education as well as automotive lecture and laboratory instruction focusing on state-of-the-art products. Students may also work at a dealership as part of the cooperative education phase of training. The program is certified by National Automotive Technicians Education Foundation Inc. (NATEF, a division of Automotive Service Excellence), in all eight performance areas.

Opportunities for graduates include positions in dealerships, independent shops, automotive parts stores, and companies with vehicle fleets as general technicians. Positions may allow to technicians to specialize in areas such as front-end alignment, brakes, automatic transmissions, engine performance, heating, ventilation and air conditioning systems, and others.

Upon completion of the Automotive Technology program, graduates will be able to:

- Perform tasks to diagnose and repair components of electrical/electronic systems, and heating, ventilation and air conditioning systems.
- Perform tasks to diagnose and repair automotive engine and power train systems.
- Perform tasks to diagnose and repair components of automotive suspension and steering systems.
- Perform tasks to diagnose and repair components of hydraulic and anti-lock brake systems.

Automotive Technology Admission Requirements

For information about Southern Maine Community College admission requirements, visit the Admissions Web site at www.smccme.edu/admissions. A current, clean, and valid driver's license is required for admission to the Automotive Technology program. High school or post-secondary coursework in algebra is recommended.

Associate in Applied Science
Automotive Technology

Course #	GENERAL EDUCATION REQUIREMENTS	Crd
ENGL-100	English Composition	3
ENGL-115	Introduction to Literature	3
MATH-125	Discrete Mathematics	3
PHYS-110	Technical Physics with Lab	4
	Arts and Humanities Elective	3
	Social Science Electives	6
Course #	**ACADEMIC MAJOR REQUIREMENTS**	**Crd**
AUTO-105	Automotive Maintenance and Light Repair	3
AUTO-110	Steering and Suspension	3
AUTO-115	Automotive Brake Systems	4
AUTO-155	Electricity and Electronics	4
AUTO-160	Automotive Business Operations	3
AUTO-170	Automotive HVAC	3
CHOOSE ONE: AUTO-174 or AUTO-175		3
AUTO-174	Advanced Level Lab I	
AUTO-175	Cooperative Education I	
AUTO-205	Electricity and Electronics II	4
AUTO-210	Introduction to Engine Repair and Performance	4
AUTO-215	Manual Transmissions and Drivelines	4
CHOOSE ONE: AUTO-224 or AUTO-225		3
AUTO-224	Advanced Level Lab II	
AUTO-225	Cooperative Education II	
AUTO-255	Advanced Automotive Diagnostics	4
AUTO-265	Automatic Transmissions and Transaxles	4
CHOOSE ONE: AUTO-274 or AUTO-275		3
AUTO-274	Advanced Level Lab III	
AUTO-275	Cooperative Education III	
TOTAL CREDITS REQUIRED FOR DEGREE:		71

Behavioral Health & Human Services

The Behavioral Health & Human Services program is designed to prepare individuals with the necessary knowledge and skills for employment and/or future study in a wide range of behavioral health and human service fields.

Successful graduates work with individuals of all ages confronting disabling mental health issues, developmental disabilities, substance abuse, and other behavioral health conditions.

The associate in applied science degree in Behavioral Health and Human Services is designed primarily for students seeking to enter the workforce after graduation or to advance their career at their place of employment. Graduates of the associate degree program are automatically MHRT/Community certified by virtue of their degree and eligible for Ed Tech II certification.

The associate in arts degree in Liberal Studies social work concentration is designed for transfer to a baccalaureate program in social work or human services. The curriculum is built on a foundation of general education classes, supplemented with elective courses that focus heavily on relevant general education coursework with some specialization.

The one-year MHRT/Community certificate program is designed to meet the requirements for certification as a Mental Health Rehabilitation Technician (MHRT/Community). This certificate is required by the state of Maine for work as an entry-level mental health practitioner.

Upon completion of the Behavioral Health & Human Services program, graduates will be able to:

- Demonstrate an understanding of the nature of human systems: individual, group, organization, community and society, and their major interactions.
- Demonstrate an understanding of human development, group dynamics, organizational structure, how communities are organized, how national policy is set, and how social systems interact in producing human problems.
- Demonstrate an understanding of the conditions that promote optimal functioning or the classes of deviation that limit desired functioning in the major human systems.
- Demonstrate an understanding of the major models of causation that are concerned with the promotion of healthy functioning and treatment rehabilitation.
- Identify and select interventions, which promote growth and goal attainment. Graduates will be able to conduct a competent problem analysis and select strategies, services, or interventions that are appropriate to helping their clients attain a desired outcome.
- Plan, implement, and evaluate interventions. The student will be able to design a plan of action for an identified problem and implement the plan in a systematic way.
- Select interventions, which are congruent with the values of one's self, clients, the employing organization and the human service profession.
- Use verbal and oral communication, interpersonal relationships, and other related personal skills such as self discipline and time management) effectively to plan and implement services.

Behavioral Health Admission Requirements

For information about Southern Maine Community College admission requirements, visit the Admissions Web site at www.smccme.edu/admissions.

Associate in Applied Science

Behavioral Health and Human Services

Course #	GENERAL EDUCATION REQUIREMENTS	Crd
BIOL-100	General Biology	4
ENGL-100	English Composition	3
ENGL-115	Introduction to Literature	3
PSYC-100	Introduction to Psychology	3
SOCI-100	Introduction to Sociology	3
	Arts and Humanities Elective	3
	Mathematics Elective	3
Course #	ACADEMIC MAJOR REQUIREMENTS	Crd

BHHS-100	Introduction to Human Services	3
BHHS-105	Crisis Intervention	3
BHHS-110	Psychosocial Rehabilitation	3
BHHS-150	Special and Diverse Populations	3
BHHS-220	Interviewing and Counseling	3
BHHS-225	Practicum I	3
BHHS-230	Substance Abuse	3
BHHS-260	Group Process	3
BHHS-265	Trauma, Sexual Abuse, and Recovery	3
BHHS-270	Case Management	3
BHHS-275	Direct Service Practicum II	3
PSYC-220	Developmental Psychology	3
	Behavioral Health Elective	3
TOTAL CREDITS REQUIRED FOR DEGREE:		61

Certificate

Behavioral Health Science

Course #	REQUIRED COURSES	Crd
BHHS-100	Introduction to Human Services	3
BHHS-105	Crisis Intervention	3
BHHS-110	Psychosocial Rehabilitation	3
BHHS-150	Special and Diverse Populations	3
BHHS-175	Behavioral Health and Aging	3
BHHS-220	Interviewing and Counseling	3
BHHS-230	Substance Abuse	3
BHHS-260	Group Process	3
BHHS-265	Trauma, Sexual Abuse, and Recovery	3
BHHS-270	Case Management	3
TOTAL CREDITS REQUIRED FOR DEGREE:		30

Biotechnology

The Biotechnology program is intended for students interested in pursuing either employment or an advanced degree in the rapidly growing field of biotechnology. Biotechnology is generally defined as any technique that uses living organisms or parts of organisms to make or modify products. Maine's biotechnology industry is making rapid advances in the fields of recombinant DNA technology.

Students completing this degree will have acquired necessary laboratory skills and theoretical background for either employment or transfer to other four-year colleges or universities. Career and research opportunities include, but are not limited to, animal sciences, agrigenetics, immunogenetics, pharmaceutics, biomedical technologies, forensics, plus marine and environmental science.

Upon completion of the Biotechnology program, graduates will be able to:

- Communicate effectively, using the language, concepts and models of biotechnology.
- Use the scientific method to define and solve problems independently and collaboratively.
- Use a wide variety of laboratory techniques with accuracy, precision and safety,
- Accurately interpret scientific information.
- Demonstrate proficient library, mathematical and computer skills in data gathering and analysis.
- Apply scientific concepts to environmental and societal issues.
- Apply their learning in an off-campus professional setting.

Biotechnology Admission Requirements

For information about Southern Maine Community College admission requirements, visit the Admissions Web site at www.smccme.edu/admissions. High School or post-secondary coursework in Algebra is recommended.

Associate in Science

Biotechnology

Course #	GENERAL EDUCATION REQUIREMENTS	Crd
CHEM-120	General Chemistry I with Lab	4
CHEM-125	General Chemistry II with Lab	4
ENGL-100	English Composition	3
ENGL-110	Oral Communications	3
ENGL-115	Introduction to Literature	3
MATH-145	College Algebra and Trigonometry	4
MATH-230	Statistics	3
PHIL-105	Ethical Dilemmas	3
PHYS-110	Technical Physics with Lab	4
	Social Science Elective	3
Course #	**ACADEMIC MAJOR REQUIREMENTS**	**Crd**
BIOL-110	Introduction to Biotechnology	4
BIOL-120	Biology I	3
BIOL-121	Biology I Lab	1
BIOL-125	Biology II	3
BIOL-126	Biology II Lab	1
BIOL-210	Genetics	3
BIOL-211	Genetics Lab	1
BIOL-250	Microbiology	5
BIOL-255	Cell Biology	3
BIOL-275	Biotechnology Internship	2
	Computer Applications Elective	3
TOTAL CREDITS REQUIRED FOR DEGREE:		63

Business Administration

SMCC offers two associate degrees and three certificates in Business Administration. These programs provide students with a foundation in general business practices, leadership concepts, and microcomputer applications. In addition to acquiring skills in accounting, finance, sales, and operations, students enhance their ability to write, think, work in groups, solve problems and build confidence and the ability to succeed in the world of business.

The Associate in Applied Science degree is intended for those students wishing to maximize the number of business courses taken in preparation for a career in business immediately upon graduation. This degree offers a general track and a more specific Sport Management option.

The Associate in Science degree emphasizes math, science, and core distribution requirements. The sequence of courses comprises the typical transfer option that many baccalaureate programs prefer, deferring many business courses until the third or fourth year.

Upon completion of the Business Administration program, graduates will be able to:

- Make decisions and take actions that enable businesses/organizations to earn profits and grow.
- Describe and utilize the role of science, technology, and market commercialization in the creation of viable products and services.
- Demonstrate an ability to understand organizational structures.

Business Admission Requirements

For information about Southern Maine Community College admission requirements, visit the Admissions Web site at www.smccme.edu/admissions.

Associate in Science

Business Administration

Course #	GENERAL EDUCATION REQUIREMENTS	Crd
ENGL-100	English Composition	3
ENGL-110	Oral Communications	3
ENGL-115	Introduction to Literature	3
MATH-140	College Algebra	3
MATH-230	Statistics	3
PSYC-100	Introduction to Psychology	3
	Arts and Humanities Electives	6
	Mathematics Elective	3
	Science Elective with Lab	4
	Social Science Elective	3
Course #	**ACADEMIC MAJOR REQUIREMENTS**	**Crd**
ACCT-105	Financial Accounting	3
ACCT-155	Managerial Accounting	3
BUSN-100	Introduction to Business	3
BUSN-260	Business Law	3
CMPT-101	Introduction to Computer Applications	3
ECON-120	Microeconomics	3
ECON-125	Macroeconomics	3
	Business Elective	3
CHOOSE ONE FROM BELOW:		3
	ACCT-205 Intermediate Accounting	
	BUSN-265 Business Problems	
TOTAL CREDITS REQUIRED FOR DEGREE:		61

Associate in Applied Science

Business Administration

Course #	GENERAL EDUCATION REQUIREMENTS	Crd
ENGL-100	English Composition	3
ENGL-115	Introduction to Literature	3

MATH-140	College Algebra	3
MATH-230	Statistics	3
	Arts and Humanities Elective	3
	Science Elective with Lab	4
	Social Science Elective	3
Course #	ACADEMIC MAJOR REQUIREMENTS	Crd
ACCT-105	Financial Accounting	3
ACCT-155	Managerial Accounting	3
BUSN-100	Introduction to Business	3
BUSN-150	The Selling Process	3
BUSN-255	Human Resource Management	3
BUSN-260	Business Law	3
CMPT-101	Introduction to Computer Applications	3
MGMT-110	Principles of Management & Leadership	3
	Business Electives	12
	Economics Elective	3
CHOOSE ONE FROM BELOW:		3
	ACCT-205 Intermediate Accounting	
	BUSN-265 Business Problems	
TOTAL CREDITS REQUIRED FOR DEGREE:		64

Associate in Applied Science

Business Administration

Sport Management

Course #	GENERAL EDUCATION REQUIREMENTS	Crd
ENGL-100	English Composition	3
ENGL-115	Introduction to Literature	3
MATH-140	College Algebra	3
PSYC-100	Introduction to Psychology	3
	Arts and Humanities Elective	3
	Mathematics Elective	3
	Science Elective with Lab	4
Course #	ACADEMIC MAJOR REQUIREMENTS	Crd
ACCT-105	Financial Accounting	3
ACCT-155	Managerial Accounting	3
BUSN-100	Introduction to Business	3
BUSN-255	Human Resource Management	3
CMPT-101	Introduction to Computer Applications	3
MKTG-200	Marketing	3
PSYC-230	Sport Psychology	3
SPTM-105	Foundation of Sport	3
SPTM-155	Introduction to Sport Management	3

SPTM-200	Sport Management Internship I	3
SPTM-205	Sport and Facilities Management	3
SPTM-250	Sport Management Internship II	3
	Economics Elective	3
TOTAL CREDITS REQUIRED FOR DEGREE:		61

Certificate in Business Management

For some students, because of prior degrees or experience, a certificate might provide the right approach toward career planning. The Certificate in Business Management offers five, 3 credit courses that introduce the functions and key decisions that face managers. The certificate would serve those who have a technical or liberal arts degree and wish to round out their education with business training, or a business owner or manager who wishes to expand decision-making ability.

Upon completion of the Business Management certificate, participants will be able to:

- Read financial statements and make informed decisions affecting cash flow.
- Interpret interpersonal problems that occur among employees and establish strategies to work toward solutions.
- Explain the political, economic, or social impact legal decisions and processes have on business.

Certificate

Business Management

Course #	REQUIRED COURSES	Crd
ACCT-105	Financial Accounting	3
ACCT-155	Managerial Accounting	3
BUSN-260	Business Law	3
MGMT-110	Principles of Management & Leadership	3
	CHOOSE ONE FROM BELOW:	3
	BUSN-150 The Selling Process	
	MKTG-200 Marketing	
TOTAL CREDITS REQUIRED FOR DEGREE:		15

Certificate in Entrepreneurship & Business Ownership

Many people dream of starting their own business but do not know the decisions that are necessary to insure success. The first three courses of this certificate focus on a business's start-up and early growth stages. Then, students choose two additional courses based on background and interest. A unique option is to enter the college's student incubator and earn credit while actually starting a new enterprise.

Upon completion of the Entrepreneurship & Business Ownership certificate, participants will be able to:

- Identify and target promising business opportunities and markets.
- Describe a product concepts and business model concisely and persuasively
- Make business decisions affecting customers, products, vendors, and investors with confidence
- Prepare a business plan suitable for presentation to interested parties

Certificate

Entrepreneurship and Business Ownership

Course #	REQUIRED COURSES	Crd
BUSN-130	Entrepreneurship	3
BUSN-230	Entrepreneurship II: Growing a Business	3

MKTG-200	Marketing	3
	CHOOSE TWO FROM BELOW:	6
	ACCT-105 Financial Accounting	
	BUSN-150 The Selling Process	
	MGMT-110 Principles of Management & Leadership	
	MKTG-250 Advertising	
TOTAL CREDITS REQUIRED FOR DEGREE:		15

Certificate in Business Start-Up

The six-credit Business Start-Up Certificate offers two important "getting started" courses: Introduction to Entrepreneurship and Growing Your Business. The courses are ideal for students who are enrolled in the technical trades and hope to start their own enterprise in plumbing, computer science, construction technology, landscaping or many other trade areas. The courses will focus on the key elements of a business plan and even offer a limited opportunity for students to begin their business ventures on campus.

Upon completion of the Business Start-Up certificate, graduates will be able to:

- Define a business opportunity
- Explain the types of decisions that business owners must make when starting a business
- Prepare a cash flow statement and explain its relationship to the income statement and balance sheet
- Research and write a business plan

Certificate

Business Start-Up

Course #	REQUIRED COURSES	Crd
BUSN-130	Entrepreneurship	3
BUSN-230	Entrepreneurship II: Growing a Business	3
TOTAL CREDITS REQUIRED FOR DEGREE:		6

Cardiovascular Technology

The Cardiovascular Technology program provides graduates with the skills necessary to work with medical professionals in cardiac catheterization laboratories, operating rooms, non-invasive laboratories, and echocardiography departments. Students receive training in cardiovascular physiology, medical electronics and instrumentation, and applied cardiovascular techniques, and are introduced to both invasive and non-invasive patient care areas.

Students spend time in both the classroom setting and at various clinical sites throughout their educational experience. The clinical component of the program includes more than 1,240 hours of patient care experience over four of the five semesters and is closely aligned with the cardiovascular curriculum.

Upon completion of the program, graduates are eligible to apply to take Part 1 of a two-part certification examination offered by the Cardiovascular Credentialing International (CCI), Basic Science Exam for CV Technologists. Career opportunities for graduates are numerous. The growth in cardiovascular surgeries, diagnostic procedures and interventional techniques, and the continued advances in echocardiography and non-invasive cardiology, has increased the demand for qualified cardiovascular technologists throughout the nation.

Upon completion of the Cardiovascular Technology program, graduates will be able to:

- Demonstrate attitudes and behaviors in the clinical setting consistent with a technologist level Cardiovascular Care Practitioner.
- Demonstrate and perform in the clinical setting, twelve lead ECGs and echocardiograms.
- Calculate hemodynamic parameters in the clinical setting.
- Set up, operate, and perform various blood analysis utilized during open heart surgery.
- Assist the cardiologist with invasive and therapeutic procedures utilizing aseptic technique.

Cardiovascular Technology Admission Requirements

For information about Southern Maine Community College admission requirements, visit the Admissions Web site at http://www.smccme.edu/admissions/apply-to-smcc/health-science-requirements/admissions.html. High School or post-secondary coursework in Algebra and Biology with Lab is recommended.

Associate in Science

Cardiovascular Technology

Course #	GENERAL EDUCATION REQUIREMENTS	Crd
BIOL-130	Anatomy & Physiology I	3
BIOL-131	Anatomy & Physiology I Lab	1
BIOL-135	Anatomy & Physiology II	3
BIOL-136	Anatomy and Physiology II Lab	1
CHEM-120	General Chemistry I with Lab	4
ENGL-100	English Composition	3
ENGL-115	Introduction to Literature	3
MATH-140	College Algebra	3
MATH-230	Statistics	3
PSYC-100	Introduction to Psychology	3
PHIL-105	Ethical Dilemmas	3

Course #	ACADEMIC MAJOR REQUIREMENTS	Crd
CARD-100	Introduction to Cardiovascular Technology*	3
CARD-105	Medical Instrumentation*	3
CARD-115	Non-Invasive Testing*	3
CARD-125	Clinical Practicum I*	1
CARD-160	Cardiovascular Physiology and Pathophysiology I*	2
CARD-175	Clinical Practicum II*	4
CARD-180	Rehabilitation and Prevention*	3
CARD-210	Cardiovascular Physiology and Pathophysiology II*	2
CARD-215	Vascular Imaging and Pathology*	3
CARD-225	Clinical Practicum III*	6
CARD-275	Clinical Practicum IV*	12
EMSP-155	Pharmacology	3
RESP-115	Applied Physics for Health Sciences	2

Choose one option from below:

Invasive

CARD-150	Invasive Cardiovascular Technology I*	3
CARD-155	Invasive Cardiovascular Technology Lab I*	1

CARD-200	Invasive Cardiovascular Technology II*	3
NURS-100	Dosage Calculation	1

Non-Invasive

CARD-165	Ultrasound Physics and Instrumentation*	3
CARD-170	Echocardiography I*	3
CARD-220	Echocardiography II*	3
TOTAL CREDITS REQUIRED FOR DEGREE:		85-86

**Inability to meet clinical objectives and a clinical grade of 80 or better and/or a didactic grade of 73 or better constitutes failure in that course.*

Communications and New Media

The Communication and New Media program provides students the opportunity to start their journey into a dynamic and fast-paced field by offering a full range of academic options.

In the first year of the program students take a well-rounded selection of courses designed to give them a firm foundation in communication studies and new media technologies. Once the fundamental courses have been completed, students can choose to complete the Associate of Applied Science degree by selecting from a flexible menu of advanced curriculum options or by designing their own degree option by choosing from the many and varied course offerings in the department. Potential areas of focus include:

- Animation & Gaming
- Digital Imaging Production
- Video & Audio Production
- Website Production

Graduates enter into careers in advertising, video production, graphic design, game programming, computer animation, and website development.

Upon completion of the Communications & New Media program, graduates will be able to:

- Demonstrate the ability to incorporate language, visual images, and sounds using a variety of digital media formats to influence thought, emotions, and behaviors.
- Analyze and assess the influence of mass media on individual perceptions, social behaviors, and cultural change.
- Analyze, assess, and critique media productions for accuracy of information, audience relevance, aesthetic style, balance of perspectives, and overall effectiveness.
- Demonstrate a respect for a diversity of ideas and concepts within a group environment and the ability to effectively communicate personal viewpoints and criticism.

Communications & New Media Admission Requirements

For information about Southern Maine Community College admission requirements, visit the Admissions Web site at www.smccme.edu/admissions. High School or post-secondary coursework in algebra is recommended.

Associate in Applied Science

Communications and New Media

Course #	GENERAL EDUCATION REQUIREMENTS	Crd
CNMS-105	Introduction to Mass Communication	3
ENGL-100	English Composition	3

ENGL-115	Introduction to Literature	3
PHYS-110	Technical Physics with Lab	4
	Arts and Humanities Elective	3
	Mathematics Elective	3
	Social Science Elective	3
Course #	ACADEMIC MAJOR REQUIREMENTS	Crd
CNMS-110	Computer Communications	3
CNMS-115	Foundations of Visual Design	3
CNMS-120	Digital Imaging Basics	3
CNMS-125	Writing for Media	3
CNMS-155	History of Mass Communication	3
CNMS-160	Video & Audio Production Basics	3
CNMS-165	Website Production	3
	Communications and New Media Concentration Electives*	18
TOTAL CREDITS REQUIRED FOR DEGREE:		61

Concentration Elective Options*

Animation & Gaming Option

Course #	Course Requirements	Crd
CNMS-225	Interactive Multimedia Basics	3
Choose two courses from Group A:		6
CNMS-205	Advanced Digital Imaging	
CNMS-235	Computer Animation Basics	
CNMS-255	Multimedia Programming Basics	
Choose three courses from Group B:		9
ARTS-110	Drawing I	
CNMS-245	Advanced Computer Animation	
CNMS-285	Advanced Game Programming	
CNMS-295	Senior Capstone Project	
Total Option Credits:		18

Digital Imaging Production Option

Course #	Course Requirements	Crd
CNMS-205	Advanced Digital Imaging	3
Choose one course from Group A:		3
CNMS-225	Interactive Multimedia Basics	
CNMS-235	Computer Animation Basics	
Choose one course from Group B:		3
CNMS-135	Desktop Publishing	
ARTS-110	Drawing I	
Choose three courses from Group C:		9
CNMS-215	Audio & Video Streaming Technology	
CNMS-245	Advanced Computer Animation	
CNMS-265	Advanced Website Architecture	
CNMS-295	Senior Capstone Project	
Total Option Credits:		18

Video and Audio Production Option

Course #	Course Requirements	Crd
CNMS-210	Advanced Audio and Video Production	3
Choose two courses from Group A:		6
CNMS-220	Video & Audio Engineering	
CNMS-230	Video on Location Basics	
CNMS-240	Non-Linear Editing Essentials	
Choose three courses from Group B:		9
CNMS-270	Advanced Video on Location	
CNMS-215	Audio & Video Streaming Technology	
CNMS-295	Senior Capstone Project	
CNMS-250	Introduction to Documentary	
Total Option Credits:		18

Website Production Option

Course #	Course Requirements	Crd
CNMS-265	Advanced Website Architecture	3
CNMS-215	Audio & Video Streaming Technology	3
CNMS-275	Dreamweaver, SQL & PHP	3
CNMS-295	Senior Capstone Project	3
Choose two courses from the following:		6
CNMS-205	Advanced Digital Imaging	
CNMS-225	Interactive Multimedia Basics	
CNMS-235	Computer Animation Basics	
CMPT-125	Structured Programming	
CMPT-110	Introduction to Databases	
Total Option Credits:		18

Computer Technology

The Computer Technology program concentrates on the three major areas in the information technology industry: programming, networking, and computer hardware/operating systems. The program provides the student with a broad-based education that will prepare them for a career in the information technology field.

The curriculum, which includes a large amount of hands-on experience in individual and team-based projects, is designed to encourage the student to develop critical thinking skills and a well-rounded knowledge of the computer industry and its applications.

The program provides students with experience in the installation, configuration and maintenance of Microsoft and open source operating systems; network design and management; object oriented programming; database design and management; web based software development; and microcomputer hardware maintenance and support.

Career opportunities for our graduates include: user support/helpdesk technician, desktop computer service technician, programmer, web server administrator, and network administrator.

Upon completion of the Computer Technology program, graduates will be able to:

- Build, maintain, and repair personal computer systems.
- Install, configure, and maintain Microsoft and open source operating systems.
- Build personal computer based local area networks.
- Create and manage Microsoft Windows® and Linux network objects and services.

- Create programs, applications, and web services utilizing various programming languages.
- Design, build and maintain databases.

Computer Technology Admission Requirements

For information about Southern Maine Community College admission requirements, visit the Admissions Web site at www.smccme.edu/admissions. High School or post-secondary coursework in Algebra I, Algebra II, and Introduction Microcomputers is recommended.

Associate in Applied Science
Computer Technology

Course #	GENERAL EDUCATION REQUIREMENTS	Crd
ENGL-100	English Composition	3
ENGL-115	Introduction to Literature	3
MATH-125	Discrete Mathematics	3
	Arts and Humanities Elective	3
	Science Elective with Lab	4
	Social Science Electives	6
Course #	**ACADEMIC MAJOR REQUIREMENTS**	**Crd**
CMPT-100	Introduction to Computer Technology	4
CMPT-105	Introduction to Web Programming	4
CMPT-110	Introduction to Databases	3
CMPT-115	Microcomputer Hardware	4
CMPT-120	Open Source Operating Systems	4
CMPT-125	Structured Programming	3
CMPT-210	Applications in Software	3
CMPT-215	Microsoft Operating Systems	3
CMPT-220	Network System Management	3
CMPT-225	Network Engineering	3
CMPT-230	Senior Internship	3
CMPT-235	Senior Seminar	3
	Computer Technology Elective	3
TOTAL CREDITS REQUIRED FOR DEGREE:		65

Construction Technology

The Construction Technology program provides technical and extensive hands-on experience in residential construction and light commercial construction preparing its graduates for a rewarding career in the construction industry.

The construction field involves constantly changing technology in today's continuing search for more energy-efficient structures. Technically trained professionals with innovative ideas and the skills to apply these ideas and knowledge are needed to meet the challenges of today's building industry. The program curriculum is constantly under revision to keep up with industry demands. Related subjects such as blueprint reading, drafting, English Composition and math provide students with a well-rounded education, allowing them to obtain employment in a variety of positions within the construction business or its related fields.

All students participate in the construction of a modular home, which is conducted in an environment that prepares them for the expectations of future employers. The program's commercial curriculum provides students with a broad

knowledge of concrete design, placement and testing, and prepares the students for national certification testing conducted yearly in the department. Students also become familiar with the erection of a steel building by constructing a prefabricated steel building.

Upon completion of the Construction Technology program, graduates will be able to:

- Design and build a single-family residence.
- Layout and build a timber-frame structure.
- Demonstrate the proper method of constructing a light commercial steel building.
- Design, place and test concrete.
- Install all interior finish and cabinetry in any structure.
- Estimate all materials needed for a residential and light commercial building.
- Identify and deal with a variety of environmental issues pertaining to the industry.

Construction Technology Admission Requirements

For information about Southern Maine Community College admission requirements, visit the Admissions Web site at www.smccme.edu/admissions. High School or post-secondary coursework in algebra, physics, and geometry is recommended.

Associate in Applied Science

Construction Technology

Course #	GENERAL EDUCATION REQUIREMENTS	Crd
ENGL-100	English Composition	3
ENGL-115	Introduction to Literature	3
MATH-145	College Algebra and Trigonometry	4
PHYS-110	Technical Physics with Lab	4
	Arts and Humanities Elective	3
	Social Science Elective	3
	Social Science or Humanities Elective	3
Course #	**ACADEMIC MAJOR REQUIREMENTS**	**Crd**
AEDD-100	Print Reading	3
AEDD-115	Basic Architecture Graphics	3
AEDD-255	Applied Engineering-Buildings	3
CONS-105	Tool Safety	0.5
CONS-115	Practical Building Concepts and Leveling	3
CONS-125	Framing Methods	5
CONS-135	Advanced Roof Framing and Exterior Finishes	3
CONS-145	Timber Framing and Interior Coverings	5
CONS-200	Kitchen Design and Millwork	4
CONS-210	Interior Finish and Stair Construction	4
CONS-216	Residential Contracting	3
CONS-220	Commercial Building Systems	4
CONS-230	Concrete Construction	4
OSHA-120	Construction Safety	0.5
TOTAL CREDITS REQUIRED FOR DEGREE:		**68**

Residential Framing Certificate

The Residential Framing Certificate program provides technical and extensive hands-on experience in light residential construction.

Upon completion of the Construction Technology program, graduates will be able to:

- Design and build a single-family residence.
- Layout and build a timber-frame structure.

Certificate

Residential Framing

Course #	REQUIRED COURSES	Crd
AEDD-100	Print Reading	3
CONS-105	Tool Safety	0.5
CONS-115	Practical Building Concepts and Leveling	3
CONS-125	Framing Methods	5
CONS-135	Advanced Roof Framing and Exterior Finishes	3
CONS-145	Timber Framing and Interior Coverings	5
ENGL-100	English Composition	3
MATH-145	College Algebra and Trigonometry	4
OSHA-120	Construction Safety	0.5
	Social Science or Humanities Elective	3
TOTAL CREDITS REQUIRED FOR DEGREE:		30

Criminal Justice

The Criminal Justice program provides students with the skills and abilities they need to succeed in dynamic and rewarding criminal justice careers. Students will find career opportunities in law enforcement, forensics, corrections, probation/parole, private security and investigations, and juvenile and adult protective services.

The professional expertise of the faculty provides an important blending of academic accomplishment and practical experience. Students benefit from their professors' real world expertise in police patrol, investigations, evidence technology/forensics, crime scene reconstruction, drug and selective enforcement, supervision, management/leadership, corrections, and criminal prosecution. Career guidance and networking opportunities with criminal justice agencies and practitioners further enhance students' academic preparation and career success.

An internship program is offered to second year students who have maintained a 3.2 GPA. This one semester course offers students the experience of being an active part of a criminal justice, public safety, or social service agency. The Comparative Criminal Justice course features a one-week trip during the spring semester break to Ireland to compare their law enforcement systems with those of the United States. Two Crime Scene Reconstruction courses build on the Criminalistics course giving students substantial classroom, lab, and hands on experience in this rapidly evolving discipline. Service learning experiences are offered in selected criminal justice courses.

Upon completion of the Criminal Justice program, graduates will be able to:

- Demonstrate general knowledge of the structure, process, and relationships between law enforcement, the courts and correctional system.
- Compare and contrast the organization and practices of foreign law enforcement agencies to their American counterparts within the criminal justice system.
- Compare and contrast the juvenile justice and criminal justice systems in American society.
- Explain the Scientific Method as it applies to crime and incident scene reconstruction and analysis.
- Describe the essential laws and legal procedures that define and guide criminal justice practices in a democratic society, e.g. rules of evidence/laws of arrest, search and seizure.
- Identify, analyze and apply current best practices of law enforcement techniques.
- Understand, compare and contrast the prevailing theories of adult and juvenile criminal behavior in American society.
- Explain the historical and current perspective of the laws pertaining to arrest, search and seizure.

- Prepare a case for court presentation through use of appropriate information gathering techniques, report writing, pre-court preparation and proper courtroom procedure.
- Explain essential aspects of the community policing philosophy

Criminal Justice Admission Requirements

For information about Southern Maine Community College admission requirements, visit the Admissions Web site at www.smccme.edu/admissions. High School or post-secondary coursework in algebra is recommended.

Associate in Applied Science

Criminal Justice

Course #	GENERAL EDUCATION REQUIREMENTS	Crd
ENGL-100	English Composition	3
ENGL-115	Introduction to Literature	3
	Mathematics Elective	3
	Social Science or Humanities Elective	3
	Arts and Humanities Elective	3
	Science Elective with Lab	4
	Social Science Elective	3
Course #	**ACADEMIC MAJOR REQUIREMENTS**	**Crd**
CJUS-105	Introduction to Criminal Justice	3
CJUS-115	Introduction to Criminology	3
CJUS-130	Laws of Arrest, Search, and Seizure	3
	Criminal Justice Electives	30
TOTAL CREDITS REQUIRED FOR DEGREE:		61

Criminal Justice Elective Courses		
CJUS-110	Police Operations	3
CJUS-120	Introduction to Corrections	3
CJUS-125	Criminalistics	3
CJUS-135	Case Preparation	3
CJUS-140	Juvenile Justice System	3
CJUS-200	Rules of Evidence	3
CJUS-205	Criminal Investigation	3
CJUS-215	Substantive Criminal Law	3
CJUS-220	Seminar in Criminal Justice	3
CJUS-225	Community Policing	3
CJUS-230	Crime Scene Reconstruction I	4
CJUS-235	Crime Scene Reconstruction II	4
CJUS-240	Comparative Criminal Justice	3
CJUS-250	Criminal Justice Internship	3

Culinary Arts

As the third largest national industry, the food industry estimates 60,000 additional chefs will be needed each year in the United States. SMCC's Culinary Arts program offers instruction in food preparation and service to supply these demands.

The program curriculum covers all aspects of basic food preparation including meats, poultry, fish, vegetables, sauces, soups, bread and pastry baking, desserts, specialty cooking and more. Students may also participate in annual European study tours to Austria and Italy as program electives.

Related instruction gives emphasis to management techniques, including inventory control, culinary mathematics, personnel and business management, bookkeeping, accounting and menu planning. General education with coursework in English, math, and social science, and a 400-hour externship rounds out the program.

Opportunities for graduates are wide ranging in all areas of both direct food preparation and related management in the food service field.

Upon completion of the Culinary Arts program, graduates will be able to:

- Demonstrate the proper application of dry, moist, and combination cooking methods to a variety of food products.
- Demonstrate current Food Service sanitation procedures.
- Serve food according to professional industry standards.
- Calculate costs and apply procedures in order to run a cost effective foodservice establishment.
- Create menus that incorporate menu-planning principles that maximize sales and profits.
- Produce a variety of bakery products using standard baking procedures and evaluate the products based on method, timing, appearance, texture, cell structure and overall eating quality.

Culinary Arts Admission Requirements

For information about Southern Maine Community College admission requirements, visit the Admissions Web site at www.smccme.edu/admissions. High School or post-secondary coursework in algebra is recommended.

Associate in Applied Science

Culinary Arts

Course #	GENERAL EDUCATION REQUIREMENTS	Crd
ENGL-100	English Composition	3
ENGL-115	Introduction to Literature	3
NUTR-110	Normal Nutrition	4
PSYC-100	Introduction to Psychology	3
SPAN-101	Beginning Spanish I	4
	Mathematics Elective	3
	Social Science Elective	3
Course #	**ACADEMIC MAJOR REQUIREMENTS**	**Crd**
ACCT-105	Financial Accounting	3
BUSN-255	Human Resource Management	3
CULA-100	Introduction to Culinary Arts	3
CULA-110	Culinary Skills	4
CULA-120	Basic Food Preparation	4
CULA-130	Basic Baking	4
CULA-140	Food and Beverage Purchasing	4
CULA-200	Culinary Arts Externship	3
CULA-210	Buffet Preparation Techniques	4
CULA-220	Advanced Cooking Specialties	4
CULA-230	Advanced Pastry and Baking	4
CULA-240	Planning/Dining Room Service	4
CULA-250	Food Service Management	3
TOTAL CREDITS REQUIRED FOR DEGREE:		70

Dietetic Technology

The Dietetic Technology program educates and trains generalist dietetic technicians who possess both the skills and work habits to compete in the rapidly changing healthcare community. Graduates are prepared to work under the supervision of a registered dietitian in designing specialized diets, teaching healthy eating habits, and managing institutional food services and nutrition programs.

The program combines classroom and laboratory work, as well as supervised clinical placements in area hospitals, nursing homes, school food services, and community health agencies. Dietetic technicians work in a variety of settings including hospitals, nursing homes and other health-related facilities, subsidized feeding programs, weight control clinics, athletic training facilities, school nutrition programs, and such government agencies as VISTA and the armed forces. Job opportunities outpace the number of graduates each year.

The Dietetic Technology program is accredited by the Commission on Accreditation of Dietetics Education of the American Dietetic Association, 120 South Riverside Plaza, Suite 2000, Chicago, IL, 60606-6995, (312) 899-4876. Graduates are eligible for membership in the American Dietetic Association, to take the registration examination, to become a Registered Dietetic Technician, and to become licensed in the State of Maine.

Upon completion of the Dietetic Technology program, graduates will be able to:

- Use current technologies for information and communication.
- Document nutrition screenings, assessments and interventions.
- Participate in nutrition care of individuals across the lifespan and a diversity of people, cultures and religions.
- Supervise production of food that meets nutrition guidelines, cost parameters and consumer acceptance.
- Assist with nutrition assessment of individual patients/clients with complex medical conditions.
- Perform ethically in accordance with the values of the American Dietetic Association.

Dietetic Technology Admission Requirements

For information about Southern Maine Community College admission requirements, visit the Admissions Web site at www.smccme.edu/admissions. High School or post-secondary coursework in algebra and biology is recommended.

Associate in Science
Dietetic Technology

Course #	GENERAL EDUCATION REQUIREMENTS	Crd
BIOL-100	General Biology	4
ENGL-100	English Composition	3
ENGL-110	Oral Communications	3
ENGL-115	Introduction to Literature	3
MATH-110	Contemporary Mathematics	3
PHIL-105	Ethical Dilemmas	3
PSYC-100	Introduction to Psychology	3
SOCI-100	Introduction to Sociology	3
	Science Elective with Lab	4
Course #	**ACADEMIC MAJOR REQUIREMENTS**	**Crd**
BUSN-255	Human Resource Management	3
DIET-100	Introduction to Dietetics Profession	1
DIET-110	Food and Beverage Purchasing	3
DIET-150	Principles of Food Preparation with Lab	4
DIET-155	Foodservice Systems Field Experience	3

DIET-160	Foodservice Sanitation	1
DIET-200	Health Care Delivery Systems	3
DIET-250	Nutrition Education and Counseling	3
DIET-255	Diet Seminar	1
DIET-275	Community Field Experience	4
DIET-280	Clinical Field Experience	3
NUTR-110	Normal Nutrition	4
NUTR-210	Introduction to Medical Nutrition Therapy	3
	Business Elective	3
TOTAL CREDITS REQUIRED FOR DEGREE:		68

Dietetic Technology - Certified Dietary Manager Program

This credential meets the requirements for certification by the Dietary Managers Association. Training is provided in basic nutrition, diet therapy, food/beverage purchasing, human resource management, and food sanitation. Additionally, 150 hours of experiential learning is required.

Program Outcomes

Upon completion of the Certified Dietary Manager program, participants will be able to:

- Assist with routine nutrition assessments by collecting patient data.
- Supervise the production of food that meets nutrition guidelines, cost parameters and consumer acceptance.

Certificate

Certified Dietary Manager

Course #	REQUIRED COURSES	Crd
BUSN-255	Human Resource Management	3
DIET-110	Food and Beverage Purchasing	3
DIET-125	Dietary Manager – Field Experience I	2
DIET-160	Foodservice Sanitation	1
DIET-175	Dietary Manager – Field Experience II	2
NUTR-110	Normal Nutrition	4
NUTR-210	Introduction to Medical Nutrition Therapy	3
TOTAL CREDITS REQUIRED FOR DEGREE:		18

Early Childhood Education

The Early Childhood Education program is designed to prepare individuals as skilled Early Childhood professionals. Graduates will meet state licensing standards for teaching in a variety of settings. The course work combines theory and practical experience to prepare graduates for immediate entry into the field or transfer to a four-year institution. In conjunction with the Early Childhood Education program, the Spring Point Children's Center provides quality educational experiences for preschool children, ages 3 to 5. This on-campus center is a valuable resource providing a laboratory setting for students in the program.

Upon completion of the Early Childhood Education program, graduates will be able to:

- Demonstrate an understanding of young children's typical and atypical characteristics based upon multiple influences on development and learning (birth – age 8).
- Apply theories of child development to plan inclusive, developmentally appropriate curriculum.
- Articulate priorities for the care of infants and toddlers in group settings;

- Create environments that are healthy, respectful, supportive and challenging for all children.
- Understand the value and importance children's families and cultural communities in shaping the development of the child.
- Create materials that reflect an understanding of the importance of early literacy and language rich environments;
- Develop respectful and reciprocal relationships with families that encourage families to be involved in their child's development and learning.
- Identify how community agencies and services support children, families, and providers;
- Demonstrate the skills of observation and recordkeeping as an inherent component of planning for the ongoing development of the child.
- Use the skills of positive guidance in their interactions with children based upon an understanding of the child's social/emotional development.

Early Childhood Education Admission Requirements

For information about Southern Maine Community College admission requirements, visit the Admissions Web site at www.smccme.edu/admissions. High School or post-secondary coursework in algebra, chemistry, and biology is recommended.

Associate in Applied Science

Early Childhood Education

Course #	GENERAL EDUCATION REQUIREMENTS	Crd
ENGL-100	English Composition	3
ENGL-110	Oral Communications	3
ENGL-115	Introduction to Literature	3
MATH-110	Contemporary Mathematics	3
NUTR-110	Normal Nutrition	4
PSYC-100	Introduction to Psychology	3
	Social Science Elective	3
Course #	**ACADEMIC MAJOR REQUIREMENTS**	**Crd**
ECED-100	Introduction to Early Childhood Education*	3
ECED-110	Child Development*	3
ECED-150	Infant and Toddler Caregiving*	3
ECED-160	Interactive Environments*	3
ECED-175	Practicum/Seminar I*	3
ECED-200	Children's Literature and Language Arts*	3
ECED-210	Early Childhood Special Needs*	3
ECED-220	Observation and Record Keeping*	3
ECED-225	Practicum/Seminar II*	4
ECED-250	The Developing Curriculum*	3
ECED-260	Early Childhood Program Administration*	3
ECED-270	School, Home, and Community Relationships*	3
ECED-275	Practicum/Seminar III*	6
TOTAL CREDITS REQUIRED FOR DEGREE:		65

**To receive Departmental credit students must receive a grade of "C" or better in all Early Childhood Education courses*

Certificate

Early Childhood Education

Course #	REQUIRED COURSES	Crd
ECED-100	Introduction to Early Childhood Education*	3
ECED-110	Child Development*	3
ECED-150	Infant and Toddler Caregiving*	3
ECED-160	Interactive Environments*	3
ECED-175	Practicum/Seminar I*	3
ENGL-100	English Composition	3
ENGL-115	Introduction to Literature	3
MATH-110	Contemporary Mathematics	3
NUTR-110	Normal Nutrition	4
PSYC-100	Introduction to Psychology	3
	Social Science Elective	3
TOTAL CREDITS REQUIRED FOR DEGREE:		34

**To receive Departmental credit students must receive a grade of "C" or better in all Early Childhood Education courses*

Electrical Engineering Technologies

The Electrical Engineering Technology program provides the education and training needed to install, maintain and troubleshoot electrical devices and equipment. Students explore topics such as basic circuits, wiring practices, electronics, programmable logic controllers, sensors, hydraulics, motors – devices and principles used in all manufacturing processes. In addition, students are exposed to the practice and regulations of residential and commercial wiring. An emphasis is placed on developing strong and logical troubleshooting skills.

Graduates are eligible to take the State of Maine Journeyman Electrician Exam. Two of the four years on-the-job training that is required for a Journeyman Electrician's license are awarded to graduates upon completing this program. No previous experience in electricity is required, but applicants should have a strong math and science background.

Graduates find employment as industrial electrician/ technician for manufacturing companies, engineering assistant, technician with power or communication companies, residential and commercial electrical construction, electrical equipment sales, and many other related areas.

Graduates who wish to pursue a baccalaureate degree may transfer with junior year status to: University of Southern Maine in Applied Technical Education or Applied Technical Leadership; or the University of Maine in Electrical Engineering Technology; Husson College in Business Administration.

Upon completion of the Electrical Engineering Technologies program, graduates will be able to:

- Apply circuit analysis, design, and electrical principles to install, test, troubleshoot and maintain electrical and electronic systems.
- Work in the electrical field as an electrical technician or engineering assistant.
- Meet the educational requirements for various limited electrician licenses.
- Apply for the State of Maine Journeyman's Electrician Examination.
- Articulate into a four-year engineering degree program.

Admission Requirements

For information about Southern Maine Community College admission requirements, visit the Admissions Web site at www.smccme.edu. High School or post-secondary coursework in algebra and physics is recommended.

Associate in Applied Science
Electrical Engineering Technologies

Course #	CORE REQUIREMENTS	Crd
ENGL-100	English Composition	3
ENGL-115	Introduction to Literature	3
PHYS-150	College Physics I with Lab	4
	Arts and Humanities Elective	3
	Social Science Elective	3
	Choose one mathematics sequence	9-11
	Electrical Technician Track Math Sequence MATH-140 College Algebra, MATH-160 College Trigonometry, and MATH-190 Pre-Calculus	9
	Electrical Engineering Track Math Sequence MATH-145 College Algebra and Trigonometry, MATH-190 Pre-Calculus, and MATH-260 Calculus I	11

Course #	REQUIRED MAJOR COURSES	Crd
AEDD-105	CAD Graphics	3
ELEC-110	DC Circuits	3
ELEC-120	Digital Electronics	3
ELEC-130	Programmable Logic Controllers	3
ELEC-140	AC Circuits	3
ELEC-170	Three-Phase Circuits	3
ELEC-175	Wiring Practices	3
ELEC-215	Electrical Machinery	3
ELEC-230	Industrial Electronics	3
ELEC-240	Fluid Power Systems	3
ELEC-250	National Electrical Code	3
ELEC-260	Motor Controls and Automation	3
ELEC-265	Renewable Energy Resources	1
ELEC-270	Electrical Communication Systems	1
ELEC-275	Selected Electrical Topics	1
TOTAL CREDITS REQUIRED FOR DEGREE:		64

Electrician Technology Certificate

The Electrician Technology program provides the educational courses the State of Maine requires for electrical licensing and will prepare you for exciting and well-paying work in the electrical trade. Circuits, devices and wiring practices will be examined in both the classroom as well as the lab. Students explore topics such as basic circuits, residential and commercial wiring practices, electronics, transformers and motors.

It should be noted that this is a part-time evening program and it will take at least two years to complete. Graduation from this program will fulfill the education requirements of the State of Maine Journeyman and Master Electrician License as well as limited electrical licenses. Two of the four years on-the-job training that is required for a Journeyman Electrician's license are awarded to graduates upon completing this program.

Graduates find employment as industrial electrician/ technician for manufacturing companies, residential and commercial electrician, electrical equipment sales, self-employed contractor and many other related areas.

Upon completion of the Electrician Technology Certificate, participants will be able to:

- Install, test, maintain and troubleshoot electrical devices, circuits and systems.
- Sit for the State of Maine Journeyman Electrician Exam.
- Prepare and sit for other limited electrical license exams.
-

Certificate
Electrician Technology

Course #	REQUIRED COURSES	Crd
ELEC-105	Basic Electricity I	3
ELEC-115	Basic Electricity II	2
ELEC-150	Transformers	2
ELEC-160	Controls I	3
ELEC-205	Basic Electronics I	3
ELEC-210	Electrical Topics	3
ELEC-220	Electric Motors	2
ELEC-250	National Electrical Code	3
ELEC-255	Electrical Blueprint Reading	3
ELEC-280	Controls II	2
ENGL-100	English Composition	3
MATH-145	College Algebra and Trigonometry	4
TOTAL CREDITS REQUIRED FOR DEGREE:		33

Emergency Medical Services/Paramedicine

Paramedicine offers an exciting and challenging career within the field of Emergency Medical Services (EMS). Paramedics are members of the health care team that provides advanced level care in the pre-hospital environment under the direction of a physician. Employment opportunities are available with municipal and private ambulances, fire departments, hospitals, clinics, and in industrial settings.

Admission into the Paramedicine program requires that a student be a licensed Emergency Medical Technician (EMT-B) for six months with 50 documented EMS calls. Existing paramedics may apply to have certain courses waived if working toward a degree.

Students gain entry-level competency in many new skills, including comprehensive patient assessment, endotracheal intubation, intravenous therapy, medication administration, cardiac rhythm interpretation, and defibrillation. Included in the curriculum (for additional fees) are certifications in ACLS (Advanced Cardiac Life Support), PALS (Pediatric Advanced Life Support), and PHTLS (Pre-hospital Trauma Life Support). The program meets or exceeds all requirements for the DOT National Standard Paramedic curriculum.

The clinical component of the program consists of approximately 700 hours of clinical time in a variety of settings including hospitals, medical facilities, and paramedic services. Students complete a portion of their field internship with a high volume EMS service in a major city.

Upon completion of the program, graduates will be able to:

- Perform a comprehensive assessment on a patient and communicate the findings to a physician.
- Demonstrate the ability to comprehend, apply and evaluate clinical information to implement the treatment plan for patients in the pre-hospital settings.
- Demonstrate technical proficiency in all pre-hospital skills including cardiac rhythm recognition, airway management and medication administration.
- Recognize that paramedics are an essential component of the continuum of care and service among health resources.

Emergency Medical Services Admission Requirements

For information about Southern Maine Community College admission requirements, visit the Admissions Web site at http://www.smccme.edu/admissions/apply-to-smcc/health-science-requirements/admissions.html. High School or post-secondary coursework in algebra, chemistry, and biology is recommended.

Associate in Applied Science

Paramedicine

Course #	GENERAL EDUCATION REQUIREMENTS	Crd
BIOL-130	Anatomy & Physiology I	3
BIOL-131	Anatomy & Physiology I Lab	1
BIOL-135	Anatomy & Physiology II	3
BIOL-136	Anatomy and Physiology II Lab	1
BIOL-235	Pathophysiology	3
ENGL-100	English Composition	3
ENGL-115	Introduction to Literature	3
MATH-140	College Algebra	3
PSYC-100	Introduction to Psychology	3
	Arts and Humanities Elective	3
Course #	**ACADEMIC MAJOR REQUIREMENTS**	**Crd**
EMSP-101	Introduction to Paramedicine	3
EMSP-110	Paramedic Procedures I	3
EMSP-150	Cardiology I	3
EMSP-155	Pharmacology	3
EMSP-160	Paramedic Procedures II	3
EMSP-161	Paramedic Procedures II Lab	1
EMSP-200	Clinical Practicum I	3
EMSP-205	Trauma Management	4

EMSP-210	Medical Emergencies I	4
EMSP-215	Pediatric Emergencies	3
EMSP-220	Advanced Cardiology	3
EMSP-225	Medical Emergencies II	4
EMSP-250	Clinical Practicum II	3
EMSP-260	Assessment Based Management	2
EMSP-265	Rescue Operations	3
EMSP-270	Clinical Practicum III	3
EMSP-275	Clinical Practicum IV	1
EMSP-280	Paramedic Boards Review	1
TOTAL CREDITS REQUIRED FOR DEGREE:		75

Fire Science

The Fire Science Technology program, available at either the South Portland campus or our satellite campus at Eastern Maine Community College in Bangor, is designed to provide both in-service and pre-service students with sound technical and academic experiences, enabling them to assume positions of responsibility as members of fire departments or as technical employees of industrial firms and insurance companies. The program provides training in detecting and eliminating fire hazards and causes through periodic inspections, remedial recommendations, and systematic follow-ups.

Practical technical instruction is designed to meet fire and life safety needs; responsibilities and obligation of fire protection in engineering, building design, plant protection; fire investigation; and all other fields where a hazard may be involved. The ultimate goal is to assist the student in developing the appropriate skills and knowledge for professional fire protection.

Graduates of the program have been employed as industrial fire protection specialists, safety technicians, fire insurance inspectors, forest fire fighters, inspection bureau representatives, state fire inspectors and municipal fire department employees, many of whom have earned their degree while employed in their area of specialty.

Upon completion of the Fire Science Technology program, graduates will be able to:

- Analyze proactive fire prevention and control methods for safe and cost effective fire protection.
- Analyze reactive fire and emergency scene operations for save and cost effective fire protection.
- Examine and appraise principles of supervision and management necessary for effective leadership and administration in fire/rescue service.

Fire Science Technology Admission Requirements

For information about Southern Maine Community College admission requirements, visit the Admissions Web site at www.smccme.edu/admissions. High School or post-secondary coursework in algebra, chemistry, and physics is recommended.

Associate in Applied Science

Fire Science Technology

Course #	GENERAL EDUCATION REQUIREMENTS	Crd
CHEM-103	Chemistry for Emergency Responders	3
ENGL-100	English Composition	3
ENGL-115	Introduction to Literature	3
MATH-140	College Algebra	3

PHYS-110	Technical Physics with Lab	4
	Arts and Humanities Elective	3
	Social Science Elective	6

Course #	ACADEMIC MAJOR REQUIREMENTS	Crd
FIRE-110	Fire Protection Systems	3
FIRE-115	Fire Service Building Construction	3
FIRE-150	Fire Inspector	3
FIRE-155	Fire Service Hydraulics	3
FIRE-200	Hazardous Materials	3
FIRE-215	Fire Service Leadership	3
FIRE-250	Fire Ground Operations	3
FIRE-260	Fire Administration	3
	Fire Science Technology Electives	12
TOTAL CREDITS REQUIRED FOR DEGREE:		61

Heating, Air Conditioning and Refrigeration

The Heating, Air Conditioning, Refrigeration & Plumbing department offers an Associate in Applied Science degree with two options: Heating, Air Conditioning & Refrigeration, and Heating & Plumbing. The program also offers certificates in plumbing, heating, and plumbing and heating.

The program provides technical and hands-on training emphasizing practical knowledge and skills required to install and service all types of commercial and domestic heating systems, air conditioning and refrigeration systems, as well as the skills and competencies for journeyman plumbing.

Students with previous practical experience may be eligible for more advanced licenses. Students also take the EPA Technician Certification Exam and are eligible to take the ARI GAMA competency exams. Graduates are also eligible to take the State of Maine Natural Gas and Propane License Exam and the Journeyman's Exam for Oil Burners.

Upon completion of the Heating, Air Conditioning, Refrigeration & Plumbing program, graduates will be able to:

- Assemble warm air, steam and hot water system.
- Combustion test for maximum operating efficiency.
- Troubleshoot and repair electrical and fuel systems.
- Exhibit knowledge of installation code and safe work practices.
- Assemble, charge, and operate refrigeration and air conditioning systems.
- Troubleshoot and repair refrigeration and AC control systems.
- Recover, recycle and work safely with refrigerants.

Heating, Air Conditioning, & Refrigeration Admission Requirements

For information about Southern Maine Community College admission requirements, visit the Admissions Web site at www.smccme.edu/admissions.

Associate in Applied Science

Heating, Air Conditioning, and Refrigeration

Course #	GENERAL EDUCATION REQUIREMENTS	Crd
ENGL-100	English Composition	3
ENGL-115	Introduction to Literature	3
MATH-145	College Algebra and Trigonometry	4

PHYS-150	College Physics I with Lab	4
PHYS-155	College Physics II with Lab	4
	Arts and Humanities Elective	3
	Social Science Elective	3

Course #	ACADEMIC MAJOR REQUIREMENTS	Crd
AEDD-100	Print Reading	3
ELEC-100	Basic Electrical Principles for HVAC	3
ELEC-103	Basic Electronics for HVAC	3
HVAC-115	Residential Heating Systems	7
HVAC-120	Basic Refrigeration	7
HVAC-215	System Design & Industrial Heating	7
HVAC-220	Basic Air Conditioning	7
WELD-100	Introduction to Welding	3
TOTAL CREDITS REQUIRED FOR DEGREE:		64

Heating Certificate

The Heating, Air Conditioning, and Refrigeration Department offers a Certificate in Heating which also forms half of the Heating and Air Conditioning option or the Heating and Plumbing option. The program provides technical and hands-on training emphasizing the practical knowledge and skills required to install and service commercial and residential heating systems. Graduates are also eligible to take the State of Maine Natural Gas and Propane License Exam and the Journeyman's Exam for Oil Burners.

Upon completion of the Heating Certificate program, graduates will be able to:

- Assemble warm air, steam and hot water systems
- Combustion test for maximum efficiency
- Troubleshoot and repair electrical and fuel systems
- Exhibit knowledge of installation code and safe work practices

Certificate

Heating

Course #	REQUIRED COURSES	Crd
AEDD-100	Print Reading	3
ELEC-100	Basic Electrical Principles for HVAC	3
ELEC-103	Basic Electronics for HVAC	3
ENGL-100	English Composition	3
HVAC-115	Residential Heating Systems	7
HVAC-215	System Design & Industrial Heating	7
MATH-145	College Algebra and Trigonometry	4
PHYS-150	College Physics I with Lab	4
WELD-100	Introduction to Welding	3
TOTAL CREDITS REQUIRED FOR DEGREE:		37

Refrigeration and Air Conditioning Certificate

The Heating, Air Conditioning, and Refrigeration Department offers a Certificate in Refrigeration and Air Conditioning which also forms half of the Heating and Air Conditioning option or the Plumbing and Heating option. The program provides offers technical and hands on training emphasizing practical knowledge and skills required to install and service all types of commercial and domestic Air Conditioning and refrigeration systems.

Students may take ARI GAMA competency exams and EPA technician certification.

Upon completion of the Refrigeration and Air Conditioning Certificate program, graduates will be able to:

- Assemble, charge, and operate refrigeration and air conditioning systems.
- Troubleshoot and repair refrigeration and air conditioning systems.
- Recover, recycle and work safely with refrigerants

Certificate

Refrigeration and Air Conditioning

Course #	REQUIRED COURSES	Crd
AEDD-100	Print Reading	3
ELEC-100	Basic Electrical Principles for HVAC	3
ENGL-100	English Composition	3
HVAC-120	Basic Refrigeration	7
HVAC-220	Basic Air Conditioning	7
MATH-145	College Algebra and Trigonometry	4
PHYS-150	College Physics I with Lab	4
WELD-100	Introduction to Welding	3
TOTAL CREDITS REQUIRED FOR DEGREE:		34

Heavy Equipment Operations

The Heavy Equipment Operations certificate program is designed to produce operators trained on earth-moving equipment such as bulldozers, backhoes, excavators, and graders. Training takes place both on lab simulators as well as on an actual lab operation site.

The program prepares graduates to work in county, state, or interstate highway construction, agricultural construction, airport development, and commercial and residential construction. The program utilizes a curriculum recognized by the National Center for Construction Education and Research (NCCER).

Graduates of this certificate program will be qualified to attain employment in the construction, gravel processing, farm operations, equipment dealers and heavy equipment service industries.

Upon completion of the Heavy Equipment Operations certificate, participants will be able to:

- Identify and practice safe work habits as required by OSHA and MSHA as a heavy equipment operator.
- Properly operate various pieces of heavy equipment.
- Properly perform light maintenance and service on various pieces of heavy equipment.
- Demonstrate knowledge of construction site operations.

Heavy Equipment Operations Admission Requirements

For information about Southern Maine Community College admission requirements, visit the Admissions Web site at www.smccme.edu/admissions. A current, clean, and valid driver's license is required for admission to the Heavy Equipment Operations Certificate program. High school or post-secondary coursework in algebra is recommended.

Certificate

Heavy Equipment Operations

Course #	REQUIRED COURSES	Crd
AUTO-155	Electricity and Electronics	4
ENGL-100	English Composition	3
HEOP-100	Introduction to Construction Safety	1
HEOP-115	Maintenance and Service	3
HEOP-130	Backhoe and Excavator Simulation Lab	3
HEOP-145	Principles of Site Finishing and Grades	3
HEOP-160	Bulldozer and Grader Simulation Lab	3
HEOP-175	Heavy Equipment Operations Internship	4
MATH-145	College Algebra and Trigonometry	4
WELD-100	Introduction to Welding	3
TOTAL CREDITS REQUIRED FOR CERTIFICATE:		31

Horticulture

The Horticulture program prepares graduates to work in a wide variety of horticultural occupations, such as tree, shrub and perennial plant nurseries, arboreta, greenhouses, garden centers, landscape contracting and design, municipal parks, arboriculture, turf production, golf course management, lawn and grounds maintenance, florist shops, interior landscaping, estate gardening, cut flower production, herb and specialty plant production, market gardening, organic food production, horticultural equipment supplies and sales, and horticulture education. Many graduates own businesses and contribute significantly to their communities.

The Horticulture program is a hands-on, broad based curriculum, which provides or sponsors additional opportunities, including: tuition scholarships for students who qualify, educational field experiences, visiting lecturers with expertise in horticulture and related fields, and short courses that introduce students to specialized topics presented by members of the "green industry."

Graduates from the horticulture program have successfully transferred credits toward baccalaureate degrees in related areas of study at a variety of colleges and universities.

Upon completion of the program, graduates will be able to:

- Understand and apply the basic principles of plant function and development, emphasizing horticultural applications.
- Identify and analyze soil properties as they relate to plant growth.
- Identify, use, and care for a wide variety of woody and herbaceous plants in the landscape and greenhouse.
- Demonstrate a basic understanding of landscape site analysis and landscape design using appropriate tools, techniques, skills, and knowledge.
- Identify common biotic and abiotic plant pests and disorders, and develop strategies to manage them in an environmentally safe and sustainable manner.
- Apply horticultural skills and knowledge to operate various business entities, including landscape, arborist, greenhouse, nursery, and turf management areas.

Horticulture Admission Requirements

For information about Southern Maine Community College admission requirements, visit the Admissions Web site at www.smccme.edu/admissions. High school or post-secondary coursework in algebra, biology, and chemistry is recommended.

Associate in Applied Science

Horticulture

Course #	GENERAL EDUCATION REQUIREMENTS	Crd
BIOL-115	Botany	4
ENGL-100	English Composition	3
ENGL-115	Introduction to Literature	3
	Arts and Humanities Elective	3
	Mathematics Elective	3
	Social Science Elective	3
	Social Science or Humanities Elective	3
Course #	**ACADEMIC MAJOR REQUIREMENTS**	**Crd**
HORT-100	Introduction to Horticulture	3
HORT-110	Woody Plant Materials	2
HORT-120	Pruning	1
HORT-130	Soils and Soil Fertility	3
HORT-140	Integrated Pest Management	3
HORT-150	Arboriculture	3
HORT-175	Placement Training	4
HORT-180	Freshman Seminar	1
HORT-200	Herbaceous Plant Materials	2
HORT-210	Landscape Surveying and Mapping	2
HORT-220	Landscape Management	3
HORT-230	Nursery and Garden Center Operations	3
HORT-240	Turfgrass Management	2
HORT-250	Greenhouse Management	3
HORT-280	Senior Seminar	1
HORT-290	Landscape Design	3
CHOOSE ONE FROM BELOW:		3
ACCT-105	Financial Accounting	
BUSN-130	Entrepreneurship	
TOTAL CREDITS REQUIRED FOR DEGREE:		64

Horticulture Elective Courses

HORT-155	Tree Fruit Production I	1
HORT-156	Tree Fruit Production II	1
HORT-157	Tree Fruit Production III	1
HORT-185	Floral Design	3
HORT-271	Herbaceous Plant Design	2
HORT-285	Special Problems	TBD

Liberal Studies

The Liberal Studies program is designed for students who plan to transfer to four-year colleges and universities or who have not yet identified a primary field of study. The curriculum is built on a foundation of general education classes, supplemented with elective courses that develop depth in the prerequisite knowledge required for further study at the baccalaureate level. Students are encouraged to choose elective courses in a discipline in which they may major at the baccalaureate level.

Please note: A student is only eligible to receive one Associate in Arts in Liberal Studies degree. They may not receive a second or subsequent degree in Liberal Studies with different concentrations.

Areas of Concentration

- Art
- Biological Sciences
- Education (K-8)
- Education (7-12)
- English
- History
- Liberal Studies
- Mathematics
- Political Science
- Science
- Social Work

Upon completion of the Liberal Studies program, graduates will be able to:

- Demonstrate skills as critical thinkers, readers and writers.
- Describe the interaction of history, culture, literature, economics and science as studied within a broad liberal arts curriculum.
- Analyze and solve quantitative problems.

Liberal Studies Admission Requirements

For information about Southern Maine Community College admission requirements, visit the Admissions Web site at www.smccme.edu/admissions.

Liberal Studies Subject Listing

The courses listed below are approved for use as Liberal Studies electives.

ACSS Academic Success
ARTH Art Appreciation and History
ARTS Studio Art
BIOL Biology
BIOM Marine Biology
CHEM Chemistry
ECON Economics
ENGL English
ENVR Environmental Science
FREN French
GRMN German
HIST History
IDST Interdisciplinary Studies
LITR Literature
MATH Mathematics
MUSI Music
NUTR Nutrition (NUTR-110 only)
OCEA Oceanography (105 and 205)
PHIL Philosophy
PHYS Physics
POLS Political Science
PSYC Psychology
SOCI Sociology
SPAN Spanish

Courses that may be used as Liberal Studies electives, but are limited to a total of six (6) credits (no more than two courses combined):

BHHS Behavioral Health and Human Services
ECED Early Childhood Education
CJUS Criminal Justice

BUSN Business
EDUC Education
SWRK Social Work

Associate in Arts
Liberal Studies
Art Concentration

Course #	GENERAL EDUCATION REQUIREMENTS	Crd
ENGL-100	English Composition	3
ENGL-110	Oral Communications	3
ENGL-115	Introduction to Literature	3
	Art History or Studio Elective	3
	Economics or Political Science Elective	3
	History Elective	3
	Arts and Humanities Electives	6
	Mathematics Elective	3
	Psychology or Sociology Elective	3
	Science Elective with Lab	4
Course #	ART CONCENTRATION COURSES	Crd
ARTH-145	Survey of Western Art History I	3
ARTH-155	Survey of Western Art History II	3
ARTS-110	Drawing I	3
ARTS-130	2D Design	3
ARTS-140	3D Design I: Sculpture Studio	3
ARTS-210	Drawing II	3
	Art History or Studio Electives	6
ARTH-295	Portfolio Seminar	3
TOTAL CREDITS REQUIRED FOR DEGREE:		61

Associate in Arts
Liberal Studies
Biological Science Concentration

Course #	GENERAL EDUCATION REQUIREMENTS	Crd
ENGL-100	English Composition	3
ENGL-115	Introduction to Literature	3
MATH-145	College Algebra and Trigonometry	4
PHYS-150	College Physics I with Lab	4
	Psychology or Sociology Elective	3
	Art or Music Elective	3
	Economics or Political Science Elective	3
	English Elective	3
	History Elective	3
	Arts and Humanities Electives	6
Course #	BIOLOGICAL SCIENCE CONCENTRATION COURSES	Crd
Choose one:		3
BIOL-120	Biology I	
BIOL-130	Anatomy and Physiology I	
Choose one:		1
BIOL-121	Biology I Lab	
BIOL-131	Anatomy and Physiology I Lab	
Choose one:		3
BIOL-125	Biology II	
BIOL-135	Anatomy and Physiology II	
Choose one:		1
BIOL-125	Biology II Lab	
BIOL-135	Anatomy and Physiology II Lab	

BIOL-210	Genetics	3
BIOL-211	Genetics Lab	1
BIOL-250	Microbiology	5
CHEM-120	General Chemistry I with Lab	4
CHEM-125	General Chemistry II with Lab	4
MATH-190	Pre-Calculus	3
MATH-230	Statistics	3
MATH-260	Calculus I	4
PHYS-155	College Physics II with Lab	4
TOTAL CREDITS REQUIRED FOR DEGREE:		74

Associate in Arts
Liberal Studies
Elementary Education Concentration

Course #	GENERAL EDUCATION REQUIREMENTS	Crd
BIOL-100	General Biology	4
ENGL-100	English Composition	3
ENGL-115	Introduction to Literature	3
MATH-140	College Algebra	3
PHIL-105	Ethical Dilemmas	3
PSYC-100	Introduction to Psychology	3
	Art or Music Elective	3
	Economics or Political Science Elective	3
	English Elective	3
	History Elective	3
	Arts and Humanities Elective	3
Course #	EDUCATION (K-8) CONCENTRATION COURSES	Crd
EDUC-100	Introduction to Teaching	3
EDUC-105	Introduction to American Education	3
ENVR-115	Earth Science	4
MATH-150	Math for Elementary Teachers	3
MATH-200	Algebra for Elementary Teachers	3
MATH-210	Geometry for Elementary Teachers	3
PHYS-110	Technical Physics with Lab	4
PSYC-220	Developmental Psychology	3
	Liberal Studies Elective	3
TOTAL CREDITS REQUIRED FOR DEGREE:		63

Associate in Arts
Liberal Studies
Secondary Education Concentration

Course #	GENERAL EDUCATION REQUIREMENTS	Crd
ENGL-100	English Composition	3
ENGL-115	Introduction to Literature	3
MATH-140	College Algebra	3
PSYC-100	Introduction to Psychology	3
	Art or Music Elective	3
	Economics or Political Science Elective	3
	English Elective	3
	History Elective	3
	Arts and Humanities Elective	3
	Science Elective with Lab	4

Choose one:		3
PHIL-100	Introduction to Philosophy	
PHIL-105	Ethical Dilemmas	

Course #	EDUCATION (7-12) CONCENTRATION COURSES	Crd
EDUC-100	Introduction to Teaching	3
EDUC-105	Introduction to American Education	3
PSYC-220	Developmental Psychology	3
	Liberal Studies Electives	18
TOTAL CREDITS REQUIRED FOR DEGREE:		61

Associate in Arts
Liberal Studies
English Concentration

Course #	GENERAL EDUCATION REQUIREMENTS	Crd
ENGL-100	English Composition	3
ENGL-115	Introduction to Literature	3
	Art or Music Elective	3
	Economics or Political Science Elective	3
	English Elective	3
	History Elective	3
	Arts and Humanities Electives	6
	Mathematics Elective	3
	Psychology or Sociology Elective	3
	Science Elective with Lab	4

Course #	ENGLISH CONCENTRATION COURSES	Crd
ENGL-110	Oral Communications	3
LITR-240	Varieties of Non-Fiction	3
LITR-250	The Twentieth Century Novel	3
LITR-260	Literature and Film	3
LITR-280	Women in Literature	3
	English Elective	3
	Liberal Studies Elective	3
	Foreign Language Elective I	4
	Foreign Language Elective II	4
TOTAL CREDITS REQUIRED FOR DEGREE:		63

Associate in Arts
Liberal Studies
History Concentration

Course #	GENERAL EDUCATION REQUIREMENTS	Crd
ECON-125	Macroeconomics	3
ENGL-100	English Composition	3
ENGL-115	Introduction to Literature	3
HIST-130	United States History to 1877	3
SOCI-100	Introduction to Sociology	3
	Art or Music Elective	3
	English Elective	3
	Foreign Language Elective I	4
	Foreign Language Elective II	4
	Mathematics Elective	3
	Science Elective with Lab	4

Course #	HISTORY CONCENTRATION COURSES	Crd

HIST-120	World History to 1500	3
HIST-125	World History Since 1500	3
HIST-135	United States History Since 1877	3
POLS-105	Introduction to American Government	3
POLS-110	Introduction to International Relations	3
POLS-205	Comparative Introduction to Political Science	3
	History or Political Science Elective	3
	Foreign Language Elective III	4
	Foreign Language Elective IV	4
TOTAL CREDITS REQUIRED FOR DEGREE:		65

Associate in Arts
Liberal Studies
Liberal Studies Concentration

Course #	GENERAL EDUCATION REQUIREMENTS	Crd
ENGL-100	English Composition	3
ENGL-115	Introduction to Literature	3
	Art or Music Elective	3
	Economics or Political Science Elective	3
	English Elective	3
	History Elective	3
	Arts and Humanities Electives	6
	Mathematics Elective	3
	Psychology or Sociology Elective	3
	Science Elective with Lab	4
Course #	LIBERAL STUDIES CONCENTRATION	Crd
	Liberal Studies Electives	27
TOTAL CREDITS REQUIRED FOR DEGREE:		61

Associate in Arts
Liberal Studies
Math Concentration

Course #	GENERAL EDUCATION REQUIREMENTS	Crd
ENGL-100	English Composition	3
ENGL-110	Oral Communications	3
ENGL-115	Introduction to Literature	3
	Art or Music Elective	3
	Economics or Political Science Elective	3
	History Elective	3
	Arts and Humanities Electives	6
	Mathematics Elective	3
	Psychology or Sociology Elective	3
	Science Elective with Lab	4
Course #	MATHEMATICS CONCENTRATION COURSES	Crd
MATH-140	College Algebra	3
MATH-230	Statistics	3
MATH-260	Calculus I	4
MATH-270	Calculus II	4
	Liberal Studies Electives	12
	Mathematics Elective	3
TOTAL CREDITS REQUIRED FOR DEGREE:		63

Associate in Arts
Liberal Studies
Political Science Concentration

Course #	GENERAL EDUCATION REQUIREMENTS	Crd
ECON-125	Macroeconomics	3
ENGL-100	English Composition	3
ENGL-115	Introduction to Literature	3
HIST-130	United States History to 1877	3
SOCI-100	Introduction to Sociology	3
	Art or Music Elective	3
	English Elective	3
	Foreign Language Elective I	4
	Foreign Language Elective II	4
	Mathematics Elective	3
	Science Elective with Lab	4
Course #	POLITICAL SCIENCE CONCENTRATION COURSES	Crd
HIST-120	World History to 1500	3
HIST-125	World History Since 1500	3
HIST-135	United States History Since 1877	3
POLS-105	Introduction to American Government	3
POLS-110	Introduction to International Relations	3
POLS-205	Comparative Introduction to Political Science	3
	History or Political Science Elective	3
	Liberal Studies Electives	6
TOTAL CREDITS REQUIRED FOR DEGREE:		63

Associate in Arts
Liberal Studies
Science Concentration

Course #	GENERAL EDUCATION REQUIREMENTS	Crd
ENGL-100	English Composition	3
ENGL-110	Oral Communications	3
ENGL-115	Introduction to Literature	3
MATH-140	College Algebra	3
	Art or Music Elective	3
	Economics or Political Science Elective	3
	History Elective	3
	Arts and Humanities Electives	6
	Psychology or Sociology Elective	3
	Science Elective with Lab	4
Course #	SCIENCE CONCENTRATION COURSES	Crd
Choose one:		3
BIOL-120	Biology I	
BIOL-130	Anatomy and Physiology I	
Choose one:		1
BIOL-121	Biology I Lab	
BIOL-131	Anatomy and Physiology I Lab	
Choose one:		3
BIOL-125	Biology II	
BIOL-135	Anatomy and Physiology II	
Choose one:		1
BIOL-125	Biology II Lab	

BIOL-135	Anatomy and Physiology II Lab	
CHEM-120	General Chemistry I with Lab	4
CHEM-125	General Chemistry II with Lab	4
MATH-230	Statistics	3
PHYS-150	College Physics I with Lab	4
PHYS-155	College Physics II with Lab	4
	Science Elective with Lab II	4
TOTAL CREDITS REQUIRED FOR DEGREE:		65

Associate in Arts
Liberal Studies
Social Work Concentration

Course #	GENERAL EDUCATION REQUIREMENTS	Crd
BIOL-100	General Biology	4
ENGL-100	English Composition	3
ENGL-115	Introduction to Literature	3
MATH-140	College Algebra	3
POLS-105	Introduction to American Government	3
PSYC-100	Introduction to Psychology	3
	Art or Music Elective	3
	English Elective	3
	History Elective	3
	Arts and Humanities Elective	3
Choose one:		3
PHIL-100	Introduction to Philosophy	
PHIL-105	Ethical Dilemmas	

Course #	SOCIAL WORK CONCENTRATION COURSES	Crd
ECON-125	Macroeconomics	3
MATH-230	Statistics	3
PSYC-220	Developmental Psychology	3
SOCI-100	Introduction to Sociology	3
SWRK-100	Introduction to Social Work	3
SWRK-200	Introduction to Social Welfare	3
	Behavioral Health Electives	9
TOTAL CREDITS REQUIRED FOR DEGREE:		61

Lodging & Restaurant Management

The Lodging & Restaurant Management program responds to the developing needs of the Maine hospitality and tourism industry by producing graduates qualified for introductory, supervisory, and management positions in the lodging and restaurant industry.

SMCC is proud to operate the Peter A. McKernan Hospitality Center, a full service inn and conference center where Lodging and Restaurant Management students perform their required internship. This stunning oceanside center houses a 100-seat restaurant, overnight accommodations for 22, a full front desk, and numerous conference rooms. The relaxing atmosphere is the perfect spot for students-in-training to manage functions, training workshops and seminars, and private parties.

Upon completion of the Lodging, Hospitality, and Restaurant Management program, graduates will be able to:

- Understand and deliver good customer service.
- Effectively communicate with customers and fellow employees.
- Recognize and apply interpersonal skills needed in hospitality management.
- Implement problem-solving techniques as they relate to day-to-day operations.
- Understand the complexities of operating a successful hospitality operation.

Lodging and Restaurant Management Admission Requirements

For information about Southern Maine Community College admission requirements, visit the Admissions Web site at www.smccme.edu/admissions. High school or post-secondary coursework in algebra is strongly recommended.

Associate in Applied Science
Lodging, and Restaurant Management

Course #	GENERAL EDUCATION REQUIREMENTS	Crd
ENGL-100	English Composition	3
ENGL-110	Oral Communications	3
ENGL-115	Introduction to Literature	3
MATH-110	Contemporary Mathematics	3
NUTR-110	Normal Nutrition	4
	Social Science Electives	6
Course #	**ACADEMIC MAJOR REQUIREMENTS**	**Crd**
ACCT-105	Financial Accounting	3
ACCT-155	Managerial Accounting	3
BUSN-100	Introduction to Business	3
BUSN-255	Human Resource Management	3
CMPT-101	Introduction to Computer Applications	3
CULA-100	Introduction to Culinary Arts	3
CULA-110	Culinary Skills	4
CULA-120	Basic Food Preparation	4
CULA-250	Food Service Management	3
HSPM-125	Housekeeping Operations	3
HSPM-126	Housekeeping Operations Lab	1
HSPM-135	Front Office Operations	3
HSPM-136	Front Office Operations Lab	1
HSPM-175	LRM Internship	3
HSPM-240	Hospitality Marketing	3
HSPM-245	Events Management	3
TOTAL CREDITS REQUIRED FOR DEGREE:		68

Machining

The Integrated Manufacturing Technology program offers a two-year associate degree program with options in machining and welding, a certificate in welding, and a new Advanced Certificate in Multi-Axis Machining.

During the first year of the integrated manufacturing program, extensive lab work is combined with theory covering the topics of conventional machining: lathes, milling machines, surface grinders, drill presses, power metal cutting saws,

layout, and bench work. Through the constant use of blueprints, students become proficient in conforming to industry expectations and program standards. The latest electronic equipment parallels the most modern quality control processes.

Second year machining students will be introduced to two, three, and four axis Computerized Numerical Control (CNC) machining, Electrical Discharge Machining (EDM), Tool and Cutter grinding, Tool and Die Making, Computer Aided Design (CAD), Computer Aided Machining (CAM), welding, as well as fluid power and pneumatics, give students a better understanding of today's high technology machining processes. Applicants with a significant amount of previous machining experience will be evaluated and assigned special projects appropriate to their demonstrated skill level to advance their knowledge and skills.

Some of the job opportunities for graduates include: machine operator and setup person for conventional machining, CNC operator, entry-level CNC programmer, EDM operator and setup person, job shop machinist, tool and die maker, research and development machinist, quality control inspector, welder, fabricator. Some graduates are self-employed.

Program Outcomes

Upon completion of the Precision Machining option, graduates will be able to:

- Demonstrate knowledge and skills required to safely set up and operate conventional and CNC machines or welding machines.
- Demonstrate knowledge and skills required to safely machine precision parts.
- Demonstrate knowledge and skills required using CAM.
- Demonstrate knowledge and skills required to inspect machined parts using various measuring equipment and gauging.
- Demonstrate competency in general education requirements for work and life skills.
-

Integrated Manufacturing Admission Requirements

For information about Southern Maine Community College admission requirements, visit the Admissions Web site at www.smccme.edu/admissions. High school or post-secondary coursework in algebra, physics, and geometry is strongly recommended.

Associate in Applied Science

Integrated Manufacturing Technology

Machining Option

Course #	GENERAL EDUCATION REQUIREMENTS	Crd
ENGL-100	English Composition	3
ENGL-115	Introduction to Literature	3
MATH-145	College Algebra and Trigonometry	4
PHYS-150	College Physics I with Lab	4
PHYS-155	College Physics II with Lab	4
	Arts and Humanities Elective	3
	Social Science Elective	3
Course #	**ACADEMIC MAJOR REQUIREMENTS**	**Crd**
AEDD-105	CAD Graphics	3
AEDD-170	Parametric Solid Modeling	3
AEDD-250	Mechanical Design	3
CMPT-101	Introduction to Computer Applications	3
MACH-105	Basic Machine Theory	4

MACH-106	Basic Machine Lab	3
MACH-155	Advanced Machine Theory	4
MACH-156	Advanced Machine Lab	3
MACH-205	Introductory CNC Machining Theory	4
MACH-206	Introductory CNC Machining Lab	3
MACH-255	CNC Programming w/ Solidworks and Camworks	4
MACH-256	CNC Machining Lab	3
MACH-275	Senior Internship	3
WELD-100	Introduction to Welding	3
TOTAL CREDITS REQUIRED FOR DEGREE:		70

Advanced Certificate in Multi-Axis Machining

The Advanced Certificate in Multi-Axis Machining is intended for students interested in pursuing either employment or an advanced degree in the rapidly growing field of CNC machining. Students completing this advanced certificate will have acquired necessary machining skills and theoretical background for either employment or transfer to a baccalaureate degree in Industrial Technology, Applied Technical Education (precision manufacturing concentration), or Applied Technical Leadership at the University of Southern Maine.

Upon completion of the Advanced Multi-Axis Machining Certificate, participants will be able to:

- Safely set up and operate multi-axis CNC machines.
- Safely operate support machinery as part of the training.
- Program multi-axis machine tools.
- Demonstrate knowledge and skills required to inspect machined parts using various measuring equipment and gauging.
- Complete competency in general education requirements for work and life skills.

Multi-Axis Machining Admission Requirements

For information about Southern Maine Community College admission requirements, visit the Admissions Web site at www.smccme.edu/admissions. Applicants to the Advanced Certificate must hold an AAS in Integrated Manufacturing or an equivalent degree or experience.

Advanced Certificate
Multi-Axis Machining

Course #	REQUIRED COURSES	Crd
AMAM-280	Multi-Axis CNC Programming	4
AMAM-285	Multi-Axis CNC Machining	4
AMAM-290	Advanced Material Machining	3
AMAM-295	Advanced Workholding	3
ITP-210W	Technical Writing[1]	3
ITP-340	Fundamentals of Quality[1]	3
ITS-320	Occupational Safety and Health [1]	3
MATH-190	Pre-Calculus	3
MATH-230	Statistics	3
MATH-260	Calculus I	4
TOTAL CREDITS REQUIRED FOR DEGREE:		33

[1]Offered through the University of Southern Maine's School of Applied Science and Technology

Applied Marine Biology & Oceanography

The Applied Marine Biology & Oceanography program provides students with the academic background and applied skills required for employment as research assistants and technicians in a variety of aquatic and environmental fields.

The curriculum emphasizes hands-on laboratory and field procedures. Skills learned are commonly used by professionals working for companies and organizations involved in aquatic research and ecosystem management. Special attention is given to collecting and identifying a diversity of marine organisms, performing oceanographic sampling procedures aboard our own research vessel, service learning experiences in the southern Maine community, plus microbiology and chemistry laboratory techniques.

Many graduates of the program have found employment with public and private marine biology laboratories, state and federal marine-resource agencies, state and federal environmental protection agencies, environmental consulting firms, and water districts and pollution control facilities.

Upon completion of the Marine Biology and Oceanography program, graduates will be able to:

- Communicate effectively, using the language, concepts and models of marine biology and oceanography.
- Use the methodology of marine biology and oceanography to define and solve problems independently and collaboratively.
- Use a wide variety of laboratory and field techniques with accuracy, precision and safety.
- Accurately interpret biological and oceanographic information.
- Demonstrate proficient library, mathematical and computer skills in data gathering and analysis.
- Apply scientific concepts to environmental and societal issues.
- Apply their learning in an off-campus professional setting.

Marine Biology and Oceanography Admission Requirements

For information about Southern Maine Community College admission requirements, visit the Admissions Web site at www.smccme.edu/admissions.

Associate in Science

Applied Marine Biology and Oceanography Course #	GENERAL EDUCATION REQUIREMENTS	Crd
BIOL-100	General Biology	4
CHEM-120	General Chemistry I with Lab	4
CHEM-125	General Chemistry II with Lab	4
ENGL-100	English Composition	3
ENGL-115	Introduction to Literature	3
MATH-145	College Algebra and Trigonometry	4
MATH-230	Statistics	3
	Arts and Humanities Elective	3
	Social Science Elective	3
Course #	**ACADEMIC MAJOR REQUIREMENTS**	**Crd**
BIOL-250	Microbiology	5
BIOM-170	Invertebrate Zoology	5
BIOM-180	Marine Botany with Lab	4
BIOM-255	Ecology with Lab	4

BIOM-265	Fishery Science with Lab	4
OCEA-100	Elements of Nautical Science	2
OCEA-105	Elements of Oceanography with Lab	4
OCEA-125	Sea Time I	2
OCEA-175	Sea Time II	2
OCEA-205	Physical & Geological Oceanography with Lab	4
OCEA-225	Sea Time III	2
OCEA-275	Sea Time IV	2
TOTAL CREDITS REQUIRED FOR DEGREE:		71

Medical Assisting

The Medical Assisting program prepares students to perform multi-skilled duties and responsibilities in a variety of medical settings. The curriculum is flexible, allowing students to focus on different concentrations, including combined clinical and administrative skills, and administrative skills.

The duties of medical assistants are flexible and will vary depending on the type of office or work setting, but can include: drawing blood, administering injections, assisting with exams and surgical procedures, taking vital signs, direct patient care, performing electrocardiograms, patient education, telephone triage, receptionist skills, filing, insurance reimbursement and billing procedures, medical coding, correspondence and scheduling appointments.

The program culminates with a 160-hour Practicum during which theory learned in the classroom is applied in an actual medical practice environment.

Upon completion of the Medical Assisting program, graduates will be able to:

- Demonstrate competency performing entry-level administrative and clinical skills.
- Project a professional manner and maintain confidentiality.
- Demonstrate responsibility and flexibility.
- Communicate to all levels of patient education.
- Practice within the scope of education and abilities.
- Follow state and federal legal guidelines for practice.

Medical Assisting Admission Requirements

For information about Southern Maine Community College admission requirements, visit the Admissions Web site at http://www.smccme.edu/admissions/apply-to-smcc/health-science-requirements/admissions.html. High school or post-secondary coursework in algebra and biology is recommended.

Associate in Applied Science

Medical Assisting

Course #	GENERAL EDUCATION REQUIREMENTS	Crd
BIOL-100	General Biology	4
ENGL-100	English Composition	3
ENGL-115	Introduction to Literature	3
MATH-110	Contemporary Mathematics	3
PSYC-100	Introduction to Psychology	3
PSYC-220	Developmental Psychology	3
	Arts and Humanities Elective	3
Course #	**ACADEMIC MAJOR REQUIREMENTS**	**Crd**
MDAS-100	Medical Terminology*	3
MDAS-105	Medical Office Procedures*	3

MDAS-150	Disease Pathology/Diagnostic Lab Tests*	3
MDAS-155	Pharmacology*	2
MDAS-160	Introduction to Clinical Office Procedures*	1
MDAS-165	Descriptive Anatomy & Physiology*	3
MDAS-200	Medical Coding – CPT/HCPCS*	3
MDAS-205	Medical Office Billing Procedures and Administration*	3
MDAS-225	Computer Applications in the Medical Office Setting*	3
MDAS-250	Medical Ethics and Law*	3
MDAS-255	Medical Coding – ICD 9*	3
MDAS-260	Medical Office Administration*	3
MDAS-275	Medical Assisting Practicum*	4

Choose one option from below:

Administrative

	CMPT-151 Spreadsheet Applications	3
CHOOSE ONE FROM BELOW:		3
	CMPT-101 Introduction to Microcomputers	
	CMPT-110 Introduction to Databases	
TOTAL CREDITS REQUIRED FOR OPTION:		65

Clinical and Administrative

	MDAS-210 Clinical Office Procedures with Lab	5
CHOOSE ONE FROM BELOW:		3
	CMPT-101 Introduction to Microcomputers	
	CMPT-110 Introduction to Databases	
	CMPT-151 Spreadsheet Applications	
TOTAL CREDITS REQUIRED FOR OPTION:		67

**Medical Assisting students must receive a grade of "C" (73) or better in all MDAS courses. Students are allowed to repeat a course a maximum of two times.*

Nursing

The nursing program prepares students to become registered nurses at the associate degree level and trains them to administer nursing care to individuals, families and communities in a variety of health care settings. Upon completion of the program, graduates are eligible to take the NCLEX Registered Nurse (RN) licensure examination.

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.

Upon completion of the program, graduates will be able to:

- Systematically apply the nursing process to provide care to clients in a variety of health care settings.
- Demonstrate client-centered caring behaviors and actions that result in an environment of hope and trust.
- Adhere to professional behaviors within the legal, ethical, and professional standards of practice.

Nursing Admission Requirements

For information about Southern Maine Community College admission requirements, visit the Admissions Web site at http://www.smccme.edu/admissions/apply-to-smcc/health-science-requirements/admissions.html.

Associate in Science

Nursing

Course #	GENERAL EDUCATION REQUIREMENTS	Crd
BIOL-130	Anatomy & Physiology I	3
BIOL-131	Anatomy & Physiology I Lab	1
BIOL-135	Anatomy & Physiology II	3
BIOL-136	Anatomy and Physiology II Lab	1
BIOL-250	Microbiology	5
ENGL-100	English Composition	3
ENGL-115	Introduction to Literature	3
PSYC-100	Introduction to Psychology	3
PSYC-220	Developmental Psychology	3
	Arts and Humanities Elective	3
	Social Science Elective	3
Course #	**ACADEMIC MAJOR REQUIREMENTS**	**Crd**
NURS-100	Dosage Calculation	1
NURS-125	Nursing I*	9
NURS-175	Nursing II*	9
NURS-225	Nursing III*	9
NURS-275	Nursing IV*	9
TOTAL CREDITS REQUIRED FOR DEGREE:		68

**To progress to the next course in the nursing sequence, students must receive a grade of "C" (75) or better. Students are allowed one repeat attempt in the duration of their program.*

Associate in Science

Nursing

LPN Upgrade Option

Course #	GENERAL EDUCATION REQUIREMENTS	Crd
BIOL-130	Anatomy & Physiology I	3
BIOL-131	Anatomy & Physiology I Lab	1
BIOL-135	Anatomy & Physiology II	3
BIOL-136	Anatomy and Physiology II Lab	1
BIOL-250	Microbiology	5
ENGL-100	English Composition	3
ENGL-115	Introduction to Literature	3
PSYC-100	Introduction to Psychology	3
PSYC-220	Developmental Psychology	3
	Arts and Humanities Elective	3
	Social Science Elective	3
Course #	**ACADEMIC MAJOR REQUIREMENTS**	**Crd**
NURS-100	Dosage Calculation	1
NURS-110	Role Transition	3

NURS-175	Nursing II*	9
NURS-225	Nursing III*	9
NURS-275	Nursing IV*	9
TOTAL CREDITS REQUIRED FOR DEGREE:		62

**To progress to the next course in the nursing sequence, students must receive a grade of "C" (75) or better. Students are allowed one repeat attempt in the duration of their program.*

Plumbing

The Heating, Air Conditioning, & Refrigeration department offers an Associate in Applied Science degree with two options: Heating, Air Conditioning & Refrigeration, and Plumbing & Heating. The program also offers Certificates in Plumbing, Heating, and Refrigeration and Air Conditioning.

The program provides technical and hands-on training emphasizing practical knowledge and skills required to install and service all types of commercial and domestic heating systems as well as the skills and competencies for journeyman plumbing.

Students with previous practical experience may be eligible for more advanced licenses. Graduates are eligible to take the State of Maine Journeyman's Plumbing exam.

Upon completion of the Heating, Air Conditioning, Refrigeration & Plumbing program, graduates will be able to:

- Assemble warm air, steam and hot water system.
- Combustion test for maximum operating efficiency.
- Troubleshoot and repair electrical and fuel systems.
- Exhibit knowledge of installation code and safe work practices.
- Design and layout a typical bathroom
- Estimate time and materials for jobs

Heating, Air Conditioning, & Refrigeration Admission Requirements

For information about Southern Maine Community College admission requirements, visit the Admissions Web site at www.smccme.edu/admissions.

Associate in Applied Science

Heating, Air Conditioning, and Refrigeration

Plumbing and Heating Option

Course #	GENERAL EDUCATION REQUIREMENTS	Crd
ENGL-100	English Composition	3
ENGL-115	Introduction to Literature	3
MATH-145	College Algebra and Trigonometry	4
PHYS-150	College Physics I with Lab	4
PHYS-155	College Physics II with Lab	4
	Arts and Humanities Elective	3
	Social Science Elective	3
Course #	**ACADEMIC MAJOR REQUIREMENTS**	**Crd**
CONS-160	Introduction to the Use of Leveling Instruments	1

ELEC-100	Basic Electrical Principles for HVAC	3
ELEC-103	Basic Electronics for HVAC	3
HVAC-115	Residential Heating Systems	7
HVAC-215	System Design & Industrial Heating	7
HVPL-100	Blueprint Reading and Sketching	2
HVPL-105	Plumbing Application and Methods	7
HVPL-205	Plumbing Application and Code	7
OSHA-110	Occupational Safety	0.5
WELD-100	Introduction to Welding	3
TOTAL CREDITS REQUIRED FOR DEGREE:		64.5

Plumbing Certificate

The one-year Plumbing Certificate program, which also forms half of the Associate in Applied Science degree option, is a study of the plumbing trade, residential and commercial, as practiced in the state of Maine. Blueprint reading and sketching for plumbers is covered, combined with working drawings, to learn the technique of sketching pipe layouts isometrically, and blueprint interpretation.

The proper use and safety methods of hand and power tools are covered as the course progresses. Mock-ups are used for actual piping and fixture layout, allowing students the opportunity to design, build and test plumbing installations. Graduates are eligible to take the State of Maine Journeyman's Plumbing exam.

Upon completion of the Plumbing Certificate program, graduates will be able to:

- Design and layout a typical bathroom
- Line size and list pipe and fittings for the job.
- Estimate time and materials for jobs

Certificate

Plumbing

Course #	REQUIRED COURSES	Crd
CONS-160	Introduction to the Use of Leveling Instruments	1
ELEC-100	Basic Electrical Principles for HVAC	3
ENGL-100	English Composition	3
HVAC-180	Heating Theory	3
HVPL-100	Blueprint Reading and Sketching	2
HVPL-105	Plumbing Application and Methods	7
HVPL-205	Plumbing Application and Code	7
MATH-145	College Algebra and Trigonometry	4
OSHA-110	Occupational Safety	0.5
WELD-100	Introduction to Welding	3
TOTAL CREDITS REQUIRED FOR DEGREE:		33.5

Radiation Therapy

Each year more than a million newly diagnosed cases of invasive cancer are reported in the United States, and approximately 50 percent of those who have cancer will receive radiation therapy. As medical and technological

advances combine to improve cancer detection and treatment, the therapeutic and palliative effects of radiation therapy will continue to play a crucial role for these patients.

The radiation therapy program utilizes rapidly evolving technology with a combination of radiation therapy and general education courses. Solid clinical foundation with selected medical centers in the area and an emphasis on independent decision-making and critical-thinking skills will challenge students.

Multiple curriculum options exist. Students may enter the two-year associate degree option with or without transfer credit. A 12-15 month advanced standing option is available for radiographers and other applicants who meet special eligibility requirements. Others may choose to pursue a baccalaureate degree in radiation therapy through a formal articulation agreement with the University of Southern Maine.

Upon completion of the program, graduates are eligible to apply to take the certification examination of the American Registry of Radiologic Technologists (ARRT).

Upon completion of the program, graduates will be able to:

- Be a competent entry-level radiation therapist.
- Possess knowledge, skills, and attitudes necessary to effectively communicate and educate patients, their families, and the public about radiation therapy.
- Apply critical thinking skills required of an entry-level radiation therapist.
- Seek a position in the medical community with other qualified entry-level radiation therapists.
- Participate in professional development and in professional organizations related to cancer management.

Radiation Therapy Admission Requirements

For information about Southern Maine Community College admission requirements, visit the Admissions Web site at http://www.smccme.edu/admissions/apply-to-smcc/health-science-requirements/admissions.html. High School or post-secondary coursework in algebra, physics and biology is recommended.

Associate in Science

Radiation Therapy

Course #	GENERAL EDUCATION REQUIREMENTS	Crd
BIOL-130	Anatomy & Physiology I	3
BIOL-131	Anatomy & Physiology I Lab	1
BIOL-135	Anatomy & Physiology II	3
BIOL-136	Anatomy and Physiology II Lab	1
ENGL-100	English Composition	3
ENGL-115	Introduction to Literature	3
MATH-140	College Algebra	3
PSYC-100	Introduction to Psychology	3
	Arts and Humanities Elective	3
Course #	**ACADEMIC MAJOR REQUIREMENTS**	**Crd**
RDTH-100	Medical Terminology	1
RDTH-105	Introduction to Radiation Therapy	3
RDTH-120	Clinical Practicum I	4
RDTH-135	Radiographic Anatomy I	1
RDTH-140	Principles & Practice of Radiation Therapy I	3
RDTH-160	Clinical Practicum II	4
RDTH-165	Radiographic Anatomy II	1

RDTH-170	Radiation Physics	4
RDTH-180	Clinical Practicum III	7
RDTH-210	Principles & Practice of Radiation Therapy II	4
RDTH-215	Physician's Lecture Series	3
RDTH-220	Clinical Practicum IV	7
RDTH-225	Treatment Planning & Dosimetry	4
RDTH-230	Basic Clinical Dosimetry	1
RDTH-235	Radiation Cell Biology	3
RDTH-240	Clinical Practicum V	6
RDTH-245	Radiation Quality Assurance Lab	1
RDTH-260	Clinical Practicum VI	7
RDTH-295	Radiation Therapy Registry Review	1
TOTAL CREDITS REQUIRED FOR DEGREE:		88

Radiography

The radiographer, a vital member of the health care team, utilizes sophisticated x-ray equipment to obtain diagnostically valuable images of any body part. In order to perform radiographic procedures, the radiographer must have a good working knowledge of not only human anatomy and radiographic procedures, but also radiation physics, principles of imaging, radiation protection, and quality assurance. Employment opportunities include hospitals, private offices and outpatient clinics, and specialties such as mammography, computerized tomography, vascular and interventional radiography, and magnetic resonance imaging.

The curriculum maintains clinical affiliations with many hospitals in southern Maine, as well as several orthopedic offices in Portland.

This program prepares individuals to become radiographers at the associate degree level. Upon completion of the program, graduates are eligible to apply to take the certification examination of the American Registry of Radiologic Technologists, ARRT.

Upon completion of the Radiography program, graduates will be able to:

- Perform radiographic examinations on pediatric, adult and elderly individuals who present with a variety of challenges.
- Utilize a variety of radiographic and image processing equipment in a variety of clinical settings.
- Utilize appropriate radiation protection techniques for patients and personnel.
- Deliver appropriate patient care in a variety of clinical situations.
- Demonstrate attention to clerical detail relative to all aspects of clinical examinations, including archiving, filing and retrieval of images.
- Interact professionally and competently with other health care personnel.
- Communicate to patients the basic procedural details of special imaging modalities such as interventional angiography, mammography, CT and MRI.
- Be eligible to apply for the American Registry of Radiologic Technologists' examination in diagnostic radiography.

Radiography Admission Requirements

For information about Southern Maine Community College admission requirements, visit the Admissions Web site at http://www.smccme.edu/admissions/apply-to-smcc/health-science-requirements/admissions.html. High school or post-secondary coursework in chemistry, physics, and algebra is highly recommended and biology is required.

Associate in Science
Radiography

Course #	GENERAL EDUCATION REQUIREMENTS	Crd
BIOL-130	Anatomy & Physiology I	3
BIOL-131	Anatomy & Physiology I Lab	1
BIOL-135	Anatomy & Physiology II	3
BIOL-136	Anatomy and Physiology II Lab	1
ENGL-100	English Composition	3
ENGL-115	Introduction to Literature	3
MATH-140	College Algebra	3
PSYC-100	Introduction to Psychology	3
	Arts and Humanities Elective	3
Course #	**ACADEMIC MAJOR REQUIREMENTS**	**Crd**
RADG-100	Introduction to Health Sciences*	3
RADG-105	Radiographic Procedures I*	4
RADG-115	Radiographic Exposure*	3
RADG-130	Clinical Practicum I*	5
RADG-155	Radiographic Procedures II*	4
RADG-160	Clinical Practicum II*	5
RADG-175	Radiographic Analysis I*	1
RADG-190	Clinical Practicum III*	4
RADG-205	Radiographic Procedures III*	3
RADG-215	Radiographic Exposures II*	3
RADG-230	Clinical Practicum IV*	6
RADG-235	Applied Physics for Radiography*	3
RADG-245	Radiographic Pathology*	3
RADG-255	Principles of Quality Assurance*	3
RADG-260	Clinical Practicum V*	6
RADG-275	Radiographic Analysis II*	1
RADG-290	Clinical Practicum VI*	2
TOTAL CREDITS REQUIRED FOR DEGREE:		82

**Inability to meet clinical objectives and a clinical grade of 85 or better or a radiographic didactic course grade of 73 or better constitutes failure in that course.*

Respiratory Therapy

Respiratory Therapy is an Allied Health specialty involved with evaluation, treatment, management, diagnosis and preventive care of patients with cardiopulmonary problems.

The respiratory therapist is a life-support specialist. During emergency calls, which often indicate a life-and-death situation of cardiac and/or pulmonary arrest, respiratory therapists become responsible for life support of the patient through airway management, artificial ventilation, external massage and other sophisticated emergency support measures. Therapists must be efficient in many areas of specialized and therapeutic respiratory care, such as oxygen, humidification, aerosols, positive pressure breathing, cardiopulmonary resuscitation, mechanical ventilation, airway management, pulmonary function studies and blood gas analysis.

With the ever-increasing number of cardiopulmonary disorders and the advancement in respiratory therapy and specialty areas, job opportunities in this dynamic and challenging profession are rapidly expanding.

The program is run in close cooperation with clinical affiliates, including Maine Medical Center and Mercy Hospital in Portland; St. Mary's Regional Medical Center and Central Maine Medical Center in Lewiston; Southern Maine Medical Center in Biddeford; and Mid Coast Hospital in Brunswick.

Upon completion of the Respiratory Therapy program, graduates will be able to:

- Demonstrate cognitive behavior in the clinical setting consistent with a therapist-level Respiratory Care Practitioner.
- Exhibit psychomotor skills in the clinical setting consistent with a therapist-level Respiratory Care Practitioner.
- Demonstrate attitudes and behaviors, in the clinical setting consistent with a therapist-level Respiratory Care Practitioner.

Respiratory Therapy Admission Requirements

For information about Southern Maine Community College admission requirements, visit the Admissions Web site at http://www.smccme.edu/admissions/apply-to-smcc/health-science-requirements/admissions.html. High school or post-secondary coursework in chemistry, biology, physics, and algebra is recommended.

Associate in Science

Respiratory Therapy

Course #	GENERAL EDUCATION REQUIREMENTS	Crd
BIOL-130	Anatomy & Physiology I	3
BIOL-131	Anatomy & Physiology I Lab	1
BIOL-135	Anatomy & Physiology II	3
BIOL-136	Anatomy and Physiology II Lab	1
BIOL-235	Pathophysiology	3
CHEM-104	Introduction to Chemistry for AHS with Lab	4
ENGL-100	English Composition	3
ENGL-115	Introduction to Literature	3
	Arts and Humanities Elective	3
	Mathematics Elective	3
	Social Science Elective	3
Course #	**ACADEMIC MAJOR REQUIREMENTS**	**Crd**
RESP-100	Introduction to Respiratory Therapy/Patient Care	2
RESP-101	Gas, Humidity, and Aerosol Therapy with Lab	4
RESP-105	Pulmonary Assessment Technology with Lab	3
RESP-110	Airway Management with Lab	3
RESP-115	Applied Physics for Health Sciences	2
RESP-120	Cardiopulmonary-Renal Anatomy & Physiology	3
RESP-125	Clinical Practicum I	3
RESP-150	Microbiology for Patient Care	2
RESP-160	Pharmacology	2
RESP-170	Introduction to Mechanical Ventilation with Lab	2
RESP-175	Clinical Practicum II	4

RESP-200	Neonatology and Pediatrics	3
RESP-210	Cardiovascular Assessment	3
RESP-220	Clinical Application of Mechanical Ventilation with Lab	3
RESP-225	Clinical Practicum III	4
RESP-250	Critical Respiratory Care	3
RESP-275	Clinical Practicum IV	6
TOTAL CREDITS REQUIRED FOR DEGREE:		82

Surgical Technology

A certified Surgical Technologist (CST) is a member of the surgical team in the operating room who works with the surgeon, anesthesiologist and certified registered nurse, delivering direct patient care before, during and after surgery. Surgical technologists perform functions and tasks that provide a safe environment for surgical care and contribute to the efficiency of the operating team by supporting operating surgeons, nurses and others involved in operative procedures. Surgical technologists also work in other patient service settings that call for special knowledge about asepsis, or about methods of making or keeping an environment antiseptic.

The program is a cooperative effort between SMCC and the Maine Medical Center (MMC) in Portland. The first year of the program is a one-year self-contained surgical technology program provided by MMC. First semester classes are held at SMCC, including basic sciences, care and safety of the patient, and principles of operating room technique. Second semester classes are held at MMC, enabling the student to gain practical experience in the operating room, participating in clinical rotations to several ambulatory surgery sites to maximize the student's clinical experience. Graduates are prepared and eligible to sit for the National Certification Examination offered by the Liaison Council of Certification.

Upon completion of the MMC surgical technology program, students can apply to the SMCC associate degree program for a second year of study. The associate degree enhances career opportunities through vertical mobility, practitioner levels refinement, and maximized employment prospects. Upon acceptance to the associate degree program, the candidate is awarded 44 credits advanced standing that serve as the technical core of the associate degree. SMCC then requires a minimum of 18 general education and allied health credits to meet degree requirements.

Upon completion of the Surgical Technology program, graduates will be able to:

- Provide safe care to the patient in a surgical setting.
- Function as an integral part of a surgical team.
- Perform good aseptic technique.
- Practice as a surgical technologist in multiple clinical settings.
- Work in related medical settings such as research, infection control and medical sales.
- Sit for the national certification examination for surgical technologists.

Surgical Technology Admission Requirements

For information about Southern Maine Community College admission requirements, visit the Admissions Web site at www.smccme.edu/admissions. High school or post-secondary coursework in chemistry, biology, physics, and algebra is recommended.

Associate in Applied Science

Surgical Technology

Course #	GENERAL EDUCATION REQUIREMENTS	Crd	
ENGL-100	English Composition	3	
ENGL-115	Introduction to Literature	3	
PSYC-100	Introduction to Psychology	3	
	Arts and Humanities Elective	3	
	Mathematics Elective	3	
	Science Elective with Lab	4	
	Social Science Elective	3	
Course #	ACADEMIC MAJOR REQUIREMENTS	Crd	
	Completion of Maine Medical Center Surgical Tech Program		45
TOTAL CREDITS REQUIRED FOR DEGREE:		67	

Trade and Technical Occupations

Southern Maine Community College offers an Associate in Applied Science in Trade and Technical Occupations. This program is designed to recognize the proficiency of people who are enrolled in or have completed a registered apprenticeship program (e.g., journey person status).

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

A registered apprenticeship program is one approved by the Maine State Apprenticeship and Training Council or the U.S. Department of Labor, Bureau of Apprenticeship and Training. Six credits per year of apprenticeship are allowed. Students earning less than 24 credits will need to complete remaining credits in related or open electives.

Upon completion of the Trade and Technical Occupations program, graduates will be able to:

- Communicate clearly using written and verbal means.
- Work with others to solve problems that could affect the outcomes of specific projects in the workplace.
- Continue to gain knowledge/skills through formal or informal means.
- Realistically analyze career opportunities and individual strengths to make sound career decisions.

Trade and Technical Occupations Admission Requirements

For information about Southern Maine Community College admission requirements, visit the Admissions Web site at www.smccme.edu/admissions. Acceptance to the Trade and Technical Occupations degree requires current registered apprentice or journeyman status. Previous high school or postsecondary coursework in algebra is recommended.

Associate in Applied Science
Trade and Technical Occupations

Course #	GENERAL EDUCATION REQUIREMENTS	Crd
ENGL-100	English Composition	3
ENGL-115	Introduction to Literature	3
	Arts and Humanities Elective	3
	Mathematics Elective	3
	Physics Elective with Lab	4

Social Science Elective	3
Social Science or Humanities Elective	3
Course # ACADEMIC MAJOR REQUIREMENTS	**Crd**
Trade Related Electives	22
Trade and Technical Occupations Electives	24
TOTAL CREDITS REQUIRED FOR DEGREE:	**68**

Welding

The Integrated Manufacturing Technology program offers a two-year associate degree program with options in machining and welding, a certificate in welding, and a new Advanced Certificate in Multi-Axis Machining.

During the first year of the integrated manufacturing program, extensive lab work is combined with theory covering the topics of conventional machining: lathes, milling machines, surface grinders, drill presses, power metal cutting saws, layout, and bench work. Through the constant use of blueprints, students become proficient in conforming to industry expectations and program standards. The latest electronic equipment parallels the most modern quality control processes.

Second year students pursuing the Welding option will blend manual machining with fundamental structural welding skills while acquiring a broad knowledge of metals, heat treatment, shop organization, lean manufacturing, and foremanship. Applicants with a significant amount of previous machining experience will be evaluated and assigned special projects appropriate to their demonstrated skill level to advance their knowledge and skills.

Some of the job opportunities for graduates include: machine operator and setup person for conventional machining, CNC operator, entry-level CNC programmer, EDM operator and setup person, job shop machinist, tool and die maker, research and development machinist, quality control inspector, welder, fabricator. Some graduates are self-employed.

Upon completion of the Precision Welding option, graduates will be able to:

- Identify and practice safe work habits of a welder in a weld shop, in a machine shop, and at industrial sites.
- Describe the rules and processes required for state or employer structural welding.
- Demonstrate knowledge of the requirements for gas metal arc welding/flux core arc welding.
- Demonstrate knowledge of the requirements for gas tungsten arc welding.
- Demonstrate various processes of alloy welding.
- Demonstrate knowledge of welding defects and visual acceptance criteria in accordance with AWS D1.1; visual, liquid penetrant, magnetic particle testing.
- Demonstrate knowledge of carbon arc cutting and plasma arc cutting processes.
- Describe a product concept and business model concisely and persuasively
- Make business decisions affecting customers, products, vendors, and investors with confidence
- Prepare a business plan suitable for presentation to interested parties

Welding Admission Requirements

For information about Southern Maine Community College admission requirements, visit the Admissions Web site at www.smccme.edu/admissions. High school or post-secondary coursework in algebra, physics, and geometry is strongly recommended.

Associate in Applied Science
Integrated Manufacturing Technology

Welding Option

Course #	GENERAL EDUCATION REQUIREMENTS	Crd
ENGL-100	English Composition	3
ENGL-115	Introduction to Literature	3
MATH-145	College Algebra and Trigonometry	4
PHYS-150	College Physics I with Lab	4
PHYS-155	College Physics II with Lab	4
	Arts and Humanities Elective	3
	Social Science Elective	3
Course #	**ACADEMIC MAJOR REQUIREMENTS**	**Crd**
AEDD-105	CAD Graphics	3
AEDD-250	Mechanical Design	3
CMPT-101	Introduction to Computer Applications	3
MACH-105	Basic Machine Theory	4
MACH-106	Basic Machine Lab	3
MACH-155	Advanced Machine Theory	4
MACH-156	Advanced Machine Lab	3
WELD-105	Structural Welding Theory	4
WELD-106	Structural Welding Lab	3
WELD-155	Advanced Welding Theory	4
WELD-156	Advanced Welding Lab	3
	Business Electives	6
	General Elective	3
TOTAL CREDITS REQUIRED FOR DEGREE:		70

Welding Certificate

The one-year certificate program provides fundamental training in basic welding with a combination of theory, lab and general education classes to prepare students for state and AWS welding certification tests.

Upon completion of the Precision Welding certificate, participants will be able to:

- Identify and practice safe work habits of a welder in a weld shop, in a machine shop, and at industrial sites.
- Describe the rules and processes required for state or employer structural welding.
- Demonstrate knowledge of the requirements for gas metal arc welding/flux core arc welding.
- Demonstrate knowledge of the requirements for gas tungsten arc welding.
- Demonstrate various processes of alloy welding.
- Demonstrate knowledge of welding defects and visual acceptance criteria in accordance with AWS D1.1; visual, liquid penetrant, magnetic particle testing.
- Demonstrate knowledge of carbon arc cutting and plasma arc cutting processes.
- Describe a product concept and business model concisely and persuasively
- Make business decisions affecting customers, products, vendors, and investors with confidence
- Prepare a business plan suitable for presentation to interested parties

Certificate

Welding

Course #	REQUIRED COURSES	Crd

CMPT-101	Introduction to Computer Applications	3
ENGL-100	English Composition	3
WELD-105	Structural Welding Theory	4
WELD-106	Structural Welding Lab	3
WELD-155	Advanced Welding Theory	4
WELD-156	Advanced Welding Lab	3
	Business Elective	3
	Mathematics Elective	3
TOTAL CREDITS REQUIRED FOR DEGREE:		26

Course Descriptions

Accounting

ACCT-105 Financial Accounting CREDITS: 3
This is an introductory course that prepares a student to become skilled at basic accounting procedures, with the intent of accurately presenting financial information for decision-making The material is vital for all participants in business. Students will learn about balance sheets, income measurement, recording processes involving journals and ledgers, and the accounting cycle. Students will also examine the major elements of financial statements such as cash accounts receivables, inventories, long-term assets, liabilities, and equity. Financial statement analysis occurs throughout.
Prerequisite(s): MATH-020
Corequisite(s):

ACCT-155 Managerial Accounting CREDITS: 3
Building on fundamentals learned in Financial Accounting, students are introduced to several important analytical tools found in business Topics include the time value of money, the concept of risk, budgeting, costing of products, master and flexible budgeting, debt management, and short-term business decisions. A solid basis in financial accounting will be necessary.
Prerequisite(s): ACCT-105, MATH-050
Corequisite(s):

ACCT-160 Taxation CREDITS: 3
This course is a basic course in income tax fundamentals The text is a text/workbook format, which also utilizes the World Wide Web. The individual income tax return is taken up first, followed by taxation for partnerships and corporations. This course will give the student the fundamentals to complete Federal Tax Form, 1040, 1040EZ and 1040A along with supporting schedules.
Prerequisite(s): ACCT-105, MATH-050
Corequisite(s):

ACCT-205 Intermediate Accounting CREDITS: 3
This course is the intensive study of accounting and the use of financial information for business decision making This course is a continuation of the basic accounting principles and theories covered in Financial Accounting and Managerial Accounting. Intermediate Accounting is also a further introduction of accounting as a career profession.
Prerequisite(s): ACCT-105
Corequisite(s):

Academic Success

ACSS-101 Academic Skills for College Success CREDITS: 1
This course introduces students to the college environment and provides opportunities to strengthen skills necessary for success at the college level Study skills, time management, and critical thinking strategies will be emphasized and students will be expected to practice these strategies in their other courses. The class meets three hours a week for the first five weeks of the semester.
Prerequisite(s):
Corequisite(s):

ACSS-102 Learning Theories and Self Assessment CREDITS: 1
Learning is a dynamic process How do you know when you know something? This course will explore the learning process and student development theory. Using assessments, students will gain an understanding of their own cognitive and personality development as well as learning styles and begin to examine their academic abilities.

Prerequisite(s):
Corequisite(s):

ACSS-103 Career Decision Making CREDITS: 1
This course will help students understand and successfully manage, through readings and activities, some of their own life and career transitions Student development theory, critical thinking skills, and decision-making methods will be examined. Strategies used in the course include self-assessments, career exploration activities, and resume and portfolio development.
Prerequisite(s):
Corequisite(s):

ACSS-104 Academic Success Seminar CREDITS: 3
This is a three-unit course Each unit is five weeks. Unit I: Academic Skills for College Success introduces students to the college environment and provides opportunities to strengthen skills necessary for success at the college level. Unit II: Learning Theories and Self-Assessment explores the learning process, learning styles, and student development theory. Unit III: Career Decision Making helps students understand and successfully manage, through readings, writing, and activities, some of their life and career transitions.
Prerequisite(s):
Corequisite(s):

Architectural & Engineering Design

AEDD-100 Print Reading CREDITS: 3
This course introduces the concepts of technical drawing, measurement, scale, format, and how they are applied to reading drawings in the fields of mechanical, architectural, civil, structural, and electrical. The relationship between the intent of the drawings, trade practices, ASME standards, and the ability to extract and utilize information found on various kinds of drawings will be stressed.
Prerequisite(s):
Corequisite(s):

AEDD-105 CAD Graphics CREDITS: 3
This course will involve the production of 2D technical drawings that meet industry standards using AutoCAD software. Emphasis will be placed on precision and accuracy, use of symbols, line types, line weights, orthographic projection, multi-view placement, text format, dimensions, section views, auxiliary views, isometric views, and plotting accuracy. A variety of design fields will be reviewed with an emphasis on ASME graphics standards.
Prerequisite(s):
Corequisite(s):

AEDD-115 Basic Architecture Graphics CREDITS: 3
This course offers the fundamentals of architectural design as it relates to light wood construction consistent with, but not limited, to residential construction. Designed for the student without prior CAD experience, this course introduces building elements, building code requirements, and professional and regional influences.
Prerequisite(s):
Corequisite(s):

AEDD-135 Civil Design CREDITS: 3
This course in civil engineering design will provide a broad based introduction to the principles of civil engineering and landscape architecture. Topics covered will include land survey and description, topography and profiles, location plan design, site planning and subdivision layout, and landscaping. Adherence to industry standards, drawing accuracy, layout, and quality of work will be stressed.
Prerequisite(s): AEDD-105

Corequisite(s):

AEDD-140 Interior Design CREDITS: 3

This course will introduce students to interior design, beginning with an historical overview of the profession. Topics will include space planning, color theory, ADA compliance, furnishings, materials, lighting, CAD applications, continuing education and the certification process. There will be a series of required projects that will include research and self-exploration.

Prerequisite(s):
Corequisite(s):

AEDD-160 CAD Applications CREDITS: 3

This course will be based on AutoCAD software. Students develop drawings in a variety of fields of design, including architectural, civil, mechanical, and others. Emphasis will be placed on improving efficiency, advanced layout techniques, annotative scales, plotting, solving problems when working with existing drawings, creating hybrid vector-raster drawings, developing symbols and templates, and using software to solve design problems.

Prerequisite(s): AEDD-105
Corequisite(s):

AEDD-165 Basic Architecture with CAD CREDITS: 3

This CAD based course offers the fundamentals of architectural design as it relates to light wood construction consistent with, but not limited, to residential construction. Designed for the student with prior drafting and CAD courses, this course introduces building elements, CAD techniques, building code requirements, and professional and regional influences.

Prerequisite(s): AEDD-105
Corequisite(s):

AEDD-170 Parametric Solid Modeling CREDITS: 3

This course introduces students to the use of SolidWorks or Inventor software to produce parametric models, assemblies, and drawings for the manufacturing industry. Topics will include sketches, reference planes, relations, part modeling techniques, constraints, mates, evaluation tools, redesign, and presentation techniques. Each student will complete an individual design project involving a mechanical assembly with appropriate documentation.

Prerequisite(s): AEDD-105
Corequisite(s):

AEDD-185 CivilCAD CREDITS: 3

This comprehensive course covers the fundamental tools of CivilCAD and their practical applications in planning, documenting, and creating roadways, subdivisions, and site plans with adherence to industry standards. Understanding and using the software, generating design concepts, drawing accuracy, layout and quality of work will be stressed.

Prerequisite(s): AEDD-105
Corequisite(s):

AEDD-190 Interior Architecture Studio I CREDITS: 3

This studio will be based on commercial interior architecture and will be taught through synthesis of concepts with site and building conditions. Design development will consist of translation of schematic exploration into: form and space; programming; and space planning. Each student will complete a set of conceptual drawings that include floor plans, reflective ceiling plans, lighting plans, floor pattern plans, elevations, mill work sections, finish schedule, and material boards.

Prerequisite(s): AEDD-140
Corequisite(s):

AEDD-205 Technical Illustration CREDITS: 3

This comprehensive course covers technical and perspective forms of three-dimensional drawing, one and two point perspective, shade and shadow, color, and rendering. Extensive sketching, a thorough understanding of technical drawing/graphic concepts, and hands-on experience promote the development of artistic talent as it relates to architectural engineering design.
Prerequisite(s): AEDD-105
Corequisite(s):

AEDD-210 CAD-3D CREDITS: 3
This is a survey course in 3D modeling using a variety of currently used modeling software. Students will produce multiple projects using selected acis and parametric modeling software. Rendering and animation software will be used to produce presentations of the models created.
Prerequisite(s): AEDD-160
Corequisite(s):

AEDD-215 Residential Architecture CREDITS: 3
Design/planning procedures and presentation techniques presented in AED-165 will be expanded and coordinated into a complete residential design project The project shall conform to code and demonstrate functional, energy, and environmental considerations.
Prerequisite(s): AEDD-115, AEDD-165
Corequisite(s):

AEDD-220 Architectural CAD CREDITS: 3
Students will use architectural software widely used in the field to produce architectural models and working drawings. Building information management, design development, construction documentation and planning techniques as they relate to the software will be emphasized.
Prerequisite(s): AEDD-105, AEDD-165
Corequisite(s):

AEDD-240 Building Systems CREDITS: 3
This course provides an overview of the systems needed in buildings with an emphasis on applicable codes and green design. Topics will include electrical system design and code compliance, basic homeowner wiring practices, heat calculations, heating systems, municipal and rural water systems, plumbing system design and codes, site planning, and Leadership in Environmental and Energy Efficient Design (LEED).
Prerequisite(s): AEDD-115 or AEDD-165
Corequisite(s):

AEDD-250 Mechanical Design CREDITS: 3
This course provides an overview of the elements of mechanical design that are used in manufacturing industries. Topics will include ASME Y14.5 standards of technical graphics, geometric dimensioning and tolerancing (GDT), classes of fit, surface finishes, weld callouts, representation of fasteners, characteristics of materials, power transmission, and development of working drawings. Students may submit work using appropriate 2D or parametric CAD drawings.
Prerequisite(s): AEDD-105
Corequisite(s):

AEDD-255 Applied Engineering-Buildings CREDITS: 3
This course is a non-calculus introduction to the combined study of mechanics and strength of materials as it relates to building construction using Allowable Stress Design methods. Up to date values in wood, laminates/composites, steel and engineering applications are covered. It is intended for architects, builders, carpenters, designers, and code enforcement officers requiring only a background in algebra. This is a comprehensive basic engineering course with a focus on proper material selection.
Prerequisite(s): MATH-140 or MATH-145

Corequisite(s):

AEDD-260 CAD Management CREDITS: 3
This course will provide an introduction to the management of AutoCad using the current version of the software. Students will learn advanced techniques in geometry creation, management of CAD systems, development of macros, use of scripts, programming for automation, customizing the software's interface, updating multiple drawings, managing externally referenced files, and other management tools.
Prerequisite(s): AEDD-160
Corequisite(s):

AEDD-265 Commercial Architecture CREDITS: 3
This advanced course in architectural planning and presentation for commercial structures and applications introduces the student to client interaction, planning a renovation, rehabilitation, or a new design, generating a set of plans and part of a specification in preparation for work assisting an architect/engineer. Current codes, Barrier Free Design, and design elements will be discussed.
Prerequisite(s): AEDD-115 or AEDD-165
Corequisite(s):

AEDD-290 AutoLisp Programming CREDITS: 3
This course provides students an opportunity to use the AutoLISP and Visual Basic programming languages to develop applications for automating the use of AutoCAD. Proficiency with AutoCAD is necessary for success, as this course is designed for the very competent AutoCAD user. Topics will include creation of new functions, command creation, using the VLISP editor, managing variables, looping functions, association table manipulation, and an introduction to objects, properties, classes, and methods in VBA.
Prerequisite(s): AEDD-160
Corequisite(s):

Advanced Multi-Axis Machining

AMAM-280 Multi-Axis CNC Programming CREDITS: 4
This course compliments AMAM-285 Multi-Axis CNC Machining. Emphasis is on advanced multi-axis computerized numerical control (CNC) programming of CNC milling machines and CNC lathes. Students will work on process development. This course is designed for the student who holds an AAS degree in Integrated Manufacturing Technology of equivalent or has significant CNC machining experience.
Prerequisite(s): AMAM program acceptance
Corequisite(s): AMAM-285

AMAM-285 Multi-Axis CNC Machining CREDITS: 4
This lab complements the theory taught in AMAM-280 Multi-Axis CNC Programming. Students will apply skills reviewed in AMAM-280 including: programming of CNC milling machines and CNC lathes, machine set-up planning, machining of parts and process development. Development of best work practices including safe work habits, building student confidence, and advanced CNC machining skills will be emphasized. This course is designed for the student who holds an AAS degree in Integrated Manufacturing Technology or equivalent or has significant trade experience.
Prerequisite(s): AMAM program acceptance
Corequisite(s): AMAM-280

AMAM-290 Advanced Material Machining CREDITS: 3
This course emphasizes advanced material machining. Students will study the mechanical, chemical and thermal properties of materials including metals, alloys, ceramics, polymers and composites. Labs will include tooling, fabrication, machining, assembly, quality assurance, and repair of various materials. Development of best work

practices including; safe work habits, building student confidence and advanced machining skills will be emphasized. This course is designed for the student who holds an AAS degree in Integrated Manufacturing Technology or equivalent or has significant CNC machining experience.
Prerequisite(s): AMAM-280, AMAM-285
Corequisite(s):

AMAM-295 Advanced Workholding CREDITS: 3

This course emphasizes workholding systems for machining of advanced materials. Students will explore advanced techniques used to hold high precision components and advanced materials for precision machining to assure quality. Students will evaluate and utilize hydraulic, pneumatic, modular, and manual clamping devices to design, build, and qualify technical workholding fixtures. Students will explore, design, and build a workholding device. This course is designed for the student who holds an AAS degree in Integrated Manufacturing Technology or equivalent or has significant CNC machining experience.
Prerequisite(s): AMAM-280, AMAM-285, AMAM-290
Corequisite(s):

Art History and Appreciation

ARTH-105 Introduction to Visual Art CREDITS: 3

The class serves as an introduction to the world of visual art. Through the use of a unique thematic approach we will explore topical threads that cross cultural and historical boundaries, leading from cave drawings to the present. Each class will feature a different inspirational theme – memory, structure, humor, etc. – which will be explored through presentations, readings, writings, field trips, and studio projects in a variety of different media. This course is designed for students with little or no experience in visual arts and is not recommended for students who intend to enroll in the Art Concentration.
Prerequisite(s):
Corequisite(s):

ARTH-125 Visual Art and Society CREDITS: 3

This course will explore the many facets where Visual Art and Society collide though lecture, discussion, film and hands on art making. Topics such as revolution, humanism, dissidents, and public art will be viewed with a global approach through historical and contemporary lenses. Students will develop fundamental art concepts and skills through projects such as creating public art models, photo documentary, and independently guided projects.
Prerequisite(s):
Corequisite(s):

ARTH-145 Survey of Western Art History I CREDITS: 3

Survey of Western Art History is a two-semester sequential survey of Western Art History with a concentration on artistic developments in the context of history, culture, and institutions, as well as visual analysis and technical knowledge. On completion of this course, students will have a basic knowledge of the development of Western Art History, be able to identify and discuss broad topics within the history of art, and relate these studies to studio coursework. Part I covers the following topics: Prehistory, Egypt & the Ancient Near East, the Ancient Aegean, Etruscan, Greek & Roman, Early Christian & Byzantine, Early Medieval, Romanesque & Gothic.
Prerequisite(s):
Corequisite(s):

ARTH-155 Survey of Western Art History II CREDITS: 3

Survey of Western Art History is a two-semester sequential survey of Western Art History with a concentration on artistic developments in the context of history, culture, and institutions, as well as visual analysis and technical knowledge. On completion of this course, students will have a basic knowledge of the development of Western Art History, be able to identify and discuss broad topics within the history of art, and relate these studies to studio

coursework. Part II covers the following topics: Late Gothic, Italian & High Renaissance, Mannerism & Northern Renaissance, Southern Baroque, Northern Baroque, Rococo, Neoclassical, Romanticism, Realism, Impressionism & Post-Impressionism, and Modern & Contemporary Art.
Prerequisite(s): ARTS-110
Corequisite(s):

ARTH-215 History of 20th Century Art CREDITS: 3
This History of 20th Century Art course is a study and evaluation of the development of Modern Art and Artists. We will trace and uncover the evolution of influences, themes, traditions and contradictions within historical, social, political, technological and religious contexts. Class lectures will include image presentations, movie/film screenings, visiting artists, active discussion, writing exercises, museum and gallery visits. Topics to be covered will include Multimedia, Video Art, Photography, Junk Sculpture, Happenings, Architecture, Installation, Assemblage and Environments, Social Realism, Pop Art, Op Art, Urban Art, Regionalism, Surrealism, Dada, the Bauhaus, de Stijl, Constructivism, Expressionism, Futurism, Fauvism, Cubism, and more as time allows.
Prerequisite(s): ENGL-050, ENGL-075
Corequisite(s):

ARTH-225 World Art CREDITS: 3
This survey of Non-Western art and architecture serves as an introduction to the visual cultures of Asia, Oceania, Africa, and Native North and South America. This course will give an overview of the stylistic development and cultural context of the historical artistic production of Non-Western cultures around the world. Themes which unite these various cultures will be discussed, including the ornament of architecture, the importance of visual aids in ceremony and ritual, the creation and use of masks, connection to the landscape, the development of writing methods, and the continuation of art-making traditions. The course will include a focus on those cultures that continue to have some relation on modern and contemporary art history.
Prerequisite(s): ENGL-050, ENGL-075
Corequisite(s):

ARTH-295 Portfolio Seminar CREDITS: 3
In the Portfolio Seminar students work to develop artwork and professional materials that meet their individual goals. In addition to ongoing critiques of student work, The class will focus on the development of professional skills, including photographing artwork, building a web presence, and developing of resumes, artist statements and cover letters. Students will learn to research and apply for exhibitions, artist residencies, grants, and jobs within the art field, and explore contemporary issues in art through readings, discussions, and visits to galleries, museums and studios. The course will also feature guest critiques and lectures by local artists and curators. The seminar culminates with a student exhibition, artist talk, and the presentation of a thesis paper. The Portfolio Seminar is required for graduation from the Art Concentration.
Prerequisite(s): ARTH-145, ARTH-155, ARTS-130, ARTS-140, ARTS-210
Corequisite(s):

Studio Art

ARTS-110 Drawing I CREDITS: 3
This class will teach the fundamentals of observational drawing, beginning with the basic elements: line, shape, gesture, value and composition, and advancing to the use of non-traditional materials and the origination of creative ideas through class projects, journal-keeping, and looking at art. Field trips to local museums and galleries will enhance the students' ability to put their own studio work in the context of the greater art world. The role of visual art as a tool for communication and expression will be explored.
Prerequisite(s):
Corequisite(s):

ARTS-129 Drawing on Nature CREDITS: 3

Explore the oceanfront grounds of the SMCC campus during its most radiant time of year and take on the artistic challenges that working from nature presents: changing light, weather and tides, capturing movement and change, working quickly from life, completing outdoor works inside, etc. Students will be encouraged to develop a personal means of art-making, such as strict observational realism, expressionism, abstraction or conceptual. A variety of media and working methods will be explored including pencil, ink, watercolor, gouache, mixed media and more. Open to students with some drawing or painting background who are interested in building their confidence and abilities in working from nature.

Prerequisite(s):

Corequisite(s):

ARTS-130 2D Design CREDITS: 3

The objective of this class is to examine two-dimensional design as a cornerstone for further studies in art. We live in an increasingly visual world and the elements of design can be found in organic and manufactured structures all around us. Through detailed study of design concepts, presentations, group critiques, field trips and the creation of compositions in cut paper, marker, acrylic paint, colored pencil, collage and ink, we will learn to create artwork that is unified and effective in concept, form and purpose and learn how design principles are practically applied every day, from websites to airplanes to handbags. Students will master the verbal and visual vocabulary essential for success in their chosen field of visual expression.

Prerequisite(s):

Corequisite(s):

ARTS-140 3D Design I: Sculpture Studio CREDITS: 3

This course introduces the fundamentals of three-dimensional design and will ask students to construct and question visual relationships. Emphasis will be on developing an understanding of the basic elements of design: line, plane, volume, mass, movement, shape, form, space, value, texture and color. We will look closely at design organizational principles such as proportion, repetition, rhythm, emphasis, balance, symmetry and hierarchy. A range of materials (paper, cardboard, clay, plaster, wire and found object) and processes (constructing, modeling, carving, casting and fabricating) will be utilized to introduce a variety of approaches to 3D problem solving. Students will also be introduced to three-dimensional critical vocabulary where focus will be on communicating ideas and forming distinctions and connections through verbal and written formats. This class is open to all levels and from all departments within the college community.

Prerequisite(s):

Corequisite(s):

ARTS-148 Structural Papermaking: Flat to Form CREDITS: 3

During this intense week of preparing and producing sheets of Asian fibers for handmade papermaking, students will explore several sculptural approaches of working with handmade paper forms that focus on mass and volume without weight. Construction of dimensional sculptural forms will be achieved through the following techniques: paper pulp spraying onto fabric, screening, wire forms, and assembled found objects create unified "skin" over an armature - pulp spraying can also produce large, thin sheets of textured paper; paper casting into plaster mono molds and ready-made molds produce multiples and editions - students will learn how to translate a design from clay to plaster and into paper; paper fabrication will allow students to work with already dried sheets to construct hollow, dimensional forms. Students will read a variety of handouts on the methods of historic papermaking and contemporary uses. Slide lectures, videos, and samples of contemporary practice will be included as well as information on setting up a functioning home paper studio.

Prerequisite(s):

Corequisite(s):

ARTS-149 Botanical Papermaking CREDITS: 3

In this one week intensive, students will collect local plant samples as well as use and prepare dried Asian fibers from Japan, Philippines, Thailand, and Nepal to create translucent yet strong sheets of handmade papers for a variety of

uses such as drawing surface, printmaking, book arts, collage, and light structures. Students will learn traditional techniques of basic sheet forming, producing laminations, embedding sheets with both organic and found/industrial patterns, and, mixing and using over-beaten pulp slurry as a drawing/painting medium on top of wet handmade papers. Using the beautiful seafront location of our studio classroom, we will make a seaweed paste to create the lines for pulp drawings. Students will have a unique opportunity to work on one large-scale handmade paper panel (approximately 5 ft x 5 ft) as well as produce a wide array of mid to small paper sheets. Botanical Papermaking is a full 3-credit course with an intense pace of learning, discovery, exploration, and production. Handouts, slide lectures, films, and lectures on both the history of papermaking and contemporary practice for studio artists and designers. Experienced or beginning students are welcomed.
Prerequisite(s):
Corequisite(s):

ARTS-150 Metalworking I CREDITS: 3
This course is designed to provide a safe outlet for artistic expression using metal as the medium. Basic sheet metalworking, hand tools, bending equipment, cutting equipment and welding power source usage will be studied. Students will utilize the studied art forms to design and build individualized works using primarily mild steel as the medium, and will develop their artistic expression and aesthetic awareness while learning the safe use of metalworking through creative projects.
Prerequisite(s): MATH-020
Corequisite(s):

ARTS-160 Printmaking I CREDITS: 3
This course will introduce students to a wide variety of approaches to fine art printmaking. Students will explore monoprinting techniques, block printing (including linoleum blocks and woodcuts), collograph and drypoint. Some non-toxic approaches to etching on copper plates may also be included in the class. Students will learn to print by hand and also become skilled in the use of the printing press. Projects will focus on the exploration of visual themes through a series of prints and by creating editions. Visits to local print workshops and exhibitions will enrich the students' studio experience.
Prerequisite(s):
Corequisite(s):

ARTS-170 Photography I CREDITS: 3
This class will introduce and explore the technical, historical, and contemporary concerns of photography as a form of artistic expression. Much of the work will be done in the digital environment, but projects will include other forms of making photographic. Students will gain a working knowledge of Adobe Photoshop as it relates to more traditional modes of image making. The central goal of the class is for students to learn and expand the vocabulary and grammar of the medium and find their own way of using it creatively to express original visual ideas and unique perspectives. Discussions will focus on gaining an understanding of the contemporary and historical contexts from which we work. Class time will be devoted to lectures, demonstrations, critiques, slide talks, and visits to galleries and museums. Students should have their own camera or access to a camera for the duration of the course.
Prerequisite(s):
Corequisite(s):

ARTS-179 Alternative Photographic Processes CREDITS: 3
Focusing on historical and alternative (pre-digital) forms of photography, this class will explore the historic arc of picture making from the birth of the medium to digital intervention. Students will be exposed to the plastic camera, the pinhole camera, black and white film processing, and historic printing processes like the Cyanotype, Gum Bichromate and the Kallitype. Emphasis will be placed on using these historic photographic tools to create emergent physical forms of photographic and student expression. Students will be encouraged to combine and move between individual photographic processes and presentation, and to work together as individuals and collectives. Class times will be spent outside making and printing images as well as in the digital lab and the printmaking studio. There are no prerequisites for this class, however students must be willing to actively build and create.

Prerequisite(s):
Corequisite(s):

ARTS-180 Painting I CREDITS: 3

This introduction to painting is designed for both beginners and more experienced painters. Using water-based oils and acrylic paints, the class will lead students through the basics of color theory, color mixing and paint application on a variety of surfaces. There will be a focus on creative approaches to observational work, using studio set-ups and the rich natural environment around SMCC. Class trips to Portland will introduce students to the resources of galleries and museums as well as the private studios of practicing artists.

Prerequisite(s):
Corequisite(s):

ARTS-189 Watercolor CREDITS: 3

The objective of this class is to use watercolors to paint from nature, gaining mastery of the technique and exploring the environment. Costal Maine has been an influential landscape for artists throughout the past century: John Marin, Marsden Hartley, Rockwell Kent, Fairfield Porter, and many others found it an inspiring place to investigate modern painting, and watercolor was the medium that allowed them the freedom to explore. Southern Maine Community College's costal location will allow us to follow this tradition as we learn how to use watercolor outdoors to paint from observation. Students will learn skills needed to paint in watercolor, such as paper preparation, lifting color, and optical color mixing, and the emphasis will be on engagement with the surrounding environment and a willingness to experiment. Work will take place in the Art Studio and outdoors around the SMCC campus. A field trip to Peaks Island will allow for further exploration, and a second field trip to the Portland Museum of Art and local galleries will provide students with examples of other artists' reactions to the Maine environment.

Prerequisite(s):
Corequisite(s):

ARTS-190 Illustration CREDITS: 3

This course is an exploration of the relationship between pictures and words, balancing an emphasis on concept and individual expression with the development of skills in a variety of wet and dry art media. Students will complete projects that address the many different usages of illustration: editorial, book, advertising, product and sequential art. Demonstrations, discussions and critiques on the creative process, professional development and individual style will be led by the instructor, guest artists and students.

Prerequisite(s):
Corequisite(s):

ARTS-200 Metalworking II CREDITS: 3

Metalworking II builds off the skills acquired in Metalworking I. In the studio, students will gain additional skills with radial and parallel line, advance their knowledge and skills with a variety of metalworking tools, and create advanced, self-directed metalworking projects. In the classroom, students will gain a deeper understanding of the place of metal sculpture in art history and contemporary art through readings, discussions, student presentations, and field trips.

Prerequisite(s): ARTS-150
Corequisite(s):

ARTS-210 Drawing II CREDITS: 3

This class explores in greater depth the concepts and techniques covered in introductory drawing courses. Students will further develop their observational drawing skills and will work towards developing personal means of expression through expressionistic and conceptual drawing exercises. A significant amount of time is devoted to working from live models. A broad range of drawing materials including mixed-media will be utilized. Time will be spent preparing a well organized and presented portfolio.

Prerequisite(s): ARTS-120
Corequisite(s):

ARTS-220 Photography II CREDITS: 3

Photography II builds on the techniques and content delivered in Photo I. Students will gain a deeper understanding of the mediums ability to describe and their own forms of personal expression through individually developed projects, and an expanded understanding of the varying photographic tools including; plastic cameras, pinhole cameras, 35 mm cameras, digital cameras, medium format cameras, large format 4x5 cameras, color negatives, black and white negatives, scanning, and Inkjet printing. Students will produce a variety completed projects in multiple forms including, published books, web based portfolios, and Inkjet prints. Class time will explore the class material through lectures, demonstrations, critiques, lab time, and visits to galleries, museums, artist studio's and places of photographic interest. Students should have their own camera or access to a camera for the duration of the course.

Prerequisite(s): ARTS-170

Corequisite(s):

ARTS-230 Painting II CREDITS: 3

This course builds on the skills and techniques explored in Painting I, with a stronger focus on creative approaches to figurative painting and individual expression. Using water-based oils and acrylic paints, the class will lead students to explore advanced color theory, color mixing and paint application on a variety of surfaces. Class trips to Portland will introduce students to the resources of galleries and museums as well as the private studios of practicing artists. Out of class work will be expected.

Prerequisite(s): ARTS-180

Corequisite(s):

ARTS-240 3D Design II: Sculpture Studio CREDITS: 3

This course will continue the visual and conceptual investigations introduced in 3D I: Sculpture Studio, with a focus on expanding and redefining a student's ideas and experiences of art making. Students will work on idea generation and development which will move from varying states in the design process: definition of the visual problem, search (brainstorming, multiple sketching, association), selection of materials and techniques, execution (production and fabrication), and evaluation. Students will use a range of materials including clay, plaster, wire, cement, earth, paper, mixed media, found object and wood. Fabrication methods may include mold making, casting, fiber techniques of coiling and wrapping, carving, and additive work.

Prerequisite(s): ARTS-140

Corequisite(s):

ARTS-260 Printmaking II CREDITS: 3

This course will expand on topics introduced in Printmaking I. In addition to basic techniques such as collograph, monotype and the relief print, students will investigate woodblock printing and etching on copper plates. The focus will be on creating larger work and extended series of prints as well as printing on non-traditional surfaces. Students will refine their presentation skills through exhibitions of their prints. Out of class work will be expected.

Prerequisite(s): ARTS-160

Corequisite(s):

ARTS-290 Advanced Studio Projects CREDITS: 3

In this course students embark on an individualized studio exploration in an artistic medium of their choice. After the initial creation of a project plan that outlines goals and methods of evaluation for the semester, students work closely with the instructor to create an advanced body of artwork, culminating in a final faculty critique and written self-evaluation.

Prerequisite(s):

Corequisite(s):

AUTOMOTIVE

AUTO-105 Automotive Maintenance and Light Repair CREDITS: 3

This introductory prerequisite course will introduce students to workplace safety in the automotive shop. Safety topics will include shop hazards such as fire, airborne gases, blood borne pathogens, and chemical hazards. Equipment instruction will include the safe operation of an automotive lift and an introduction to oxygen-acetylene torches, among other shop equipment. Students will be introduced to the basics of identifying failures on the automobile and how to perform basic maintenance. Students will research vehicle information utilizing electronic technical information to determine the correct service procedures and specifications.

Prerequisite(s): AUTO program acceptance
Corequisite(s):

AUTO-110 Steering and Suspension CREDITS: 3

This course is the study of the steering and suspension systems of modern vehicles, with practical experience in analyzing problems and replacement of worn parts. Included will be the study of front and rear wheel alignment and wheel balance. Students will inspect and diagnose steering and suspension systems to determine necessary actions. Students will apply critical judgment to determine effective diagnostic procedures based on available vehicle data and service information.

Prerequisite(s): AUTO program acceptance
Corequisite(s): AUTO-105

AUTO-115 Automotive Brake Systems CREDITS: 4

This course teaches the theory, diagnosis, and repair of hydraulic, mechanical, vacuum, and electronic systems of automobile brakes Students will check hydraulic components for internal and external leaks and determine necessary action; measure and adjust brake pedal height and parking brake linkage; and conduct drum brake and disc brake diagnosis and repair. Students will also inspect and test power booster and anti-lock brake system (ABS) components and determine necessary action.

Prerequisite(s): AUTO-105
Corequisite(s):

AUTO-125 Maine State Inspection Exam Prep CREDITS: 1

This elective course is a study of the Maine motor vehicle safety inspection standards and the law. This course will prepare students to sit for the exam with the Maine State Police and become a licensed Maine Motor Vehicle Safety Inspection technician, Class A and E. This course will focus on the responsibilities of the inspection technician, correctly performing a safety inspection, as well as interpretation and presentation of the law from the Maine State Inspection Manual. Students must pay the applicable fee and complete an application to the Maine State Police at the beginning of the semester to be eligible to sit for the exam at the end of the course and receive the manual utilized in the course. See automotive faculty for a current application.

Prerequisite(s): AUTO program acceptance
Corequisite(s):

AUTO-155 Electricity and Electronics CREDITS: 4

This course will introduce the fundamentals of electrical/electronics theory. Students will learn the fundamentals of electricity including the study of voltage, amperage, resistance, wattage and Ohm's Law. Students will understand the fundamentals of an electrical circuit, common failures and diagnostic procedures, as well as how to determine the appropriate corrective actions while utilizing a digital volt Ohm meter. Additionally, students will learn the basics of starting and charging systems as well as how to utilize a wiring diagram.

Prerequisite(s): AUTO-105 or HEOP-100
Corequisite(s):

AUTO-160 Automotive Business Operations CREDITS: 3

This course introduces students to basic business operations, such as business plan writing and finance, managing materials and supplies, OSHA regulations, human resources, payroll, cash flow, and risk management issues. Case studies and simulation activities may be included.

Prerequisite(s):
Corequisite(s):

AUTO-170 Automotive HVAC CREDITS: 3
This course is an examination of automotive heating, ventilation, and air conditioning systems, with a focus on identification of malfunctioning parts and the repair of these systems. Students will diagnose the heating and air conditioning system and determine necessary action for unusual operating noises and inoperative conditions. Students will diagnose temperature control problems and failures in the electrical controls of heating, ventilation, and air conditioning systems and determine necessary action.
Prerequisite(s):
Corequisite(s): AUTO-105, AUTO-155

AUTO-174 Advanced Level Lab: Steering, Suspension, Brakes, and HVAC CREDITS: 3
The advanced level lab will provide the student with an alternative track to the internship. The lab will allow students to develop additional skills or fine tune skills centered toward the NATEF standards in preventive maintenance, steering and suspension, brakes, including anti-lock brakes and heating ventilation and air conditioning. Students may elect this course in lieu of AUTO-175, Cooperative Education I.
Prerequisite(s):
Corequisite(s): AUTO-110, AUTO-115, AUTO-155, AUTO-170

AUTO-175 Cooperative Education I CREDITS: 3
Cooperative Education Placement is on-the-job training, providing the student with a work experience in the areas of preventative maintenance; steering and suspension; brakes; heating, ventilation and air conditioning; or related field of specific interest to the student. Students will function as part of a team in an automotive repair facility and will assist in the inspection, diagnosis, and repair of faulty parts. The student is primarily responsible to the employer for the various work responsibilities established, and is also responsible to the course instructor to complete the internship requirements.
Prerequisite(s): AUTO-110, AUTO-115, AUTO-155, AUTO-170
Corequisite(s): MATH-125

AUTO-205 Electricity and Electronics II CREDITS: 4
The second of two courses, this course examines the electrical and electronic systems of automobiles. Students will study inputs, outputs and processors of electronic systems. Students will diagnose starting, charging and ignition systems, and remove and install starters and generators. Students will also diagnose incorrect operation of chassis and body electrical and electronic systems and determine necessary actions.
Prerequisite(s): AUTO-105, AUTO-155
Corequisite(s):

AUTO-210 Introduction to Engine Repair and Performance CREDITS: 4
The first of a two-course sequence addressing automotive engines and engine performance, this course will introduce the theory, operation and repair of the four stroke cycle gasoline engine found in today's automobiles. Students will learn basic ignition system principles and their applications on modern automotive engines. Students will perform compression tests, cylinder leakage tests and vacuum tests to identify failed areas of the engine and required service procedures. Students will disassemble engines and identify internal components and their function within the engine. Students will learn to make measurements of bearing journals, cylinder bores, pistons, camshafts and other internal components necessary to determine failures and the appropriate repair and service procedures.
Prerequisite(s):
Corequisite(s): AUTO-205

AUTO-215 Manual Transmissions and Drivelines CREDITS: 4
This course will cover manual drive train and axles theory, diagnosis and repair. Students will learn to remove and reinstall transmission/transaxles. Students will inspect and repair manual transmission systems, inspect and reinstall

power train, and perform clutch diagnosis and repair. Students will apply critical thinking skills, utilizing service information, to diagnose problems with transaxles, clutches, and drive shafts and determine necessary corrective action.
Prerequisite(s): AUTO-105
Corequisite(s):

AUTO-224 Advanced Level Lab: Electrical/Electronics, Manual Transmissions and Drivelines CREDITS: 3

The advanced level lab will provide the student with an alternative track to the internship. The lab will allow students to develop additional skills or fine tune skills centered toward the NATEF standards in electrical/electronics, manual transmissions and driveline standards. Students may elect this course in lieu of AUTO-225 Cooperative Education II.
Prerequisite(s): AUTO-174 or AUTO-175
Corequisite(s): AUTO-205, AUTO-215

AUTO-225 Cooperative Education II CREDITS: 3

Cooperative Education Placement is on-the-job training, providing the student with a work experience in the areas of electrical/electronics; manual transmissions and drivelines; or related field of specific interest to the student. Students will function as part of a team in an automotive repair facility and will assist in the inspection, diagnosis, and repair of faulty parts. The student is primarily responsible to the employer for the various work responsibilities established, and is also responsible to the course instructor to complete internship requirements.
Prerequisite(s): AUTO-174 or AUTO-175
Corequisite(s): AUTO-205, AUTO-215

AUTO-255 Advanced Automotive Diagnostics CREDITS: 4

The second of two courses, this course is a comprehensive overview of automotive electronic fuel injection systems and vehicle emission systems. Students will learn to utilize proper diagnostic procedures and determine appropriate corrective procedures to repair, replace or install components that cause poor engine performance. Students will be introduced to emission controls, their purpose on OBDII engines and their effect on engine performance when they are not operating properly.
Prerequisite(s): AUTO-210
Corequisite(s):

AUTO-265 Automatic Transmissions and Transaxles CREDITS: 4

This course will cover automatic transmission theory, diagnosis, and repair Students will perform full in-vehicle and off-vehicle transmission inspection and apply critical thinking skills, utilizing service information, to diagnose problems and determine necessary corrective action. Students will disassemble an automatic transaxle, inspect for failed parts and rebuild transaxle to operating condition.
Prerequisite(s): AUTO-205, AUTO-215
Corequisite(s):

AUTO-274 Advanced Level Lab: Engine Performance/Repair, Automatic Transmissions and Transaxles CREDITS: 3

The advanced level lab will provide the student with an alternative track to the internship. The lab will allow students to develop additional skills or fine tune skills centered toward the NATEF standards in electrical, automatic transmissions and transaxles, engine repair and engine performance fundamentals. This lab may be elected as an alternative to the AUT-208 requirement, Cooperative Education III.
Prerequisite(s): AUTO-224 or AUTO-225
Corequisite(s): AUTO-255, AUTO-265

AUTO-275 Cooperative Education III CREDITS: 3

Cooperative Education Placement is on-the-job training, providing the student with additional work experience in the areas of: engine repair; engine performance; automatic transmissions and transaxles; or related field of specific

interest to the student. Students will function as part of a team in an automotive repair facility and will assist in the inspection, diagnosis, and repair of faulty parts. The student is primarily responsible to the employer for the various work responsibilities established, and is also responsible to the course instructor to complete internship requirements.
Prerequisite(s): AUTO-224 or AUTO-225
Corequisite(s): AUTO-255, AUTO-265

Behavioral Health and Human Services

BHHS-100 Introduction to Human Services CREDITS: 3

This course offers a broad overview of the human service field Topics of study include the history of human services, theoretical approaches to human service work, human service systems, ethics, and future trends. The course provides a well-rounded look at the many career options available in human services and discusses the challenges that human-service workers face in day-to-day work.
Prerequisite(s): ENGL-050, ENGL-075
Corequisite(s):

BHHS-105 Crisis Intervention CREDITS: 3

This course provides an introduction to observing and analyzing behavioral symptoms in persons with behavioral health disabilities Emphasis is placed on recognizing common behavioral elements and in utilizing interventions appropriate to specific situations. Diagnostics, behavioral management approaches, crisis intervention methods, and links between analysis and intervention will be presented. The course is taught in three modules: a) observation, analysis, assessment; b) management and modification of behavior; c) crisis management, intervention and safety. Note: This course meets the MHRT/Community Requirement - Crisis Identification and Resolution.
Prerequisite(s): ENGL-050, ENGL-075
Corequisite(s):

BHHS-110 Psychosocial Rehabilitation CREDITS: 3

This course will examine a coherent model of psychosocial rehabilitation (PSR) as a core organizing principle of all behavioral health care The core philosophy and values of PSR and their application in essential client services is examined. The experience of disability and recovery are emphasized. The key processes of PSR are explored conceptually and experientially. The application of PSR within the behavioral health care system is examined. Note: This course meets the MHRT/Community Requirement - Psychosocial Rehabilitation.
Prerequisite(s): ENGL-050, ENGL-075
Corequisite(s):

BHHS-150 Special and Diverse Populations CREDITS: 3

This course will address behavioral symptoms in various special populations and the care, treatment, and rehabilitation approaches relevant to each Beyond a general introduction to various groups served, students will become familiar with several populations with special care and rehabilitation needs. The course will also focus on the unique care environments created to respond to the behavioral health needs of these various groups. Note: This course meets the MHRT/Community requirement - Cultural and Diversity Awareness.
Prerequisite(s): ENGL-050, ENGL-075
Corequisite(s):

BHHS-155 Bio-Medical Issues in Behavioral Health CREDITS: 3

This course focuses on the physiological and biomedical factors that underlie developmental and behavioral problems of various types Characteristics of different types of pharmacological interventions and their use and contraindications are discussed. Manifestations of effects engendered by these interventions are taught, as is the history of this approach in treating various populations.
Prerequisite(s): BHHS-100 w/ grade of C or better
Corequisite(s):

BHHS-160 Residential Systems/Treatment/Care CREDITS: 3

This course provides students with an overview of a variety of residential treatment approaches in the field of human services Participants study residential treatment programs and systems for persons with mental illness, mental retardation, traumatic brain injury, substance abuse, and other syndromes affecting behavior. Major systems, funding streams, types of care, staffing patterns, delivery models, planning, and regulations are also discussed.

Prerequisite(s): BHHS-100 w/ grade of C or better

Corequisite(s):

BHHS-165 Working with Children in the Home CREDITS: 3

This course provides a general introduction to the delivery of behavioral health care services to children with behavior problems in the home and community setting Emphasis is placed on principals of behavior, behavior management techniques, instruction methods, utilizing community resources and working as part of a treatment team. Note: The Department of Behavioral and Developmental Services (BDS) recognizes this course as meeting one out of the four requirements for the Family Support Professional/Habilitation Specialist Certification. This course is also recognized by Region I, II, and III Respite Provider as meeting one of the five requirements for Respite Worker Certification.

Prerequisite(s): BHHS-100 w/ grade of C or better

Corequisite(s):

BHHS-170 Behavioral Health/Early Childhood CREDITS: 3

This course (offered jointly with the Early Childhood Education Department) is intended to provide childcare providers and other early childhood professionals with an introduction to the principles and practices of behavioral health for young children Course content is presented in three modules. Module One: Perspectives on the Behavioral Health of Young Children. Module Two: Promoting Healthy Emotional and Social Development. Module Three: Children with Challenging Behaviors - Assessment and Intervention.

Prerequisite(s): BHHS-100 w/ grade of C or better

Corequisite(s):

BHHS-175 Behavioral Health and Aging CREDITS: 3

This course provides an overview of the physical and psychosocial aspects of the typical and atypical aging process Special populations, various systems of care, the role of the public sector, and the role of advocacy are also covered. Note: This course meets the MHRT/Community Requirement - Mental Health and Aging.

Prerequisite(s): BHHS-100 w/ grade of C or better

Corequisite(s):

BHHS-210 Legal, Regulatory, and Ethical Issues CREDITS: 3

This course examines the history and impact of laws, standards, and public policy in the delivery of behavioral health services for children, adults, and the elderly An overview of the history of changing public perception about mental illness, evolution of behavioral health services, and development of regulatory control will provide the background. Regulations and standards from many different service areas will be examined; those involving client rights, safety, medications, and required paperwork will be the major focus. The practical application of this knowledge will be emphasized. Note: This course meets one of the MHRT/Community Requirements - Introduction to Community Mental Health.

Prerequisite(s): BHHS-100 w/ grade of C or better

Corequisite(s):

BHHS-215 Death and Dying CREDITS: 3

This course will focus on the questions rooted at the center of the human experience and also increase the students' knowledge of death and dying in the positive framework of viewing death as a celebration of life Readings and course content will combine many diverse points of view from the sociological, emotional, individual, experiential and scholarly to provide a balanced perspective on said topic. The course will include, but is not limited to, the following

topics: trends and patterns in death and dying, including historical perspectives, death in popular culture, medical technology and dying, the dying patient's perspective, and ethical dilemmas.
Prerequisite(s): ENGL-050, ENGL-075
Corequisite(s):

BHHS-220 Interviewing and Counseling CREDITS: 3

This course introduces students to the fundamentals of interviewing and counseling through a combination of reading, experiential exercises, presentations, and lecture Students will learn basic counseling skills, while obtaining a conceptual framework for understanding the process of counseling. The emphasis is on building basic skills (i.e., fundamentals of interviewing, communication and relationship building) while exploring helping theory and its application to special populations. Note: This course meets the MHRT/Community Requirement - Interviewing and Counseling.
Prerequisite(s): BHHS-100 w/ grade of C or better
Corequisite(s):

BHHS-225 Practicum I CREDITS: 3

This practicum course is required for all students matriculated in the associates degree program It is designed to give students a structured experience in the field of human services through field work in a local organization. As part of the practicum experience, students will examine their own interests and preferences, learn how to use supervision effectively, and familiarize themselves with their host organization.
Prerequisite(s): BHHS-100, BHHS-105, BHHS-150 w/ grades of C or better
Corequisite(s):

BHHS-230 Substance Abuse CREDITS: 3

This course provides students with an introduction to the delivery of substance abuse services to various populations It reviews the physical, psychological, and social impact of substance abuse as well as the strategies used to care for various populations. Note: This course meets the MHRT/Community Requirement - Substance Abuse.
Prerequisite(s): BHHS-100 w/ grade of C or better
Corequisite(s):

BHHS-250 Addictions Counseling CREDITS: 3

This course provides students with an overview of the knowledge, skills, and attitudes of professional practice in addictions counseling Students will integrate theory with practice and develop specific skills necessary to become an effective addiction counselor.
Prerequisite(s): BHHS-230 w/ grade of C or better
Corequisite(s): ENGL-100

BHHS-255 Co-Occurring Disorders CREDITS: 3

This course provides students with an introduction to the delivery of co-occurring mental health and substance abuse services to various populations It reviews relevant models, organizational structures and practice implications for providing effective co-occurring services. The course is designed to heighten students' awareness of the impact that co-occurring disorders have on individuals' lives and on the systems and approaches designed to provide needed services. Prerequisite(s): ENG-111.
Prerequisite(s): BHHS-230 w/ grade of C or better
Corequisite(s):

BHHS-260 Group Process CREDITS: 3

This course introduces students to the basics concepts of group dynamics and group work in the human service field Students will study such topics as leadership, group dynamics, group theory, ethics, diversity in groups, and group development. Note: This course meets one the MHRT Community Requirement - Group process.
Prerequisite(s): BHHS-100 w/ grade of C or better
Corequisite(s):

BHHS-265 Trauma, Sexual Abuse, and Recovery CREDITS: 3

This course introduces students to the fundamentals of child sexual abuse and Traumatic Stress Disorders: Post Traumatic Stress Disorder (PTSD) and Acute Stress Disorder (ASD) through a combination of reading, experiential/small group exercises, presentations, and lecture Students will learn basic concepts of a trauma theory, Constructivist Self Development Theory (CSDT), the signs and symptoms of PTSD/ASD, and how traumatic events affect an individual's thoughts and behaviors. The emphasis is on developing basic knowledge (i.e., fundamentals of how trauma affects an individual, signs and symptoms of trauma reactions, appropriate level treatment options and self-care techniques for the client and worker). Application to special populations will be explored. Note: This course meets the MHRT/Community Requirement - Trauma, Sexual Abuse, and Recovery.

Prerequisite(s): BHHS-100 w/ grade of C or better
Corequisite(s):

BHHS-270 Case Management CREDITS: 3

This course introduces students to the fundamentals of case management practice Students will review different models of case management and learn about common case management functions such as outreach, engagement, assessment, planning, accessing resources, coordination, and disengagement. Note: This course meets the MHRT/Community Requirement - Case Management.

Prerequisite(s): BHHS-100 w/ grade of C or better
Corequisite(s):

BHHS-275 Direct Service Practicum II CREDITS: 3

This practicum course is required for all students matriculated in the associate degree program It is designed to build upon a student's earlier field experiences through more advanced work in a local human service organization.

Prerequisite(s): BHHS-225 w/ grade of C or better
Corequisite(s):

BIOLOGY

BIOL-100 General Biology CREDITS: 4

This lab science course provides a survey of the domains and kingdoms of bacteria, archaea, protists, plants, animals and fungi and the basic principles and unifying concepts of biology for non-majors. Major topics are basic chemistry, cell biology, metabolism, and genetics, with evolution as the unifying theme. The laboratory component emphasizes the application of scientific methodology to the study of the natural world with hands-on and interactive activities. Students consider how biology impacts their personal life and community.

Prerequisite(s): ENGL-050, ENGL-075
Corequisite(s): MATH-050

BIOL-110 Introduction to Biotechnology CREDITS: 4

This is an introductory science class designed to introduce biology majors and non-majors to the field of biotechnology. Biotechnology is a discipline generally based on recent advances in the field of recombinant DNA technology. It may be defined as any technology that uses living organisms or parts of organisms to make or modify products. This definition opens up the field to many thousands of years of human experimentation from wine and cheese making, to animal and plant breeding programs. The course will emphasize the applications of the various technologies including molecular genetics, microbiology, immunology, and cell biology in human society. Laboratory work, outside speakers, and field trips will be used to supplement lecture presentations. Examples of Biotech projects and companies in the State of Maine will be emphasized.

Prerequisite(s): MATH-020
Corequisite(s):

BIOL-115 Botany CREDITS: 4

This is an introductory course designed to introduce students to the structures and functions of plants and the science of plant systems. Course content provides lecture and laboratory topics in plant anatomy, morphology, and physiology, as well as the history of plant science. The objective of the course is to provide students with the fundamentals of plant biology, ecology, and taxonomy that will foster greater confidence and success identifying, growing and maintaining plants.
Prerequisite(s):
Corequisite(s):

BIOL-120 Biology I CREDITS: 3
This is the first semester lecture of a two-semester Biology sequence intended for biology/science majors or students looking to transfer laboratory science credits Biology I lecture concentrates on the molecular aspects of biology, cell structure and function, homeostasis, energy transformations, and genetics.
Prerequisite(s): ENGL-050, ENGL-075, MATH-050
Corequisite(s):

BIOL-121 Biology I Lab CREDITS: 1
This is the first semester laboratory of a two-semester Biology sequence intended for biology/science majors or students looking to transfer laboratory science credits This laboratory component is intended to provide students with experiential learning in support of concepts and principles introduced in the lecture class.
Prerequisite(s): ENGL-050, ENGL-075, MATH-050
Corequisite(s): BIOL-120

BIOL-125 Biology II CREDITS: 3
This is the second semester lecture of a two-semester Biology sequence intended for biology/science majors or students looking to transfer laboratory science credits Biology II lecture concentrates on living organisms at structural levels above the molecular and cellular levels addressed in Biology I. Specific topics include taxonomy and the principles of biological diversity, evolution, and ecology.
Prerequisite(s): BIOL-120
Corequisite(s):

BIOL-126 Biology II Lab CREDITS: 1
This is the second semester laboratory of a two-semester Biology sequence intended for biology/science majors or students looking to transfer laboratory science credits This laboratory component is intended to provide students with experiential learning in support of concepts and principles introduced in the lecture class.
Prerequisite(s): BIOL-121
Corequisite(s): BIOL-125

BIOL-130 Anatomy & Physiology I CREDITS: 3
This course is designed for first-year students preparing for a career in the medical field. Fundamental concepts will be introduced, and the course will focus on the tissues, integument, skeleton, joints, muscle, and nervous system of the human body. It is strongly recommended that students taking this course have recently finished a biology course.
Prerequisite(s): ENGL-050, ENGL-075, MATH-050
Corequisite(s):

BIOL-131 Anatomy & Physiology I Lab CREDITS: 1
This laboratory course uses models, prepared microscope slides and preserved specimens to complement the lecture in Anatomy & Physiology (BIOL-130). The focus will be on human tissues, integument, skeleton, joints, muscles and nervous system.
Prerequisite(s): ENGL-050, ENGL-075, MATH-050
Corequisite(s):

BIOL-135 Anatomy & Physiology II CREDITS: 3

This course is a continuation of BIO-130, building on many of the fundamentals. Emphasis will be on the nervous, endocrine, cardiovascular, lymphatic, digestive, respiratory, urinary, and reproductive systems of the human body.
Prerequisite(s): BIOL-130, BIOL-131
Corequisite(s):

BIOL-136 Anatomy and Physiology II Lab CREDITS: 1

Laboratory work in this course is devoted to studying the many systems discussed in Anatomy & Physiology II (BIOL-135): nervous II, endocrine, cardiovascular, lymphatic, digestive, respiratory, urinary, and reproductive.
Prerequisite(s): BIOL-130, BIOL-131
Corequisite(s):

BIOL-190 Natural History of the Casco Bay Bioregion CREDITS: 4

This course brings together the various disciplines of biology, botany, zoology, ecology, geology, hydrology, and oceanography to study the biodiversity of the Casco Bay area Students will gain field and laboratory experience as naturalists in the identification, taxonomy and natural history of selected plants, animals, fungi and ecosystems common in this bioregion. Ecological relationships are explored, and concepts such as evolution are examined. The importance of appreciating and conserving our local biodiversity is emphasized.
Prerequisite(s): MATH-020
Corequisite(s):

BIOL-210 Genetics CREDITS: 3

The two major branches of genetics, molecular and classical genetics, are studied in detail. The first half of this course focuses on studying structure and function of genes at the molecular level, including discussions on recombinant DNA and DNA analysis techniques. Classical, or Mendelian, genetics encompasses the second half of the course and centers on transmission of traits from one generation to the next. Other topics include transposable elements, bacterial and viral genetics. Lectures include active learning exercises where student groups work on a diversity of genetic problems.
Prerequisite(s): BIOL-120, BIOL-121
Corequisite(s): BIOL-211

BIOL-211 Genetics Lab CREDITS: 1

This lab course provides students with hands-on activities in both molecular and classical branches of genetics. Selected topics from BIO-201 will be studied by means of group and individual projects. Topics include: molecular genetics, recombinant DNA, DNA analysis techniques, Mendelian genetics, trait transmission, transposable elements, and bacterial and viral genetics.
Prerequisite(s):
Corequisite(s): BIOL-210

BIOL-235 Pathophysiology CREDITS: 3

This course is designed to provide the student with an introduction to the study of disease, both congenital and acquired. Emphasis is placed on the alteration of normal physiology in the presence of disease processes to include signs and systems as well as physical consequences and laboratory findings.
Prerequisite(s): BIOL-135, BIOL-136
Corequisite(s):

BIOL-250 Microbiology CREDITS: 5

This course studies the principles and techniques utilized in microbiology. Consideration will be given to microbial structure, growth, physiology and the reaction of microorganisms to their physical, chemical and biological environment. Laboratory emphasis will be placed on development of proper laboratory techniques and the identification of microorganisms.
Prerequisite(s): BIOL-100 or BIOL-124/125 or BIOL-130/131
Corequisite(s):

BIOL-255 Cell Biology CREDITS: 3

Students will develop an understanding of how eukaryotic cells function, along with an appreciation of the experimental approaches that are behind this knowledge. The course will focus on cell architecture, the structure and function of proteins, genetics and molecular biology, biomembranes, transport across cell membranes, the integration of cells into tissues, control of transcription, and signaling pathways. Critical reading and discussion of journal articles is introduced in the course. Methods in molecular and cellular biology are also introduced.

Prerequisite(s): BIOL-100, BIOL-120
Corequisite(s):

BIOL-275 Biotechnology Internship CREDITS: 2

This course is an opportunity for students to work in a professional laboratory setting. This work-based learning will enhance students' abilities well beyond the scope or capabilities of the academic program at SMCC and will provide students with valuable real life experience and the opportunity to refine career objectives. The student is primarily responsible to the employer for the various work responsibilities established and is also responsible to the course instructor to complete specific academic requirements. This course may be repeated for credit.

Prerequisite(s): BIOL-125, BIOL-126, BIOL-250
Corequisite(s):

Marine Biology

BIOM-110 Marine Biology CREDITS: 3

This course is designed for students needing an introductory college level science class. In order that the student have a good understanding of the environment that the biology inhabits, the course begins with a brief overview of basic physical, chemical and geologic oceanography. A discussion of major phyla in each of the kingdoms that live in the sea will include taxonomy, evolution, ecology, as well as, where appropriate, concerns relating to future survival/extinction of groups under consideration. Laboratory exercises are designed to give a "hands-on" opportunity to further enhance students' appreciation of the incredible diversity of sea life.

Prerequisite(s): ENGL-050, ENGL-075, MATH-020
Corequisite(s): BIOM-111

BIOM-111 Marine Biology Lab CREDITS: 1

Laboratory exercises are designed to give a "hands-on" opportunity to further enhance students' appreciation of the incredible diversity of life in the sea

Prerequisite(s): ENGL-050, ENGL-075, MATH-020
Corequisite(s): BIOM-110

BIOM-170 Invertebrate Zoology CREDITS: 5

This course will familiarize students with invertebrate life of the sea. Emphasis will be placed on natural history, taxonomy, identification, anatomy and ecological relationships. Wherever possible, local specimens will be used in the laboratory.

Prerequisite(s): BIOL-100 or BIOL-125 and BIOL-126
Corequisite(s):

BIOM-180 Marine Botany with Lab CREDITS: 4

This course is designed to introduce students to major groups of marine algae that are found along the North Atlantic shore. Emphasis will be placed on the methods of study, taxonomy, morphology, zonation, and physiology of principal groups of algae.

Prerequisite(s): BIOL-100 or BIOL-125 and BIOL-126
Corequisite(s):

BIOM-255 Ecology with Lab CREDITS: 4

This course covers the basic principles of general ecology: the physical environment, populations, communities, ecosystems, and global issues. Fundamentals of the scientific method, the impact of limiting factors, biogeochemical cycles, and the significance of human activity will also be stressed. Sampling techniques are described and practiced during the laboratory.

Prerequisite(s): BIOL-100 or BIOL-125 and BIOL-126
Corequisite(s):

BIOM-265 Fishery Science with Lab CREDITS: 4

This course covers the taxonomy and life history of important families of fishes, aspects of anatomy and physiology that are unique to the fishes, fish culture and topics in fisheries management. There is a strong field component to this course. Field trips will include beach seining and fisheries surveys aboard a vessel in Casco Bay.

Prerequisite(s): BIOL-100
Corequisite(s):

BIOM-290 Biological Research Practicum CREDITS: 4

This course is designed to be a capstone course for students in Applied Marine Biology & Oceanography and Liberal Studies with a Biological Concentration. The course teaches students how to carry out a scientific investigation. Topics include writing a proposal, researching the scientific literature, designing and conducting an experiment, analyzing data and reporting the result. Projects are conducted at SMCC's Aquaculture lab and often investigate reproductive cycles of aquatic organisms. This course has been designated as a writing-intensive course.

Prerequisite(s): BIOL-100, ENGL-100
Corequisite(s):

BUSINESS

BUSN-100 Introduction to Business CREDITS: 3

A rigorous examination of the key decisions that business organizations face, with particular emphasis on the role that technology and society play when making those decisions. Students examine numerous situations involving products, processes, ethics, teamwork, and markets to familiarize themselves with the choices that face business owners and their employees. A short entrepreneurial, product-design project and longer negotiation module are included.

Prerequisite(s): MATH-020
Corequisite(s):

BUSN-115 Personal Finance CREDITS: 3

This course helps students to overcome difficulties with managing personal finances Foremost emphasis is placed on methods of measuring and evaluating expenditures with a budget so that the individual will maximize the use of their earnings. Included is an evaluation of occupations and income potential; investments and mutual funds, use of credit and the borrowing of money, taxes and estate planning, purchase of major assets, including home, vehicle and appliances, and also various types of insurance.

Prerequisite(s): MATH-020
Corequisite(s):

BUSN-130 Entrepreneurship CREDITS: 3

This is an introductory course about starting a business and about the benefits and costs, both personal and professional, of an entrepreneurial career Students learn how to identify opportunities, organize the functions of the business, and assess the steps needed to obtain resources. The course involves case studies, guest lectures, team projects, and the introduction to the complexity of preparing a business plan. Issues concerning management of both small and fast-growing businesses are considered.

Prerequisite(s): MATH-020
Corequisite(s):

BUSN-150 The Selling Process CREDITS: 3

This course is designed to merge into a logical framework the activities used when marketing a product or service with the personnel selling process Students learn basic marketing management skills and then use those to design sales plans, manage territories, uncover customer needs, prepare proposals, make presentations, implement a closing process, and gather marketing intelligence. Direct marketing, telemarketing, and Internet marketing techniques are included.

Prerequisite(s):

Corequisite(s):

BUSN-230 Entrepreneurship II: Growing a Business CREDITS: 3

This course is for students who may want to start, manage, or grow a business Beginning with the identification of the business opportunity, students establish goals, objectives, resources and the team, which form the basis of a comprehensive business plan that is of sufficient quality to attract investment financing. The course integrates various business functions with the intent of helping students understand start-up, growth, venture capital, the role of talent, and negotiation.

Prerequisite(s): ACCT-105 or BUSN-100 or BUSN-130

Corequisite(s):

BUSN-255 Human Resource Management CREDITS: 3

Specific attention is placed in this course on the day-to-day administrative and management procedures necessary to support the workforce Included are matters of recruiting, selecting and hiring personnel, legal requirements that govern records and interactions with employees, rules and regulations covering termination, task definition, and training.

Prerequisite(s):

Corequisite(s):

BUSN-260 Business Law CREDITS: 3

This course will provide a foundation for business managers to operate within the legal environment in which all businesses in our society function It provides an overview of the law and our legal system, covering topics such as Tort Law, contract and sales law, negotiable instrument law, agency and employment law, business organizations and property law.

Prerequisite(s): ENGL-100

Corequisite(s):

BUSN-265 Business Problem Solving CREDITS: 3

A capstone course for the second year student, this study plan is fast-paced and dynamic Students are challenged to use their learning to confront structured and unstructured problems with confidence and creativity. Experience in using multi-disciplinary skills is stressed. While problems are primarily business oriented, themes also include the interaction between business and government or business and society.

Prerequisite(s): 30 credits toward major

Corequisite(s):

BUSN-275 Business Internship CREDITS: 3

This course is designed to introduce the student to the practical work environment in their interested field of business study The internship will be supervised, approved and monitored during the semester. A minimum of 180 hours must be worked during the semester. The student will keep a weekly log of their activities and experiences and will prepare an in-depth research paper on their organization to be reviewed by the instructor.

Prerequisite(s): ACCT-105, BUSN-100

Corequisite(s):

CARDIOVASCULAR TECHNOLOGY

CARD-100 Introduction to Cardiovascular Technology CREDITS: 3

This course is designed to provide students with an overview of cardiovascular procedures, the history of cardiovascular medicine, professional organizations and affiliations, internships, legal and ethical responsibilities in patient care, clinical indications for cardiac testing, medical terminology, HIPAA standards in healthcare, and living wills.

Prerequisite(s): CARD program acceptance
Corequisite(s):

CARD-105 Medical Instrumentation CREDITS: 3

This course is designed to give entry-level cardiovascular students an overview of electronic circuits, their components and the manner in which they function and operate medical equipment Students will have a working knowledge of physiologic recording systems and the various functions they provide, with emphasis placed on electrical safety in the healthcare setting.

Prerequisite(s): CARD program acceptance
Corequisite(s):

CARD-115 Non-Invasive Testing CREDITS: 3

This course emphasizes electrocardiogram (EKG) arrhythmia recognition in the health care setting. Review of the cardiac conduction system and its relation to mechanical events in the cardiac cycle will provide the basis for understanding interpretation of cardiac rhythm strips and 12 lead electrocardiograms. Assessment of normal and abnormal rhythms will be completed. Additionally, the utilization of ambulatory EKG monitoring and exercise testing will be discussed.

Prerequisite(s): BIOL-135, BIOL-136
Corequisite(s):

CARD-125 Clinical Practicum I CREDITS: 1

All students will rotate through the clinical affiliate hospitals. Students will be assigned to select departments (cardiac catheterization, echocardiography, non-invasive cardiology, and the ambulatory cardiac care unit). The rotations are primarily observational and provide students with the opportunity to see the diagnostic and interventional tests and procedures performed on patients with cardiovascular disease. Limited performance of non-invasive tasks under direct supervision is permissible.

Prerequisite(s): BIOL-135, BIOL-136
Corequisite(s): CARD-100, CARD-105

CARD-150 Invasive Cardiovascular Technology I CREDITS: 3

This course is designed to provide an in-depth study of cardiovascular physiology, including circulatory hemodynamics, cardiac output and control mechanisms, electrophysiology and myocardial mechanics. The course will also include a review of angiographic techniques, right and left heart catheterization protocols for diagnosis of ventricular function abnormalities, assessment of coronary anatomy, and hemodynamic waveform morphology analysis in the clinical setting.

Prerequisite(s): CARD-100, CARD-105, CARD-115, EMSP-155
Corequisite(s): NURS-100, CARD-155

CARD-155 Invasive Cardiovascular Technology Lab I CREDITS: 1

This laboratory is designed to provide a simulation experience in which students will learn to prepare manifold systems, cardiac catheters, guide wires, needles and sheaths Students will also utilize cardiac output machines, oximeter and defibrillator/cardioverters. Students will acquire a working knowledge of pacemakers and ICD's, and will learn hemodynamic analysis data.

Prerequisite(s): CARD-100, CARD-105, CARD-115, EMSP-155
Corequisite(s): NURS-100, CARD-150

CARD-160 Cardiovascular Physiology and Pathophysiology I CREDITS: 2

This course includes the review of cardiovascular anatomy and structural relationships with the cardiopulmonary and vascular system The function and regulation of the heart and blood vessels, cellular structure and function, electrical activity and cardiovascular integration and adaptation will be discussed. Heart sounds and murmurs will be reviewed as will blood pressure regulation. The study of cardiovascular pathophysiology will include an in-depth review of various cardiac diseases, related etiology and treatment options including: ischemic cardiac disease, heart failure, and valvular heart disease.

Prerequisite(s): BIOL-135, BIOL-136, CARD-100, CARD-105, CARD-115
Corequisite(s):

CARD-165 Ultrasound Physics and Instrumentation CREDITS: 3

This course is an introduction to the principles of ultrasound physics, instrumentation and theory relevant to the Cardiac Sonographer and Ultrasonographer. Concepts discussed will include: math for physics review; ultrasound physics; transducer construction and characteristics; sound beam formation and characteristics; instrumentation; image storage and display; Doppler instrumentation and principles; artifacts and bio-effects.

Prerequisite(s): RESP-115
Corequisite(s): CARD-170

CARD-170 Echocardiography I CREDITS: 3

This course is designed to provide Cardiovascular Technology students with the foundations of Echocardiography. The course will provide an explanation of cardiac ultrasound and its use in the evaluation of normal and abnormal cardiac anatomy. The course will also provide students with the knowledge necessary to determine the presence of cardiac diseases and pathology as seen during an echocardiographic exam. A review of the various medical and surgical treatments used in the care of patients with cardiac disease will be included in the course. Basic machine mechanics, basic physics as related to ultrasound, two-dimensional, M-mode, Doppler, and Color Doppler techniques will be covered.

Prerequisite(s): BIOL-135, BIOL-136
Corequisite(s): CARD-165

CARD-175 Clinical Practicum II CREDITS: 4

This course includes 240 clinical hours. The students will learn and practice skills in aseptic technique, infection control, patient monitoring, as well as pre and post-procedure patient care, for invasive and non-invasive diagnostic and therapeutic procedures. This 6-week summer clinical rotation will include clinical assignments in open-heart surgery, cardiac rehabilitation, cardiac catheterization and/or echocardiography. Lab assignments will take place at Southern Maine Community College and clinical rotations will include hospitals experiences throughout Southern and Central Maine and Southern New Hampshire.

Prerequisite(s): CARD-106, CARD-150, CARD-155, CARD-165, CARD-170, EMSP-155
Corequisite(s):

CARD-180 Rehabilitation and Prevention CREDITS: 3

This course is designed to introduce students to the cardiac rehabilitation continuum of care, and to help students acquire an applied knowledge and appreciation for cardiovascular disease prevention. Relevant risk factors will be discussed and examined. The function of exercise in disease prevention will be emphasized and studied, as well as the role nutrition plays in optimizing cardiovascular health.

Prerequisite(s): CARD program acceptance
Corequisite(s):

CARD-200 Invasive Cardiovascular Technology II CREDITS: 3

This course is designed to provide an in-depth study of Interventional Cardiology and complements materials from Invasive Cardiovascular Technology I. Instruction includes: percutaneous coronary intervention, permanent

pacemakers, bi-ventricular cardiac devices, cardiac biopsy, intra aortic counterpulsation, electrophysiology studies, and cardiac ablation.
Prerequisite(s): CARD-150, CARD-155
Corequisite(s):

CARD-210 Cardiovascular Physiology and Pathophysiology II CREDITS: 2
This course continues the evaluation of cardiovascular physiology and disease from Cardiovascular Physiology and Pathophysiology I and provides in-depth review of hypertensive heart disease, cardiomyopathy, diseases of the pericardium and congenital malformations. Neurohumoral control of the heart and microcirculation mechanisms will be reviewed. Additionally, vascular function and diseases of peripheral vasculature will be covered.
Prerequisite(s): CARD-160
Corequisite(s):

CARD-215 Vascular Imaging and Pathology CREDITS: 3
This course provides fundamental knowledge for vascular diagnostic & interventional testing and vascular pathology An overview of current imaging in ultrasound imaging, angiography, vascular MRI and Computed tomography (CT) will be provided. This course includes a review of vascular pathophysiology and current medical therapy. Physiology and hemodynamics of normal and diseased vessels will be reviewed. Risk factors associated with vascular disease will complete the course.
Prerequisite(s): CARD-150 & CARD-155 or CARD-165 & CARD-170
Corequisite(s):

CARD-220 Echocardiography II CREDITS: 3
This course is a continuation of the principles learned in CARD-170. The echocardiography student will learn more detailed applications for the use of Doppler ultrasound and in the determination of systolic and diastolic dysfunction; review disease pathologies such as cardiac tumors; and learn performance techniques for the evaluation of pericardial disease. Students will also be introduced to the echo findings commonly associated with of congenital heart disease in the adult and child. An introduction to advanced applications associated with of echocardiography will include: Transesophageal Echo (TEE), stress echo, vascular ultrasound, contrast echocardiography use and 3-D echocardiography.
Prerequisite(s): CARD-165, CARD-170
Corequisite(s):

CARD-225 Clinical Practicum III CREDITS: 6
This clinical rotation is designed for students who have chosen one of the four clinical areas as a career-training path. Students will spend 24 hours per week in the hospital setting gaining knowledge and expertise in one of the following areas: cardiac cath lab, echocardiography, non-invasive electrocardiography, or anesthesia monitoring within the operating room.
Prerequisite(s): CARD-175
Corequisite(s):

CARD-275 Clinical Practicum IV CREDITS: 12
This clinical course is for students wishing to pursue a career in one of the four employment opportunities within the CV Technology program The student will spend 40 hours per week in their designated specialty: cardiac cath lab, echocardiography, non-invasive testing, or as a member of the anesthesia monitoring team.
Prerequisite(s): CARD-225
Corequisite(s):

CHEMISTRY

CHEM-103 Chemistry for Emergency Responders CREDITS: 3

This survey, non-laboratory class, is designed to acquaint students with the broad principles of chemistry as they relate to hazards in the emergency response field. This survey includes basic chemistry terminology, structure of matter, atomic bonding, molecular theory of matter, chemical and physical change, and the general states of matter (gases, liquids and solids). Discussion of more common elements, compounds they form, and the resulting hazards completes this course.
Prerequisite(s):
Corequisite(s):

CHEM-104 Introduction to Chemistry for AHS with Lab CREDITS: 4
This is a one-semester course designed to introduce Allied Health Sciences students to basic theories and applications of chemistry CHM-102 is a stand-alone course that is not the first half of a two-semester course in general chemistry. The course is designed to provide a broad view of basic concepts and terminology in the areas of inorganic, organic and biochemistry and apply these topic areas to biological systems.
Prerequisite(s): ENGL-050, ENGL-075, MATH-050
Corequisite(s):

CHEM-120 General Chemistry I with Lab CREDITS: 4
This is the first semester of a two-semester college chemistry sequence The topics discussed begin with physical and chemical property definitions and dimensional analysis. Chemical reactions and reaction stoichiometry are studied in the context of aqueous solutions. Types of aqueous reactions are investigated (i.e., acid/base, oxidation/reduction) as well as quantitative aspects of the reactions (i.e., molar solutions, dilutions, titrations, limiting reagents, reaction yields). Topics in gaseous-state chemistry and introduction to basic thermodynamics, quantum theory, electronic structure of atoms, basic chemical bonding, molecular geometry and molecular orbitals follow the reaction chemistry section.
Prerequisite(s): ENGL-050, ENGL-075
Corequisite(s): MATH-140 or MATH-145

CHEM-125 General Chemistry II with Lab CREDITS: 4
This course is the second semester of a two-semester college chemistry sequence Topics covered start with a brief discussion of the physical properties of liquids, solids and solutions. The major focus of this course will be chemical equilibriums and the applied aspects in solution chemistry. Topic areas include reaction kinetics, equilibrium reactions and calculations as applied to solutions, gas-phase reactions, acid/base reactions, buffers, and solubility. Also, entropy, free energy and equilibrium will be discussed before covering electrochemistry.
Prerequisite(s): CHEM-120
Corequisite(s):

CRIMINAL JUSTICE

CJUS-105 Introduction to Criminal Justice CREDITS: 3
This course offers an orientation to careers in law enforcement — their philosophic base and historic development; agencies and processes; technical and legal problems, and the role of criminal justice in a democratic society.
Prerequisite(s):
Corequisite(s):

CJUS-110 Police Operations CREDITS: 3
This course deals with the everyday problems, situations and operations of the police department and the police officer. Included in the course is a study of the different career paths open in this area. It is basically a study of the patrol officer's function with a background to the entire organization. The deployment of personnel, tactical operations and the use of specialized equipment will be presented. Ethical and legal standards related to the patrol function will be covered.
Prerequisite(s):

Corequisite(s): CJUS-105

CJUS-115 Introduction to Criminology CREDITS: 3

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.

Prerequisite(s):
Corequisite(s): CJUS-105

CJUS-120 Introduction to Corrections CREDITS: 3

This course takes a practical approach to introducing students to the ideas and practices of modern corrections and skills required to succeed in the field. Included in this course are society's goals for correctional institutions, an overview of the correctional function, the everyday operations of correctional prisons and jails, and procedures of parole and probation. A central theme throughout the course will be professionalism in corrections.

Prerequisite(s):
Corequisite(s): CJUS-105

CJUS-125 Criminalistics CREDITS: 3

This course deals with the study of the scientific investigation of crime scenes, criminal evidence and evidence handling techniques. This course deals with the theory and application of police and scientific principles involved in solving crimes.

Prerequisite(s):
Corequisite(s): CJUS-105

CJUS-130 Laws of Arrest, Search, and Seizure CREDITS: 3

This course is designed to present the background and current information about the laws pertaining to arrest, search and seizure. It will explore the development of standards in the police field by examining the issues involved in the Fourth, Fifth, and Sixth Amendments to the U.S. Constitution, State Laws and Court interpretations.

Prerequisite(s):
Corequisite(s): CJUS-105

CJUS-135 Case Preparation CREDITS: 3

This course is designed to teach students proper methods in which to prepare a case for possible court presentation. Included in the course will be appropriate information gathering techniques; report writing; and pre-court preparation. Proper courtroom procedures, witness styles and behavior will also be discussed. Legal standards related to acquiring information by police officers will be presented.

Prerequisite(s):
Corequisite(s): CJUS-105

CJUS-140 Juvenile Justice System CREDITS: 3

An examination of the impact of family, school, community and abuse on the conduct of juveniles will be undertaken. Past and current theoretical approaches to delinquency will be discussed. General topics of: gangs; delinquency and violence in schools; the Juvenile Court system; behavior modification programs; federal funding; law enforcement's role; as well as juvenile corrections and probation will be studied. The Maine Juvenile Code will be examined.

Prerequisite(s): CJUS-105
Corequisite(s):

CJUS-150 Public Safety Executive Command I CREDITS: 3

This is a seminar developed in partnership with the Maine Chiefs of Police Association. It is designed for people providing leadership and management in public safety organizations. This training will provide new approaches to leadership and management in today's complex and demanding public safety environment. Participants will be

instructed by prominent public safety officials along with private business and local government professionals. Each instructor brings a real world approach to their topic that provides information, which can be applied by the participant in fulfilling their roles as public safety leaders and managers.
Prerequisite(s): CJUS department approval
Corequisite(s):

CJUS-155 Public Safety Executive Command II CREDITS: 3
This is a seminar developed in partnership with the Maine Chiefs of Police Association. It is designed for people providing leadership and management in public safety organizations. This training will provide new approaches to leadership and management in today's complex and demanding public safety environment. Participants will be instructed by prominent public safety officials along with private business and local government professionals. Each instructor brings a real world approach to their topic that provides information, which can be applied by the participant in fulfilling their roles as public safety leaders and managers.
Prerequisite(s): CJUS department approval
Corequisite(s):

CJUS-200 Rules of Evidence CREDITS: 3
This course is designed to acquaint the student with the Rules of Evidence. The purpose of these rules is to determine the admissibility of evidence during the criminal trial process and the legal challenges available to the opposing side. It also covers the legal requirements for a wide range of evidence, i.e.: real and circumstantial; best evidence rule; privileged communication; the Hearsay Rule; etc.
Prerequisite(s): CJUS-105, CJUS-130
Corequisite(s):

CJUS-205 Criminal Investigation CREDITS: 3
Criminal Investigation is an observation or inquiry into allegations, circumstances or relationships in order to obtain factual information. This course deals with the duties and responsibilities of the investigator/detective/patrol officer in the course of an investigation.
Prerequisite(s): CJUS-105
Corequisite(s): CJUS-135

CJUS-215 Substantive Criminal Law CREDITS: 3
This course is designed to acquaint the student with the history of criminal law, the necessary elements of an offense, which must be proven to sustain a criminal conviction, and the defenses to criminal conduct. A comprehensive study of Maine's Revised Criminal Code, Title 17-A is a major part of this course.
Prerequisite(s): CJUS-105, CJUS-130, CJUS-200
Corequisite(s):

CJUS-220 Seminar in Criminal Justice CREDITS: 3
This course is designed to acquaint the student with a variety of issues, some controversial, that confront the criminal justice community. The emphasis will be on reading about these issues and then in-depth discussion in a seminar setting. In addition, classroom time will be spent on preparing the student for employment. In furtherance of this goal, there will be discussion of the employment procedure, with emphasis on the application process and oral interviews. Prospective employers will be invited to participate in discussions with students.
Prerequisite(s): CJUS-105
Corequisite(s):

CJUS-225 Community Policing CREDITS: 3
This course studies the evolution of policing to the present day. Community policing is compared and contrasted with traditional policing organizations and management styles. Community policing theory and the identification of community problems underlying crime will be examined relating to the process and strategy of change. Problem

solving effectiveness of community policing as a law enforcement strategy will be considered. A community service learning project for each student is an integral part of this course.
Prerequisite(s): CJUS-105
Corequisite(s):

CJUS-230 Crime Scene Reconstruction I CREDITS: 4

This course provides students with the knowledge of the principles of effective crime scene management. Topics include: physical evidence collection and preservation, laboratory analysis, legal and practical documentation of evidence, and criminal investigation protocols. Students will engage in extensive laboratory work and analysis, review of case studies, and hands-on work at mock crime scenes, which will prepare them to present the results of their crime scene investigations in court. The course is designed for students pursuing a career as a crime scene technician.
Prerequisite(s): CJUS-105, CJUS-125 ("C" or better), CJUS department approval
Corequisite(s):

CJUS-235 Crime Scene Reconstruction II CREDITS: 4

The second course in the crime scene reconstruction sequence, this course will build on the work in Crime Scene Reconstruction I. Students will examine additional and more advanced techniques related to the collection, preservation and analysis of crime scene evidence used in a court of law. This course provides students with the knowledge of the principles of effective crime scene management. Topics include physical evidence collection and preservation, laboratory analysis, legal and practical documentation of evidence, and criminal investigation protocols. Students will engage in extensive laboratory work and analysis, review of case studies, and hands-on work at mock crime scenes, which will prepare them to present the results of their crime scene investigations in court. The course is designed for students pursuing a career as a crime scene technician.
Prerequisite(s): CJUS-105, CJUS-125 ("C" or better), CJUS-230, CJUS department approval
Corequisite(s):

CJUS-240 Comparative Criminal Justice CREDITS: 3

Comparative Criminal Justice is an observation of the varying forms of law enforcement as practiced on an international basis. This course addresses the organization and practices of foreign law enforcement agencies and how they compare with the American system of criminal justice. Students will travel to Ireland to compare the policing experience of Ireland during the one-week spring semester break to that of the United States.
Prerequisite(s): CJUS-105
Corequisite(s):

CJUS-250 Criminal Justice Internship CREDITS: 3

This course provides an opportunity for a student to work in the field of criminal justice. Students will spend a prescribed period of time working within a local criminal justice or public safety agency.
Prerequisite(s): CJUS-105, 3.2 GPA, and CJUS department approval
Corequisite(s):

COMPUTER TECHNOLOGY

CMPT-100 Introduction to Computer Technology CREDITS: 4

This course is an introduction to the technical aspects of the systems used in the management of information in the 21st century. Topics to be discussed shall include microcomputer system hardware, file systems, operating systems, network configuration, topology and security, various aspects of the Internet and how to manage and manipulate the myriad types of information that is accessed by these systems. The class time is a combination of lecture and hands-on activities.
Prerequisite(s):
Corequisite(s):

CMPT-101 Introduction to Computer Applications CREDITS: 3

This course provides a comprehensive study of the basic skills needed to manage, maintain and operate microcomputer hardware and software. The majority of the course includes an overview to a graphical user interface and an integrated software applications package, including information management programs such as word processing, electronic spreadsheets and presentation graphics that will be used to develop practical problem solving skills at the entry level. Topics include an overview of the components of a microcomputer system; hardware and software; storage devices and media; interpretation of error messages; a computer literate vocabulary and the uses of the computer.

Prerequisite(s):
Corequisite(s):

CMPT-105 Introduction to Web Programming CREDITS: 4

This course is designed to introduce the student to the HTML and PERL scripting languages while using a live CD as the operating system platform. The student will develop an understanding of the basic concepts used to display information and products on the Internet. First, through the use of html programming the student will develop his / her skills to present ideas, concepts and products on the Internet in a professional manner. Secondly, the student will learn to effectively create back-end programs to present and collect data inputted by the user through the use of Perl scripting. By completion of the course the student will have an understanding of the basic scripting structure, components and syntax. Students registering for this course are expected to be familiar with the common functions of microcomputer operating systems and applications.

Prerequisite(s):
Corequisite(s):

CMPT-110 Introduction to Databases CREDITS: 3

This course provides an introduction to Databases using Access 2007 as the interface tool. Topics include creating, querying, and maintaining a database; creating a data access page, reports, forms, combo boxes; using OLE fields, hyperlinks, and sub forms; and creating an application system using the Switchboard Manager. This course will utilize working in groups to emphasize how to plan, create and implement a project in the business setting. A student can expect to spend 4 hours on homework outside the classroom a week. Students registering for this course are expected to be familiar with the common functions of microcomputer operating systems and applications.

Prerequisite(s):
Corequisite(s):

CMPT-115 Microcomputer Hardware CREDITS: 4

This is a hands-on course where the student shall practice disassembly, reassembly, and configuration of X86 based microcomputer system units. Topics discussed during this course shall include: microcomputer hardware components including CPU's, hard drives, memory, CPU sockets, video cards, sound cards, NIC's, monitors and printers; microcomputer hardware assembly and disassembly techniques; safe working procedures; microcomputer hardware configuration using various operating systems; microcomputer hardware troubleshooting; microcomputer hardware maintenance and repair. The class time for this course is a combination of lecture and hands-on exercises.

Prerequisite(s): CMPT-100
Corequisite(s):

CMPT-120 Open Source Operating Systems CREDITS: 4

This course will provide the student with a chance to explore an Open Source operating system technology. It will stress the use of command line in installing and configuring a Linux server. The student will develop skills in using command line maintenance of users, files, directories and permissions. The student will learn to create print servers, troubleshoot system problems, setup network connectivity and seamlessly integrate the Open Source server with Windows clients. This course will provide the student with online reference materials and hands-on exercises based on real world examples.

Prerequisite(s):
Corequisite(s):

CMPT-125 Structured Programming CREDITS: 3

This course provides an introduction to Java Programming. Topics include creating a Java application and applet, manipulating data using methods, decision making and repetition with reusable objects, arrays, loops, and layout managers using external classes, creating menus and button arrays using the abstract windows toolkit, swing interfaces with sorting and searching, and writing data to a sequential data file. Students registering for this course are expected to be familiar with the common functions of microcomputer operating systems and applications. Students should expect to spend a minimum of six hours a week outside of class time working on assignments and concepts to be successful.

Prerequisite(s):
Corequisite(s):

CMPT-151 Spreadsheet Applications CREDITS: 3

The purpose of this course is to familiarize students with electronic spreadsheet development using Microsoft Excel. In this intensive hands-on course, students will create various types of worksheets for personal and professional uses. Emphasis will be placed on problem solving and developing quality worksheets using concepts and techniques found in most spreadsheet software. This course covers all basic skills and techniques and several advanced topics including how to design and print graphs and charts; develop worksheets for "what-if", "goal-seek" and "sensitivity" analysis; generate reports; use mathematical, financial, statistical, logical as well as date and time functions; generate reports; use database operations; and develop and use macros.

Prerequisite(s): MATH-020, ENGL-050
Corequisite(s):

CMPT-210 Applications in Software CREDITS: 3

This course will cover advanced topics in database software development. Students will learn normalization of data structures, prototyping applications, events, dynamic arrays, error handling, key violations, interactive windows and special topics dealing with database programming on a network. The student will be able to write complete, complex "turn-key" applications that are ready to run.

Prerequisite(s): CMPT-110, CMPT-125
Corequisite(s):

CMPT-215 Microsoft Operating Systems CREDITS: 3

This course covers the installation, configuration, and maintenance of Microsoft Windows. The operating systems utilized in this course include various current versions of Microsoft Windows operating systems. Other topics covered in this course shall include Windows desktop deployment, Windows desktop restrictions, and networking in peer-to-peer and client server environments. The class time for this course is a combination of lecture and hands-on practice.

Prerequisite(s): CMPT-100
Corequisite(s):

CMPT-220 Network System Management CREDITS: 3

This course is an introduction to network operating systems with an emphasis on the management of network objects, e.g., users, groups, volumes, print servers and other shared network resources. Other topics to be covered in this course will include: physical and logical network topologies, network media and network distribution devices. The operating systems utilized in this course include various current versions of Microsoft Windows client and server operating systems. The class time is a combination of lecture and hands-on practice.

Prerequisite(s): CMPT-100
Corequisite(s):

CMPT-225 Network Engineering CREDITS: 3

This course looks at networking from a design perspective. Topics will include, but not be limited to TCP/IP, DNS, DHCP, BOOTP, firewalls, routers, bridges, switches, wiring, ethernet, web servers, virtual hosting, SNAT/DNAT, and

IP sub-netting. The OS for this class will be Linux (Slackware distribution). The class will be a combination of lecture/lab.
Prerequisite(s): CMPT-115, CMPT-120, CMPT-125
Corequisite(s):

CMPT-230 Senior Internship CREDITS: 3
This course is designed to give the student practical experience to enter the job market. Students will be required to complete 90 documented hours of work as an intern in the information technology department of a company, institution, or organization.
Prerequisite(s): 30 credits toward major
Corequisite(s):

CMPT-235 Senior Seminar CREDITS: 3
This Senior Seminar will provide the student an opportunity to explore areas of individual interest, share research and lead discussions. Students will research, prepare and present a major topic during the semester. Students will also prepare an electronic portfolio showcasing skills they have developed. During the first few weeks, the instructor will assign several mini-projects for the students to research and complete within a given time period.
Prerequisite(s): CMPT-120, CMPT-125, CMPT-215
Corequisite(s):

CMPT-240 Power Linux CREDITS: 3
This course looks at the Linux operating system and various open source applications that run on Linux. Since Linux came on the scene in 1992, it is rapidly becoming a viable alternative to Microsoft. The class will take an in-depth look at Slackware, Red Hat and Mandrake Linux distributions. The topics shall also include working with a wide variety of open source applications that have made Linux so popular. The class will be a combination of lecture / lab.
Prerequisite(s): CMPT-100, CMPT-105
Corequisite(s):

CMPT-245 Web Server Management CREDITS: 3
This is a course on the installation and configuration of Internet Information Server service to create a virtual web server that is a host for multiple Web sites. Topics to be covered in this course shall include the management and configuration of SharePoint Server, Front Page Extensions, Web-based IIS administration tools, DNS service, and the FTP, POP3, and SMTP services.
Prerequisite(s): CMPT-215, CMPT-220
Corequisite(s):

CMPT-250 Advanced Server Management CREDITS: 3
Server Operations is a course that deals with the management of Active Directory Services in Windows Server domains and is based upon the sections of the MSCE exam. Topics to be covered shall include active directory DHCP, DNS; AD system state maintenance, recovery, and restore; FSMO (Flexible Single Master Operations), AD migration, and other common scenarios. The course time will be a combination of lecture and hands-on lab work.
Prerequisite(s): CMPT-100, CMPT-105, CMPT-215, CMPT-220
Corequisite(s):

CMPT-255 Network Security CREDITS: 3
Network security has become of paramount importance in the 21st century. The securing of network services, network devices, and network traffic can be a full-time job. In this course the student shall build on their existing knowledge of operating systems, hardware and network systems management as the student acquires the specific skills to implement security services on any type of computer network. This course is a combination of lecture and hands-on exercises and will emphasize network security issues in Microsoft Windows products. The course content is based upon the Comp TIA Security+ exam.
Prerequisite(s): CMPT-215, CMPT-220

Corequisite(s):

CMPT-260 Java Programming CREDITS: 3
This course will address the fundamentals of the Java Programming language. This course will cover the basics of concepts and methods of object-oriented programming and object-oriented design and emphasize the development cycle as a means of creating applications. Illustrating well-written and readable programs using disciplined coding styles will also be discussed. The course time will be a combination of lecture and hands-on lab work.
Prerequisite(s): CMPT-110, CMPT-125, CMPT-210
Corequisite(s):

CMPT-265 Programming in 'C' CREDITS: 3
A study of the C+ programming language on Linux including: control structures, functions, pointers, structures, Linux programming commands, good programming practices. The class will include a fair number of programming projects.
Prerequisite(s): CMPT-110, CMPT-125
Corequisite(s):

CMPT-265 C# Programming CREDITS: 3
The goal of this course is to provide a comprehensive introduction to programming using C# The first half of the course is presented as in-class lectures and the second half is presented using online lectures. The online portion will be presented in two formats of which students can choose from either finishing the semester learning straight C# or learning to program AutoCAD using its .NET API.
Prerequisite(s): CNMS-110 or AEDD-105 or CMPT-210
Corequisite(s):

COMMUNICATIONS AND NEW MEDIA

CNMS-105 Introduction to Mass Communication CREDITS: 3
How do human beings communicate effectively, both directly and through the media? How does the media we consume shape our perceptions? How can we produce media in a responsible, engaging way? Each week students will tackle those questions by reading about theories of human and mass communication, and practicing oral and written ways to engage the classroom audience With a mix of short papers and audio interviews, students will experiment with formats and analyze the impact of current media on their thoughts and opinions. Guests will provide information about the professional worlds of journalism and public relations.
Prerequisite(s): CNMS program acceptance
Corequisite(s):

CNMS-110 Computer Communications CREDITS: 3
This course is designed to familiarize students with computer operating systems, software, hardware and networks with an emphasis toward video and media production The course will focus on using operating systems and network protocols for media file management over networks. The structure of the Internet and basic TCP/IP protocols will also be covered. Students will be assigned tasks on various aspects of computer hardware, file management and networking.
Prerequisite(s): CNMS program acceptance
Corequisite(s):

CNMS-115 Foundations of Visual Design CREDITS: 3
This course introduces students to the principles of 2D design and the role of images and forms as a means of communication Through a series of hands on projects, students will develop a critical eye towards evaluating effective design. Topics include Gestalt theory, additive and subtractive color theory, design research techniques and effective communication strategies.

Prerequisite(s): CNMS program acceptance
Corequisite(s):

CNMS-120 Digital Imaging Basics CREDITS: 3

This introductory course will focus on the creation, compositing and manipulation of digital images using Adobe Photoshop and Illustrator Topics to be covered will include digital color theory, scanning techniques, masking, optimizing images for the web and advanced brush and filter techniques. A series of hands on tasks will develop the student's ability to work with digital imagery.

Prerequisite(s): CNMS program acceptance
Corequisite(s):

CNMS-125 Writing for Media CREDITS: 3

Students will learn to apply basic communication skills to the A/V medium Those skills include identifying audiences and developing effective concepts for programs. Organizational formats for both formal and informal presentations are examined in detail. Students will develop a treatment, content list and two levels of scripts. Final written documentation and oral presentations will be used to develop portfolio level work.

Prerequisite(s): CNMS program acceptance
Corequisite(s):

CNMS-135 Desktop Publishing CREDITS: 3

Students will become knowledgeable in the use of Adobe In Design to produce documents which are of professional typesetting quality using a laser printer and a color ink jet printer Students will work with templates, prepare and use style sheets, import graphics, place text, select fonts and prepare a variety of desktop publishing projects.

Prerequisite(s): CNMS program acceptance
Corequisite(s):

CNMS-155 History of Mass Communication CREDITS: 3

From cave art to the internet; mass media have shaped human history and perception But avenues of communication to an audience also follow their own timeline, driven in large part by technological revolutions. Students will trace that evolution up to the present moment, as one-way communication to groups is being replaced by inter-activity. Oral and written assignments will foster an understanding of the link between culture and media, and the important turning points in media history. Students will also write personal narratives about the way media has shaped their memories, or the memories of an earlier generation, and they will track down examples of vintage media to share with classmates.

Prerequisite(s): CNMS program acceptance
Corequisite(s):

CNMS-160 Video & Audio Production Basics CREDITS: 3

This course is an introduction to basic video production skills in a studio environment Topics include; camera operation, audio mixing, lighting, use of microphones and use of special effects systems. Strong emphasis is placed on developing critical viewing skills (technical and conceptual). Students are also expected to research and report on changes in the television industry.

Prerequisite(s): CNMS program acceptance
Corequisite(s):

CNMS-165 Website Production CREDITS: 3

This is an intermediate level course designed to provide students with the basic skills to author HTML web pages Students will learn to code HTML, incorporate images in web pages and embed various types of media. Web page layout with CSS, JavaScript and CGI forms will also be covered. An emphasis will be placed on emerging XHTML and XML technologies.

Prerequisite(s): CNMS program acceptance
Corequisite(s):

CNMS-205 Advanced Digital Imaging CREDITS: 3

This course explores advanced production techniques using Adobe Photoshop and Adobe Illustrator for the production of images for print, web and video production This course delves further into the power of Photoshop and expands on what is introduced in Illustrator in CNM 132. Students will learn advanced design and image manipulation techniques, generate original art works and will participate in peer reviews of work. Hands on demonstrations, lectures and class studio time will be supplemented by tutorials and lessons from a variety of sources. Corequisite(s): CNM-110.

Prerequisite(s): CNMS-115, CNMS-120

Corequisite(s):

CNMS-210 Advanced Video and Audio Production CREDITS: 3

This course concentrates on teaching students how to design and organize a professional video or multimedia project The role of a project Producer/Director will be followed in depth. Students will learn how to work with clients, build a budget and create a production flow-chart.

Prerequisite(s): CNMS-110, CNMS-125, CNMS-160

Corequisite(s):

CNMS-215 Video and Audio Streaming Technology CREDITS: 3

This course is designed to introduce New Media students to the production of video for Internet and broadband technologies Emphasis is placed on digital video technology theory including: bandwidth, capturing video, compression and streaming architectures.

Prerequisite(s): CNMS-110

Corequisite(s):

CNMS-220 Video and Audio Engineering CREDITS: 3

Primarily a lecture course designed to familiarize the student with the technical side of video production Emphasis is placed on giving students a solid foundation in the theory behind video technology. Topics include: video and audio signals, signal flow within systems, time-base correction, digital signal composition, HDTV and video compression. Students also research and report on various technical changes taking place in the industry.

Prerequisite(s): CNMS-110

Corequisite(s):

CNMS-225 Interactive Multimedia Basics CREDITS: 3

This course is designed to introduce students to multimedia production techniques Students will use a flowchart program to layout project concepts. Multimedia authoring will be done with Macromedia Flash 8. Topics to be covered include animation, interactive scripting, video & audio assets and Shockwave publishing techniques. Weekly reading assignments and in-class tutorials will provide hands on approach to learning.

Prerequisite(s): CNMS-110, CNMS-120

Corequisite(s):

CNMS-230 Video on Location Basics CREDITS: 3

Working outside of the studio environment, students will learn basic "on location" video production skills. Using basic field production equipment students will shoot and edit simple exercises designed to build good on location habits. Through the exploration of a wide range of audio and video tools, commonly used on location, students will learn how to recognize and solve potential problems. Emphasis will be placed on developing strong pre-production planning and research skills.

Prerequisite(s): CNMS-160

Corequisite(s):

CNMS-235 Computer Animation Basics CREDITS: 3

This advanced computer graphics course is designed to introduce students to 3D animation Topics covered will include mesh and spline modeling, surface mapping, lighting, camera techniques and animation basics. While primarily hands on task-based course, additional and supplemental material will be covered in a series of class lectures. Various examples of 3D animation will be shown and critiqued. Students will have the opportunity to design and execute 3D animations suitable for use in an interactive portfolio or a demo reel.
Prerequisite(s): CNMS-110, CNMS-120
Corequisite(s):

CNMS-240 Non-Linear Editing Essentials CREDITS: 3

This course is an introduction to video editing theory and techniques, and involves extensive work with non-linear editing systems and related digital post-production equipment Students may choose to edit material they have shot in the field or use tutorial footage. The course will take a hands-on, project approach to learning the techniques of non-linear editing. Prerequisite(s): CNM-150.
Prerequisite(s): CNMS-160
Corequisite(s):

CNMS-245 Advanced Computer Animation CREDITS: 3

Advanced Computer Animation is a course designed to examine the realm of character animation Students will learn techniques using 3D software that are applicable to both the gaming and entertainment industries. Topics will include low-polygonal modeling, texture mapping, character rigging, radiosity and special effects. The class will be taught with a combination of lectures, examples and tutorials. Students are expected to have prior experience with 3D animation software including modeling, texture mapping, lighting and forward kinematic animation.
Prerequisite(s): CNMS-235
Corequisite(s):

CNMS-250 Introduction to Documentary CREDITS: 3

"Reality Programming from Nanook of the North to Survivor" Documentaries or "reality television" are becoming the programming of choice for television networks and cable channels - they are also being used to manipulate, persuade, and entertain us. It is becoming increasingly difficult to tell the difference between fiction or non-fiction television - how can we tell when we are being fooled? This class will help students develop a critical sense that will make them more discerning viewers of non-fiction television. Using examples from classic documentaries students will learn about the history of documentary filmmaking, what makes them different from other types of films and what gives documentary films their unique voice. Using historical, controversial films, we will discuss how documentaries address the social and political issues of our time and what are some of the ethical dilemmas that face non-fiction filmmakers. At the end of this class students will be able to recognize the films that manipulate and persuade through propaganda and those that deliver a gift of truth to their viewer.
Prerequisite(s): CNMS program acceptance
Corequisite(s):

CNMS-251 Introduction to Narrative Cinema CREDITS: 3

This course explores the art of storytelling in the history of film in American cinema Starting with The Great Train Robbery in 1903 on up to current cinema, the course will show a variety of landmark films by American directors. PowerPoint presentations will provide a context for the films viewed. Discussions and reading will center on how a story is told in film by bringing together story, character, visual design and music to create the magic of movies. The competing forces of the director's desire to create art and the pressures of commercial success at the box office will be analyzed.
Prerequisite(s): CNMS program acceptance
Corequisite(s):

CNMS-255 Multimedia Programming Basics CREDITS: 3

This course introduces students to multimedia programming using popular interactive software Programming concepts such as variables, looping, conditional statements and arrays will be covered. Students will develop several projects including simple games and database search engines.
Prerequisite(s): CNMS program acceptance
Corequisite(s): CNMS-225

CNMS-265 Advanced Website Architecture CREDITS: 3
Multimedia I Applications is a second level course that extends the media skills covered in the first year's curriculum within a team environment Designed to emulate a commercial website project, teams of students will be presented with a client concept and develop various components of the production. Students will learn to organize flowcharts, budgets and workflow data as well as produce web content within the scope of their project. Students are expected to have experience in web content development including HTML, digital imaging and Shockwave applications.
Prerequisite(s): CNMS-110, CNMS-165
Corequisite(s):

CNMS-270 Advanced Video on Location CREDITS: 3
This course is an introduction to portable video production techniques, and involves extensive work with portable video gear and related lighting/sound equipment in typical field settings Material shot in this class will be integrated into the editing class in an attempt to give the student a realistic learning experience. The course will take a hands-on, project approach to learning the techniques of producing video material outside of the studio setting.
Prerequisite(s): CNMS-230
Corequisite(s):

CNMS-275 Dreamweaver, SQL & PHP CREDITS: 3
This second level course introduces students to web application servers and their integration with databases An introduction into relational databases will be explored as well as an explanation of basic SQL language and functions. An overview of server applications such as ASP, PHP and Perl will be presented. Students will cover a variety of topics including connecting to data sources, retrieving and inserting data, designing dynamic tables from a data source, password & security issues, database search forms and e-commerce applications. Students are expected to have a thorough knowledge of HTML and experience authoring in an HTML editor.
Prerequisite(s): CNMS-165
Corequisite(s):

CNMS-285 Advanced Game Programming CREDITS: 3
Advanced Game Programming will provide students with a comprehensive overview of the programming concepts and application framework required to author an interactive computer game Specifically, students will learn the basics of programming using C# and the .NET framework. Programming concepts will include basic data types, branching, iteration, class structures, inheritance, arrays, polymorphism and delegates. Several typical games will be explored and deconstructed to provide students with a practical blueprint of game creation. Prerequisite(s): CNM-270.
Prerequisite(s): CNMS-225
Corequisite(s):

CNMS-295 Senior Capstone Project CREDITS: 3
Students who apply for the Senior Capstone Project will present proposals prior to the start of the semester outlining a project to be completed in their final semester as a capstone to their study in the program An application is available through their faculty advisor. Students may work alone or in small groups. Students may also integrate an internship into their capstone project. Students must complete the capstone application, receive approval from the department faculty and be maintaining a 3.0 GPA. Projects shall be made available for presentation to the faculty, the department and the college. Space in this course is limited.
Prerequisite(s): CNMS department approval
Corequisite(s):

CONSTRUCTION

CONS-105 Tool Safety CREDITS: 0.5
This 12-hour course is a study of the safe operation of hand and power tools that are of required usage in the workplace
Prerequisite(s):
Corequisite(s):

CONS-115 Practical Building Concepts and Leveling CREDITS: 3
This course is an introduction to basic hand drafting of building components and the proper setup and use of levels, transits and lasers commonly used within the industry Students will be introduced to reading basic house plans and drafting details from given criteria using a scale ruler. Leveling will include the proper use of builder's level, water level, laser level and transit. The course includes a variety of activities involving the use of the instruments.
Prerequisite(s):
Corequisite(s): CONS-105, CONS-125

CONS-125 Framing Methods CREDITS: 5
This course is an introduction to the framing practices commonly found in the residential construction industry today Topics of discussion will include safe use of hand, power, and air tools, the correct layout, cutting, building, and estimating of a simple floor, wall, and roof system.
Prerequisite(s):
Corequisite(s): CONS-105, CONS-115

CONS-135 Advanced Roof Framing and Exterior Finishes CREDITS: 3
This course takes an in-depth look at advanced roof framing and exterior finishes currently practiced in residential construction Students will calculate, layout and install hip and valley rafters. The design and installation of trusses, construction of dormers, roofs with unequal pitches, cornice design and fabrication, roof ventilation, roof flashing, and various roofing materials and their installation will also be covered. Exterior finishes include preparing exterior walls for window, door and corner trim, proper layout of a story pole for installation of siding, and installing a variety of siding types. Students will prepare, prime and paint finish coat on all trim work.
Prerequisite(s): CONS-115, CONS-125
Corequisite(s): CONS-145

CONS-145 Timber Framing and Interior Coverings CREDITS: 5
This course is an introduction to the study of early American house and barn framing. Using traditional joinery, the class will fabricate and erect a small timber frame building. Proper sizing of timber frame components will be discussed, along with the proper use of joinery tools, timber handling, and frame erection. Interior Coverings will address building insulation and energy efficiency, interior wall coverings and insulation.
Prerequisite(s): CONS-115, CONS-125
Corequisite(s): CONS-135

CONS-160 Introduction to the Use of Leveling Instruments CREDITS: 1
This course is a study of the proper use of leveling instruments, such as, builder levels and transits, pop levels, and lasers, as they relate to laying out a building site, determining lot profiles, etc
Prerequisite(s):
Corequisite(s):

CONS-200 Kitchen Design and Millwork CREDITS: 4
This course is the study of efficient kitchen design, acquisition and installation of pre-fabricated kitchen cabinets The course will also cover fabrication and installation of plastic laminate countertops, as well as familiarizing students with

solid surface, stone and tile countertops. Students will also create custom designed millwork projects. Estimating of all components will be covered.
Prerequisite(s): CONS-135, CONS-145
Corequisite(s): CONS-210

CONS-210 Interior Finish and Stair Construction CREDITS: 4
This course is the study of the various types of interior trim commonly used both in the residential and commercial building industry Topics will include door installation and trim, window trim, base applications, shelving systems, and the construction of a variety of interior stairs. The proper methods of determining the appropriate-sized windows for a given building will be discussed. Estimating of all components will be covered.
Prerequisite(s): CONS-135, CONS-145
Corequisite(s): CONS-200

CONS-216 Residential Contracting CREDITS: 3
This course introduces students to the proper procedures to be used when contracting a typical residential job Students will learn how to deal with clients, gather needed information, estimate materials, and to develop specifications and contracts.
Prerequisite(s):
Corequisite(s): CONS-220, CONS-230

CONS-220 Commercial Building Systems CREDITS: 4
This course is a study of various commercial building systems Students will layout and place concrete footings, complete with anchor bolts, according to plan, after which they will construct a pre-engineered building. Students will learn proper fabrication, rigging and erection techniques. Installation of metal roofing and siding will be covered. The course includes an introduction to masonry, whereby the students will learn the history of masonry, how to mix mortar, the various patterns and bonds of masonry material, and the technique of laying brick and block. Estimating of all components will be covered.
Prerequisite(s): CONS-200, CONS-210
Corequisite(s): CONS-230

CONS-230 Concrete Construction CREDITS: 4
This course is the study of the proper design, mixing, testing and placement of concrete Students will learn how to design concrete using a variety of admixtures to meet or exceed specific job site specifications. Student will learn how to properly analyze aggregate and test concrete after it has been exposed to a variety of climactic conditions. Completion of the concrete testing portion of the course prepares the student to take the "Concrete Field Testing Technician Grade 1 Certification" test offered by the American Concrete Institute (ACI). The course also investigates the various types of concrete floor finishes, their applications, and methods of reinforcement. Completion of the concrete flatwork portion of the course prepares the student to take the "Concrete Flat Work Technician Certification" test, also offered by the American Concrete Institute (ACI). The design and fabrication of site-built forms, erection of patented forms, and the use of stay-in-place insulated forms will be covered. Estimating of all components will be covered.
Prerequisite(s): CONS-200, CONS-210
Corequisite(s): CONS-220

CULINARY ARTS

CULA-100 Introduction to Culinary Arts CREDITS: 3
This course is designed to introduce students to the history, culture, philosophy, structure, organization and opportunities in the hospitality field, especially as they relate to food service Also included in this course is the ServSafe program in food safety, culminating in the National Certification Exam.
Prerequisite(s):

Corequisite(s):

CULA-110 Culinary Skills CREDITS: 4

This course includes the theory and practical application of kitchen orientation, knife skills, proper cutting techniques, breakfast cookery, salad preparation, vegetable cookery, potato, pasta and rice cookery, and soups and sandwich preparation The course also includes proper presentation and service of those items. Instruction includes lectures, demonstrations, films, class discussions and lab preparations. Students are required to be in uniform and to have culinary tool kit with them at every class.

Prerequisite(s):

Corequisite(s):

CULA-120 Basic Food Preparation CREDITS: 4

This course teaches the basic preparation and cooking methods of meat, fish and poultry and the preparation of sauces and stocks The preparations, services and techniques of basic cooking methods, with emphasis on kitchen sanitation and safety, are presented. Instruction includes demonstrations, lectures and films, as well as a high degree of hands-on practices. Students are required to be in uniform and to have culinary tool kit with them at every class.

Prerequisite(s):

Corequisite(s):

CULA-130 Basic Baking CREDITS: 4

This course is concerned with the basic principles of mixing, scaling and baking, methods and techniques of bread, cake, frosting, cookie and pie production, and laminated dough Written and performance exams are given to evaluate student progress. Students are required to be in uniform and to have culinary tool kit with them at every class.

Prerequisite(s):

Corequisite(s):

CULA-140 Food and Beverage Purchasing CREDITS: 4

This course is designed to teach the proper procedures for receiving, ordering through computerized and conventional methods, inventory control and storage of all restaurant/hotel products (including cleaning, ware, and linens) Emphasis will be placed on establishing specifications, determining food cost, comparative shopping, and ordering with a computer and conventional methods. Additionally, Culinary Math is covered. The class also cleans and maintains all dry goods, freezer space and cold storage used to house all items coming into the Culinary Arts Department. Students are required to be in uniform in every class.

Prerequisite(s): MATH-020

Corequisite(s):

CULA-200 Culinary Arts Externship CREDITS: 3

This course is designed to give students exposure to the hospitality industry in order that they may practice skills gained in their first year at SMCC and gain knowledge of a segment of the industry that is of particular interest to them Students must complete a minimum of 400 hours of work experience and a portfolio documenting their experience. Students are required to be in uniform, as employer requires.

Prerequisite(s): CULA department approval

Corequisite(s):

CULA-210 Buffet Preparation Techniques CREDITS: 4

This course is designed to give students a basic understanding and working knowledge of planning and preparation of buffets of all types, using many types of foreign cuisines and local specialties including charcuterie Instruction will include actual preparation and weekly service demonstrations, lectures, and films. Students are required to be in uniform and to have culinary tool kit with them at every class.

Prerequisite(s): CULA-110, CULA-120

Corequisite(s):

CULA-220 Advanced Cooking Specialties CREDITS: 4
This is a course in a la carte preparation and service utilizing meat, fish, poultry, soups, sauces and gravies, as well as lab preparation of foods served in the CA dining room Students are required to be in uniform and to have culinary tool kit with them at every class.
Prerequisite(s): CULA-110, CULA-120
Corequisite(s):

CULA-230 Advanced Pastry and Baking CREDITS: 4
This course teaches advanced baking techniques Course activities include production of classical types of desserts: chocolate work, use of fine liqueurs, fruits, sugar work and breads with proper presentation and service in the Culinary Arts dining room. Students are required to be in uniform and to have culinary tool kit with them at every class.
Prerequisite(s): CULA-130
Corequisite(s):

CULA-240 Planning/Dining Room Service CREDITS: 4
This course is designed to teach Culinary Arts students proper dining room service and procedures Emphasis will be placed on teamwork, personal appearance, customer service skills, and the importance of the relationship between the dining room staff and the kitchen staff in a food service operation. Students are required to wear proper dining room attire in every class.
Prerequisite(s): CULA-100
Corequisite(s):

CULA-250 Food Service Management CREDITS: 3
This course is designed to students to the business side of the food service industry. Through the hands-on planning of a food service facility, students will learn the importance and intricacies of menus, business plans, equipment layout, design, and state regulations.
Prerequisite(s): CULA-100, CULA-110, CULA-120
Corequisite(s):

DIETETIC TECHNOLOGY

DIET-100 Introduction to Dietetics Profession CREDITS: 1
This course exposes students to the meaning of professionalism, code of ethics of a profession, certification requirements within the dietetic field, governance of the dietetics field and the relationship of dietetic technicians to the health care team. In addition, students are given opportunities to explore potential career choices.
Prerequisite(s): DIET program acceptance
Corequisite(s):

DIET-110 Food and Beverage Purchasing CREDITS: 3
The course is designed to inform food service professionals of the importance of proper procedures in the areas of purchasing, receiving, and storing of food and beverage inventories. Emphasis will be placed on establishing specifications and determining food cost.
Prerequisite(s): DIET program acceptance
Corequisite(s):

DIET-125 Dietary Manager – Field Experience I CREDITS: 2
Dietary Management I follows Normal Nutrition, using the same basic education principles. This course is tailored to the needs of culinary arts students who are entering the field of institutional cooking in a hospital or nursing home situation.

Prerequisite(s): NUTR-110
Corequisite(s):

DIET-150 Principles of Food Preparation with Lab CREDITS: 4

This course provides an introduction to the science of food preparation with emphasis on the chemical and biological changes that occur in processing and storage of food products. Attention is given to cooking technique, material handling, heat transfer, sanitation in processing, kitchen safety, nutrient retention, product and ingredient quality characteristics, ingredient role in product structure, modification of foods to meet varied nutrient restrictions, and coordination of products to maximize palatability.
Prerequisite(s): DIET program acceptance
Corequisite(s):

DIET-155 Foodservice Systems Field Experience CREDITS: 3

Freshman Field Experience is conducted in the production kitchen in a health care facility. This course is a hands-on practicum which emphasizes departmental structure, product procurement, interaction with purveyors, receiving and storage, standardized recipes, menu systems, food production, use of production equipment, meal delivery, cafeteria/catering operations, and sanitation/cleaning. A minimum of 135 contact hours is required for completion of this experience.
Prerequisite(s): DIET program acceptance
Corequisite(s):

DIET-160 Foodservice Sanitation CREDITS: 1

This course is designed for degree and non-degree students interested in learning more about food safety. The course presents an overview of foodborne illness, food contamination, management of food safety, the HACCP (Hazard Analysis Critical Control Point) system and regulations that set standards of practice. Upon successful completion of an end-of-course exam, students will earn ServSafe food safety certification.
Prerequisite(s):
Corequisite(s):

DIET-175 Dietary Manager – Field Experience II CREDITS: 2

This course is a field experience conducted in a health care facility. It is a hands-on practicum that emphasizes therapeutic diets, departmental management and administration, human resource management, food safety, purchasing, menu planning, communication, and quality assurance. A minimum of 75 hours is required for completion of this experience.
Prerequisite(s): NUTR-210
Corequisite(s):

DIET-200 Health Care Delivery Systems CREDITS: 3

This course is designed to acquaint students with all facets of health care delivery systems, including advanced level medical nutrition therapy, record communication and the systems available for delivering health care in the United States
Prerequisite(s): NUTR-110, NUTR-210
Corequisite(s):

DIET-250 Nutrition Education and Counseling CREDITS: 3

In this survey course, students will learn to apply current and traditional theories of human behavior as they relate to effective change. Theorists studied include Sigmund Freud, Carl Jung, B.F. Skinner, Carl Rogers and other major behaviorists. Communication and counseling techniques, introduction to behavior modification theories, group process skills, and development of educational tools will be studied.
Prerequisite(s): ENGL-100, BUSN-255
Corequisite(s):

DIET-255 Diet Seminar CREDITS: 1

This is the final course offered to graduating seniors. Students will participate in discussions relating to quality dietetic performance. Timely and controversial issues affecting nutrition professionals will be discussed.

Prerequisite(s): DIET program acceptance
Corequisite(s): DIET-250

DIET-275 Community Field Experience CREDITS: 4

The Community Field Experience is conducted in a combination of outpatient based nutrition program settings and long-term care settings. This course is a hands-on practicum that emphasizes the implementation of nutritional care in community and long-term care settings. Students will participate in two different community based nutrition programs selected from the WIC program, the National School Nutrition program, the Area Agency on Aging Senior Nutrition program, the Cooperative Extension, and the Portland based Project on Supported Living. Additionally, students will complete a rotation at a long-term care setting, focusing on the delivery of nutrition care and the administrative functions of a food service department. A minimum of 180 contact hours is required for completion of this rotation.

Prerequisite(s): DIET-155, NUTR-210
Corequisite(s):

DIET-280 Clinical Field Experience CREDITS: 3

The Clinical Field Experience is conducted in an acute care setting. This course is a hands-on practicum that emphasizes implementation of nutritional care in acute care settings, and will be exposed to the multi-faceted functions and purposes of hospitals. In addition, students will participate in one professional development activity, one continuing education activity, and one professional networking opportunity in the community. A minimum of 145 contact hours is required for completion of this rotation.

Prerequisite(s): DIET-275
Corequisite(s):

EARLY CHILDHOOD EDUCATION

ECED-100 Introduction to Early Childhood Education CREDITS: 3

An exploration of the major historical influences in early childhood education, which have provided the basis for current day, models such as Montessori and Head Start. Discussion topics will include the dynamic roles of teacher, child and family, as well as theories relating to the overall development of the young child.

Prerequisite(s): ENGL-050, ENGL-075
Corequisite(s):

ECED-110 Child Development CREDITS: 3

This course will explore the major theories of development of the young child (birth to age 8). Through observation and research, students will develop a context in which to understand the multiple variables that affect the growth and development of the young child.

Prerequisite(s): ENGL-050, ENGL-075
Corequisite(s):

ECED-150 Infant and Toddler Caregiving CREDITS: 3

This course will address methods of caring for and guiding infants and toddlers (pre-natal through 36 months) in group settings. Developmental characteristics and needs of the very young child and the child's family will be examined. The emphasis is on developing competent caregiving skills and on providing a stimulating, developmentally appropriate environment.

Prerequisite(s): ECED-100, ECED-110
Corequisite(s):

ECED-160 Interactive Environments CREDITS: 3

Students will exploration the nature of social development in young children and how to guide that development in the early childhood classroom. Students will also plan, design and evaluate an indoor environment. Emphasis will be placed on how to incorporate developmentally appropriate guidance practices for children ages birth through age 8 into a wide variety of child care settings. This course will emphasize the relationship between guidance and the learning environment.
Prerequisite(s): ECED-100, ECED-110
Corequisite(s):

ECED-175 Practicum/Seminar I CREDITS: 3
Students will work in an approved (licensed) setting for 70 hours under the supervision of a certified professional. Weekly seminars are planned to support and review students' experiences. Students must submit documentation relating theory to practice. Topical focus: health, safety, nutrition and the learning environment. Participants must be matriculated ECE students and obtain departmental approval.
Prerequisite(s): ECED-100, ECED-110
Corequisite(s): ECED-150, ECED-160

ECED-200 Children's Literature and Language Arts CREDITS: 3
This course explores the relationship between developmental characteristics of the child and the literary choices we make for them. Students will also examine the types of literature for young children (picture books, fiction, non-fiction, poetry, etc.), various story telling techniques, how environments can enhance emerging literacy and how literature relates to curriculum development.
Prerequisite(s): ECED-160
Corequisite(s):

ECED-210 Early Childhood Special Needs CREDITS: 3
This course gives students a general understanding of the special education process and procedures at the early childhood level, birth through age 8. Course content enables students to enter practice with a clear set of guidelines for intervention strategies with children and support for families.
Prerequisite(s): ECED-150, ECED-160
Corequisite(s):

ECED-220 Observation and Record Keeping CREDITS: 3
In this course, students will examine the importance of and various methods of observation as a crucial aspect of the teacher's role in the early childhood classroom. The role of observation in assessing students and planning appropriate curriculum will be addressed. Students will make numerous formal observations (covering all the developmental domains) of one typically developing child. Together these formal observations along with photos, audiotapes, drawings as well as activity plans will comprise a case study to be submitted at the end of the course.
Prerequisite(s): ECED-160
Corequisite(s):

ECED-225 Practicum/Seminar II CREDITS: 4
Students will work in an approved (licensed) setting for 112 hours under the supervision of a certified professional. Weekly seminars are planned to support and review students' experiences. Topical focus: Motor skills, cognition, creative skills, self-concept and emotional growth and development. Students submit documentation relating theory to practice.
Prerequisite(s): ECED-175 and ECED department approval
Corequisite(s):

ECED-250 The Developing Curriculum CREDITS: 3
This course is an exploration of a curriculum framework that sets forth a philosophy of early education, including learning goals and objectives for young children, as well as developing guidelines for teaching, that address all aspects of the child's development

Prerequisite(s): ECED-200, ECED-210, ECED-220
Corequisite(s):

ECED-260 Early Childhood Program Administration CREDITS: 3

This course is an overview of early childhood professions and the components necessary to start and operate a quality center-based program, with applicability to family child care homes. The specific topics will include budgets, needs assessments, staffing and program evaluations.
Prerequisite(s): ECED-160 and ECED department approval
Corequisite(s):

ECED-270 School, Home, and Community Relationships CREDITS: 3

This course is an exploration of relationships found among children, their families and the community. By examining the changing family structure and the various roles and interactions of family members, we will address issues relevant to young children as they socialize at home and in the community. Special consideration will be given to the factors affecting family life (such as urban/rural living, socio-cultural, racial and economic realities), and the changing role of families in society today.
Prerequisite(s):
Corequisite(s):

ECED-275 Practicum/Seminar III CREDITS: 6

Students will work in an approved (licensed) setting for 208 hours under the supervision of a certified professional. Weekly seminars are planned to support and review students' experience. Students must submit documentation relating theory to practice in the following functional areas: promoting social skills, providing guidance, family involvement, program management and promoting professionalism.
Prerequisite(s): ECED-225
Corequisite(s):

ECONOMICS

ECON-120 Microeconomics CREDITS: 3

This course is an introduction to the analysis of firms and consumers in a market economy: the functioning of prices, economic decision-making by procedures and consumers, and market structure Topics discussed include consumer producers and consumer behavior, production choices and production costs, industry structure and resource pricing.
Prerequisite(s): MATH-050
Corequisite(s):

ECON-125 Macroeconomics CREDITS: 3

This course is an introduction to the modern economy both at the national and international levels. Topics include production of goods and services, consumption, employment, inflation, government fiscal and monetary policy, and causes of economic growth or decline. A special feature of this course is that students will manage their own hypothetical investment portfolio during the semester.
Prerequisite(s): MATH-050
Corequisite(s):

EDUCATION

EDUC-100 Introduction to Teaching CREDITS: 3

Building on the research about how human beings learn, this course will expose students to the parallels between human cognition and teaching for learning with deep levels of understanding Students will be exposed to the many

facets of teaching, from a successful classroom environment, to the changing roles of teachers in the information age, to the impact and challenges of learner diversity, and the issues involved in school reform. The course format will be collaborative by design and emphasize group work and thinking as well as individual critical reflection on topics throughout the course.
Prerequisite(s): ENGL-050, ENGL-075
Corequisite(s):

EDUC-105 Introduction to American Education CREDITS: 3
This course will introduce students to the major issues and challenges surrounding education and schooling in the United States Students will study the purposes of schooling, the trends in education, and strategies that have been used to address emerging problems/needs. The course will also cover role and impact of communities, educational bureaucracies, government (local, state, and federal), and other factors on education and education systems.
Prerequisite(s): ENGL-050, ENGL-075
Corequisite(s):

ELECTRICAL

ELEC-100 Basic Electrical Principles for HVAC CREDITS: 3
This course is a fundamental approach to the study of basic electrical principles, such as: safety, static and current electricity, Ohm's Law, series and parallel circuits; Kirchhoff's Laws, magnetism and its applications, chemical and heating effects, electromagnetic induction, alternating current, and measuring instruments
Classroom demonstrations with student participation are included.
PREREQUISITE(S): HVAC program acceptance
COREQUISITE(S):

ELEC-103 Basic Electronics for HVAC CREDITS: 3
This course is a study of system controls as applied to large gas and oil fired appliances The course covers the systems controls utilized to maintain safe and reliable automatic operation of heat and steam generators.
PREREQUISITE(S): ELEC-100, HVAC-115
COREQUISITE(S): HVAC-215

ELEC-105 Basic Electricity I CREDITS: 3
This course is one of two foundational courses in the study of electricity. It examines direct current (DC) circuits, voltage, current, resistance and power. Students will learn to build, test and troubleshoot different types of circuits (series, parallel and series-parallel). A grade of "C" or better is required to move on to the next electrical course (ELEC115).
PREREQUISITE(S): MATH-050
COREQUISITE(S):

ELEC-110 DC Circuits CREDITS: 3
This is one of two foundational courses in the study of electricity. It examines the principles of electricity (voltage, current, resistance, power) and the electric circuit. Common circuits (series, parallel, series-parallel) are examined as well as circuit theorems including Superposition, Thevenin's Theorem and Maximum Power Transfer. Troubleshooting skills are emphasized.
PREREQUISITE(S): ELEC program acceptance
COREQUISITE(S): MATH-140 or MATH-145

ELEC-115 Basic Electricity II CREDITS: 2
Basic Electricity II is the 2nd of the two foundational courses in electricity. Students will examine the

principles of alternating current (AC) electricity including peak and RMS voltages, frequency, power factor and the impact of inductors and capacitors placed in AC circuits. Series and parallel RL, RC and RLC circuits will be examined. A grade of "C" or better is required to move on to subsequent electrical courses.
PREREQUISITE(S): ELEC-105 w/grade of "C" or better
COREQUISITE(S):

ELEC-120 Digital Electronics CREDITS: 3
Digital electronics is the study of the logic circuits and components that control devices from cell phones and DVD players to computers and industrial control devices. Numbering systems (binary, octal, hexidecimal) will be examined. The student will study and connect all basic gates, combination circuits, arithmetic circuits, counters, flip flops and registers.
PREREQUISITE(S): ELEC-110 w/grade of C or better
COREQUISITE(S):

ELEC-130 Programmable Logic Controllers CREDITS: 3
This course covers the use of programmable logic controllers (PLC's) in the field of automation and process control. By using the PLC, a computer interface to connected Inputs/Outputs (I/O), and software tools, the technician can control and troubleshoot the most sophisticated systems. Students will work with two PLC platforms. Using simulation software will provide exposure to the Allen Bradley SLC500 platform. The GE
Fanuc VersaMax platform will be examined with a lab fully equipped with hardware and software
PREREQUISITE(S): ELEC-120 w/grade of C or better
COREQUISITE(S):

ELEC-140 AC Circuits CREDITS: 3
This course is a study of alternating circuits including magnetism, electromagnetic induction, AC current and voltage, AC circuits, basic inductance, capacitance, and RC and L/R time constants, complex numbers, phasor diagrams, AC RLC circuit analysis, power factor and power factor correction, resonance and filters.
PREREQUISITE(S): ELEC-110 w/grade of "C" or better
COREQUISITE(S): MATH-160 or MATH-190

ELEC-150 Transformers CREDITS: 2
This course covers the theory associated with Polyphase Circuits and the comparison between single-phase
and polyphase power generation; balanced and unbalanced 'wye' and 'delta' circuits; use of various wattmeters in various configurations; power factor and power factor correction techniques; single and three phase transformers; percent voltage regulation; transformer impedances.
PREREQUISITE(S): ELEC-115 w/grade of "C" or better
COREQUISITE(S):

ELEC-160 Controls I CREDITS: 3
Controls I introduces students to the residential wiring materials and techniques. Electrical wire, cable, devices and other materials are examined. In addition, wiring schematics utilizing device symbols will be reviewed. The National Electrical Code will be referenced to ensure safe electrical installations in the lab.
PREREQUISITE(S): ELEC-105 w/grade of "C" or better
COREQUISITE(S):

ELEC-170 Three Phase Circuits CREDITS: 3
This course covers the theory associated with Polyphase Circuits and the comparison between single-phase and polyphase power generation; balanced and unbalanced 'wye' and 'delta' circuits; use of various wattmeters in various configurations; power factor and power factor correction techniques; single-

and three-phase transformers; autotransformers; 'vee' to 'vee'; scott tap percent voltage regulation; transformer impedances;
PREREQUISITE(S): ELEC-140 w/grade of C or better
COREQUISITE(S):

ELEC-175 Wiring Practices CREDITS: 3
This course is designed to cover the principles and materials used in residential and some commercial electrical wiring applications. It will focus on devices, materials, and circuitry as they relate to residential and light commercial wiring techniques. Reference to the appropriate articles of the latest edition of the National Electrical Code will be an ongoing part of the course.
PREREQUISITE(S): ELEC-140 w/grade of C or better
COREQUISITE(S):

ELEC-205 Basic Electronics I CREDITS: 3
This course examines the construction, operation and application of discrete electronic components including diodes, bipolar and field effect device characteristics, thyristors and operational amplifiers.
PREREQUISITE(S): ELEC-115 w/grade of "C" or better
COREQUISITE(S):

ELEC-210 Electrical Topics CREDITS: 3
This course will be used to explore important and timely topics in the electrical field. Examples of the topics that might be examined would include: cabling and connectors for data and voice communications (networking installations), lighting options (the application and installation of incandescent, florescent, and HID lighting).
PREREQUISITE(S): ELEC-115 w/grade of "C" or better
COREQUISITE(S):

ELEC-215 Electrical Machinery CREDITS: 3
This course will examine DC and AC generators and motors. Calculations and measurements of current, speed, and torque will be taken on motors. Percent voltage regulation and efficiencies will be taken on generators. Lab experiments will be used to better understand the theory behind electrical machines.
PREREQUISITE(S): ELEC-170 w/grade of C or better
COREQUISITE(S):

ELEC-220 Electric Motors CREDITS: 2
This course will cover DC and AC generators and motors. The student will examine DC shunt, series and compound machines, single and three phase induction motors and three phase alternators in the class and lab.
PREREQUISITE(S): ELEC-150
COREQUISITE(S):

ELEC-230 Industrial Electronics CREDITS: 3
This course covers discrete and integrated circuit devices including capacitors, diodes, bipolar junction transistors, field effect transistors, SCR's, triacs, and operational amplifiers. Troubleshooting skills will be emphasized.
PREREQUISITE(S): ELEC-110 w/grade of C or better
COREQUISITE(S):

ELEC-240 Fluid Power Systems CREDITS: 3
This course is an overview of basic components, applications, and circuitry involved in hydraulics and pneumatics. Lecture and lab experiments will be integrated to provide involve design, purpose, construction, and the basic maintenance of

PREREQUISITE(S): ELEC-130 or permission
COREQUISITE(S):

ELEC-250 National Electrical Code CREDITS: 3
This course will examine the rules, regulations and requirements of the current version of the National Electrical Code for safe electrical installations. Examples, calculations and graphics will be used to explain requirements to better prepare students to take the State exam.
PREREQUISITE(S): ELEC-215 w/grade of C or better
COREQUISITE(S):

ELEC-255 Blueprint Reading CREDITS: 3
This course is designed to cover the fundamentals of blue print reading and specification reading skills. Focus will be on developing efficient and accurate print reading skills in the areas of electrical construction and maintenance. Specifications are presented and reinforced through actual print reading exercises offering practice in interpretation and analysis of various prints in the residential, commercial, and industrial fields
PREREQUISITE(S): ELEC-115 w/grade of C or better
COREQUISITE(S):

ELEC-260 Motor Control Systems CREDITS: 2
This course covers the theory, study, and application of electro-mechanical devices; ladder logic diagrams; control wiring techniques; electronic motor starters and circuits; proximity and photoelectric sensors; variable frequency drives.
PREREQUISITE(S): ELEC-215
COREQUISITE(S):

ELEC-265 Renewable Energy Sources CREDITS: 1
This course is designed to cover the principles of electricity generation using wind, solar, hydro, and biomass alternative energy sources. Emphasis will be on characteristics, design, and implementation of direct and electromechanical energy conversion; types of storage devices; large-scale applications; and power system issues associated with integration of these technologies.
PREREQUISITE(S): ELEC-140 or permission
COREQUISITE(S):

ELEC-270 Electrical Communication CREDITS: 1
This course covers the principles and application of the latest security, protective, and data communications systems for residential and commercial buildings. Focus will be on the concepts and practices of security and information transmission through various communication media, such as radio, television, telephone networks, data communications, satellites, and optical fiber.
PREREQUISITE(S): ELEC-175 or permission
COREQUISITE(S):

ELEC-275 Selected Electrical Topics CREDITS: 1
Selected Electrical Topics is used to examine new, hot-topic devices and/or technology in the electrical field or to examine important topics that were not covered in previous classes such as the selection of circuit breakers or fuses for overcurrent protection or types, uses and selection of lighting.
PREREQUISITE(S): ELEC-260 or permission
COREQUISITE(S):

ELEC-280 Controls II CREDITS: 2

The theory and application of electro-mechanical devices using relays and switches, pushbuttons, selector switches, the study of ladder logic diagrams, the theory and application of motor starter circuits, sensor technology and reduced voltage starting.
PREREQUISITE(S): ELEC-150
COREQUISITE(S):

EMERGENCY MEDICAL SERVICES/PARAMEDICINE

EMSP-101 Introduction to Paramedicine CREDITS: 3
This is an introduction to the Paramedic program. Included in this course are the roles and responsibilities of a paramedic, an overview of EMS systems, the medical-legal implications of providing emergency care, EMS communications including documentation, and medical terminology. Classes also cover personal well-being, fitness, effective communication, incident management, and current EMS research topics. Entrance into this course requires that students are Basic Emergency Medical Technicians.
Prerequisite(s): EMSP program acceptance
Corequisite(s):

EMSP-110 Paramedic Procedures I CREDITS: 3
This course will develop the skills needed to perform a patient assessment including scene safety, history taking, techniques of physical exam, documentation, and the recognition and treatment of life threatening conditions. A review of the respiratory system and respiratory management are covered in this course.
Prerequisite(s): EMSP program acceptance
Corequisite(s):

EMSP-150 Cardiology I CREDITS: 3
This course is designed to provide paramedic students with an understanding of the cardiovascular system including conduction system of the heart, electrocardiography, 12 lead ECG's, and beginning treatment of a patient with chest pain. Students will demonstrate use of ECG monitor/defibrillator including defibrillation, non-invasive pacing, and cardioversion. Topics include a review of the anatomy and physiology of the heart and circulatory system, electrophysiology, and assessment of the cardiac patient.
Prerequisite(s): EMSP-110
Corequisite(s):

EMSP-155 Pharmacology CREDITS: 3
This course is designed to provide students with a broad knowledge base of drug therapy. Emphasis is placed on preparing students to safely administer medications to patients (in other clinical courses). Basic pharmacological concepts provide students with essential information related to principles of pharmacology, clinical applications, and biopsychosocial aspects. Lifespan considerations are included within the essential information. Students also focus on major drug categories and a review of body systems. There is not a clinical component for this course.
Prerequisite(s): BIOL-130, BIOL-131
Corequisite(s):

EMSP-160 Paramedic Procedures II CREDITS: 3
This course will continue the skills needed to perform a patient assessment and the recognition and treatment of life-threatening conditions. Intravenous therapy, advanced airway management, needle and surgical cricothyrotomy, chest decompression, interosseous infusions and medication administration are some of the procedures that will be presented.
Prerequisite(s): EMSP-110
Corequisite(s): EMSP-161

EMSP-161 Paramedic Procedures II Lab CREDITS: 1

This course taken concurrently with EMSP-160 will provide students with the opportunity to synthesize cognitive and psychomotor skills in the laboratory setting. Students will be expected to successfully complete a comprehensive adult and pediatric assessment, basic and advanced airway skills, intravenous therapy, and medication administration. The general format of the course will follow that of the lecture.
Prerequisite(s):
Corequisite(s): EMSP-160

EMSP-200 Clinical Practicum I CREDITS: 3
Paramedic students will be scheduled for 200 hours of clinical experience in their first clinical practicum. Students will begin to integrate didactic knowledge with clinical education under the supervision of a preceptor. Students will complete clinical rotations in a variety of medical related facilities to include emergency divisions, clinics, critical care units, respiratory therapy, surgical units, and EMS services. Students will be required to document all clinical time and complete a minimum number of patient assessments, intubations, medication administration, and IV cannulations.
Prerequisite(s): BIOL-135, BIOL-136, EMSP-101, EMSP-150, EMSP-155, EMSP-160, EMSP-161
Corequisite(s):

EMSP-205 Trauma Management CREDITS: 4
This class will consist of the pathophysiology and management of trauma patients to include, but not limited to: mechanism of injury, assessment of the trauma patient, management of head injuries, chest injuries, abdominal injuries, spinal injuries, orthopedic and pediatric injuries, management of the multitrauma patient, management of special airway problems, and current trends in trauma management.
Prerequisite(s): BIOL-135, BIOL-136, EMSP-101, EMSP-150, EMSP-155, EMSP-160, EMSP-161
Corequisite(s):

EMSP-210 Medical Emergencies I CREDITS: 4
This class will consist of lecture as well as hands-on practice in the classroom. After reaching competency in patient assessment skills, students will concentrate on airway and ventilation, respiratory disorders, nervous system disorders, endocrinology, anaphylaxis, gastroenterology, renal failure and hematology.
Prerequisite(s): BIOL-135, BIOL-136, EMSP-101, EMSP-150, EMSP-155, EMSP-160, EMSP-161
Corequisite(s):

EMSP-215 Pediatric Emergencies CREDITS: 3
This course will allow students to integrate pathophysiological principles and assessment findings to formulate a field impression, and to implement a treatment plan of the pediatric and neonatal patient. Topics will include assessment and management for respiratory, cardiac, trauma, neurological, obstetrical and gynecological emergencies.
Prerequisite(s): BIOL-135, BIOL-136, EMSP-101, EMSP-150, EMSP-155, EMSP-160, EMSP-161
Corequisite(s):

EMSP-220 Advanced Cardiology CREDITS: 3
This course provides an in-depth study into the pathophysiology and management of cardiovascular disease and related emergencies. Topics include a review of the cardiac patient, pathophysiology of atherosclerosis, specific conditions resulting from the atherosclerotic heart disease, peripheral vascular emergencies, pharmacologic intervention, dysrhythmia recognition, and management of cardiac emergencies.
Prerequisite(s): BIOL-135, BIOL-136, EMSP-101, EMSP-150, EMSP-155, EMSP-160, EMSP-161
Corequisite(s):

EMSP-225 Medical Emergencies II CREDITS: 4
This class consists of lectures as well as hands-on skills in the classroom After reaching competency in patient assessment skills, students will concentrate on environmental emergencies, behavioral and psychiatric disorders, toxicology, infectious diseases, geriatric emergencies, patients with special challenges, and acute interventions for chronic care patients.
Prerequisite(s): BIOL-135, BIOL-136, EMSP-101, EMSP-150, EMSP-155, EMSP-160, EMSP-161

Corequisite(s):

EMSP-250 Clinical Practicum II CREDITS: 3
Paramedic students will be scheduled for 200 hours of clinical experience in their second clinical practicum. Students will continue to gain clinical experience integrating cognitive and psychomotor skills under the supervision of a preceptor. Students will complete clinical rotations in a variety of medical related facilities to include paramedic services, emergency divisions, critical care units, anesthesia, psychiatric, pediatrics, and labor and delivery. Students will be required to document all clinical time and complete a minimum number of patient assessments, intubations, medication administration, and IV cannulations.
Prerequisite(s): EMSP-200
Corequisite(s):

EMSP-260 Assessment Based Management CREDITS: 2
This senior level course will integrate the principles of assessment-based management to perform an appropriate assessment and implement the management plan for patients with common complaints.
Prerequisite(s): EMSP-210, EMSP-215, EMSP-220, EMSP-225,
Corequisite(s):

EMSP-265 Rescue Operations CREDITS: 3
At the completion of this senior level class, students will be able to integrate the principles of rescue awareness and operations to safely rescue a patient from water, hazardous atmospheres, highways and hazardous terrain. Students will integrate the principles of rescue awareness and operations in formulating treatment for the patient(s).
Prerequisite(s): 30 credits toward major
Corequisite(s):

EMSP-270 Clinical Practicum III CREDITS: 3
Paramedic students will be scheduled for a minimum of 200 hours of clinical experience in their third clinical practicum. During this clinical rotation students will encounter more technical and challenging experiences progressing into the role of team leader under the supervision of a preceptor. Students will be required to document all clinical time and complete a minimum of patient assessments, intubations, IV cannulations, IV medication administrations, and medication administrations.
Prerequisite(s): EMSP-250
Corequisite(s): EMSP-275

EMSP-275 Clinical Practicum IV CREDITS: 1
This final clinical for paramedic students will consist of a minimum 90-hour internship in a high volume EMS service. Students will be expected to function as an entry-level paramedic during their ALS field internship under the direct supervision of a paramedic preceptor.
Prerequisite(s): EMSP-250
Corequisite(s): EMSP-270

EMSP-280 Paramedic Boards Review CREDITS: 1
This 24-hour course taken in the final semester will review major topics and prepare senior paramedic students for the National Registry paramedic cognitive and psychomotor exam.
Prerequisite(s): EMSP-210, EMSP-215, EMSP-220, EMSP-225,
Corequisite(s):

EMERGENCY MEDICAL TECHNICIAN

EMST-100 Emergency Medical Technician CREDITS: 5

This course is designed to give students, through lecture, practical lab, and clinical experience, the entry-level knowledge and skills necessary to provide basic emergency medical care and transportation for patients who access the emergency medical system. Upon successful course completion, students are eligible to take the National Registry of EMT's certification examinations. Students will perform interventions necessary to provide patient care and transportation including basic level patient assessment, airway management and oxygen administration, CPR, spinal immobilization, shock management, bandaging and splinting, and medication administration. Knowledge and skills obtained at the EMT level provide the foundation for further advancement to Advanced EMT and Paramedic.
Prerequisite(s):
Corequisite(s):

EMST-105 Ambulance Operations/AVOC CREDITS: 1
This course will identify the problems facing ambulance vehicle operators, review the legal responsibilities of emergency vehicle operations, discuss the appropriate use of signaling devices and emergency responses, and provide the opportunity to perform hands-on operation through the driving course.
Prerequisite(s): Current, valid drivers license
Corequisite(s):

ENGLISH

ENGL-050 College Reading Skills CREDITS: 3 (non-degree)
This course is designed to teach the reading and study skills essential to succeed in college It focuses on the understanding and retention of textbook comprehension skills and on advancing vocabulary and reading fluency skills. The credits earned in this course will not count toward a degree with SMCC.
Prerequisite(s): Appropriate placement
Corequisite(s):

ENGL-075 Basic Writing CREDITS: 3 (non-degree)
This course will address what have been identified as writing and language skills deficiencies for students seeking to meet the minimum qualifications for English Composition (ENG-111) It will include an emphasis on learning to write grammatically correct English sentences and gaining a mastery of the basics of punctuation. It will also seek to remedy common errors of syntax and vocabulary use. Concurrent with such instruction will be lessons on writing formal essays. The essay process will include re-writing, revision and proofreading. The credits earned in this course will not count toward a degree with SMCC.
Prerequisite(s): Appropriate placement
Corequisite(s):

ENGL-100 English Composition CREDITS: 3
English Composition is the introduction to college writing across the curriculum. It will introduce students to the standard rhetorical modes that will be assigned in this course but will also be assigned in other courses in other disciplines. An emphasis will be placed upon writing as a process of creating first drafts then revising, rewriting and proofreading them for accuracy, clarity and succinctness of written expression. The course will explore the distinctions between spoken and written, formal and informal uses of language. The course will also provide an introduction to research and the task of producing a formal research paper that follows MLA style and documentation practices.
Prerequisite(s): ENGL-050, ENGL-075
Corequisite(s):

ENGL-110 Oral Communications CREDITS: 3
This course in public speaking includes organization of speech materials, practice of oral reading, participation in panel discussions, and presentations of informal talks and formal speeches Self-evaluation and growth are encouraged through the use of videotaping. Prerequisite(s): ENG-080 and ENG-090.
Prerequisite(s): EnGL-050, ENGL-075

Corequisite(s):

ENGL-115 Introduction to Literature CREDITS: 3
This course introduces the student to the literary genres: poetry, drama, fiction and non-fiction It emphasizes literature as a reflection of culture. This includes the discussion of literary terms, close textual reading, and historical backgrounds. This course has been designated as a writing-intensive course.
Prerequisite(s): ENGL-100
Corequisite(s):

ENGL-200 Creative Writing CREDITS: 3
This course, which is a writing workshop, will welcome all four of the major literary genres: fiction, poetry, drama, and the personal essay Most of class time will be spent discussing student manuscripts; the remaining time will consist of lectures on craft, critical discussion of assigned readings, and writing exercises. While a book will be assigned, students' original writing is the primary "text" which will be submitted to the class in regular rotation so that all have equal "air time".
Prerequisite(s): ENGL-100
Corequisite(s): ENGL-115

ENGL-225 Seminar & Internship/Writing Tutors CREDITS: 3
This course prepares skilled writing students to work as peer tutors in the college's Learning Assistance Center It provides advanced instruction in grammar and composition, with special emphasis on the writing process. Through the weekly seminar and tutoring sessions, students develop teaching strategies, problem-solving skills, and greater understanding of composition theory and practice.
Prerequisite(s): ENGL-100
Corequisite(s):

ENVIRONMENTAL SCIENCE

ENVR-110 Fundamentals of Environmental Science CREDITS: 4
This survey course is designed to provide students with a sound foundation in basic principles and unifying concepts of Environmental Science Topic selection is based on major themes of modern environmental sciences: humans and sustainability; science and ecological principles; sustaining biodiversity and natural resources; and sustaining environmental quality and human societies. Students will gain an awareness of the importance of Earth's systems in sustaining our daily lives, plus the scientific foundation and tools needed to apply critical thought to contemporary environmental issues. The course is intended for both science and non-science majors.
Prerequisite(s): ENGL-050, ENGL-075, MATH-020
Corequisite(s):

ENVR-115 Earth Science CREDITS: 4
This survey course is designed to provide students with a sound foundation in basic principles and unifying concepts of modern geology Major topics include: 1) the study of geologic processes and materials including, plate tectonics, erosion, soils, rocks and minerals; 2) geologic hazards such as floods, landslides, volcanoes and earthquakes; 3) geologic resources such as water, fossil fuels, and metals; and 4) environmental challenges such as water supply, waste management, depleting energy and mineral resources, and global change. We will study these topics from a global perspective, paying particular attention to their importance in Maine and New England. Weekly laboratories will compliment lecture topics and will include field trips, mapping exercises, internet exercises, guest speakers, and laboratory analysis of earth materials.
Prerequisite(s):
Corequisite(s):

English for Speakers of Other Languages

ESOL-065 Intermediate Academic Speaking & Listening CREDITS: 3
This high-intermediate course focuses on the speaking and listening and note-taking skills that are necessary in an academic setting Students will discuss academic reading materials in small groups and begin to develop a method for delivering an oral presentation to a large group. Students will continue to develop a system for academic note-taking and learn how to use their notes to answer comprehension questions and summarize lectures.
Prerequisite(s): ESOL placement test
Corequisite(s):

ESOL-070 Intermediate Academic Reading CREDITS: 3
This high-intermediate course focuses on reading skills and vocabulary development Students will be asked to demonstrate an understanding of reading materials with comprehension questions and writing assignments. Grammar is taught in the context of reading materials and in student generated writing. This course must be completed with a "C" grade or better in order to take ESL-098.
Prerequisite(s): ESOL placement test
Corequisite(s):

ESOL-075 Intermediate Academic Writing CREDITS: 3
This high-intermediate course focuses on the fundamentals of sentence structure and paragraph essay writing Students will be asked to write paragraphs from personal experience and in response to readings. Grammar is taught in the context of the readings and students generated writing. Prerequisite(s): A grade of "C" or better in all ESL Level I courses or ESL Placement test. This course must be completed with a "C" grade or better in order to take ESL-098.
Prerequisite(s): ESOL placement test
Corequisite(s):

ESOL-085 Intermediate Academic Speaking & Listening CREDITS: 3
This advanced course focuses on the speaking skills and listening and note-taking skills that are necessary in an academic setting Students will discuss academic reading materials in small groups. Students will develop a method for delivering an oral presentation to a large group and increase self-confidence. Students will develop a system for academic note-taking and learn how to use their notes to answer comprehension questions and summarize lectures. Students will listen to academic lectures, take notes, and learn how to write essays assimilating the information presented in the class lectures and readings, with their own opinions. Prerequisite(s): A grade of "C" or better in all ESL Level II courses or ESL Placement test.
Prerequisite(s): ESOL placement test
Corequisite(s):

ESOL-090 Advanced Academic Reading CREDITS: 3
This advanced course focuses on critical and analytical reading skills and vocabulary development that are necessary for content courses Students will be asked to demonstrate an understanding of reading materials with a variety of comprehension exercises and writing assignments. Grammar is taught in the context of the readings and student generated writing. This course must be completed with a "C" grade or better in order to take college level courses. Prerequisite(s): A grade of "C" or better in all ESL Level II courses or ESL placement test.
Prerequisite(s): ESOL placement test
Corequisite(s):

ESOL-095 Advanced Academic Writing CREDITS: 3
This advanced course focuses on academic writing skills necessary for content courses Students will continue to develop their abilities with sentence structure, paragraph writing, and essays from personal experience and readings. Students will learn to cite sources and answer essay questions from readings. Grammar is taught in the context of the readings and student generated writing. This course must be completed with a "C" grade or better in order to take college level courses. Prerequisite(s): A grade of "C" or better in all ESL Level II courses or ESL placement test.

Prerequisite(s): ESOL placement test
Corequisite(s):

FIRE SCIENCE

FIRE-105 Introduction to Fire Protection CREDITS: 3
This course is designed to be the initial course of the Fire Science Technology program. It is recommended for students new to the fire service. The course is a survey of the fire protection field, with emphasis on developing an awareness of history, organization, career options, and study skills.
Prerequisite(s):
Corequisite(s):

FIRE-110 Fire Protection Systems CREDITS: 3
This course is an introduction to fire protection and detection systems and their role in community fire protection. The focus of this course is on understanding fire behavior and the basic components that make up fire protection systems. Topics covered in this class include: Fire behavior, portable fire extinguishers, fire alarm and detection systems, standpipe systems, commercial/industrial automatic sprinkler systems, residential sprinkler systems, special extinguishing systems, and community fire protection.
Prerequisite(s):
Corequisite(s):

FIRE-115 Fire Service Building Construction CREDITS: 3
This course is designed to be a comprehensive study of building materials, methods and design as they are related to fire protection and suppression. Topics covered in this class include: building materials and their impact on the fire service, types of construction, methods of construction, fire protection features, building codes, an examination of fire's effect on buildings and evaluation of fire damage. Many case studies are used during the delivery of this course to illustrate the importance of understanding building construction. This course concludes with presentations of semester long student projects.
Prerequisite(s):
Corequisite(s):

FIRE-125 FT Student Live-In Program CREDITS: 1
This course, one in a continuous series of Service Learning courses, provides the Fire Science Technology student with experiential learning opportunities in the field of fire protection. Service Learning credits are available to the student for each semester with a maximum of four credits awarded. The student will live at an area fire station and become a fully participating member of that department. The student will learn and practice job responsibilities in the functional areas of fire suppression, fire prevention, equipment maintenance, and facility maintenance. The student will keep a log of his/her activities and reflect on experiences in regular group meetings. This course is available only to full time, matriculated Fire Science Technology students participating in the Southern Maine Community College Live-In Program and may be taken up to four times for credit.
Prerequisite(s): Fire Science Program Acceptance
Corequisite(s):

FIRE-140 Fire in American Society CREDITS: 3
This course traces the challenges faced by early settlers in the New World, how they protected themselves, their homes and their property from the ravages of fire. The evolution of building construction and it's impact on how fires react, laws relating to maintaining fire as a friend and how to control it as a foe, and the equipment used to combat fires and water supply to maintain the battle will be examined in detail. Major fires in American history will be examined to determine how they changed the very fabric of the American lifestyle.
Prerequisite(s):
Corequisite(s):

FIRE-150 Fire Inspector CREDITS: 3

This course provides a demonstration of the basics of municipal fire inspection and code enforcement principles. Students will learn the basics of inspections, the identification of common hazards, the basics of special inspections, and the use of NFPA 101 Life Safety Codes and NFPA 1 Uniform Fire Code.

Prerequisite(s):

Corequisite(s):

FIRE-155 Fire Service Hydraulics CREDITS: 3

This is a foundation course in the principles of hydraulics as applied to fire service hose and appliances. This course applies theoretical and application principles to solve hydraulics based challenges. Topics include principles involving water at rest and in motion, solving hydraulic problems in fire hose layouts by exact mathematical calculation and fire ground estimation, establishing the ability to make rapid fire ground hydraulic determinations, and to evaluate the efficiency and effectiveness of various hydraulic systems including hydrant flows.

Prerequisite(s):

Corequisite(s): MATH-140

FIRE-160 Fire Investigation I CREDITS: 3

This course is intended to provide the student with the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the fire setter, and types of fire causes.

Prerequisite(s):

Corequisite(s):

FIRE-165 Introduction to Wildland Fire CREDITS: 3

Wildfires are responsible for property damage throughout Maine and the United States every year. In addition, prescribed fire is used as land management tool to accomplish ecological objectives. This class will provide students with an introduction to wildland fire management. The class will cover topics in fire behavior, fire weather, fire ecology, and fuel management. This class will prepare an untrained wildland firefighter with the tools required to work on a wildland or prescribed fire. Students can earn National Wildland Coordinating Group (NWCG) certification for Wildland firefighter with this course and an additional eight-hour field exercise.

Prerequisite(s):

Corequisite(s):

FIRE-170 Wildland Fire Behavior CREDITS: 3

Throughout history, wildland fires have shaped much of the natural landscape in New England as well as the rest of the United States. Relating fire behavior to modern landscapes will help managers make informed decisions about fuel management practices. This class will provide students with an understanding of expected fire behavior. Topics will include an in depth understanding of weather, topography, and fuels effect on wildland fire behavior. Although this class is not a firefighting class, a field component should be expected with the possibility to observe prescribed fire. It is recommended that students take Introduction to Wildland Fire management prior to this class.

Prerequisite(s): MATH-020

Corequisite(s):

FIRE-200 Hazardous Materials CREDITS: 3

Because of the ever-increasing rate at which new industrial materials are being introduced into our world, and because it is the fire-fighter or fire-protection specialist who must deal with the hazards associated with these new chemicals, this is a particularly valuable course. This course is designed to meet the NFPA 472 standard at the "Operations" level. Some of the areas of study include flammable materials, pressurized vessels, cryogenics, oxidizing agents, corrosives, explosive and toxic materials. Students will become familiar with tools, equipment and response techniques as well as the federal and state laws that govern the handling of hazardous materials and the incidents they create. This course concludes with presentations of semester long student projects. In conjunction with this

course, there is an opportunity to participate in a field training that may result in State Hazardous Materials certification at the "Operations" level.
Prerequisite(s): 30 credits toward major
Corequisite(s):

FIRE-205 Fire & Life Safety Educator CREDITS: 3
This course is designed to meet the requirements of the NFPA 1035, the professional qualification standards for Public Fire and Life Safety Educator I and II. The course combines student activities, instructor presentations and community-based projects to develop skills and knowledge in the field. The course will provide students with the knowledge to design a public fire and life safety program, to organize a budget to meet the needs of the program, and to present a fire safety or life safety education presentation. Students can earn state certification from successful completion of this course and community based teaching assignments.
Prerequisite(s):
Corequisite(s):

FIRE-210 Fire Instructor CREDITS: 3
This course is designed to assist current and aspiring fire/rescue officers in teaching fire-service-oriented subjects and developing an understanding of the various methods of teaching fire/rescue occupational subjects. This course will aid students in preparing instructor lesson plans and help them to recognize and practice the effective use of other instructor resource materials. Students can earn state and national certification from successful completion of this course and a practical teaching demonstration.
Prerequisite(s):
Corequisite(s):

FIRE-215 Fire Service Leadership CREDITS: 3
This course is designed to develop a foundation of leadership, supervision and communication skills for the fire officer. The subject matter, instruction, activities, and assignments will follow the recommendations for Fire Officer I and II as presented in NFPA 1021, Standard for Fire Officer Professional Qualifications. Students will study basic issues related to all supervision, as well as issues specific to fire service supervision. Students can earn state and national Fire Officer I & II certification by successfully completing this course, additional writing assignments, and community-based training and certification requirements. This course has been designated as a writing-intensive course.
Prerequisite(s): ENGL-100
Corequisite(s):

FIRE-230 Water Supply Analysis CREDITS: 3
Water is the most important and frequently used extinguishment medium used by the emergency fire services. The effective application of limited water resources is critical to successful control of unwanted fire. Students will gain a basic understanding of fire protection water supply systems in use in rural communities, urban communities and industrial settings. This course will require the application of hydraulic principles and pre-incident planning. Along with classroom lecture, the course will involve significant field application of classroom concepts.
Prerequisite(s): FIRE-155
Corequisite(s):

FIRE-250 Fire Ground Operations CREDITS: 3
This course offers basic tactics and strategies to the firefighter. The course looks at three major response apparatus and explores the internal structure and skills needed to operate at the scene of a fire.
Prerequisite(s): 30 credits toward major
Corequisite(s):

FIRE-260 Fire Administration CREDITS: 3

This course is a broad overview of the management practices employed in today's fire/rescue services. The course focuses on the role of the fire administrator within the context of municipal government. The course will emphasize managerial ethics, accountability, the changing environment, planning, financial management, and preparing for the future. This course also requires development and defense of a Fire Science Thesis Portfolio documenting attainment of SMCC Fire Science learning outcomes. This course has been designated as a writing-intensive course.
Prerequisite(s): ENGL-100
Corequisite(s):

FIRE-280 Special Problems in Fire Protection CREDITS: 3

This course is a service-learning independent study. An arrangement provides an opportunity for students to pursue special areas of independent study with advisement of a fire science faculty member. A formal proposal will be required, with a copy on file with the Dean of Academics.
Prerequisite(s):
Corequisite(s):

FRENCH

FREN-100 Conversational French CREDITS: 4

This course is designed for students of all levels of French The course focuses on the students" ability to produce the language orally. Content begins with basics and becomes increasingly complex as the semester progresses. The course does not include explanations of grammar and all assessments are done orally. The course is intended for people who plan to use spoken French in some capacity in their lives.
Prerequisite(s):
Corequisite(s):

FREN-101 Beginning French I CREDITS: 4

This beginner's course in French equally emphasizes the four skills of language learning: listening comprehension, speaking, reading and writing Interactive materials and a laboratory component create a multifaceted and challenging learning environment. This course is appropriate for students with two or fewer years of high school French.
Prerequisite(s):
Corequisite(s):

FREN-102 Beginning French II CREDITS: 4

This course in French equally emphasizes the four skills of language learning: listening comprehension, speaking, reading and writing Interactive materials and a laboratory component create a multifaceted and challenging learning environment. This course is a continuation of FRE 101 and follows the course sequence.
Prerequisite(s): FREN-101
Corequisite(s):

GEOGRAPHIC INFORMATION SYSTEMS

GISS-150 Introduction to Geographic Information Systems CREDITS: 3

This computer intensive course provides an overview of cartography, spatial data structures, sources of data used in GIS, and analysis of spatial data. Students will gain an understanding of uses and applications of GIS, as well as a working knowledge of ESRI's ArcMap software. Classes will consist of lectures and computer exercises. Recommended: Knowledge of Windows based software.
Prerequisite(s):
Corequisite(s):

GISS-250 Geographic Information Systems II CREDITS: 3

GIS-200 is an advanced class for students who have taken GIS-100 and wish to advance their skills in an applied fashion. The focus of the course is on development of individual projects. Students will define a real world problem and develop a GIS application that can be used to analyze the problem and make recommendations toward a solution. Students will prepare a report and do a public presentation of their work at the end of the course. Class sessions are used to work on software applications and to meet with individual students to discuss the progress of their projects.

Prerequisite(s): GEOS-150
Corequisite(s):

GERMAN

GRMN-100 German I CREDITS: 4

This is a beginner's course in German equally emphasizing the four skills of language learning: listening comprehension, speaking, reading and writing This course is appropriate for students with no prior German knowledge.

Prerequisite(s):
Corequisite(s):

GRMN-200 German II CREDITS: 4

This is a continuation of the beginner's course in German equally emphasizing the four skills of language learning: listening comprehension, speaking, reading and writing This course is appropriate for students with little prior German knowledge.

Prerequisite(s): GERM-100
Corequisite(s):

HEAVY EQUIPMENT OPERATIONS

HEOP-100 Introduction to Construction Safety for Heavy Equipment Operators
CREDITS: 1

This course is designed to provide students with knowledge and skills as prescribed by the Occupational Safety and Health Administration This course will provide students with the ability to recognize and avoid hazardous situations as well as the ability to conduct themselves safely on the job site throughout their career. Students who successfully complete this section of the course will earn the industry-recognized credential, OSHA (10 or 30) Hour card. In addition, students enrolled in this course will study aspects of safety prescribed by the Mining Health and Safety Administration as pertinent to heavy equipment operators and laborers who will be working in and around trenches and other excavation work sites.

Prerequisite(s): HEOP program acceptance
Corequisite(s):

HEOP-115 Principles of Heavy Equipment Operations: Maintenance and Service
CREDITS: 3

This course is designed to provide students with fundamental knowledge and skills of the Heavy Equipment Operations / construction industry As a result of this course, students will acquire the knowledge to safely work on a heavy equipment construction site. Students will study various types and functions of heavy equipment, as well as how to perform a pre-start safety inspection. Students will learn how to properly start up and shut down the equipment as well as the purpose and use of the operational controls. Students will complete this course with an introduction to construction site layout and grades.

Prerequisite(s): HEOP-100
Corequisite(s):

HEOP-130 Principles of Heavy Equipment Operations: Backhoe and Excavator (Simulation Lab) CREDITS: 3

This course will introduce students to the basic operation of a backhoe and/or excavator to perform fundamental procedures required for operation on the job site This simulation lab will provide students with opportunity to practice basic backhoe and excavator operations repetitively. This lab will develop proficiency in preparation for an internship.

Prerequisite(s): HEOP-100
Corequisite(s):

HEOP-145 Principles of Site Finishing and Grades CREDITS: 3

This course is designed to give students the skills to perform print reading, plotting and site preparation of ground work This course describes the use of various types of heavy equipment to finish and trim grades and slopes of roads, pads, ditches and other structures. Information is presented regarding the responsibilities and leadership abilities in relation to organizing and directing workers and operations. Students will understand and interpret production requirements and specifications used for grade layout.

Prerequisite(s): HEOP-100
Corequisite(s):

HEOP-160 Principles of Heavy Equipment Operations: Bulldozer and Excavator (Simulation Lab) CREDITS: 3

This course will introduce students to the basic operations of a bulldozer and an excavator to perform fundamental procedures required for operation of each piece of equipment on the job site. This lab will provide students with the opportunity to practice basic skills on a job site associated with the equipment operations repetitively. This lab will develop proficiency in preparation for an internship.

Prerequisite(s): HEOP-115
Corequisite(s):

HEOP-175 Heavy Equipment Operations Internship CREDITS: 4

The Heavy Equipment Operations Internship comprises on-the-job training provided by employers on actual construction sites A training agreement specifies the tasks the student will be expected to perform. The instructor will determine the number of hours a student will participate in the internship.

Prerequisite(s): HEOP-130, HEOP-145, HEOP-160
Corequisite(s):

HISTORY

HIST-120 World History to 1500 CREDITS: 3

This is an introductory survey covering the history of the global past from the origins of humanity through the 15th century, from the rise of early civilizations through the moment of European contact in the western hemisphere during the late-15th century. This course will introduce students to the process of thinking historically: students will seek to understand the problems, events, and people of the global past under their own terms and in the broadest contexts. Historians wage vigorous debates over such questions as: How did human society first evolve? What constitutes "civilization"? How has religion changed over time? What has been the significance of cultural exchange between peoples? Students will become attuned to how different the past was to our own lifetimes, being ever mindful of how even ancient world history has and continues to shape our present.

Prerequisite(s): ENGL-050, ENGL-075
Corequisite(s):

HIST-125 World History Since 1500 CREDITS: 3

This is an introductory survey covering the history of the global past from the 15th century through contemporary times, from the moment of European contact in the western hemisphere during the late-15th century through the

modern global context. This course will introduce the process of thinking historically: students will seek to understand the problems, events, and people of the global past under their own terms and in the broadest contexts. Students will examine important historical issues such as: How did the modern world evolve? How have institutions such as slavery, religion and capitalism shaped the global experience? What caused nations to emerge and how does nationalism affect individuals? Students will develop an appreciation of how our contemporary world emerged from and is shaped by these critical issues.
Prerequisite(s): ENGL-050, ENGL-075
Corequisite(s):

HIST-130 United States History to 1877 CREDITS: 3
This is an introductory survey covering the history of the United States through Reconstruction. This course is designed to acquaint students with most major topics in the American experience ranging from the origins of British settlement in North America through the civil war and the end of reconstruction in 1877. This course will explore the cultures that discovered and created American society and the interactions of European, Native American and African peoples. It also will introduce students to the process of thinking historically, with a focus on original historical sources.
Prerequisite(s): ENGL-050, ENGL-075
Corequisite(s):

HIST-135 United States History Since 1877 CREDITS: 3
This is an introductory survey covering the history of the United States since the end of Reconstruction. This course is designed to acquaint students with most major topics in the American experience ranging from the aftermath of the Civil War through the contemporary period. Some of the key topics to be covered include: industrialization, progressivism, World Wars I and II, the Great Depression and the Civil Rights Movement. This course also will introduce students to the process of thinking historically, with a focus on original historical sources.
Prerequisite(s): ENGL-050, ENGL-075
Corequisite(s):

HIST-136 Modern America: The United States Since 1945 CREDITS: 3
This course examines the history of the United States since World War II, with special focus on the social, cultural, political and foreign policy history that has defined the modern American experience. To examine this history, this course will explore a broad range of topics, from Cold War diplomacy through the nation's current conflicts in Iraq and Afghanistan, from the evolution of major New Left Social movements to the impact of technology, immigration, and party politics in contemporary America. Devoting particular attention to primary source documents and historical artifacts, including popular music and television programs, this course endeavors to understand the roots of the modern United States. This course is offered Spring semester.
Prerequisite(s): ENGL-050, ENGL-075
Corequisite(s):

HIST-140 Maine and New England's Maritime Heritage CREDITS: 3
Maine and New England's Maritime Heritage is designed to give students an introduction to Maine's maritime history in the context of the larger history of the region and country. Students will be introduced to maritime history at the time of the Native Americans, buy the primary focus will be 1500 to the present day, from sailing vessels to supertankers. Course topics will include: early fishing communities in the area, Native Americans, minorities and women in the seafaring community, sail power to steam power, and the current state of the region's maritime realm. This course is typically offered in the Spring semester.
Prerequisite(s): ENGL-050, ENGL-075
Corequisite(s):

HIST-143 Islam in Africa/ African Diaspora in Maine CREDITS: 3
This course provides an introduction to the Muslim world in Africa, and to African Muslims in the world and in Maine. Students will explore the roots and contemporary issues of Islam through readings and discussions of selected literature, short stories, poetry, history and current events. Students will be introduced to the history of Islam, and will

explore the origins and expansion of Islamic civilization in Africa, follow African Muslims throughout the African Diaspora, and examine the specific experiences of both African and African-American Muslims in the modern United States. Students will also examine the recent experience of African Muslims in Maine, especially in the southern Maine communities of Lewiston-Auburn and Greater Portland. Students will attain tools to understand the African Muslim Diaspora as both a broad phenomenon as well as an experience that is shaping the contemporary experience in Maine.
Prerequisite(s): ENGL-050, ENGL-075
Corequisite(s):

HIST-145 Maine History CREDITS: 3
Maine has a rich and varied history, at once unique and simultaneously deeply enmeshed in the broader history of the United States. The course will develop both the singularity of the Maine experience and the contributions of the state to the growth of the nation in various periods. Primary attention will be given to the economic and social development of Maine, that is, "history from the bottom up." Consistent stress will also be placed on the relationships of Maine's past to contemporary issues facing the state. The course will stress documentary sources to understand the processes involved in that growth. The arts, musical, visual, and literary, will provide other avenues to understanding how people related to their setting and experiences.
Prerequisite(s): ENGL-050, ENGL-075
Corequisite(s):

HIST-155 Historical Archaeology CREDITS: 3
Historical archaeology is the study of the archaeological remains of literate cultures throughout the world. Historical archaeologists turn to a variety of disciplines including history, anthropology, geography, ecology, and biology as they explore the historic peoples of the world over the last 3,000 years. Students will delve into the origins of historical archaeology in North American, it's methods, and contributions the field has made to our understanding of the settlement of the continent since the 11th century. This course will include hands-on activities using artifacts and documents, a visit to an archaeological laboratory, and films detailing the excavations at sites such as Jamestown, Red Bay, and the plantation south. This course is typically offered in the Spring semester.
Prerequisite(s): ENGL-050, ENGL-075
Corequisite(s):

HIST-165 Social History of the Civil War and Reconstruction CREDITS: 3
In November 1863, Abraham Lincoln addressed the meaning of the Civil War at Gettysburg, Pennsylvania, asserting that the fallen "shall not have died in vain; that this nation, under God, shall have a new birth of freedom." How, and indeed whether, the Civil War came to foster a renascent commitment to liberty in the United States is at the heart of this course on the social history of the Civil War and Reconstruction. To investigate this "new birth of freedom" this course will explore the varied causes of the Civil War and examine the many contested legacies of the conflict through the Reconstruction period and beyond. Considering more than military strategy, this course will draw widely from original sources that illuminate the social and political impact of the Civil War and its aftermath. This course will naturally attend to the remarkable political leaders of the era, but it will also recover the experiences of ordinary Americans from both the Union and the Confederacy. Finally, to fully address whether the era resulted in a "new birth of freedom," this course will consider how Americans' commitment to liberty evolved over time, making a "Second Reconstruction" necessary a full century after Lincoln commemorated the war dead at Gettysburg. This course is typically offered in the Fall semester.
Prerequisite(s): ENGL-050, ENGL-075
Corequisite(s):

HIST-170 History of World Religions CREDITS: 3
Religion is a complex network of ideas and actions, both ethical and ritual, that expresses a groups' sense of ultimate meaning of life. Students will examine how the beliefs and values of contemporary and historical cultures shape and are shaped by societal factors, longstanding traditions, and distinctive forms of literary expression. The aim of this course is to introduce students to some of the major religious traditions and to think critically and analytically about

the various human phenomena we name "religious." The traditions to be surveyed include Judaism, Christianity, Islam, Hinduism, Buddhism, Native American and newer expressions of religion.
Prerequisite(s): ENGL-050, ENGL-075
Corequisite(s):

HIST-201 History of Science CREDITS: 3
The History of Science is designed to help the student better understand the impact of science and technology on our way of life, through discussions of the history of science, resulting technological changes, and our relationship to the social and physical environment. Textbook readings will be supplemented with original writings by some of the builders of our scientific society, from Plato and Aristotle to Newton and Einstein. While names, dates, and places are an important part of the course, the emphasis will be to provide an understanding of changes in ideas, knowledge, and culture over time.
Prerequisite(s): ENGL-050, ENGL-075
Corequisite(s):

HIST-202 History of Technology CREDITS: 3
The History of Technology will help the student better understand the impact of science and technology on our way of life, through discussions of technological change and the inter-relationship with the social, political and economic forces of society. The course will focus on the impact of major 20th Century American technologies such as the automobile, nuclear energy and computers.
Prerequisite(s): ENGL-050, ENGL-075
Corequisite(s):

HIST-203 History of Health Care CREDITS: 3
This course is designed to enrich the student's knowledge of the history of science, medicine, and technology that have impacted the development of modern health care. This course will explore the practice of health care providers and study the role of institutions and of the economic and social changes in the development of health care.
Prerequisite(s): ENGL-050, ENGL-075
Corequisite(s):

HIST-205 Field School in Historical Archaeology CREDITS: 3
The Field School in Historical Archaeology is a hands-on 3-credit history course that provides the students with on-site archaeological field and laboratory experience. The course will expose students to the field of historical archaeology at the site of the Robert Given Farmstead (c.1761-c.1835)at Pemaquid Falls on the south-central coast of Maine, under the supervision of the project director and several experienced volunteers. This experience is a great hands-on opportunity for college students seeking course credit and experience in historical archaeology, teachers in need of recertification credits, or history buffs interested in exploring an area with a rich colonial history. HTY-215 is recommended. This course is offered in the Summer semester.
Prerequisite(s):
Corequisite(s):

HIST-208 Telling Lives: Reading and Writing American Biography CREDITS: 3
This course serves as an introduction to reading and writing biography as an historical genre. By examining biographical techniques, this course evaluates biography as a method of narrating and interpreting the past. To do so, this course focuses on the history of political protest and social activism in the United States, investigating such topics as the radicalism of the American Revolution, utopianism, abolitionism, Progressivism, the labor movement, the struggle for African American freedom, feminism, the movements of the New Left, and environmentalism. Exploring the lives and times of the figures who created an sustained the nation's tradition of radical reform while assessing a range of original historical sources will provide students the chance to understand the challenges-and rewards-of crafting historical biography.
Prerequisite(s): ENGL-050, ENGL-075
Corequisite(s):

HIST-225 The African American Freedom Struggle, 1865-1970 CREDITS: 3

This course investigates the origins and consequences of the civil rights movement, an ongoing struggle for African-American freedom with roots deep in the American past that profoundly impacted life in the United States between the 1860s and 1970s. This course will focus especially on the efforts of African-American men and women, both ordinary folk and renowned leaders, who fundamentally shaped the movement for civil equality. To examine this history, this course will : draw from primary sources that recover the voices and experiences of activists, intellectuals, artists, and everyday people who supported the civil rights movement: evaluate the work of civil rights historians who interpret the history of the ongoing freedom struggle: and investigate the regional histories of the civil rights struggle from Montgomery, Alabama to Portland, Maine. This course is typically offered in the Spring semester. This course has been designated as a writing-intensive course.

Prerequisite(s): ENGL-100
Corequisite(s):

HORTICULTURE

HORT-100 Introduction to Horticulture CREDITS: 3

The student will be presented with an overview of the field of horticulture. Career opportunities, educational options and industry associations will be discussed. The principles of propagating, growing, arranging, maintaining, utilizing, and marketing of plants will be presented. Practical experience in greenhouse setting, such as transplanting occurs the first month of class. Field trips are required.

Prerequisite(s):
Corequisite(s):

HORT-110 Woody Plant Materials CREDITS: 2

This course focuses on the identification, selection, uses and culture of trees, shrubs, groundcovers and vines in the northern New England landscape. Native and introduced or exotic plants are discussed, with an emphasis on the identification and selection of plants appropriate to various sites encountered in the urban and rural landscape. Field trips are required.

Prerequisite(s):
Corequisite(s):

HORT-120 Pruning CREDITS: 1

This course is an introduction to the principles and practices of pruning. The course will cover selected topics on the science and art of pruning. Topics will include types and maintenance of pruning tools, reasons for pruning, plant responses to pruning and the various techniques used to effectively prune trees, shrubs, vines, edible fruits and herbaceous plants. Field trips are required.

Prerequisite(s): HORT-110
Corequisite(s):

HORT-130 Soils and Soil Fertility CREDITS: 3

This is an introductory soil science course investigating the physical, biological and chemical properties of soils and the relationships between plants and soil. Areas of study include: soil sampling and testing, organic matter management and composting, water relationships, soil surveys, soil horizon interpretation, soil fertility, and plant nutrition based on the selection and use of natural and synthetic fertilizers and soil amendments.

Prerequisite(s):
Corequisite(s):

HORT-140 Integrated Pest Management CREDITS: 3

This course introduces students to applied entomology and plant pathology, and pest management strategies using the principles of integrated pest management (IPM) Common insect and plant disease organisms are identified and

discussed. Emphasis is placed on plant health and pest management tactics resulting from systematic, logical, effective, and environmentally safe management decisions. Field trips are required. Maine Board of Pesticides Control Private Applicators License exam is given.
Prerequisite(s):
Corequisite(s):

HORT-150 Arboriculture CREDITS: 3
This is an introductory course in arboriculture: the planting and care of trees and shrubs. Students study the identifying features, growth habits and cultural requirements of urban trees and shrubs. The principles of tree care, pruning, repair and maintenance are covered. The techniques of tree climbing and appropriate knot tying and usage are presented. Preparation to become a licensed Maine arborist is given. Field trips are required.
Prerequisite(s): HORT-110
Corequisite(s):

HORT-155 Tree Fruit Production I CREDITS: 1
This is the first part of a year-long, three part, introductory study of the general principles and practices involved in handling home and commercial plantings of tree fruit crops commonly grown in this area Part 1 has 16 one-hour weekly class sessions. The student will study the cultural requirements necessary to manage an organic orchard. The principles of IPM, scouting, degree days, orchard establishment, lay-out, tools, and tree maintenance are covered. The techniques of grafting, budding, pruning, and top-working are presented and practiced. Class meetings and labs will be scheduled around yearly orchard operations that occur during the dormant and early growing season. Attendance of MOFGA's Scion-wood & Seed Exchange will be expected.
Prerequisite(s): HORT-130
Corequisite(s): HORT-140

HORT-156 Tree Fruit Production II CREDITS: 1
This is the second part of a year-long, three part, introductory study of the general principles and practices involved in handling home and commercial plantings of tree fruit crops commonly grown in this area Part 2 has 12 1.25-hour weekly class sessions. The student will study the cultural requirements necessary to manage an organic orchard. The principles of IPM, scouting, degree days, orchard establishment, lay-out, tools, and tree maintenance are covered. The techniques of budding and pruning are presented and practiced. Class meetings and labs will be scheduled around yearly orchard operations that occur during the mid-Summer growing season.
Prerequisite(s): HORT-130
Corequisite(s): HORT-140

HORT-157 Tree Fruit Production III CREDITS: 1
This is the third part of a year-long, three part, introductory study of the general principles and practices involved in handling home and commercial plantings of tree fruit crops commonly grown in this area Part 3 has 15 one-hour weekly class sessions. The student will study the cultural requirements necessary to manage an organic orchard. The principles of IPM, scouting, degree days, orchard establishment, lay-out, tools, and tree maintenance and Winter preparation are covered. The techniques of soil testing, apple ripeness, and spraying are presented and practiced. Class meetings and labs will be scheduled around yearly orchard operations that occur during the Fall and early-Winter season. Attendance of a related session during MOFGA's Common Ground Fair and visiting an orchard on Maine Apple Day will be expected and will replace the weekly scheduled class for that week.
Prerequisite(s): HORT-130
Corequisite(s): HORT-140

HORT-175 Placement Training CREDITS: 4
This summer internship is on-the-job training, providing students with a work experience in an area of horticulture or related field of specific interest to the student. Students are primarily responsible to the employer for the various work responsibilities established. Students are also responsible to the course instructor to complete academic requirements.
Prerequisite(s): HORT program acceptance

Corequisite(s):

HORT-180 Freshman Seminar CREDITS: 1
Students present a seminar of a topic of interest. Students are required to attend the "Distinguished Speaker Series." Speakers may include leading horticultural researchers, industry representatives, green industry professionals or experts in other fields.
Prerequisite(s):
Corequisite(s):

HORT-185 Introduction to Floral Design CREDITS: 3
This course is an introduction to the profession of Floral Designer The course covers elements, principles and techniques of floral design. Classes will consist of lecture followed by hands on design. Classes will also cover the daily practices of a traditional floral shop. This course will prepare students for a career in the floral industry, including sales, design and merchandising. Students may purchase their arrangements on a weekly basis.
Prerequisite(s):
Corequisite(s):

HORT-200 Herbaceous Plant Materials CREDITS: 2
This course focuses on the identification, selection, uses, and culture of herbaceous landscape plants in the northern New England landscape. Emphasis is placed on the identification, environmental adaptation, and ornamental value of selected plants, with applications in the perennial and annual gardens.
Prerequisite(s):
Corequisite(s):

HORT-210 Landscape Surveying and Mapping CREDITS: 2
This course gives students a working knowledge of landscape mapping as it might relate to landscape construction and design. Students learn various measuring techniques, develop technical skills using a level and transit, and produce base maps showing land contours, surface draining patterns, vegetative characteristics, and other landscape information.
Prerequisite(s): MATH-110 or MATH-140
Corequisite(s):

HORT-220 Landscape Management CREDITS: 3
This course presents the principles and techniques of landscape management. Components of landscape contracting and landscape gardening are discussed, with an emphasis on the efficient and environmentally sound management of the landscaped area. Topics include weed management, hardscape construction elements, landscape maintenance, job estimating and bidding, and business and resource management. Preparation to become a Maine Certified Landscape Professional is given.
Prerequisite(s): HORT-110, HORT-130
Corequisite(s):

HORT-230 Nursery and Garden Center Operations CREDITS: 3
This course introduces students to the scope and nature of the nursery and garden center industries in Maine and New England. Current nursery crop production and management methods are discussed as well as applications of nursery equipment and irrigation techniques. Preparation is given to become a Maine Certified Nursery Professional. Field trips are required.
Prerequisite(s): HORT-110
Corequisite(s):

HORT-240 Turfgrass Management CREDITS: 2

This course presents the principles and practices of managing turfgrass in the landscape. Course content includes the growth, development and maintenance of cool season turfgrasses. Seeding, sodding, mowing, fertilization, turf weeds and pests and related management practices are discussed. Field trips are required.
Prerequisite(s):
Corequisite(s):

HORT-250 Greenhouse Management CREDITS: 3
This is an introductory commercial greenhouse operations and management course. Students become familiar with greenhouse structures and equipment, the greenhouse environment, insect, disease and weed management, and crop production and marketing. Students apply methods and techniques to manage the greenhouse facility and environment and to gain experience and knowledge about common greenhouse crops. Field trips are required.
Prerequisite(s): HORT-130, HORT-200
Corequisite(s):

HORT-271 Herbaceous Plant Design CREDITS: 2
This course focuses on the use of herbaceous plants in the landscape and provides an opportunity to explore the function and design aspects of herbaceous plants for the outdoor garden in New England Emphasis is placed on creating designs in response to given criteria. A strong background in herbaceous plant material identification and culture is required.
Prerequisite(s): HORT-200
Corequisite(s):

HORT-280 Senior Seminar CREDITS: 1
Students present a seminar of their work experiences in HORT-175, Summer Placement. Students are required to attend the "Distinguished Speaker Series." Speakers may include leading horticultural researchers, industry representatives, green industry professionals or experts in other related fields.
Prerequisite(s): HORT-175, HORT-180
Corequisite(s):

HORT-290 Landscape Design CREDITS: 3
This course introduces students to the fundamentals of landscape design as it applies to residential and small scale commercial landscapes. Included are the study of site evaluation, plan graphics, plant and landscaping materials selection, business aspects of landscape design and the principles of formal and informal design. Students prepare sketches and finished designs.
Prerequisite(s): HORT-110, HORT-200, HORT-210
Corequisite(s):

HOSPITALITY MANAGEMENT

HSPM-105 Kitchen Operations CREDITS: 6
This course deals with the basics of how food is purchased and processed Although students are not taught to be accomplished cooks, they do learn how good food is prepared and presented. There is an evaluation of basic cooking techniques that include: measurement, knife skills, kitchen safety and sanitation, principles of cookery, salads and salad dressings, stocks and sauces, soups, meat cookery, seafood cookery, vegetable, potato, pasta, bread, and bakery products. Basic control systems are stressed including: sanitation, purchasing, receiving, storing, yield testing, food costing and inventory control. The students prepare a variety of meals for service at the Peter A. McKernan Hospitality Center. Course also involves computer applications.
Prerequisite(s):
Corequisite(s):

HSPM-110 Food and Beverage Operations CREDITS: 3

The main focus of this course is the information necessary to ensure guest satisfaction and repeat customers Included are such subjects as dining room service; banquet service; beverage service; safety security and sanitation; organizing food and beverage operations; fundamentals of management; and food and beverage marketing. Corequisite(s): LRM-128.

Prerequisite(s):
Corequisite(s): HSPM-115

HSPM-115 Food and Beverage Operations Lab CREDITS: 1

This lab will train the student intern in dining room and banquet set-up and service, beverage service and clean-up Customer service and satisfaction is stressed, to ensue repeat business, along with kitchen safety and sanitation. This lab requires some night and weekend hours.

Prerequisite(s):
Corequisite(s): HSPM-110

HSPM-125 Housekeeping Operations CREDITS: 3

The housekeeping department is the largest single department in most hotels This course gives students a well-rounded knowledge in the exceptionally important area of housekeeping and how it is related to hotel, motel, and restaurant operations. Safety and security, managing inventories, guest room and public area cleaning, linens, and controlling expenses will all be covered in depth.

Prerequisite(s):
Corequisite(s): HSPM-126

HSPM-126 Housekeeping Operations Lab CREDITS: 1

In this lab the student intern will become familiar with efficient and effective techniques for cleaning hotel rooms and public areas of a hotel or restaurant The safe use of cleaning supplies and chemicals is stressed along with customer comfort, safety and key control security. Laundry cleaning procedures and linen control will also be covered. Students are required to be in uniform as lab dictates. Tools will be provided by SMCC.

Prerequisite(s):
Corequisite(s): HSPM-125

HSPM-135 Front Office Operations CREDITS: 3

This course deals with the center of operations from the guest's perspective - the front office Operations, reservations, registration, accounting, and the night audit will be stressed. The special areas of guest service and up-selling will be discussed.

Prerequisite(s):
Corequisite(s): HSPM-136

HSPM-136 Front Office Operations Lab CREDITS: 1

This lab will provide the skills necessary to ensure customer satisfaction, safety and security Guest registration, check-out procedures, key control and phone manners will be a focus. This lab will require evening, over-night and weekend hours. Students are required to be in uniform as lab dictates. Tools will be provided by SMCC.

Prerequisite(s):
Corequisite(s): HSPM-135

HSPM-175 LRM Internship CREDITS: 3

This course is designed to give LRM students a working knowledge of hotel operations Each student will rotate through the various departments of a hotel, under the supervision of a shift manager or designated hotel employee. Students will familiarize themselves with the daily internal operations of a hotel and document the experience using a journal. The internship will be completed over the course of the LRM/CA program, under faculty guidance. A student may choose from a list of properties or select another establishment with advisor approval. The four areas of study will include, Front Desk, Concierge/Guest Services, Night Audit, and Events Management/Catering. Once started in any

of the areas, the area must be completed. No broken service will be counted for credit. Please enroll in this course after you have completed the course.
Prerequisite(s):
Corequisite(s):

HSPM-240 Hospitality Marketing CREDITS: 3
This course looks at how to identify and sell to the most appropriate market segments in local, national and international settings The ability to develop and implement effective marketing plans is stressed. Applying key marketing methodologies to research, sales, advertising, public relations, promotions and pricing are discussed at great length.
Prerequisite(s):
Corequisite(s):

HSPM-245 Events Management CREDITS: 3
This course will provide the knowledge, skills and experience necessary to produce effective events, in accordance with traditional business services, which include but are not limited to the following: advertising; booking and coordinating events; providing audio, visual, wireless internet equipment and print media; catering and banquet services; handicap support services; and entertainment, spousal and child care services, as well as shuttle service
Prerequisite(s):
Corequisite(s): HSPM-240

HEATING, AIR CONDITIONING, & REFRIGERATION

HVAC-115 Residential Heating Systems CREDITS: 7
This course covers the study of heating systems beginning with basic energy units, work, power, measurements, fuel, combustion theory, burner, heat exchange controls, system types and application
Prerequisite(s): HVAC program acceptance
Corequisite(s):

HVAC-120 Basic Refrigeration CREDITS: 7
Basic Refrigeration prepares students for entry-level positions in the industry through theory, demonstration and hands-on practice in a simulated workplace environment The areas of instruction include safety, tools, commercial refrigeration equipment, refrigeration cycles, compressors, evaporators, all associated controls (both electrical and mechanical), and basic electrical theory.
Prerequisite(s): HVAC program acceptance
Corequisite(s):

HVAC-180 Heating Theory CREDITS: 3
This course is a study of heat-loss calculation for domestic burner installation Student study and analyze proper insulation practice, fuel consumption and fuel demand (Degree Day System).
Prerequisite(s): HVAC program acceptance
Corequisite(s):

HVAC-215 System Design & Industrial Heating CREDITS: 7
This course covers System Design, forced hot water and forced warm air piping, and duct layout System zone control is emphasized in all common residential systems. Other topics include light industrial heating equipment and controls.
Prerequisite(s): ELEC-100, HVAC-115
Corequisite(s): ELEC-105

HVAC-220 Basic Air Conditioning CREDITS: 7

Basic Air Conditioning continues to prepare students for entry level positions in the HVAC industry through comfort cooling theory, demonstration, and "hands-on" practice in a simulated workplace environment The areas of instruction include review of trade safety practices, proprietary tools, instruments, workplace readiness for installation, service and repair of air conditioning systems and heat pumps.
Prerequisite(s): ELEC-100, HVAC-115
Corequisite(s):

PLUMBING

HVPL-100 Blueprint Reading and Sketching CREDITS: 2

This course is a study of isometric plans and elevation drawings for plumbers It includes exercises in bathroom layouts and producing isometric pipe drawings. Restricted to Plumbing and HAC students.
Prerequisite(s): HVAC program acceptance
Corequisite(s):

HVPL-105 Plumbing Application and Methods CREDITS: 7

This course offers an introduction to the plumbing trade as practiced in the State of Maine Students will develop a working knowledge of the codes governing the installation of plumbing and when where to use the proper materials in the different plumbing systems. Students will also learn the safe and proper way to use the different tools and equipment used in the trade. Students will be required to work on individual projects over the course of the semester.
Prerequisite(s): HVAC program acceptance
Corequisite(s):

HVPL-205 Plumbing Application and Code CREDITS: 7

This course is a further concentration of Maine Plumbing Code Mock-ups will be used for actual piping and fixture layout allowing students the opportunity to design, build and test plumbing installations. This course continues preparation to qualify the students to sit for the Maine State Journeyman Plumbers Exam.
Prerequisite(s): HVPL-105
Corequisite(s):

INTERNATIONAL CULTURAL EXCHANGE

ICEX-130 Cultural Experience - Austria CREDITS: 3

This course is intended to include SMCC's culinary arts two-week study tour in Austria, which takes place at the end of each spring semester. The study tour is based at Bad Gleichenberg Tourismusschule. The hands-on application in Bad Gleichenberg is 8 full days of cooking Austrian cuisine including: moist methods of cooking beef, poultry, veal and pork; dry methods such as Vienna Schnitzel, cutlets, and smoking of fresh native fish; Austrian dumplings; spaetzle; vegetable salads; dressings and vegetable compliments for the main course. Desserts and pastries include items such as Lindzer torte, Sacher Torte, a variety of dumplings, souffles, Palatchinken, Kaisiershmarm and the beverages to accompany the meals. During our stay, we will have two evenings of wine education in any one of the school's six wine cellars, and attend a graduation ceremony, performed by the students under the supervision of their chefs and Maitri'd Hotel. Additionally, after cooking and serving of the meals, we will visit several castles and learn the history of the Hapsburg Dynasty. Students will also visit wineries, chocolate manufacturing, local agricultural sites and several upscale resort spas and spend the last weekend touring museums and city activities.
Prerequisite(s):
Corequisite(s):

ICEX-160 Foreign Cultural Literary Experience - Mexico CREDITS: 3

For this trip to Mexico, students will be required to complete a significant amount of reading from the work of at least two major Mexican writers The motifs of geographical proximity and cultural contrast will be the primary focus of

study. A journal of the Mexican sojourn and a five-page essay reflecting travel experiences and the required reading will be expected of students. The course will also include one three-hour meeting/discussion and the viewing of at least one Mexican-made film or film made about Mexico.
Prerequisite(s):
Corequisite(s): ENGL-115

ICEX-170 Foreign Cultural Experience - Ireland CREDITS: 3
Foreign Cultural Experience (Ireland) is designed as an independent study centered on the college-sponsored trip to Ireland during the school vacation in March. The course is designed to promote an understanding and appreciation of Irish culture. Through research, students will develop an awareness of the similarities and differences between Irish and American cultures at the same time developing skills to work independently outside a classroom setting with guidance from faculty. Students will meet with the instructor periodically and develop a topic of research, an appropriate list of resources, a topic outline, and a final paper. An outline of the desired project must be submitted and approved by February 1st. Students will be required to participate in four pre-trip seminars relating to the objectives and coverage to take place during the trip. Students interested in taking the course in the Spring semester need to contact Bill McClaran (Criminal Justice Department) at the beginning of the previous Fall semester to sign up and participate in orientation meetings. This course is offered Spring semester only.
Prerequisite(s): ENGL-050, ENGL-075
Corequisite(s):

INTERDISCIPLINARY STUDIES

IDST-140 Working Women: Transforming the American Workplace CREDITS: 3
This course is designed to introduce students to new scholarship on women and work It covers the evolution of the household economy as well as the role of women in the paid labor force. Recognizing that work considerations have had a powerful influence on family life and economic status, this course will allow students to place their lives in a larger historical context, enabling them to comprehend the experiences and problems of women and men as gender and work took on new shape and meaning in modern times. The course is writing intensive.
Prerequisite(s):
Corequisite(s):

IDST-150 Nature and Culture CREDITS: 3
This interdisciplinary course uses the combined perspectives of sciences such as biology, ecology and economics together with history, philosophy and literature to study how cultures and individuals interact with nature Through close reading of essays, poems and scientific papers, as well as through students' own field observations and writings on their local environment, this course explores the underlying values and ethical judgments involved in making choices on environmental issues that range from the local to global. Topics include basic concepts such as evolution and cell theory and current issues such as animal rights, biotechnology, global warming and biodiversity conservation. No college science background is required.
Prerequisite(s): ENGL-050, ENGL-075, MATH-020
Corequisite(s):

IDST-160 The Nature of Music / Music of Nature CREDITS: 3
This 100-level interdisciplinary course combines the scientific perspectives of biology and the artistic perspective of music to examine the relationship of music and nature. This course will integrate composition, performance and instrument-making together with ethnomusicology, evolutionary theory and bioacoustics. Students examine the vocalizations of animals such as birds, frogs and insects, the gamelan music of Indonesia and other cultures, and composers and compositions inspired by nature. The course culminates in a performance of an original composition using handmade instruments constructed during the semester.
Prerequisite(s): ENGL-050, ENGL-075, MATH-020
Corequisite(s):

IDST-170 Seminar on HIV/Aids in America CREDITS: 3

HIV/AIDS presents challenges for all people. This multidisciplinary course focuses on the biological, sociocultural, political and humanistic components of this worldwide epidemic. It also emphasizes the prevention of the spread of HIV infection. Students will have an opportunity to learn about the science of HIV/AIDS, treatment, issues related to the societal and political impact of HIV/AIDS, and the education/prevention of HIV/AIDS. Students will participate in service learning projects related to educating the SMCC community on HIV/AIDS. This course is offered Fall semester.

Prerequisite(s): ENGL-050, ENGL-075

Corequisite(s):

LITERATURE

LITR-220 Introduction to Theater CREDITS: 3

This course will be an introduction to the collaborative enterprise of theater The central object of study will be dramatic literature and the ways by which it is brought to life in performance. Students will read six to eight full-length plays. This reading will involve detailed scene analysis from the point of view of playwrights, actors, directors and set designers. Students will be introduced to basic rehearsal techniques and will explore the means by which a play may be visually realized upon stage. The course will consist of a survey of the history of Western theater, by means of reading representative plays.

Prerequisite(s): ENGL-100

Corequisite(s): ENGL-115

LITR-230 New England Myth and Folklore CREDITS: 3

This course is designed as an expansion of the fundamental Introduction to Literature course It explores regional oral and written tradition and its influence on New England writers. Utilizing past and present prose and poetry, fiction and nonfiction as catalysts, students will reflect upon and write responses to those experiences and explore their own perceptions of familial and cultural folklore through independent study.

Prerequisite(s): ENGL-100

Corequisite(s): ENGL-115

LITR-240 Varieties of Non-Fiction CREDITS: 3

This class will examine contemporary creative nonfiction literature in the sub-genres of memoir, nature writing, the personal essay, and literary journalism Although the readings will be "contemporary," an overview of the history, variety and evolution of the genre will be provided as well. Students will explore nonfiction as both scholars and writers. The class will be a combination of reading and composing with a focus on critical and creative writing. Students will keep a journal of critical and reflective responses to assigned readings (annotations); comments on the drafts of other students' work, and notes towards one's own work-in-progress. Class time will be devoted to critical examination of work read, sharing of journals, and free-writing exercises suggested by the techniques demonstrated in the texts.

Prerequisite(s): ENGL-100

Corequisite(s): ENGL-115

LITR-250 The Twentieth Century Novel CREDITS: 3

This course surveys the 20th century novel While the focus will be on the American novel, students will read at least two non-American novels as well. The novel—both as an artistic form and a cultural and political artifact—will be examined. The course will explore the literary canon, the works that many believe should be read and studied for all time: How is the canon formed? Who deserves to be included? When appropriate, the course will cover literary movements and periods. This is not to say an author has to be part of a specific group to merit biographical attention; the private and public lives of all the novelists on the reading list will be touched upon, in part to further understand how a great work gets written, but also in part because many of these novelists are simply fascinating people.

Prerequisite(s): ENGL-100

Corequisite(s): ENGL-115

LITR-260 Literature and Film CREDITS: 3

Throughout time humans have had a need to tell a story These stories have had some common goals: to reflect current culture, to inform the future, to examine the past, and to make sense of existence. Film and Literature are two modern forms of media that try to achieve these same goals. This course covers the techniques, vocabulary, and art of film and literature. It also explores the connections between both media. In this course students will learn how to "read" a film. They will examine the options and choices filmmakers have to tell their stories. They will identify those choices and link them to the thematic ideas the story holds. Finally, students will critically read the literature from which the films are based.

Prerequisite(s): ENGL-100
Corequisite(s): ENGL-115

LITR-270 Poetry CREDITS: 3

This course will be a close examination of poetry as a universal form of human verbal expression It will explore the varieties of the genre, the fundamentals of prosody, and the different poetics that have been articulated and embraced throughout history. Different forms and styles of poetry will be examined as well as the different incarnations of poetry among world cultures. In addition to reading a significant quantity of poetry, students will also read critical essays about important poets and essays by poets containing their statements of aesthetics. The course will emphasize poetry deemed "accessible" - capable of being read and analyzed by a non-specialized audience - but not to the extent of eschewing poetry that has over time been considered profound and enduring. Representative poets will be assigned, and their work will be analyzed in terms of various aesthetic, historical, cultural, political, and ethical contexts.

Prerequisite(s):
Corequisite(s):

LITR-280 Women in Literature CREDITS: 3

The rich tradition of women's literature has received new attention and benefited from exhaustive scholarship in recent decades This course examines that tradition, concentrating on both public and private writing as integral to the study of women in literature. In addition to the works themselves, the course considers political, economic, and cultural forces that shaped the evolution of women's writing. The course is writing intensive.

Prerequisite(s): ENGL-100
Corequisite(s): ENGL-115

MACHINING

MACH-100 Introduction to Precision Machining CREDITS: 3

The Introduction to Precision Machining course will provide an overview of precision metal cutting using good safe work habits. Emphasis is on standard machine design, construction and maintenance. Students are introduced to workplace safety, precision measuring, lathes, milling, grinding and drilling machines.

Prerequisite(s):
Corequisite(s):

MACH-105 Basic Machine Theory CREDITS: 4

This course emphasizes basic precision machining theory. Students will study workplace and machine safety. This course will focus on the development of best work practices and related theory including; precision measuring, layout, hand tool, lathes, drill press, grinding and milling.

Prerequisite(s): MATH-020
Corequisite(s): AEDD-105, MACH-106

MACH-106 Basic Machine Lab CREDITS: 3

This lab complements the theory taught in MACH-105 Basic Machine Theory. Students will apply the skills reviewed in IMTS-105 including: precision measuring, layout, hand tools, lathes, drill press, grinding and lathe operations. Development of best work practices will be emphasized including safe work habits to build student confidence in manual machining. Students will complete a series of assignments and Lab Projects as required to validate entry-level metalworking competencies.

Prerequisite(s): MATH-020
Corequisite(s): AEDD-105, MACH-105

MACH-155 Advanced Machine Theory CREDITS: 4

The second semester course teaches safe work habits and modular set-ups, and develops student confidence and imagination Emphasis is on advanced machine operations and closer tolerances with projects are introduced. This course is designed to make the student more aware of the importance of efficient use of time in the machining process. Hand tools, drilling, electric discharge machining on a vertical ram machine, grinding and tool & die construction will be explored.

Prerequisite(s): MACH-105, MACH-106
Corequisite(s): MACH-156

MACH-156 Advanced Machine Lab CREDITS: 3

This course is a continuation of lab work in MACH-106. This lab complements the theory taught in IMTS-155. Students will apply advanced skills for higher tolerance precision measuring, turning, drill press, grinding and milling operations. Development of best work practices, safe work habits and time management will be emphasized. Students will complete a series of Lab Projects as required to meet NIMS national credentials.

Prerequisite(s): MACH-105, MACH-106
Corequisite(s): MACH-155

MACH-205 Introductory CNC Machining Theory CREDITS: 4

This course is divided into three units of study, including NIMS national credentialing, CNC (Proto TRAK milling and turning), and CNC (fanuc), PC and various other machine controllers). Information gained from each of the units will be applied to a series of assignments that develop the skills required to produce production planning and CNC codes, tooling and operations for CNC machining.

Prerequisite(s): MACH-155, MACH-156, AEDD-105, AEDD-170
Corequisite(s): MACH-206

MACH-206 Introductory CNC Machining Lab CREDITS: 3

This lab complements the theory taught in MACH-205 Introductory CNC Machining Theory. Students will work on projects utilizing Computer Numerical Controlled machine tools, (CNC) Proto TRAK milling and turning with Fanuc, PC and various other controllers. Particular emphasis is placed on NIMS national credentialing and safe CNC machine operations.

Prerequisite(s): MACH-155, MACH-156
Corequisite(s): MACH-205

MACH-255 CNC Programming w/ Solidworks and Camworks CREDITS: 4

This course is divided into five units, consisting of Advanced Computer Numerical Control (CNC) operations and programming, and four other areas of study. They are metallurgy and materials, Statistical Process Control (SPC) and Quality Control (QC), an integration of various CAD (Computer Aided Design) programs, and CAM (Computer Assisted Manufacturing) programs (Solidworks and Camworks). Students will complete a capstone project to validate all skills attained in the program.

Prerequisite(s): MACH-205, MACH-206, AEDD-170
Corequisite(s): MACH-256

MACH-256 CNC Machining Lab CREDITS: 3

This lab complements the theory taught in MACH-255 CNC Programming. Students will work on projects utilizing Numerical Control (CNC) operation and programming, and Statistical Process Control (SPC) and Quality Control (QC). Projects will integrate CAD(Computer Aided Design) programs and CAM (Computer Assisted Manufacturing) programs (Pro CAM, Solid Works, CAM Works). Students will complete a capstone project to validate all skills attained in the program.
Prerequisite(s): MACH-205, MACH-206
Corequisite(s): MACH-255

MACH-275 Senior Internship CREDITS: 3
This course is designed to give the student practical experience to enter the job market. Students will be required to complete 90 documented hours of trade related job shadowing and work. This course may be spread out during the senior year as work schedule permits.
Prerequisite(s): MACH-105, MACH-106
Corequisite(s):

MATHEMATICS

MATH-020 Numerical Mathematics CREDITS: 3 (non-degree)
This developmental course covers the basic arithmetic of whole numbers, exponents and roots, the order of operations, fractions, decimals, percents, ratio and proportion, measurement and units, integers, geometry, simple statistics and includes applications that use those topics. Students will learn to work without the use of a calculator. The credits earned in this course will not count toward a degree with SMCC.
Prerequisite(s): Appropriate placement
Corequisite(s):

MATH-050 Introduction to Algebra CREDITS: 3 (non-degree)
This developmental course covers the standard topics of basic algebra: real numbers and algebraic expressions, using formulas, solving linear equations and inequalities, Cartesian coordinates, graphs of linear equations, direct and inverse variation, exponents and scientific notation, operations with polynomials, factoring of polynomials, solving quadratic equations by factoring, and simplifying rational and radical expressions, and applied problem solving. The credits earned in this course will not count toward a degree with SMCC.
Prerequisite(s): MATH-020
Corequisite(s):

MATH-110 Contemporary Mathematics CREDITS: 3
This course is designed to survey and develop an appreciation for mathematical topics that are useful in our contemporary world such as critical thinking, logic, sets, number theory, algebra and formulas, financial management, measurement units and conversions, geometry, statistics and applied problem solving. It is intended for students not expecting to enroll in additional math classes and is designed to satisfy the general education requirement for mathematics.
Prerequisite(s): MATH-050
Corequisite(s):

MATH-120 Symmetry, Shape, and Space CREDITS: 3
What is the Golden Ratio and how do artists and scientists use it? This interdisciplinary course is a survey of geometrical topics in mathematics and our world, focusing on problem solving and the connections between mathematics and culture. For example, is our social order influenced by mathematics or spatial awareness? A selection of introductory topics will be covered from among these: Euclidian geometry; mathematics and social satire; ruler-and-compass constructions; tessellations; symmetries in two dimensions; and perhaps more as time permits. The course format emphasizes guided exploration and critical thinking; students will be required to demonstrate an

understanding of the material through journal writing and reports. A mathematics text and a novel are used to introduce concepts and related themes.
Prerequisite(s): ENGL-050, ENGL-075, MATH-050
Corequisite(s):

MATH-125 Discrete Mathematics CREDITS: 3
An introduction to the ideas of discrete mathematics, this course presents the topics needed to prepare the student for success in courses in computer science and electronics. Topics include number systems, logic, computer arithmetic, coding, sets, Boolean algebra, networks, circuits, flowcharts, computer functions, algorithms, graphs, arrays, and summation.
Prerequisite(s): MATH-050
Corequisite(s):

MATH-140 College Algebra CREDITS: 3
This course covers variables and symbols; scientific notation; logarithms and applications; roots, rational exponents and complex numbers; formulas and literal equations; polynomials, products and factors; solving linear, quadratic and higher order equations; rational expressions; solving inequalities; graphs of linear and quadratic functions and inequalities; slope, intercepts, and equations of lines; solving systems of linear equations; and applied problem solving
Prerequisite(s): MATH-050
Corequisite(s):

MATH-145 College Algebra and Trigonometry CREDITS: 4
This course covers variables and symbols; scientific notation; logarithms and applications; roots, rational exponents and complex numbers; formulas and literal equations; polynomials, products and factors; solving linear, quadratic and higher order equations; rational expressions; solving inequalities; graphs of linear functions and inequalities; graphs of quadratic functions; slope, intercepts, and equations of lines; solving systems of linear equations; degree and radian angle measure; right triangle trigonometry and its applications; trigonometric functions and their inverses; graphing trigonometric functions; solutions of oblique triangles; vectors; and applied problem solving.
Prerequisite(s): MATH-050
Corequisite(s):

MATH-150 Math for Elementary Teachers CREDITS: 3
This is the first of a three-course sequence in mathematics recommended by the American Mathematical Association of Two-Year Colleges and the National Council of Teachers of Mathematics. This course is designed to provide future teachers of mathematics with content and knowledge of numerical mathematics that is beyond and deeper than the mathematics they will be teaching. Topics will include attitudes toward mathematics, problem solving, patterns, representation, reasoning and proof, making mathematical connections, and understanding the Real number system. Manipulatives and computer technology will be used to enhance the mathematical concepts. Students will be expected to participate in supervised field experiences.
Prerequisite(s): MATH-140
Corequisite(s):

MATH-160 College Trigonometry CREDITS: 3
Topics include degree and radian angle measure, right triangle trigonometry and its applications, trigonometric functions and their inverses, graphing trigonometric functions, applications of trigonometric functions, analytic trigonometry, solutions of oblique triangles, vectors, polar coordinates and the trigonometric form complex numbers including DeMoivre's Theorem.
Prerequisite(s): MATH-140
Corequisite(s):

MATH-190 Pre-Calculus CREDITS: 3

This course is designed to add depth and breadth to a student's mathematical background before embarking on a study of the methods of calculus The course covers a review of algebra, linear, and quadratic functions; polynomial, rational, exponential, radical, and logarithmic functions; compositions and inverses of functions; theory of polynomials with the Fundamental Theorem of Algebra; trigonometric functions and identities; additional topics and applications.
Prerequisite(s): MATH-145 or MATH-140 and MATH-160
Corequisite(s):

MATH-220 Finite Mathematics CREDITS: 4
This course emphasized mathematical modeling and decision making in the fields of business, economics, social science, and non-physical sciences Topics include the mathematics of finance, matrices, linear programming, and probability. Data description and probability distributions are optional topics.
Prerequisite(s): MATH-140
Corequisite(s):

MATH-230 Statistics CREDITS: 3
This course is designed for students with little or no experience in statistical analysis. Topics of study include sampling theory, descriptive statistics, probability theory, normal distribution, hypothesis testing, inference, regression, and correlation. Students will develop skills in collecting, examining, and interpreting data using statistical techniques.
Prerequisite(s): MATH-140
Corequisite(s):

MATH-260 Calculus I CREDITS: 4
This course introduces the concepts of limit, continuity, differentiation and integration of algebraic, trigonometric, exponential, logarithmic, and inverse trigonometric functions of a single variable Emphasis is placed on applications of the derivative and the integral using the rules of differentiation and integration.
Prerequisite(s): MATH-190
Corequisite(s):

MATH-270 Calculus II CREDITS: 4
This course is a continuation for Calculus I. Topics include an introduction to differential equations, techniques and applications of integration, L'Hopital's Rule, improper integrals, infinite series, conics, and parametric and polar equations.
Prerequisite(s): MATH-260
Corequisite(s):

MEDICAL ASSISTING

MDAS-100 Medical Terminology CREDITS: 3
This course is designed as an introduction to medical terminology using a body systems approach. Students will develop a basic understanding of medical language by analyzing prefixes, suffixes, root words, and combining forms as they relate to the different body systems and the basic cellular structure.
Prerequisite(s):
Corequisite(s):

MDAS-105 Medical Office Procedures CREDITS: 3
Students will learn and apply through reading, discussions and projects all aspects of the health care operation including the profession of medical assisting, patient communication, telephone triage techniques, scheduling, and medical records.
Prerequisite(s): MDAS program acceptance, ENGL-050, ENGL-075, MATH-050
Corequisite(s):

MDAS-150 Disease Pathology/Diagnostic Lab Tests CREDITS: 3

This course is designed to apply knowledge previously learned in Medical Terminology and Anatomy & Physiology to the disease process. Common diseases will be covered in a body systems approach. Laboratory and diagnostic tests will also be applied to each body system. The relationship between diagnostic testing and diagnosis of disease will be explored.

Prerequisite(s): MDAS-100, MDAS program acceptance
Corequisite(s): MDAS-165

MDAS-155 Pharmacology CREDITS: 2

This course will cover basic pharmacological concepts. Major drug categories will be covered as they relate to the different body systems. The general principles of drug action, absorption, metabolism and excretion, as well as methods of administration, will be presented. Math principles required to calculate drug dosage will be reviewed.

Prerequisite(s): MDAS-100, MDAS program acceptance
Corequisite(s): MDAS-165

MDAS-160 Introduction to Clinical Office Procedures CREDITS: 1

This beginning Clinical Procedures course will cover a limited number of procedures necessary for the medical office. This course will include disease transmission and infection control cycle, beginning surgical asepsis, vital sign procedures, obtaining patient history data, and assisting the physician in a general physical examination, and Cardiopulmonary Resuscitation (CPR).

Prerequisite(s): MDAS-100, MDAS-105
Corequisite(s): MDAS-165

MDAS-165 Descriptive Anatomy & Physiology CREDITS: 3

This course will cover basic anatomy, exploring the structure and function of the body, as well as basic physiology of the body. A body systems approach will be utilized beginning with the organizational structure of the body continuing through each body system.

Prerequisite(s): BIOL-100
Corequisite(s):

MDAS-200 Medical Coding – CPT/HCPCS CREDITS: 3

This course covers CPT-4 procedural coding. This course will facilitate coding knowledge and enhance coding skills by addressing specific coding issues within particular areas. CPT-4 coding is a systematic listing and coding of procedures and services performed by physicians and other health care providers. Each procedure or service is identified with a five-digit code. The use of CPT codes simplifies the reporting of services. With this code set, the procedure or service rendered by the physician or other health care providers is accurately identified. This course will also include HCPCS Level II national codes, which were developed by the CMS to report services not found in CPT-4. HCPCS Level II codes include injectable drugs, ambulance services, prosthetic devices and selected provider services.

Prerequisite(s): MDAS-105, MDAS-150, MDAS-155
Corequisite(s):

MDAS-205 Medical Office Billing Procedures and Administration CREDITS: 3

This course focuses on the operations a medical billing office performs to collect revenue for physician rendered services, and supplies that are covered or non-covered by commercial, state, federal and third-party liability insurance companies through ethical, compliant and legal methods.

Prerequisite(s): MDAS-105, MDAS-150, MDAS-155
Corequisite(s):

MDAS-210 Clinical Office Procedures with Lab CREDITS: 5

This course is designed to provide students with the didactic and practical knowledge necessary to effectively assess and treat patients in a variety of clinical medical settings. Lessons will include instruments and equipment used in the

medical practice settings, medical and surgical asepsis, general physical examination skills, venipuncture, common lab tests, and administration of medications. Lab sessions will support didactic information and provide students with the skills necessary to perform the procedures required to treat patients in a variety of clinical medical settings. Procedures will include: venipuncture, setting up sterile fields, changing sterile dressings, administering medications, body irrigations, assisting with physical exams/surgical procedures, and performing various laboratory tests (e.g., urinalysis, blood glucose).
Prerequisite(s): MDAS-150, MDAS-155, MDAS-160
Corequisite(s):

MDAS-225 Computer Applications in the Medical Office Setting CREDITS: 3
This course will cover the application of computers to manage the information flow in the medical office setting. Students in this course will work within an operating practice management and electronic medical record system where receiving patients, entering and changing demographics and billing information, performing clinical visits, doing referrals, and several other real-life medical office tasks will be covered.
Prerequisite(s): MDAS program acceptance, CMPT-101 or CMPT-110 or CMPT-151
Corequisite(s):

MDAS-250 Medical Ethics and Law CREDITS: 3
This course will provide students with an overview of laws, ethics, liabilities, and their relationships as they relate to the Medical Assisting profession. Covered topics will include ethical and legal responsibilities, licensure requirements, physician and patient rights, negligence, medical records confidentiality, and revocation of licensure.
Prerequisite(s): MDAS program acceptance
Corequisite(s):

MDAS-255 Medical Coding – ICD 9 CREDITS: 3
This course covers ICD-9-CM diagnostic coding. This course will facilitate coding knowledge and enhance coding skills by addressing specific coding issues within particular areas. Medical coding is defined as the translation of diagnoses, procedures, services and supplies into numeric and/or alphanumeric components for statistical reporting and reimbursement purposes.
Prerequisite(s): MDAS-255
Corequisite(s):

MDAS-260 Medical Office Administration CREDITS: 3
This advanced course is designed to integrate administrative office skills including: human resources & business organization management, professionalism, quality assurance, healthcare compliance, office safety compliance, patient interaction and other office communications, maintenance of supplies and equipment and appropriate documentation
Prerequisite(s): MDAS-200, MDAS-205
Corequisite(s):

MDAS-275 Medical Assisting Practicum CREDITS: 4
This practicum is designed to reinforce the accumulation of knowledge acquired in the Medical Assistant Program. The practicum experience affords students the opportunity to spend 160 hours of directed practice in a medical office setting applying theory to medical practice.
Prerequisite(s): MDAS department approval
Corequisite(s):

MANAGEMENT

MGMT-110 Principles of Management & Leadership CREDITS: 3

This course is an introduction to the tasks necessary to motivate and guide people within an organization so that its goals are reached Students will learn about the basics of planning, delegation, and producing results through others. Most important is the emphasis placed on the skills of leadership, where an individual may have responsibilities not explicitly defined by the formal organization. Instead, that person has to persuade and encourage a group to take action cooperatively in the face of risk or hardship. Extensive self-assessments are used.
Prerequisite(s):
Corequisite(s):

MARKETING

MKTG-200 Marketing CREDITS: 3
This course merges activities used to market a product or service into a logical framework Students learn about building relationships with customers according to the customer's needs. Skills developed and used are segmenting the market, defining buyer behavior, positioning a product to satisfy customer needs, and developing a strategy for the product, price, and marketing communication. Areas of focus include modern distribution systems such as direct marketing, telemarketing, and the Internet. There is also extensive focus on E-commerce.
Prerequisite(s): 30 credits toward major
Corequisite(s):

MKTG-250 Advertising CREDITS: 3
The purpose of this course is to introduce students to the methods available for the development of an integrated marketing communications program It will provide a conceptual framework for understanding the various forms of marketing communications and the interrelationships among them.
Prerequisite(s): BUSN-100
Corequisite(s):

MUSIC

MUSI-100 Music Appreciation and History CREDITS: 3
Music Appreciation and History is a one-semester survey of the Western music tradition, from the chant of the Middle Ages to the art music of this century It includes study of the major composers, genres and forms of each period. An understanding of musical style through repeated listening is a primary goal of the class.
Prerequisite(s):
Corequisite(s):

MUSI-105 SMCC Chorale CREDITS: 1
This performance-based course is for students, experienced or inexperienced, interested in vocal music expression The chorale performs several times a year, presenting a variety of musical styles. Basic vocal techniques are taught. Ability to read music is not required. The chorale rehearses once a week throughout the semester. May be repeated a maximum of three times for credit.
Prerequisite(s):
Corequisite(s):

MUSI-125 World Music CREDITS: 3
World Music is an introduction to the music and musical life of many cultures of the world, emphasizing the unique character of each musical expression, as well as those elements that are universal to all music The great diversity of global musical styles will be explored and celebrated, with an emphasis on a relativistic view: the belief that each society has a musical system that suits its culture, and should be understood and appreciated within that cultural context.
Prerequisite(s):

Corequisite(s):

NURSING

NURS-100 Dosage Calculation CREDITS: 1

This course is required for pre-nursing students to acquire the mathematical skills and knowledge used by nurses in the clinical setting. Students must have strong basic math skills (knowledge of decimals, fractions, metric system, conversions between systems of measurement, ratio-proportion, and ability to do basic algebraic equations) required for medication administration. Emphasis is placed on the safety and accuracy required for medication administration. This course will include clinically-based problems that provide students with practice and mastery of clinical calculations. Students taking the on-line version of this course must be able to work independently.

Prerequisite(s): MATH-050
Corequisite(s):

NURS-110 Role Transition CREDITS: 3

This course assists students to begin the transition from licensed practical nurse (LPN) to registered nurse (RN) Students are introduced to the philosophy, organizing structure and policies of the nursing program at Southern Maine Community College (SMCC). Role transition, use of resources and critical thinking are interwoven throughout course content. Emphasis is placed on the skills necessary to provide safe and effective nursing care at the RN level. These skills include health assessment, use of the nursing process, documentation, communication, and the role of nurse as patient educator. Students are provided with an overview of test taking skills and student nurse survival skills.

Prerequisite(s): NURS department approval
Corequisite(s):

NURS-125 Nursing I CREDITS: 9

In this beginning nursing course, the core concepts for competent nursing practice are introduced: nursing process, caring, and professional behaviors. Emphasis is placed on learning basic nursing skills; patient assessment skills; therapeutic interventions to meet patients' individual needs; caring behaviors to promote therapeutic nurse-patient relationships; and professional behaviors expected in classroom and clinical areas. Students begin to use theoretical knowledge in clinical practice. Upon completion of this course, students are able to provide accurate and safe nursing care in selected skilled care clinical settings as beginning nursing students, using concepts presented in this course. Successful completion of Nursing 1 is required for continuation in the nursing program.

Prerequisite(s): NURS program acceptance
Corequisite(s):

NURS-175 Nursing II CREDITS: 9

In this second nursing course, the core concepts for competent nursing practice are expanded: nursing process, caring, and professional behaviors. Emphasis is placed on clinical nursing skills; patient assessments for changes in health status, responses to health problems, and effects of therapeutic interventions; use of standardized teaching plans; written and verbal communication skills; caring behaviors; and professional accountability for patient care, including legal and ethical ramifications for nursing practice. Professional behaviors are expected in classroom and clinical areas. Students incorporate theoretical knowledge in clinical practice. Upon completion of this course, students are able to provide accurate and safe nursing care in selected medical, surgical, and maternity clinical settings, using concepts presented in this course. Successful completion of Nursing II is required for continuation in the nursing program.

Prerequisite(s): NURS-125
Corequisite(s):

NURS-225 Nursing III CREDITS: 9

In this third nursing course, students' skills and knowledge are advanced in the core concepts for competent nursing practice: nursing process, caring, and professional behaviors. Emphasis is placed on students' use of the nursing

process as a critical thinking tool for clinical decisions, implementation of safe care, and patient education; management of basic care components; effective verbal and written communication; therapeutic caring relationships; and professional accountability for implementation and evaluation of patient care. Professional behaviors are expected in the classroom and clinical areas. Students continue to incorporate theoretical knowledge in clinical practice. Upon completion of this course, students are able to provide accurate and safe care in selected medical, surgical, and pediatric clinical settings, using concepts presented in this course. Successful completion of Nursing III is required for continuation in the nursing program.
Prerequisite(s): NURS-175
Corequisite(s):

NURS-275 Nursing IV CREDITS: 9
In this final nursing course, students use prior theoretical and clinical learning experiences to incorporate the core concepts for competent nursing practice: nursing process, caring, and professional behaviors. Emphasis is placed on students' systematic use of the nursing process and critical thinking skills to manage patient care; making clinical decisions for accurate and safe patient care; patient education, particularly for patients to make informed decisions and provide self-care; utilization of management skills for effective communication; and accountability for all aspects of patient care. Students demonstrate professional behaviors in all settings. Students integrate theoretical knowledge with clinical practice. Upon completion of this course, students are able to provide and manage comprehensive care in selected medical, surgical, and psychiatric clinical settings. Successful completion of Nursing IV is required for students' eligibility to take the NCLEX-RN examination.
Prerequisite(s): NURS-225
Corequisite(s):

NUTRITION

NUTR-110 Normal Nutrition CREDITS: 4
This course is an introduction to the field of nutrition, which includes the study of carbohydrates, fats, proteins and other essential nutrients. Students will also gain a workable knowledge of digestion, absorption, and metabolism, life cycle nutrition, nutrition guidelines, and nutrition programs. The concepts covered in the lecture course are explored in greater detail during lab time using a variety of activities including food experiments, anthropometric measurement, nutrient analysis, and enhanced problem sets.
Prerequisite(s): ENGL-050, ENGL-075, MATH-020
Corequisite(s):

NUTR-210 Introduction to Medical Nutrition Therapy CREDITS: 3
This course is designed to investigate the use of nutrition in the treatment of disease. Emphasis will be placed upon diets that modify for specific nutrient groups, calories, and food textures. Special needs of allergy patients, athletes, alcohol use, and fad food claims will also be explored.
Prerequisite(s): NUTR-110
Corequisite(s):

OCEANOGRAPHY AND MARINE SCIENCE

OCEA-100 Elements of Nautical Science CREDITS: 2
This course will provide students with a brief introduction to navigation, nautical publications, electronic navigation, fire fighting, rules of the road, and practical experience in small boat handling
Prerequisite(s): ENGL-050, ENGL-075
Corequisite(s): MATH-050

OCEA-105 Elements of Oceanography with Lab CREDITS: 4

This introductory science course is designed to give students an overview of marine processes and phenomena as a foundation for further learning about the oceans. Many measurable oceanographic parameters are defined and described. Major topics are supported by appropriate laboratory activities.
Prerequisite(s): ENGL-050, ENGL-075
Corequisite(s): MATH-050

OCEA-125 Sea Time I CREDITS: 2
This is the first of four semesters of Seatime It is designed to introduce AMBO students to the basic activities of field and aquatic research, often while on a research vessel. Students will be taught introductory field sampling methods, including water-quality techniques, basic navigation, biological sampling, and data acquisition and analysis. In addition, instructors will reinforce techniques learned in MS-101 such as knot-tying, boat handling and seamanship.
Prerequisite(s): BIOM program acceptance
Corequisite(s): OCEA-100, OCEA-105

OCEA-175 Sea Time II CREDITS: 2
This is the second semester of Seatime. In this course students continue to use water-quality and biological sampling methods, plus technologically advanced equipment. Collection and identification of algae and invertebrates is emphasized.
Prerequisite(s): OCEA-125
Corequisite(s):

OCEA-205 Physical & Geological Oceanography with Lab CREDITS: 4
This course gives an overview of physical processes occurring in ocean basins. Topics include the morphology, circulation and geological processes occurring in the oceans as well as salt and heat budgets. In addition, the course will look at coastal features and near shore circulation. Students will use oceanographic software to interpret data gathered at sea during Seatime. There will be several field trips.
Prerequisite(s): OCEA-105
Corequisite(s):

OCEA-225 Sea Time III CREDITS: 2
This course is the third of a four-course sequence. The course is designed to reinforce concepts learned in Nautical Science, Oceanography, Marine Botany and Marine Invertebrate Zoology. Students will spend time on a boat in Casco Bay taking physical and biological measurements during September and October. The second half of the semester will be spent in the lab learning sampling protocols and processing and interpreting the data gathered in the field.
Prerequisite(s): OCEA-175
Corequisite(s):

OCEA-275 Sea Time IV CREDITS: 2
Seatime IV is a capstone course that requires students to demonstrate their proficiency in fieldwork. Students design and implement a project addressing an oceanographic or biological topic in Casco Bay. Students collect and analyze data and write a report that is presented to the faculty. Past projects have included: Current structure in Portland Harbor, Distribution of shallow water fish populations, documenting the onset of the spring plankton bloom and habitat mapping with sidescan and multibeam sonar.
Prerequisite(s): OCEA-225
Corequisite(s):

OCCUPATIONAL SAFETY AND HEALTH

OSHA-110 Occupational Safety CREDITS: 0.5

This ten-hour course is a study of safe operating procedures that are required to be performed in the workplace Students will be instructed on how to interpret the OSHA safety standards as they pertain to industry. Students will receive OSHA safety cards after attending all 10 hours of classes.
Prerequisite(s):
Corequisite(s):

OSHA-120 Construction Safety CREDITS: 0.5
This course is a study of safe operating procedures that are required to be performed in the construction industry Students will be instructed how to interpret the OSHA safety standards as they pertain to the construction industry. Students will receive OSHA Construction safety cards after attending all 10 hours of classes.
Prerequisite(s):
Corequisite(s):

PHILOSOPHY

PHIL-100 Introduction to Philosophy CREDITS: 3
This course is an introduction to the "basics" of philosophy It will introduce the basic questions, frame the basic arguments these questions have engendered, and introduce students to the major figures in the history of philosophy who have both raised the questions and attempted to answer them. This course seeks to define what philosophy is and what its parameters are. It will also attempt to answer the question "why philosophize"?
Prerequisite(s): ENGL-050, ENGL-075
Corequisite(s):

PHIL-105 Ethical Dilemmas CREDITS: 3
This course will examine the roots of the cultural values in American life and how these values affect decision-making on social, political, and personal moral issues The course will survey the major philosophical thought of Western civilization focusing on ethics and how they are derived from metaphysical as well as social and political philosophy. Students will be assigned readings that deal both with ethical theory and ethics in practice. Two works of literature, one ancient and one modern, will also be assigned and analyzed in terms of the ethical issues they raise.
Prerequisite(s): ENGL-050, ENGL-075
Corequisite(s):

PHIL-180 Justice and Virtue CREDITS: 3
This course is a survey of ethical and cultural ideals beginning from the ancient world to the present with an emphasis upon the notions of justice and virtue that have shaped western sensibilities By reference to a wide range of excerpted readings, the course will reveal links among the disciplines of philosophy, history, literature, and anthropology.
Prerequisite(s):
Corequisite(s):

PHYSICS

PHYS-110 Technical Physics with Lab CREDITS: 4
This course represents a non-calculus, but rigorously algebraic, approach to the analysis of the concepts and relationships of all the principal areas of Physics Topics of study include Mechanics, such as Kinematics in one and two dimensions, Dynamics and Newton's Laws of Motion, Friction, Rotations and Torque, Uniform Circular Motion, Universal Gravitation, Momentum and Angular Momentum, Kinetic and Potential Energy, Properties of Solids and Fluids, Strength of Materials, Harmonic Motion, Waves, Sound, Light and Electromagnetic Waves, Heat and Thermodynamics, and Electricity and Magnetism, as well as Relativity, and Quantum and Nuclear Physics, if time permits. Emphasis will be placed in understanding natural phenomena and solving numerical problems in both the Metric (SI) and English (US) Systems of units. Weekly laboratory experiments help the student develop a feel for

realistic measurements and meaningful calculations. Successful completion of this course fulfills the Associates of Arts degree science requirement.
Prerequisite(s):
Corequisite(s): MATH-050

PHYS-150 College Physics I with Lab CREDITS: 4

The first semester of a two semester series, this course represents a non-calculus, but rigorously algebraic, approach to the analysis of the concepts and relationships of Mechanics: Kinematics in one and two dimensions, Dynamics and Newton's Laws of Motion, Friction Forces, Rotations and Uniform Circular Motion, Universal Gravitation, Torque and Static Equilibrium; Momentum and Angular Momentum, Kinetic and Potential Energy. Emphasis will be placed on understanding natural phenomena and solving numerical problems in both the Metric (SI) and English (US) Systems of units. Weekly laboratory experiments help the student develop a feel for realistic measurements and meaningful calculations in Mechanics.
Prerequisite(s):
Corequisite(s): MATH 145 OR MATH 140 AND MATH-160

PHYS-155 College Physics II with Lab CREDITS: 4

The second part of a two semester series, this course represents a non-calculus, but rigorously algebraic, approach to the analysis of the concepts and relationships in Solids and Fluids, Heat and Thermal Physics, Thermodynamics, Waves and Sound, Light, Electromagnetism, and Modern Quantum, Atomic and Nuclear Physics. Emphasis will be placed in understanding natural phenomena and solving numerical problems. Weekly laboratory experiments help the student develop a feel for realistic measurements and meaningful calculations in the topics studied.
Prerequisite(s): PHYS-110 or PHYS-150
Corequisite(s): MATH-145 OR MATH-140 AND MATH-160

POLITICAL SCIENCE

POLS-100 Contemporary World Problems CREDITS: 3

Contemporary World Problems is an introductory course that will expose the student to current events worldwide. The course will introduce students to the structure and functions of the U.S. government and policy issues facing the nation and the world. These issues include the federal budget, the U.S. and global economy, international terrorism, weapons of mass destruction, human rights and the global environment. The course examines the interconnection between the student's life at a community college in Maine and the rapidly changing, globally interdependent world in which they live.
Prerequisite(s): ENGL-050, ENGL-075
Corequisite(s):

POLS-105 Introduction to American Government CREDITS: 3

This course introduces students to the institutions and political practices of American Government. Students will gain an understanding of the origins, structure and operation of the American government system. The course focuses primarily on the structures and processes at the national level, but will also touch on state and local governments. This course will examine the relationship between the President, Congress, and Courts. It will review the political dynamics of campaigns and elections and also examine the fundamentals values of freedom and equality under the Constitution.
Prerequisite(s): ENGL-050, ENGL-075
Corequisite(s):

POLS-110 Introduction to International Relations CREDITS: 3

Introduction to International Relations examines the political and power relationships among the nations of the world. The course introduces and analyzes current world issues including the impact of the Cold War on global relations, the war on terror, international environmental issues, globalization, international health concerns, militarism, and the

foreign policies of countries toward these complex issues. The important role that cultural perceptions play in global relations is emphasized. Through assigned readings and class discussions, students gain an understanding of the many different actors in international relations and how they affect today's global society.
Prerequisite(s): ENGL-050, ENGL-075
Corequisite(s):

POLS-115 State and Local Government CREDITS: 3
Most citizen and business contact with government takes place at the state and local levels. This course examines the politics, policies and processes of Maine government particularly, but within the context of state and local governments nationally. It will review the legislative, judicial and administrative functions of government with attention to the Constitutional structure of federalism, intergovernmental relations, and contemporary issues. Topics covered may include law enforcement, land use planning, education, social services, taxation and budgeting.
Prerequisite(s): ENGL-050, ENGL-075
Corequisite(s):

POLS-120 Introduction to Public Policy CREDITS: 3
Introduction to Public Policy will introduce students to key concepts in public policy formation, implementation and evaluation in the American political system. An array of public policy issues will be presented from which class selections will be made for in-depth study and analysis. This course begins with a thorough analysis of the federal government's financial condition as a backdrop for government policy decisions. The use of the federal budget—with its limitations and opportunities in providing resources and benefits as the fundamental tool in government policymaking—will be explored. Policy discussions will be drawn from domestic and foreign policies treating economic, social welfare, medical care, environmental, and national security issues. The course will be centered on class and group discussions, presentations, debates, independent student research and written analysis.
Prerequisite(s): ENGL-050, ENGL-075
Corequisite(s): POLS-100 OR POLS-105

POLS-175 Political Science Internship CREDITS: 3
Political Science Internship is a three-credit course in which students will combine readings, reports and seminar discussions with professional experience in the local offices of Maine's US. Congressmen and Senators, the State Legislature or other area political organizations. Students will spend approximately 12 hours per week in the assigned office, carrying out a variety of tasks from standard office work to constituent work and small research projects. During the semester, the student also will meet regularly with their SMCC instructor and other interns to discuss readings and experiences.
Prerequisite(s):
Corequisite(s): POLS-100 OR POLS-105 OR POLS-110

POLS-180 Gender and Politics CREDITS: 3
This course is an analysis of the role that gender plays in shaping politics and other aspects of American society based on the history of women's quest for power. It will examine the impact of politics on women's lives and women's impact on politics within the United States and will survey global issues pertaining to women and politics. Using classic and contemporary feminist texts, students will examine theories of gender difference, gender voice, gender and political office, and gender and public policy. This course is typically offered in the Spring semester.
Prerequisite(s):
Corequisite(s): POLS-100 OR POLS-105 OR POLS-110

POLS-205 Comparative Introduction to Political Science CREDITS: 3
Comparative Introduction to Political Science will expand the student's understanding of the practices and procedures involved in political institutions at the national and international levels of government. This course provides an introduction to the study of government and politics from a comparative perspective, focusing especially on political structures and behavior in a wide range of nations and international organizations. Students will gain an understanding of the institutional and operations of American government through a comparative analysis of other

political systems. Students will examine democratic, authoritarian and totalitarian forms of government and the ideological foundations on which they are based. This course is typically offered in the Fall semester.
Prerequisite(s): POLS-100 or POLS-105
Corequisite(s):

POLS-212 Introduction to Peace, War, and Security CREDITS: 3
Today we face questions of war and peace everywhere. What, though, does "peace" actually mean? What is war? Is terrorism war? We all want to be safe, but what, precisely, is security? The course will examine the military, economic, political and cultural factors that lead to peace. It will look at the changing nature of war, whether between countries, within a country, or, as with the war on terror, virtually independent of nation states. Last, it will set out a framework for looking at security on a national, as well as local, concrete level. The war in Iraq will be a central case study, but students also will be able to study other conflicts, such as Kosovo, the Sudan, and the war on terror.
Prerequisite(s): POLS-100 or POLS-105
Corequisite(s):

POLS-250 Introduction to Political Theory CREDITS: 3
Using selected contemporary and classical readings in political philosophy, this course will study important political systems, such as democracy and socialism, and key political concepts such as political authority, law, personal liberty and justice. Lecture and classroom discussion will emphasize applications to contemporary events and problems. This course is typically offered in the Spring semester.
Prerequisite(s): ENGL-050, ENGL-075
Corequisite(s):

POLYSOMNOGRAPHY

PSGY-100 Polysomnography I CREDITS: 3
The basic principles of Polysomnography I will be presented. Patient set-up and electrode application for overnight recording, the sleep history, and the technologists assessment of the patient are discussed in detail. Determination of recording parameters, instrument settings, polysomnograph and patient calibrations are emphasized. An overview of sleep disorders is provided with emphasis on those routinely seen in sleep disorders centers. The disorders include obstructive sleep apnea, narcolepsy, periodic limb movements in sleep, and others. Methods of treatment including CPAP and surgical treatments are also discussed. The techniques of sleep staging according to the national standard of Rechtschaffen and Kales Scoring Criteria are introduced in this course. Respiratory event scoring, movement and arousal scoring criteria are outlined.
Prerequisite(s): RESP program acceptance or licensed Respiratory Therapist
Corequisite(s):

PSGY-150 Polysomnography II CREDITS: 3
Provides didactic and laboratory instruction in more advanced aspects of polysomnography technology and expands on topics covered in Polysomnography I. Topics include sleep scoring and event recognition, CPAP titration, and specialty sleep studies. Lab sessions provide practical experience in the skills required to obtain and evaluate high quality sleep recordings.
Prerequisite(s): PSG-100
Corequisite(s):

PSYCHOLOGY

PSYC-100 Introduction to Psychology CREDITS: 3

This course is designed to provide a broad overview of the field of Psychology. Special attention will be given to helping the student become a better thinker, by learning to take charge of ideas one has about psychology. The goal of this course is to think consciously, deliberately and skillfully about human behavior. Topics such as physiological psychology, perception, learning, cognition, emotions, health psychology, psychological disorders, as well as others are included.

Prerequisite(s):
Corequisite(s): ENGL-050, ENGL-075

PSYC-200 Abnormal Psychology CREDITS: 3

This course is an introduction to the psychological theory and research regarding abnormal and maladaptive human behavior. It provides a comprehensive overview of the major categories of abnormal behavioral disorders with an emphasis on theory and research (e.g., schizophrenia, affective disorders, substance abuse, eating disorders, etc.) Special attention will be given to the study of major concepts, theoretical perspectives, empirical findings and historical trends as they pertain to psychological problems: as well as exposure to issues in diagnostics and treatment techniques. This course is writing intensive and will use a variety of types of writing (e.g., class writing, reaction papers), in addition to or in place of more conventional formal papers.

Prerequisite(s): ENGL-100, PSYC-100
Corequisite(s):

PSYC-215 Social Psychology CREDITS: 3

This course introduces the major classic and contemporary theories and research in social psychology. One definition of social psychology is that it represents " an attempt to understand and explain how the thought, feeling, and behavior of individuals are influenced by the actual, imagined, or implied presence of others" (Allport, 1985). Defined more broadly, social psychologists study social behavior. This course investigates the mental processes, situational factors, individual differences, and group phenomena that influence the way people interact with other people. This course has been designated as a writing-intensive course.

Prerequisite(s): ENGL-100, PSYC-100
Corequisite(s):

PSYC-220 Developmental Psychology CREDITS: 3

This course utilizes a life-span approach to human development, focusing on factors associated with physical, cognitive, social, and personality development from birth through adulthood. Using major developmental theories as a framework, both psychological and environmental factors and their interplay will be discussed. Topics will also include philosophical and historical bases of theories, as well as cultural factors that influence development. Students will be encouraged to think critically and apply their knowledge of development to their own lives.

Prerequisite(s): ENGL-050, ENGL-075, PSYC-100
Corequisite(s):

PSYC-230 Sport Psychology CREDITS: 3

This course provides an overview of the major areas of research and application in the area of sport psychology. It involves the study and application of psychological principles, which influence behavior, enhance skill acquisition, and maximize sport performance of athletes, coaches, and others involved in sports. Topics may include philosophies of sport, motivation, personality of coaches and athletes, recreational sports for children, training and learning principles, mind/body relationships, and the effects of anxiety, arousal, and relaxation on performance and current research in the field.

Prerequisite(s): ENGL-050, ENGL-075
Corequisite(s): PSYC-100

PSYC-235 Psychology of Gender CREDITS: 3

This course explores how women and men are influenced by social, psychological, and biosocial concepts of gender. Topics include gender roles and stereotypes, intelligence and cognition, gender development, relationships, school,

careers and work, and physical and mental health. Reading, discussion, and applied exercises will be used to develop knowledge of the way gender influences behavior.
Prerequisite(s): ENGL-050, ENGL-075, PSYC-100
Corequisite(s):

RADIOGRAPHY

RADG-100 Introduction to Health Sciences CREDITS: 3

This course is designed to introduce the student to the fundamental concepts of patient care, including radiation protection and considerations of patient physical and psychosocial conditions. Routine and emergency patient care procedures will be described as well as aspects of patient assessment and assistance, medical-surgical asepsis, infection control, patient communication and death and dying. Radiation protection will include types of interaction of radiation and matter, as well as radiation safety and protective measures for the patient as well as personnel. (Note: The role of the radiographer in patient education, communication skills, ethical and legal issues will be covered in Introduction to Clinical Practicum I.)
Prerequisite(s): RADG program acceptance
Corequisite(s):

RADG-105 Radiographic Procedures I CREDITS: 4

This lecture/demonstration course is designed to introduce the student to medical and radiological terminology, the basic routine positions of the chest, abdomen, upper and lower extremities, and fluoroscopic/contrast procedures: through lecture notes, hands-on experience and competency examinations in the SMCC Radiographic Simulation Laboratory.
Prerequisite(s): RADG program acceptance
Corequisite(s):

RADG-115 Radiographic Exposure CREDITS: 3

This course deals with the prime factors of exposure and the technical factors affecting image quality. The relationship between the prime factors of exposure and the accessories that affect radiographic density/brightness will be emphasized. Film composition, automatic processor construction and chemistry are also discussed. Computed radiography and direct digital imaging are also discussed.
Prerequisite(s): RADG program acceptance
Corequisite(s): RADG-130

RADG-130 Clinical Practicum I CREDITS: 5

This course correlates the academic concepts into the clinical environment, dealing directly with patients. Under supervision, students will observe and perform radiographic examinations of the chest, abdomen, upper and lower extremities. Clinical competency evaluations are utilized to document clinical performance.
Prerequisite(s): RADG program acceptance
Corequisite(s):

RADG-155 Radiographic Procedures II CREDITS: 4

This lecture/demonstration course is a continuation of Radiographic Procedures I. The student will continue with an in depth study of the routine positions of the pelvic girdle, vertebral column, ribs, sternum, skull, facial bones and sinuses. Radiographic procedures of the urinary system, mobile radiography, pediatrics and venipuncture as well as tomographic principles will be studied. Demonstrations and competency testing procedures are conducted in the SMCC Radiographic Simulation Laboratory.
Prerequisite(s): RADG-105, RADG-130
Corequisite(s):

RADG-160 Clinical Practicum II CREDITS: 5

Students continue in the clinical setting to perform radiographic examinations of patients under supervision. In addition to those examinations previously performed, students will learn to perform radiographs of the spine, contrast studies and mobile radiography.
Prerequisite(s): RADG-130
Corequisite(s):

RADG-175 Radiographic Analysis I CREDITS: 1
This course provides students with comprehensive and detailed instruction in the evaluation of diagnostic quality radiographs and computer-generated images. Students will assess radiographs based on the fundamentals of exposure, processing and positioning.
Prerequisite(s): RADG-160
Corequisite(s): RADG-190

RADG-190 Clinical Practicum III CREDITS: 4
During this semester, students are able to continue to perform radiographic examinations on increasingly difficult patients. Continuity of procedural area is achieved with this five-day-per-week clinical practice and allows freshmen students to achieve competencies appropriate to this semester.
Prerequisite(s): RADG-160
Corequisite(s):

RADG-205 Radiographic Procedures III CREDITS: 3
This course included the study of surgical\trauma radiography as well as the basic concepts, related physics and clinical applications in the specialty areas of mammography, computerized tomography scanning, cross sectional anatomy, interventional radiography, magnetic resonance imaging and computer applications in radiography.
Prerequisite(s): RADG-155
Corequisite(s):

RADG-215 Radiographic Exposures II CREDITS: 3
This course of study provides a review of all factors affecting radiographic density. Utilizing a format of lecture-demonstrations, all factors affecting radiographic contrast, recorded detail, distortion will be covered. A review of film sensitometry will also be included along with a comparison of film-screen combinations and digital imaging relative to speed, resolution, and reduction of patient exposure. Students are encouraged to present, in class, challenges related to exposure encountered in clinical practicum. A review of PACS systems will also be covered.
Prerequisite(s): RADG-115
Corequisite(s): RADG-160

RADG-230 Clinical Practicum IV CREDITS: 6
This course is designed to study those procedures considered less general to the Radiology Department. Students are introduced to the most common of these procedures, the anatomy demonstrated, the radiographic projections, and use of the equipment. Students are also taught the value of properly analyzing image quality.
Prerequisite(s): RADG-175, RADG-190
Corequisite(s):

RADG-235 Applied Physics for Radiography CREDITS: 3
This course begins with a review of x-ray production. It continues with a study of electrodynamics, x-ray circuitry, components of the x-ray circuitry, methods of rectification, construction of and types of x-ray tubes, x-ray production and the x-ray beam. Image intensification, image display, and video units, are also covered.
Prerequisite(s): RADG-190
Corequisite(s):

RADG-245 Radiographic Pathology CREDITS: 3

This course is designed to introduce theories of disease causation and the pathophysiologic disorders that compromise healthy systems. Etiology, pathophysiologic responses will be presented, with a strong focus on the clinical manifestations and appearances of diseases of various imaging modalities.
Prerequisite(s): BIOL-135, BIOL-136
Corequisite(s): Health Science Program Acceptance

RADG-255 Principles of Quality Assurance CREDITS: 3
This course is designed to familiarize students with the basic concepts of quality assurance as applied to diagnostic radiographic equipment and image processes. As x-ray equipment has become more complex, the need for radiographers to understand detailed workings and limitations of equipment has become more important. This course will provide students with the necessary theoretical background and experimental skills to permit him/her to function effectively as part of a team to measure performance parameters and to evaluate quality assurance programs.
Prerequisite(s): RADG-235
Corequisite(s):

RADG-260 Clinical Practicum V CREDITS: 6
This course concentrates on the continuation of perfecting previously acquired skills. In addition, students will have the opportunity to rotate through and observe specialty areas such as angiography, MRI, mammography.
Prerequisite(s): RADG-230
Corequisite(s):

RADG-275 Radiographic Analysis II CREDITS: 1
In this continuation of RAD-238, students learn to critique images performed by classmates and, in addition, learn how to present case studies relative to procedures. Correlation is made between patient history, radiographic views obtained, and technical factors utilized.
Prerequisite(s): RADG-175, RADG-230
Corequisite(s):

RADG-290 Clinical Practicum VI CREDITS: 2
In this final semester, students will emphasize work in general radiography, with the opportunity to concentrate on performing all procedures on increasingly difficult patients as well as perfecting general radiographic skills, judgment and image evaluation skills.
Prerequisite(s): RADG-260
Corequisite(s):

RADIATION THERAPY

RDTH-100 Medical Terminology CREDITS: 1
RDT-100 is an intense study of medical terminology using a system in word building with an emphasis on Radiation Oncology. Thousands of medical words can be built from Greek and Latin prefixes, suffixes, word roots and combining forms.
Prerequisite(s): RDTH program acceptance
Corequisite(s):

RDTH-105 Introduction to Radiation Therapy CREDITS: 3
This course introduces the student to the fundamentals of medical imaging, including radiographic imaging techniques, digital imaging, transfer and storage of medical images. An introduction to the principles of radiation therapy is discussed, including patient assessment, patient education, and pharmacology. This course provides students with the knowledge and skills to solve problems associated with radiation therapy, and to think critically when working with patients and colleagues.
Prerequisite(s): RDTH program acceptance

Corequisite(s):

RDTH-120 Clinical Practicum I CREDITS: 4
This course introduces the student to clinical education with an intense clinical orientation including hospital orientation, field trips, boot camps, job-shadowing experiences and the role of a student in the department of radiation therapy. It serves as an introduction and provides a foundation for the student's specific role in the clinical setting. Topics such as teamwork, ethics, blood-borne pathogens, radiation protection and clinical assignments are all covered in this course.
Prerequisite(s): RDTH program acceptance
Corequisite(s):

RDTH-135 Radiographic Anatomy I CREDITS: 1
This course is a presentation of radiographic anatomy as it pertains to the radiation therapist in general. Specific skeletal anatomy will be reviewed; emphasis will be on bony landmarks, terminology, organ reference, surface and cross-sectional anatomy.
Prerequisite(s): RDTH program acceptance
Corequisite(s):

RDTH-140 Principles & Practice of Radiation Therapy I CREDITS: 3
This course provides an introduction to radiation oncology concepts and techniques. The student examines cancer through an exploration of factors, including epidemiology, etiology, and detection. Theoretical knowledge delivered in class supports the clinical aspects of providing treatment to patients with cancer. Treatment components include simulation and treatment utilizing an anatomical site-by-site approach.
Prerequisite(s): RDTH program acceptance
Corequisite(s):

RDTH-160 Clinical Practicum II CREDITS: 4
This practicum course is the continuation of Clinical Practicum I. In addition to applying knowledge gained during the first clinical practicum, students will observe and participate in the technical and clinical aspects of radiation therapy. Again, clinical-performance objectives are used to direct students to specific tasks and related information necessary in the clinical setting. Students must demonstrate competence in specific clinical activities.
Prerequisite(s): RDTH-120
Corequisite(s):

RDTH-165 Radiographic Anatomy II CREDITS: 1
This course is a continuation of RDTH-135, Radiographic Anatomy I. It presents radiographic anatomy as it pertains to the radiation therapist in general. Specific organ systems are reviewed with emphasis placed on specific tumors and sites.
Prerequisite(s): RDTH-135
Corequisite(s):

RDTH-170 Radiation Physics CREDITS: 4
This is a lecture study series dealing specifically with the physics of radiation oncology, including radiation and its properties, x-ray production, radiation quality, principles of detectors, high energy equipment, photon and electron beams and brachytherapy applications.
Prerequisite(s): RDTH-120
Corequisite(s):

RDTH-180 Clinical Practicum III CREDITS: 7
This practicum course is the continuation of Clinical Practicum I & II. In addition to applying knowledge gained during the first and second clinical rotations, students will observe and participate in the technical and clinical aspects of radiation therapy. Clinical performance objectives and case studies will be used to direct students to important clinical

tasks and related information. This 10-week summer internship allows the student an opportunity to work with the patient on a daily basis, challenge their clinical skills and grow in self-confidence.
Students must demonstrate competence in specific clinical activities.
Prerequisite(s): RDTH-160
Corequisite(s):

RDTH-210 Principles & Practice of Radiation Therapy II CREDITS: 4

This senior-level course is designed to provide the learner with a foundation in cancer management. Topics such as epidemiology, etiology, pathology and the principles of radiation therapy will be discussed. Students will be introduced to concepts such as radiosensitivity, therapeutic ratio, cell cycle, time/dose relationship and specific radiation therapy equipment.
Prerequisite(s): RDTH-105
Corequisite(s):

RDTH-215 Physician's Lecture Series CREDITS: 3

This is a lecture series presented by visiting radiation oncologists. Each of the physicians will provide students with the fundamentals of clinical radiation oncology. Malignant conditions, their etiology and methods of treatment are discussed. Attention is given to patient prognosis, treatment results and the effects of combined therapies. Case study presentations will emphasize treatment principles included in each particular tumor site, utilizing radiographic images, scans, pathology slides, etc.
Prerequisite(s): RDTH-140
Corequisite(s):

RDTH-220 Clinical Practicum IV CREDITS: 7

The purpose of this course is twofold: 1) as a continuation of Clinical Practicums I, II, & III for entry-level students; and 2) as an orientation and first clinical rotation for those in advanced standing. Clinical performance objectives for both levels of students will be used, with a more concentrated clinical approach organized for those students in advanced standing. Entry-level students will demonstrate proficiency in common technical and clinical skills, as well as learning and refining the more technically difficult aspects of radiation therapy. Students in advanced standing will demonstrate proficiency in common technical and clinical skills.
Prerequisite(s): RDTH-180
Corequisite(s):

RDTH-225 Treatment Planning & Dosimetry CREDITS: 4

Students are introduced to concepts in treatment planning and dosimetry as they apply to a radiation oncology department. Topics such as dose calculations, brachytherapy, and computer dosimetry will be discussed.
Prerequisite(s): RDTH-140
Corequisite(s):

RDTH-230 Basic Clinical Dosimetry CREDITS: 1

Clinical dosimetry has been an integral part of radiation therapy since its inception. This dosimetry course is organized and centered on the practice of clinical radiation dosimetry with the objectives of developing students' skill in quality assurance measurements, machine warm-up procedures, and brachytherapy.
Prerequisite(s): RDTH-180
Corequisite(s):

RDTH-235 Radiation Cell Biology CREDITS: 3

This course will provide students with the principles of cell responses to radiation. Factors that influence the effects of radiation, tissue sensitivity, cell biology, interaction of radiation with matter, total body and late effects of radiation, and environmental factors are discussed. In addition, radiation protection principles are reviewed, including time, distance, and shielding.
Prerequisite(s): RDTH-140

Corequisite(s):

RDTH-240 Clinical Practicum V CREDITS: 6
The purpose of this course is twofold: 1) as a continuation of Clinical Practicums I, II, III and IV for the entry level student; and 2) as a continuation of Clinical Practicum IV for students in advanced standing.
Prerequisite(s): RDTH-220
Corequisite(s):

RDTH-245 Radiation Quality Assurance Lab CREDITS: 1
The lab experience highlights and reinforces many of the physics and dosimetric applications of the clinic. Special emphasis is on quality assurance procedures and dose measurement as it relates to radiation therapy.
Prerequisite(s): RDTH-220
Corequisite(s):

RDTH-260 Clinical Practicum VI CREDITS: 7
The purpose of this course is twofold: 1) as a continuation of Clinical Practicum I-V for the 24-month students; and 2) as a continuation of Clinical Practicums IV and V for students in Advanced Standing. Students will benefit from the summer internship by participating in patient care, providing treatment planning and delivering a planned course of radiation therapy under direct and indirect supervision. The team approach should provide an atmosphere where students can grow in self-confidence, precision and accuracy in delivering a planned course of radiation therapy. In addition, students shall demonstrate the following skills: 1) technical skills (quality and quantity of work); 2) dosimetric and treatment planning skills (clinical applications); and 3) nursing skills (psychological and routine nursing skills). At this level, the advanced standing student will be evaluated on overall clinical competency and a decision will be made as to whether an additional three months of clinical experience is necessary for advanced standing students only.
Prerequisite(s): RDTH-240
Corequisite(s):

RDTH-280 Clinical Practicum VII CREDITS: 6
This practicum course is a continuation of Clinical Practicum VI and is designed for the advanced standing student. The student will focus on clinical competence, decision-making, and critical thinking related to delivering a prescribed course of radiation therapy.
Prerequisite(s): RDTH-260
Corequisite(s):

RDTH-295 Radiation Therapy Registry Review CREDITS: 1
This course is designed to prepare the radiation therapy student to take the American Registry of Radiologic Technology (ARRT) Certification Examination in Radiation Therapy. There will be a complete review of ARRT Registry content, with special emphasis on the first year material. Several "mock registries" will be provided.
Prerequisite(s): RDTH-260
Corequisite(s):

RESPIRATORY THERAPY

RESP-100 Introduction to Respiratory Therapy/Patient Care CREDITS: 2
This course is designed to give entry-level Respiratory Therapy students an overview of the development of respiratory therapy, its role in health care, its relationship to other health care services, and its organizational structure in the hospital environment. Also discussed will be such topics as ethics, medical-legal responsibilities of patient care (including HIPPA training), death and dying, blood borne pathogens and universal precautions, charting and generation of orders and medical terminology. Basic pulmonary anatomy and medical terminology will also be presented. Focus throughout the course will be on the patient as an individual and central figure in the complex multi-directional environment.

Prerequisite(s): RESP program acceptance
Corequisite(s): RESP-101

RESP-101 Gas, Humidity, and Aerosol Therapy with Lab CREDITS: 4

This course will allow students to achieve the technique, skills and understanding necessary to properly and effectively administer the three treatment modalities. The physiologic rationale, indications and contraindications will be stressed in addition to practices required for patient safety. An understanding of the physical principles defining equipment function will be required.

Prerequisite(s): RESP program acceptance
Corequisite(s): RESP-100

RESP-105 Pulmonary Assessment Technology with Lab CREDITS: 3

This course is designed to provide students with entry-level skills in basic chest-assessment and auscultation of breath-sound; basic interpretation of chest radiographs, pulmonary-function tests, arterial-blood gas sampling, and analysis, interpretation, and application of concepts covered in AHS-114, Cardiopulmonary-Renal Anatomy and Physiology.

Prerequisite(s): BIOL-130, BIOL-131, RESP-100, RESP-105
Corequisite(s): RESP-120

RESP-110 Airway Management with Lab CREDITS: 3

The course is designed to provide students with the knowledge and skills needed to effectively assess and treat patients with disorders of the upper and lower airway. Knowledge and skills will be confined to the scope of practice of the respiratory-care practitioner.

Prerequisite(s): BIOL-130, BIOL-131, RESP-100, RESP-105
Corequisite(s):

RESP-115 Applied Physics for Health Sciences CREDITS: 2

This course is designed as a general introduction to basic concepts in physics, relevant to respiratory care and cardiovascular technology. Concepts discussed will include gas laws, fluid dynamics, temperature, pressure, Newton's Laws of Motion, units of measurement and conversions, radiation safety, and biomedical monitoring.

Prerequisite(s): RESP or CARD program acceptance
Corequisite(s):

RESP-120 Cardiopulmonary-Renal Anatomy & Physiology CREDITS: 3

This course is designed to be an in-depth study of the structure and function of the cardiovascular, pulmonary and renal systems. Emphasis will be placed upon the clinical aspects of systemic function and clinical measurement of that function.

Prerequisite(s): BIOL-130, BIOL-131, RESP-100, RESP-105
Corequisite(s):

RESP-125 Clinical Practicum I CREDITS: 3

This course is an introduction to clinical practice and hospitals affiliated with SMCC's Respiratory Therapy Program. The clinical experience will be observational, with some directly supervised task performance under guidance of the clinical instructor. Students will rotate through selected environments for four or eight hours each on a day shift one day per week.

Prerequisite(s): BIOL-130, BIOL-131, RESP-100, RESP-105
Corequisite(s): RESP-110, RESP-115, RESP-120

RESP-150 Microbiology for Patient Care CREDITS: 2

This course takes a survey approach to the classification, morphology, identification, and physiology of microorganisms. The major emphasis is on the clinical problems associated with infection nosocomially contracted. Some emphasis is also placed on the practical problems and techniques of the cleaning, sterilization, and utilization of contaminated equipment and clothing.

Prerequisite(s): BIOL-135, BIOL-136, CHEM-103, RESP-105, RESP-115
Corequisite(s):

RESP-160 Pharmacology CREDITS: 2

The general principles of drug action, methods of administration, metabolism, excretion and clinical application will be presented. Bronchoactive drug groups seen in the practice of respiratory therapy will be emphasized. Also discussed will be several drug categories (cardiovascular medications, antibiotics, neuromuscular blockers, anticoagulants and diuretics) not used directly by the respiratory care practitioner.
Prerequisite(s): RESP-105, RESP-115, BIOL-135, BIOL-136, CHEM-104
Corequisite(s):

RESP-170 Introduction to Mechanical Ventilation with Lab CREDITS: 2

This course is designed to provide students with an understanding of the fundamentals of mechanical ventilation. The focus will be placed on the way mechanical ventilators function, basic terminology, classification, technological and mathematical concepts, graphical displays and the interrelationship between pressure, volume, flow and time as related to mechanical ventilator function.
Prerequisite(s): RESP-105, RESP-110, RESP-125
Corequisite(s): RESP-150, RESP-160, RESP-170

RESP-175 Clinical Practicum II CREDITS: 4

This course is designed to give students their first direct "hands-on" performance of selected basic respiratory therapy clinical skills in the non-critical care hospital environment. Use of basic, non-critical care respiratory therapy equipment as well as basic patient assessment skills will be emphasized. Students will be assigned to 12 twelve-hour shifts with a clinical mentor.
Prerequisite(s): RESP-125, RESP-150, RESP-160, RESP-170
Corequisite(s):

RESP-200 Neonatology and Pediatrics CREDITS: 3

This course is designed to give Respiratory Therapy students insight into special considerations involved in the respiratory care of the neonatal and pediatric patient. Emphasis will be given to lung embryology and morphology, abnormal cardiopulmonary and congenital anomalies of the newborn and overall respiratory care of the distressed neonate. Also discussed will be respiratory disease of infancy and childhood. Particular attention will be given to the specialized equipment used to maintain, monitor, and treat the neonatal-pediatric patient.
Prerequisite(s): RESP-170, RESP-175
Corequisite(s):

RESP-210 Cardiovascular Assessment CREDITS: 3

This course is designed for upper level Respiratory Therapy students and other Allied Health Science or Nursing students in order to present an overview of current cardiovascular diagnostic techniques. Emphasis will be placed primarily upon non-invasive techniques including electrocardiography and echocardiography, but the course will also include modules relating to therapeutic aspects of cardiac care and cardiac rehabilitation and disease prevention. Some cardiovascular pharmacology will also be presented.
Prerequisite(s): RESP-120, BIOL-130, BIOL-131
Corequisite(s): BIOL-135, BIOL-136

RESP-220 Clinical Application of Mechanical Ventilation with Lab CREDITS: 3

This course is designed as a follow-up to RESP-170, Introduction to Mechanical Ventilation. It is designed for senior Respiratory Therapy students as a more advanced and detailed presentation of topics initially raised in the introductory course with an emphasis on clinical applications and also the addition of an introduction to neonatal mechanical ventilation. Ventilator graphics, high-frequency ventilation, non-invasive mechanical ventilation, acute respiratory distress syndrome, lung protective strategies, newer ventilator modes and formats, airway pressure therapy and

weaning from mechanical ventilation will all be studied. Laboratory sessions will focus on operating characteristics of selected mechanical ventilators as well as clinical simulations.
Prerequisite(s): RESP-170, RESP-175
Corequisite(s):

RESP-225 Clinical Practicum III CREDITS: 4
This course is a continuation of RESP-175. The development of clinical skills in the physiological assessment of the patient and care of the adult patient will be reinforced. Students will have an opportunity for observation of surgery in the Operating Room and also receive an introduction to selected critical care procedures. Students will be assigned 2 eight-hour clinical days each week. In addition, students will be introduced to some non-hospital based aspects of Respiratory Therapy such as diagnostic testing laboratories, physician medical practices, home care, and Sleep Diagnostic Laboratories.
Prerequisite(s): RESP-175
Corequisite(s):

RESP-250 Critical Respiratory Care CREDITS: 3
This class is designed to give second-year Respiratory Therapy students insight into the organization and structure of the Intensive Care Unit; included will be discussion of the roles, relationships and stresses upon the ICU health-care team. Also discussed will be infection control in, and psychological implications of, the ICU environment. Major course emphasis will center on Hemodynamic Monitoring as well as assessment and treatment of the patient with specific pathologic conditions commonly seen in the ICU. The interrelations between organ systems and disease entities in the critically ill patient will also be discussed.
Prerequisite(s): RESP-170, RESP-175
Corequisite(s):

RESP-275 Clinical Practicum IV CREDITS: 6
This clinical course is designed to provide an in depth introduction into the role of the respiratory therapist in the Acute Critical Care setting for adult, pediatric and neo-natal patients. In addition the clinical practicum is designed to polish the skills learned in previous clinical rotations and serve overall as the final preparation for employment at the entry-level in Respiratory Therapy. Students will be assigned 3 eight-hour days per week.
Prerequisite(s): RESP-200, RESP-210, RESP-220, RESP-225
Corequisite(s):

SOCIOLOGY

SOCI-100 Introduction to Sociology CREDITS: 3
Introduction to Sociology presents fundamental concepts and theories covering many areas of contemporary sociology. This course analyzes the influence of social and cultural factors upon human behavior in the areas of culture, socialization, groups, deviance, sexuality, stratification, race, gender, economics, family, religion, and the environment. Social dynamics and social institutions will be explored, coupled with the ever-present issues of social change and the impact of these changes on society and the individual.
Prerequisite(s):
Corequisite(s): ENGL-050, ENGL-075

SOCI-160 North American Social Geography CREDITS: 3
Social Geography focuses on the interrelationship between sociology and geography. Students will examine how the geography of a region affects population, settlement patterns, urbanization, and cultural development. Students will participate in an interactive classroom project to explore how geography shaped North American social development.
Prerequisite(s): ENGL-100
Corequisite(s): SOCI-100

SOCI-190 Sociology: Community Service CREDITS: 3

Service Learning is an instructional method that integrates community service with academic instruction. This service-training model of instruction used in sociology will focus on critical, reflective thinking, and civic responsibility, and commitment to the community. Students should develop a broader and deeper understanding of social issues through their service to the community.

Prerequisite(s): SOCI-100
Corequisite(s):

SOCI-201 Marriage and Family CREDITS: 3

Marriage and Family covers the concepts, structure and diversity of marriage and family from a multigenerational perspective. The focus will be on the modern American family and how it interacts with contemporary society. Each student will be introduced to marriage and family through lectures and practicum. This practicum will be a problem-based learning exercise. The students will participate in a classroom marriage simulation so they can gain real-life knowledge of the personal and social interaction of a family unit in contemporary society. The history of social dynamics and institutions will be explored, coupled with social change and the impact of these changes on the individual, family and society. This course has been designated as a writing-intensive course.

Prerequisite(s): ENGL-100
Corequisite(s): SOCI-100

SOCI-205 Genocide, Societies' Shame CREDITS: 3

Genocide is the systematic destruction of a racial or ethnic group or culture. This course studies acts of genocide perpetrated in the 20th and 21st centuries, for example the Holocaust, Darfur and Bosnia. The course will focus on what happens to a culture experiencing genocide. Students will participate in activities that illustrate the realities of genocide and its impact on the individual and society. Topics covered include prejudice, social movement theory, collective behaviorism and group dynamics. This is a writing intensive course. This course is offered in Fall semester.

Prerequisite(s): ENGL-100, PSYC-100 or SOCI-100
Corequisite(s):

SOCI-210 Critical Thinking about Social Issues CREDITS: 3

This course will introduce students to the concepts and skills associated with critical thinking about social issues. Topics for the semester will include educational reform, energy, and sexual behavior. The course content will include reading and thinking critically; writing concisely and with conceptual clarity; developing convincing, rational arguments to support one's views; and understanding others arguments and perspectives. It is developed with the explicit aim of preparing the student for advanced courses while becoming an active thinker and learner outside of the discipline and college. This course has been designated as a writing-intensive course.

Prerequisite(s): ENGL-100, SOCI-100
Corequisite(s):

SOCI-215 The Society of the Disabled CREDITS: 3

The focus of this course is on modern Americans with disabilities, both mental and physical, and how they interact with society. Each student will be introduced to a wide range of disabilities through lectures and a practicum. This practicum will consist of problem-based learning exercises. Students will participate in a classroom disabilities activity that presents real-life situations for students to explore so they can gain knowledge of the personal and social interaction of a person with disabilities in society. The history of social dynamics and institutions will be explored, coupled with the study of social change and the impact of these changes on the individual and society. This is a writing intensive course. This course is offered Spring semester.

Prerequisite(s): ENGL-100
Corequisite(s): SOCI-100

SPANISH

SPAN-100 Conversational Spanish CREDITS: 3
This course is designed for students of all levels of Spanish The course focuses on the students" ability to produce the language orally. Content begins with basics and becomes increasingly complex as the semester progresses. The course does not include explanations of grammar and all assessments are done orally. The course is intended for people who plan to use spoken Spanish in some capacity in their lives.
Prerequisite(s):
Corequisite(s):

SPAN-101 Beginning Spanish I CREDITS: 4
This beginner's course in Spanish equally emphasizes the four skills of language learning: listening comprehension, speaking, reading and writing Interactive materials and a laboratory component create a multifaceted and challenging learning environment. This course is appropriate for students with fewer than 2 years of high school Spanish.
Prerequisite(s):
Corequisite(s):

SPAN-102 Beginning Spanish II CREDITS: 4
This course in Spanish equally emphasizes the four skills of language learning: listening comprehension, speaking, reading and writing Interactive materials and a laboratory component create a multifaceted and challenging learning environment. This course follows SPA 101 in the course sequence and is a continuation of material covered in SPA 101.
Prerequisite(s): SPAN-101
Corequisite(s):

SPAN-201 Intermediate Spanish I CREDITS: 4
This intermediate course in Spanish focuses on oral and written communication, reading and more advanced grammar Students will engage in conversation and produce written works based on a variety of topics. This course is appropriate for students who have completed Beginning Spanish II.
Prerequisite(s): SPAN-102
Corequisite(s):

SPAN-202 Intermediate Spanish II CREDITS: 4
This intermediate course in Spanish focuses on oral and written communication, reading and more advanced grammar Students will engage in conversation and produce written works based on a variety of topics. This course is appropriate for students who have completed Intermediate Spanish I.
Prerequisite(s): SPAN-201
Corequisite(s):

SPORT MANAGEMENT

SPTM-105 Foundation of Sport CREDITS: 3
This course provides an extensive overview of professions within the field of sport Students will explore different value philosophies of sport and the formulation of personal & professional goals. Current and future issues and trends are examined. Students will examine the field of sport from a career orientation and build upon the observations throughout their course of study.
Prerequisite(s): ENGL-050
Corequisite(s):

SPTM-155 Introduction to Sport Management CREDITS: 3

This course will introduce students to the fundamental aspects of sport management, with a concentration on the history of sport, sport organizations and education, and the impact of sport on economics This course will also explore the influence of sport management and the impact on society.
Prerequisite(s): SPTM-105
Corequisite(s):

SPTM-200 Sport Management Internship I CREDITS: 3
This course will introduce students to hands on practical experience in the field of sport management Students will be placed at an on-site location to develop skills learned in the classroom and developed within the professional work setting. All students will have a direct on-site supervisor to assist in the development of the professional experience.
Prerequisite(s): SPTM-155
Corequisite(s):

SPTM-205 Sport and Facilities Management CREDITS: 3
The course focuses on recreation and sport program management, with emphasis on coordination, development, implementation and evaluation of activities and programming in recreation, fitness and sports in school, community and professional levels The course also focuses on sport and recreation facility uses, trends, equipment, and physical layout. The areas of program promotion, project planning, market analysis, motivation, and adherence to standards are explored.
Prerequisite(s): SPTM-155
Corequisite(s):

SPTM-250 Sport Management Internship II CREDITS: 3
This course will introduce students to hands on practical experience in the field of sport management Students will be placed at an on-site location to develop skills learned in the classroom and developed within the professional work setting. All students will have a direct on-site supervisor to assist in the development of the professional experience.
Prerequisite(s): SPTM-220
Corequisite(s):

SURGICAL TECHNOLOGY

SURG-101 Introduction and Orientation to Surgical Technology CREDITS: 6
The course is designed to provide students with an overview of the surgical environment and operating room team Emphasis will be placed on the history of surgery, hospital organization, the O.R. team, communication, teamwork, group dynamics, leadership, conflict resolution, professional organization and management, professionalism, ethical, moral and legal obligations, risk management, HIPAA, legal documentation, specimen care, computer skills and fire safety. An in-depth study of medical terminology is included.
Prerequisite(s): SURG program acceptance
Corequisite(s):

SURG-105 Care and Safety of Patients CREDITS: 3
The course is introduces students to perioperative care of the surgical patient Areas of study include: transportation of the patient, surgical positioning, electricity/electrosurgery, robotics, homeostasis (related patient care), radiation safety and therapy, physics, laser safety, latex allergy, death and dying, and post-mortem care. Care of the pediatric and geriatric patient will also be included.
Prerequisite(s): SURG program acceptance
Corequisite(s):

SURG-106 Clinical Practicum I CREDITS: 3
The unit provides an opportunity for students to observe and practice surgical procedures in the operating room Emphasis will be placed on correlating academic knowledge and skills in clinical setting under supervision.

Prerequisite(s): SURG program acceptance
Corequisite(s):

SURG-202 Principles of Operating Room Techniques CREDITS: 3

The course provides a detailed study of the principles of asepsis and sterile technique These principles are coordinated with laboratory practice. Emphasis will be placed on the surgical hand scrub, surgical preparation of the skin, urinary catheterization, gowning and gloving , draping the operative field and duties of the scrub and circulating technologists. Basic instrumentation, wound closure material, sponges, dressings, drains and catheters, and counts are also included in this section.
Prerequisite(s): SURG-101, SURG-105, SURG-106
Corequisite(s):

SURG-206 Clinical Practicum II CREDITS: 13

The course is intended to provide senior students with the opportunity to perform scrub and circulating duties under the direct supervision of faculty and/or staff preceptors Students are assigned to each of the 10 surgical services (cardiothoracic, general/pediatrics, genitourinary, gynecology, neurosurgery, ophthalmology, otorhinolaryngology, orthopedics, peripheral vascular and plastic/dental/reconstructive) in order to obtain exposure to and clinical practice in common surgical procedures categorized under each service. Students may perform assigned duties at the discretion of the instructors and cluster/service leaders. Additionally, students are assigned to a variety of satellite sites (see objective sheets) in order to obtain broad exposure to smaller health care facilities, surgicenters and supportive health care departments. Students are informally evaluated by clinical instructors on a daily basis and feedback is furnished as necessary. Students are formally evaluated by preceptors on a weekly basis, and receive formal evaluations from the clinical instructors every six weeks. Students will maintain accurate records of the procedures on which they scrub, including the duties they perform. Performance of such duties will be documented and verified by the faculty, according to surgical service and case difficulty. A standardized rating will be awarded to each student based upon the level of difficulty, number and ratio of procedures performed in the first scrub role.
Prerequisite(s): SURG-101, SURG-105, SURG-106
Corequisite(s):

SURG-207 Surgical Procedures I CREDITS: 3

The course provides students with a review of anatomy, physiology and pathophysiology Emphasis will be placed on an in-depth study of basic surgical interventions, including endoscopic surgery; general surgery; obstetric and gynecologic; otorhinolaryngologic, genitourinary; orthopedic; ophthalmic; oral and maxillofacial; plastic and reconstructive; cardiothoracic and peripheral vascular, and neurosurgery.
Prerequisite(s): SURG-101, SURG-105, SURG-106
Corequisite(s):

SURG-208 Surgical Procedures II CREDITS: 3

The course is intended to provide senior students with a review of anatomy and an introductory and intermediate-depth overview of specific surgical procedures associated with each of the following ten surgical specialties (cardio-thoracic, general/pediatrics, genitor-urinary, gynecology, neurosurgery, ophthalmology, otorhinolaryngology, orthopedics, peripheral vascular and plastic/dental/reconstructive) Students attend informal classes, pursue independent studies, complete service-specific study guides and submit daily "case-prep" papers. Additionally, senior students participate in the peri-operative rotation, and submit a written narrative of their experience.
Prerequisite(s): SURG-101, SURG-105, SURG-106
Corequisite(s):

Social Work

SWRK-100 Introduction to Social Work CREDITS: 3

This course will familiarize students with the various roles, functions, and tasks which social workers perform in a variety of settings and acquaint them with the primary skills and practices of generalist social work Students will be introduced to social work practice as a multi-level and multi-method approach to influencing change in problem

situations. Students will also be introduced to the core values and Code of Ethics of social work and be exposed to issues of diversity, oppression, and social justice. The practice of generalist social work will be considered from the perspective of a collaborative, strengths-based model working within complex social service systems.
Prerequisite(s): ENGL-050, ENGL-075
Corequisite(s):

WELDING

WELD-100 Introduction to Welding CREDITS: 3

This course is designed to provide the fundamentals of welding for the beginner. Students will learn to operate basic equipment pertaining to shielded metal arc welding, oxy-fuel welding and cutting. Students will also be instructed in the choice of proper electrodes. This course will be beneficial to students going into a welding career or any occupation that requires welding skills. It will also be valuable to welders as refresher or to the home hobbyist or a supervision advancement.

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